

ANCASTER, SUDBROOK, AND WEST WILLOUGHBY PARISH COUNCIL

Parish Clerk: Denise Gascoyne 82 Ermine Street ANCASTER NG32 3QP

Tel: 01400 230745 email: denise.gascoyne@ancasterpc.org

Website: <https://ancaster.parish.lincolnshire.gov.uk/>

07 May 2025

Dear Councillor,

You are hereby summoned to attend the meeting of **ANNUAL MEETING** of **ANCASTER, SUDBROOK AND WEST WILLOUGHBY PARISH COUNCIL** to be held on **12 MAY 2025** immediately after the **ANNUAL PARISH MEETING**.

Denise Gascoyne
Parish Clerk

1. **Election of Chair.** To elect the Chair of the Parish Council and to receive the Chair's Declaration of Office.
2. **Election of Vice-Chair.** To elect the Vice-Chair of the Parish Council and to receive the Vice-Chair's Declaration of Office.
3. **To receive Declaration of Acceptance of Office and Members' Disclosable Pecuniary and other interests** – All Parish Councillors.
4. **Election of Finance Officer.** To elect Finance Officer to oversee accounts.
5. **Apologies for absence.** To receive and accept apologies for absence where valid reasons have been given prior to the meeting.
6. **To approve and accept** as a true record the notes of the meeting of the Parish Council held on **14 April 2025** and to authorise the Chair to sign the official minutes.
7. **To review and accept new** Model (2025) Standing Orders. Already circulated.
8. **To review and accept amended** Financial Regulations 2025.
9. **To review and accept new/amended** Policies
 - Data Breach Policy
 - Subject Access Request Procedure
 - Records Retention Policy

10. To declare eligibility and adoption of The General Power of Competence (compliant with S.1-8 Localism Act 2011 and the Parish Councils (General Power of Competence Prescribed Conditions) Order 2012. (CILCA obtained 20.5.19)

11. To approve and accept The Asset Register as of 31 March 2025. Already circulated.

12. To approve and accept the Insurance Policy and resolve to pay the premium.

13. To elect members to the following Working Groups.

- Planning
- Cemetery/Newton Meadow/Grounds Maintenance
- Finance
- Parish Hall
- Highways/Policing/Speed Watch
- Playing Field
- Emergency Plan

14. Finance.

- a. To read out, fill in and sign Section 1 – Annual Governance and Accountability Return (AGAR) 2024/2025.
- b. To accept and sign Section 2 – Accounting Statement 2024/2025 of the AGAR
- c. To accept Statements of Accounts and authorise the Chair to sign.
- d. To accept the Internal Auditors Report

To start the Ordinary Parish Council Meeting.

15. Highways/Policing/Speedwatch.

- a. Update on blocked gullies Ermine Street
- b. Update on speed reduction for West Willoughby
- c. Update on SIDs

16. Planning.

- a. Planning application E1A/01/25 To vary condition 2 of planning permission 8/0298 to increase general waste from 260,000 tonnes to 350,000 tonnes Mid Uk Re-Cycling – our comments already circulated.
- b. S25/0663 Planning application to adapt Parish Hall Annexe.

17. Parish Clerk Update.

- a. Confirmation Data Protection Fee has increased from £35 to £47 and the budget figure has been adjusted.

18. Correspondence.

- a. NBB Outdoors May 2025
- b. LALC e-news
- c. Town and Parish Council Newsletter April 2025
- d. The Clerk
- e. Clerks and Councils Direct

19. Cemetery/Newton Meadow/Orchard.

20. Finance.

- a. To resolve to approve and accept Bank Reconciliations, Bank Transfers, and Cashbook (already circulated) to 30 April 2025 and for Chair to sign.
- b. To resolve to accept Retrospective Approval List (already circulated) and payments made 07.05.25
- c. To resolve to approve and accept Staff BACS Payments as per the Approval List (already circulated) and authorise the Chair to sign and Clerk to make the payments.
- d. To resolve to approve and accept other BACS/DD Payments as per the Approval List (already circulated) and authorise the Chair to sign and Clerk to make the payments.
- e. Confirmation VAT repayment of £1644.02 has been received.
- f. Confirmation the first half of the grant for the Community Cleaner has been received.

21. Training.

22. Date of Next Meeting.

- a. To confirm the date of the next meeting as **16 June 2025** at 7.30pm in the Parish Hall Annexe.