

MINUTES OF THE ANNUAL MEETING OF ANCASTER, SUDBROOK AND WEST WILLOUGHBY PARISH COUNCIL HELD ON 12 MAY 2025 IN THE PARISH HALL ANNEXE IMMEDIATELY AFTER THE ANNUAL PARISH MEETING AT 7.25PM

Present. Cllrs Sayer, Pearsey, Ferguson, Leighton, Hollick, and Clarke.
In Attendance. Denise Gascoyne Parish Clerk.
County Cllr Martin and District Cllr Stokes left the meeting at 7.30pm

1.Election of Chair. The Clerk asked if anyone was willing to stand as Chair. It was proposed, seconded and

Resolved that Cllr D Sayer be re-elected as Chair of Ancaster, Sudbrook, and West Willoughby Parish Council. Cllr Sayer signed the formal Declaration of Acceptance of Office as Chair. This was countersigned by the Parish Clerk as Proper Officer of the Council.

2.Election of Vice-Chair. The Chair asked if anyone was willing to stand as Vice-Chair. It was proposed, seconded and

Resolved that Cllr Leighton be re-elected as Vice-Chair. Cllr Leighton signed the formal Declaration of Acceptance of Office as Vice-Chair. This was countersigned by the Parish Clerk as Proper Officer of the Council.

3. To receive Declarations of Office and Members' Disclosable Pecuniary and other interests. All remaining Cllrs signed the formal Declarations of Acceptance of Office, and these were countersigned by the Parish Clerk as Proper Officer of the Council. All Cllrs signed the Members' Disclosable Pecuniary and other Interests' form. A copy will be sent to the Monitoring Officer and a copy added to the website.

4.Election of Finance Officer. It was proposed, seconded and
Resolved to appoint Cllr Clarke as Finance Officer.

5. Apologies for absence.

a. Apologies for absence with valid reasons had been received from Cllrs Fleming, Barker, Rock, Lovett, and Dr Entwistle. It was proposed, seconded and

Resolved to accept apologies for absence with valid reasons from Cllrs Fleming, Barker, Rock, Lovett, and Dr Entwistle.

6. To approve and accept as a true record the notes of the meeting of the Parish Council meeting held on 14 April 2025 and authorise the Chair to sign the official minutes. It was proposed, seconded and

Resolved that the notes of the meeting held on 14 April 2025 be accepted as a true record and the Chair signed the minutes.

7. To review and accept new Model (2025) Standing Orders. The new Model (2025) Standing Orders had been circulated to all Cllrs. It was proposed, seconded and

Resolved to adopt the Model (2025) Standing Orders and a copy would be added to the website.

8.To review and accept 2025 Financial Regulations. The Clerk had not had time to make the amendments to the 2025 Financial Regulations. Therefore, it was proposed, seconded and

Resolved to defer the 2025 Financial Regulations until the next meeting.

9.To review and accept the following new/amended policies

- Data Breach Policy
- Subject Access Request Procedure
- Record Retention Policy

The above policies had been circulated to all Cllrs. It was proposed, seconded and

Resolved that the above policies be adopted en-bloc and copies added to the website.

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.

It was proposed seconded and

Resolved to declare eligibility and adoption of The General Power of Competence as CiLCA was obtained on 20.05.19.

11. The Asset Register 31 March 2025 had been circulated to all Cllrs. It was proposed, seconded and

Resolved to accept the Asset Register to 31 March 2025.

12.The Insurance Policy had been circulated to all Cllrs. It was proposed, seconded and

Resolved: to accept the Insurance Policy and authorise the payment.

13.To elect members to the following Working Groups. Cllrs agreed to be members of the following working parties.

- Planning - Cllrs Sayer, Pearsey, Leighton
- Cemetery/Newton Meadow/Grounds Maintenance – Cllrs Hollick, Ferguson, and Andrew Newton
- Finance -Cllrs Sayer, Rock, Clarke
- Parish Hall – Cllrs Sayer, Pearsey, Hollick
- Highways/Policing/Speed watch – Cllrs Ferguson, Hollick
- Playing Field representative – Cllr Sayer
- Emergency Plan - Cllrs Lovett, Sayer, Andrew Newton

14.Finance

a. Section 1 of the Annual Governance and Accountability Return (AGAR) 2024/2025 was read out by the Chair. It was proposed, seconded and

Resolved that Section 1 of the AGAR 2024/2025 be filled in and signed by the Chair. This was recorded as Minute Reference 14(a)

b. Section 2 of the AGAR 2024/2025 had been circulated to Cllrs. It was proposed, seconded and

Resolved that Section 2 Accounting Statement of the AGAR be accepted and signed by the Chair. This was recorded as Minute Reference 14(b).

c. The Statement of Accounts had been circulated to all Cllrs. It was proposed, seconded and

Resolved to accept the Statement of Accounts and these were signed by the Chair.

d. The Internal Auditors Report had been circulated to all Cllrs. It was proposed, seconded and

Resolved to accept the Internal Auditors Report.

The Annual Meeting closed at 7.53pm

It was proposed, seconded and

Resolved to continue with the ordinary Parish Council meeting.

15.Highways/Policing/Speed Watch

a. Blocked Gullies Ermine Street had been discussed in the Annual Parish Meeting and County Cllr Martin would report to Highways.

b. Speed reduction in West Willoughby was still on going and County Cllr Martin would be discussing again with Highways.

c. The batteries on both Speed Indicator Devices (SID) needed replacing. These would be extremely expensive. It was proposed, seconded and

Resolved: to investigate the purchase of new ones.

16.Planning

a. E1A/01/25 to vary condition 2 of planning permission 18/0298 to increase general waste from 260,000 to 350,000 tonnes per annum.

Cllr Sayer told the meeting he and Cllr Sirs (Wilsford Chair) had prepared a letter with our comments which had been returned to Planning at LCC along with photographs, volunteer report and initial letter to Mid UK re littering. This had been copied to a number of agencies.

b. S25/0663 Planning application to adapt Parish Hall Annexe. FOR INFORMATION ONLY

17.Parish Clerk Update.

a. The Clerk confirmed that the Data Protection Fee had increased from £35 to £47, and the budget figure had been adjusted.

18.Correspondence.

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

19. Cemetery/Newton Meadow/Orchard

a. Nothing to report. This had been covered in the report submitted by Andrew Newton Cemetery Lead in the Annual Parish Meeting

20. Finance

a. The Bank Reconciliations, Bank Transfers and Cashbook to 30 April 2025 had been circulated to all Cllrs. It was proposed, seconded and **Resolved** to accept the Bank Reconciliations, Bank Transfers and Cashbook to 30 April 2025.

b. The Retrospective Approval List and Payments had been circulated to all Cllrs. It was proposed, seconded and **Resolved** to accept the Approval List and Payments made on 07.05.25.

Dept for Communities	PWLB Loan	£853.37
Pet Waste Solutions	First dog bin empty	£514.80
Pet Waste Solutions	Dog Bin Emptying	£50.40

b. The Approval List for Staff BACS Payments had been circulated to all Cllrs. It was proposed, seconded and **Resolved** to accept the Approval List for Staff BACS Payments amounting to £2271.15 and authorise the Clerk to make the payments.

c. The Approval List for BACS/DD Payments had been circulated to all Cllrs. It was proposed, seconded and **Resolved** to accept the Approval List for BACS/DD Payments below and authorise the Clerk to make the payments.

British Gas	Electricity	£105.99
Hazel Hill	Internal Audit	£350.00
Microsoft	Subscription	£104.99
Tidy Gardens	Grass cutting April	£891.00
Zurich	Insurance	£1776.76
Tidy Gardens	Grass cutting May	£587.00
Rix Petroleum (Pro forma)	Oil	£503.48

d. The Clerk confirmed the VAT repayment of £1644.02 had been received.

e. The Clerk confirmed the first half of the grant for the Community Cleaner had been received.

21. Training

22. Date of Next Meeting.

a. The date of the next meeting was confirmed as 16 June 2025 at 7.30pm in the Parish Hall Annexe.

There being no further business the meeting closed at 8.25pm

Chair

Ancaster Parish Council

16 June 2025