

**MINUTES OF ANCASTER, SUDBROOK, AND WEST WILLOUGHBY PARISH COUNCIL
MEETING HELD ON 21 JULY 2025 AT 7.30PM IN THE PARISH HALL ANNEXE.**

Present. Cllr Sayer (Chair) Cllr Leighton (Vice-Chair)
Cllrs Ferguson, Clarke, Hollick, Rock, Pearsey, and Dr Entwistle.

In Attendance. Denise Gascoyne Parish Clerk

Public Forum. No members of the public present.

The meeting began at 7.30pm

1.Chair's Welcome. The Chair Cllr Sayer welcomed everyone to the meeting.

2.Apologies for Absence.

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

Resolved to accept apologies for absence with valid reasons from Cllrs Fleming and Barker.

3.Declarations of Interest. There were none.

4.To approve and accept as a true record the notes of the Parish Council Meeting held on 16 June 2025. It was proposed, seconded and

Resolved to accept the minutes of the Parish Council Meeting held on 16 June 2025 . These were signed by the Chair.

5. Vacancy for Parish Councillor.

a. The Clerk confirmed that Robert Lovett had resigned due to work commitments. The vacancy notice had been placed on the noticeboard and website. Cllrs wanted to thank Cllr Lovett for his work as a councillor and confirmed he would be very welcome to remain on the Emergency Planning Group.

The Clerk confirmed that we can co-opt after 28 July if no requests for an election has been received by SKDC.

6.Report from County Cllr/District Cllr.

a. County Cllr Martin had sent his apologies to the meeting. He was thanked in his absence for helping to obtain a 40mph Speed Limit at West Willoughby which has taken 17 years. All that is now needed is for the cabinet members to agree, which is expected.

b. No report from Cllr Stokes.

7.Chair Update.

a. The Chair had applied for Parish and Community Funding from SKDC for solar panels on the Parish Hall.

8.Planning.

- a. S25/0663 Planning permission for change of use Parish Hall Annexe.
- b. S25/0663 The planning permission for change of use of Parish Hall stipulated the hours authorised should be 08.00am to 4.00pm Mondays to Fridays only. If the parish council and tenant felt this needed to be changed an amendment to the planning would be discussed in the future.
- c. S25/1185 Planning application to remove cedar to a low stump 7 Ermine Street. It was proposed, seconded and **Resolved** to make no comments on this application.
- d. S25/0205 Listed building consent to remove/vary conditions Barns north of Sudbrook House. FOR INFORMATION ONLY.
- e. S25/0202 Planning permission to remove/vary conditions Barns north of Sudbrook House. FOR INFORMATION ONLY.
- f. Cllr Sayer had agreed to attend Regulation 18 Local Plan Consultation 11 August 2025 from 6.00pm – 8.00pm SKDC.

9.Highways/Policing/Speedwatch

- a. The charger to the Speed Signs had been repaired for the time being. Therefore, no further action to be taken at this time.

10.Parish Clerk Update

- a. Nothing to report, all items covered in the Agenda.

11.Correspondence

- a. LALC e-news – circulated to all Cllrs.
- b. Railwatch
- c. NBB Recycled Furniture
- d. LCC Town and Parish June Newsletter – circulated to all Cllrs.
- e. LALC Annual Report 2024/2025 - circulated to all Cllrs.
- f. SKDC Proposed Housing and Mixed-Use site allocations public consultation 03.07.25 to 28.08.25. – circulated to all Cllrs.
- g. Police and Parish Council Briefing Session 16.09.25 – circulated to all Cllrs.
- h. Clerks and Councils Direct
- i. LALC Summer Conference
- j. Railfuture June 2025 newsletter
- k. The Clerk

12.Cemetery/Newton Meadow/Orchard.

- a. Cllr Hollick was investigating the purchase of an IBC (International Bulk Container) tank for water for the cemetery and orchard. Cllr Rock suggested a second-hand one would cost in the region of £100. Cllr Hollick would report back to the next meeting.

13. Grass Cutting/Grounds Maintenance

a. The Clerk had spoken to a SKDC representative who was cutting the grass on Water Lane. Initially, SKDC had said this was now part of the Parish Councils grass cutting. The representative said it was on his list, and they would be cutting it in future. Our grass cutter had been informed.

14. Parish Hall

a. The emergency exit doors in the parish hall needed replacing. It was proposed, seconded and

Resolved to add this to the request for the S106 monies along with the alterations to the annexe.

15. Reports from Cllrs.

a. Both Cllrs Fleming and Hollick had attended the Local Government Reorganisation Briefings at SKDC. The Power Point Presentation had been circulated to all Cllrs. Cllr Hollick gave a brief overview explaining there were a number of different proposals.

16. Playing Field

a. It was confirmed a letter had been sent to the resident regarding the overhanging tree. The next Tree Inspection was due August 2026. However, after a brief discussion, it was proposed, seconded and

Resolved to ask the Tree Officer to reinspect the tree.

17. Finance

a. The Bank Reconciliations, Bank Transfers and Cashbook to 30 June 2025 had been circulated to all Cllrs. It was proposed, seconded and

Resolved to accept the Bank Reconciliations, Bank Transfers and Cashbook to 30 June 2025. These were signed by the Chair.

b. The Approval List for Staff Payments had been circulated to all Cllrs. It was proposed, seconded and

Resolved to accept the Approval List for Staff Payments amounting to £2091.15 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 and authorise the Clerk to make the following payments.

Amazon	Laminating Pouches	£6.99
British Gas	Electricity	£90.11
Asda	Cleaning Materials	£21.17
ICO	Data Protection Fee	£47.00
Pest Waste Solutions	Emptying Dog Bins	£100.80
S.K.D.C	Trade Waste Bins	£28.17
Willoughby Homes & Gardens	Ragwort Pull	£275.00

18.Training.

a. LALC Training Bulletin July 2025 – circulated to all Cllrs.

19.Date of Next Meeting

a. It was confirmed that the date of the next meeting would be 15 September 2025 at 7.30pm in the parish hall.

There being no further business the meeting closed at 8.10pm

Signed
Chair Ancaster Parish Council

15 September 2025