

ANCASTER, SUDBROOK, AND WEST WILLOUGHBY PARISH COUNCIL

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

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03 February 2026

Dear Councillor,

You are hereby summoned to attend the meeting of **ANCASTER, SUDBROOK, AND WEST WILLOUGHBY PARISH COUNCIL** to be held on **Tuesday 10 February 2026** in the Parish Hall at 7.30pm.

Prior to the commencement of the meeting there will be a 10-minute Public Forum when members of the public may address or put questions to the Parish Council on any matter connected with the Agenda, or for inclusion on a future Agenda. They are welcome to stay for the remainder of the meeting but can take no further part in proceedings.

Denise Gascoyne

Parish Clerk

1. Chair's Welcome and Housekeeping Arrangements.
2. **Apologies for absence** To receive and accept apologies where valid reasons for absence have been given to the Parish Clerk prior to the meeting.
3. **Declarations of Interest** To receive Declarations of Interest under the Localism Act 2011 – being any pecuniary or non-pecuniary interest in Agenda items not previously noted on Members' Register of Interests and any written requests for dispensation.
 - a. To accept Dispensation Request Form from Cllr Sayer
4. **To approve and accept** as a true record the notes of the meeting of the Parish Council held on 06 January 2026 and to authorise the Chair to sign the official minutes.
5. **Report from County Cllr/District Cllr.**
 - a. Mercia Drive/Charles Avenue/Arne Close – report from meeting with Highways.
 - b. Update on proposed 40mph Speed Limit West Willoughby
 - c. Update on Layby parking Rookery Lane

6. Chair Update

- a. Update on Parish Hall and Lease Agreement

7. Planning.

- a. SKDC Local Development Scheme 2026-2029
- b. S25/2194 Retrospective Planning permission for conservatory 25A Ermine Street
- c. S25/2132 Planning permission extension The Old Hall Sudbrook
- d. S25/2229 (LCC PL0081/25) Planning permission for single storey classroom Ancaster C of E Primary School.

8. Highways/Policing/Speed watch.

- a. To discuss resuming the Speed Watch in Ancaster.
- b. Update on clearing of footpath A153 Rookery Lane to West Willoughby

9. Parish Clerk Update

- a. To discuss updating the Emergency Plan
- b. Sudbrook Defib - ChargePak

10. Correspondence.

- a. LCC 'let's talk about budgets 2026-2027 proposed increase 4.99%.
- b. LALC e-news
- c. The Clerk
- d. Clerks and Councils Direct
- e. NBB Outdoors
- f. SLCC News Bulletin January 2026
- g. SKDC Food caddy delivery
- h. LCC Town & Parish newsletter January 2026
- i. SKDC Community Awards

11. Cemetery/Newton Meadow/Orchard.

- a. Cemetery Safety Audit
- b. Moles/Rabbits update
- c. Notices to advise all Christmas wreaths and floral tributes should be removed by 10th March.

12. Grass Cutting/Grounds Maintenance.

- a. Report from A Newton on standard of work from contractor.
- b. Confirmation A Newton has completed the online registration to LCC re parish grass cutting changes.

13. Parish Hall.

- a. Update of fire alarm - main hall.
- b. To discuss Fire Safety Risk Assessment and Evacuation Plan

14. Report from Cllrs.

15. Playing Field.

16. Finance.

- a. To resolve to approve and accept Bank Reconciliations, Bank Transfers, and Cashbook (already circulated) to 31 January 2026 and for Chair to sign.
- b. To resolve to approve Retrospective and Pro-Forma Approval Lists (already circulated).
- 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.

17. Training.

- a. Training Bulletin

18. Date of Next Meeting.

- a. To confirm the date of the next meeting as 17 March at 7.30pm in the Parish Hall.