

## **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 10<sup>th</sup> 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.