

# ANCASTER, SUDBROOK, AND WEST WILLOUGHBY PARISH COUNCIL

## MINUTES OF THE ANNUAL PARISH MEETING HELD ON MONDAY 12 MAY 2025 AT 7.00PM IN THE PARISH HALL ANNEXE.

**Present:** Cllr Sayer (Chair) County Cllr Martin, District Cllr I Stokes 6 members of the public and Denise Gascoyne (Clerk)

**1. Welcome by the Chair.** Cllr Sayer welcomed everyone to the meeting and thanked them for attending.

Before the meeting began The Chair presented our long-term Community Cleaner Robert Tyler with a certificate 'Honorary Freedom of the Parish' and vouchers. Mr Tyler had worked as Community Cleaner for 21 years before his retirement at the end of March 2025.

**2. Apologies for absence.** Cllrs Rock, Fleming, Barker, Dr Entwistle and Lovett.

**3. To resolve and accept** the notes of the Annual Parish Meeting held on 20 May 2024 (copies circulated at the meeting). It was proposed, seconded and **Resolved** that the Minutes of the Annual Parish Meeting held on 20 May 2024 be accepted as a true record, and these were signed by the Chair.

### 4. Presentation of Annual Reports

- **Chair Cllr D Sayer** presented his Annual Report, and a copy is attached to these minutes.
- **County Cllr P Martin** presented his verbal report and said he would continue pressing with the issues affecting our parish.
- **District Cllr I Stokes** gave an overview of South Kesteven District Council and issued affecting our parish.
- **Andrew Newton Cemetery Working Party Lead** presented his Annual Report, and a copy is attached to these minutes.

**5. Finance Report by Responsible Finance Officer.** The Responsible Finance Officer gave her report, and a copy is attached to these minutes.

**6. Any other matters which residents wish to raise.** No members of the public were presented therefore the Chair thanked everyone for attending.

The meeting closed at 7.20pm

Chair .....  
Ancaster Parish Council  
Date .....

## **Ancaster, Sudbrook and West Willoughby - Chair's Report – May 2025**

It gives me great pleasure to present this annual report for Ancaster, Sudbrook and West Willoughby Parish Council.

Our council is composed of 11 unpaid volunteer councillors, supported by a dedicated Clerk, who meet monthly to serve our parish. The Parish Council oversees the management of the Parish Hall, the cemetery, and grass cutting (in conjunction with Lincolnshire County Council and South Kesteven District Council). We are also the community's voice on a wide range of local matters, including highways, planning applications, and various services managed by other authorities. Each monthly meeting is open to the public for a 10-minute public forum at the start of the meeting or you can stay and watch the full meeting.

### **Council Activities and Achievements**

#### **Biodiversity Project**

Thanks to grant funding from South Kesteven District Council through the "Make Space for Nature" project, we have launched a Biodiversity Initiative in the Parish Cemetery. This includes a new planted bed, log piles, dead hedging with insect habitats, and a bespoke insect hotel. Our sincere thanks and congratulations go to Anne Hollick and Andrew Newton for leading this fantastic project.

#### **Traffic Calming in West Willoughby**

In a continuing effort to enhance road safety, especially in our smallest village, we have installed new village entrance gates at West Willoughby. We are also actively working with Lincolnshire Highways to reduce the speed limit from 50mph to 40mph, with a promise that average speed data collection will begin shortly.

#### **Funding and Community Projects**

With S106 developer contributions now available from the Bellway Homes development, we are exploring meaningful projects to benefit both the Parish Hall and the Playing Field. These funds present a unique opportunity for lasting improvements.

#### **Tight Financial Outlook**

Like many councils, we are facing increasing financial pressures. Our budget is now exceptionally tight, and every penny of the Council Tax precept is accounted for. Despite this, we remain committed to delivering value for money and maintaining key services for our community.

#### **Sanitation Infrastructure**

We have begun preliminary work on what we expect to be a lengthy campaign to secure

## Ancaster Parish Council Summary Report

### Ancaster Parish Cemetery and Ground Maintenance Report - May 2025

#### **EPITAPH Status**

All Internments for the period 2024 and 2025 have been audited against EPITAPH, Registers and Maps are correct as of 11<sup>th</sup> May 2025

#### **Memorial Safety**

Following the Memorial Safety audit in July 2024 which identified 25 Memorials requiring action, 8 off have been corrected and the Safety Notice removed from each.

Remaining 17 Memorials have Safety Notices in place and corrective action will be ongoing during 2025 when conditions permit.

#### **Identity Disk Audit**

Audit of the Identity disks on the memorial beams in the Cemetery extension was conducted, as was the case the previous year, replacement discs are required for those that require new Blanks stamping. Disks recovered from the Site have been re fixed to the Beams in a more forward position. Grass cutting Contractor advised of the need to avoid mowing and strimming directly onto the discs.

#### **Natural England Conservation Agreement**

Funding from Natural England for 2024 / 2025 has been claimed for the purchase of new Wire and Canes to protect the Tall Thrift along with a small contribution towards the Grass Cutting costs  
Natural England have advised that Funding is in place for 2025 / 2026

New relaxed mowing areas iaw the Conservation agreement have been added to the Ground Maintenance contract, and are being mown in line with the relaxed mowing schedule

#### **Community Orchard**

Sponsored Lectern has been installed in front of the Community Orchard. This provides information on the variety of trees and their characteristics.

Concrete Base for the Orchard bench, kindly funded by Woodland Waters / Alyson Hire has been laid.

Orchard Raised Bed funded by an SKDC Environmental Grant application has been purchased, assembled and planted up with pollenating plants, in addition the Grant also funded a specimen tree, materials for a "natural hedge" and several "Bug Hotels".

Replacement fruit trees, the originals having been lost during the Winter to wind damage, were purchased and planted.

Spring pruning to developing a good shape has taken place during April.

#### **Ground Maintenance Contract**

Three year Contract is in place with Tidy Gardens for grass cutting and hedges in Cemetery and verges and hedges in Ancaster and Sudbrook, a Contract Review with the Contractor took place on the 7<sup>th</sup> February, main topic was the new Natural England Conservation Agreement relaxed mowing requirements.

Two additional Cuts were introduced for the Newton Meadow Cemetery extension, from three to five, and scope changed to "cut and collect", from "cut and drop" method change is due to difficulties in removing excessive grass cuttings in summer of 2024.

Contract amended to reflect changes in scope of work and minor cost adjustment.

## **RESPONSIBLE FINANCE OFFICER REPORT MAY 2025**

With a Precept of £30,000 Ancaster Parish Council is responsible for the Parish Hall, Cemetery and Grounds Maintenance.

As you can see from the attached Receipts and Payments Account receipts were down by £6000. Less income for the Parish Hall and Cemetery.

Although payments were slightly down the grass cutting costs did increase and will increase more next year due to LCC putting more onus on parish councils to cut more areas. We receive a grant of £1300 towards grass cutting but our actual payment is around £7000.

# Receipts and Payments Account

Unaudited

31/03/24  
£

31/03/25  
£

31/03/24 £		31/03/25 £
	<b>RECEIPTS</b>	
28,500.00	Precept	30,471.00
2,573.57	Income	3,213.59
1,843.07	General Administration	2,003.13
5,045.19	Cemetery	4,874.21
2,113.50	Playing Field	1,325.50
14,784.50	Parish Hall	6,673.00
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54,859.83	<b>TOTAL RECEIPTS</b>	48,560.43
	<b>PAYMENTS</b>	
998.37	PWLB Loan repayment	1,028.15
708.37	PWLB Interest Repayment	678.59
29,870.32	General Administration	27,948.87
40.00	S. 137 Payments	40.00
4,895.56	Expenditure	6,870.07
7,144.13	Cemetery/Newton Meadow/Grounds Maint.	8,647.81
1,798.75	Playing Fields	0.00
3,207.60	Parish Hall	4,329.60
3,213.59	VAT on Payment	1,644.02
	Capital reduction of long term borrowing	0.00
<hr/>		<hr/>
51,876.69	<b>TOTAL PAYMENTS</b>	51,187.11
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28,248.26	Balance as at 01/04/24	31,231.40
54,859.83	Add Total Income	48,560.43
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83,108.09		79,791.83
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51,876.69	Deduct Total Expenditure	51,187.11
0.00	Stock Adjustment	0.00
0.00	Transfer to/ from reserves	0.00
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31,231.40	Balance as at 31/03/25	28,604.72
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Signed

Chair

  
Clerk / Responsible Financial Officer

# Financial Summary - Cashbook

Summary of receipts and payments between 01/04/24 and 31/03/25 inclusive. This may include transactions with ledger dates outside this period.

Balances at the start of the year

## Ordinary Accounts

HSBC - Current Account £1,200.66

## Short Term Investment Accounts

HSBC - Parish Hall Account £23,812.59  
 HSBC - Savings account £5,780.50  
 HSBC: Cemetery/N Meadow/Grounds Maint £437.65  
 Total £31,231.40

RECEIPTS	Net	Vat	Gross
General Administration	£35,146.55	£0.00	£35,146.55
Parish Hall	£7,140.62	£0.00	£7,140.62
Cemetery/N.Meadow/Grounds Maint.	£4,887.85	£0.00	£4,887.85
Playing Field	£1,325.50	£0.00	£1,325.50
Savings Account	£59.91	£0.00	£59.91
Total Receipts	<u>£48,560.43</u>	<u>£0.00</u>	<u>£48,560.43</u>

PAYMENTS	Net	Vat	Gross
General Administration	£27,987.24	£150.05	£28,137.29
Parish Hall	£4,369.60	£153.37	£4,522.97
Cemetery/N.Meadow/Grounds Maint.	£11,281.87	£297.97	£11,579.84
Misc	£5,904.38	£1,042.63	£6,947.01
Total Payments	<u>£49,543.09</u>	<u>£1,644.02</u>	<u>£51,187.11</u>

Closing Balances

## Ordinary Accounts

HSBC - Current Account £816.29  
£816.29

## Short Term Investment Accounts

HSBC - Parish Hall Account £25,330.24  
 HSBC - Savings account £1,840.41  
 HSBC: Cemetery/N Meadow/Grounds Maint £617.78  
£27,788.43  
 Total £28,604.72

Signed \_\_\_\_\_

Chair \_\_\_\_\_ Clerk / Responsible Financial Officer