MINUTES OF THE ANNUAL MEETING OF ANCASTER PARISH COUNCIL HELD ON 19 MAY 2026 IN THE PARISH HALL IMMEDIATELY FOLLOWING THE ANNUAL PARISH MEETING.

The meeting began at 7.25pm

Present	Cllrs Sayer, Ferguson, Clarke, Palmer, Barker, Rock, Hollick, Leighton, and Pearsey
In Attendance	County Cllr Martin and Denise Gascoyne Parish Clerk.

1.**Election of Chair.** The outgoing Chair 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 reappoint Cllr Clarke as Finance Officer.

5.**Apologies for Absence** Apologies for absence with valid reasons had been received from Cllr Fleming. It was proposed, seconded and
Resolved that apologies for absence with valid reasons be accepted from Cllr Fleming.

6.**To approve and accept** as a true record the notes of the meeting of the Parish Council held on 21 April 2026 and authorise the Chair to sign the official minutes. It was proposed, seconded and
Resolved that the notes of the meeting held on 21 April 2026 be accepted as a true record and the Chair signed the minutes.

7.**To review and accept** Model (2025) Standing Orders. The Model (2025) Standing Orders had been circulated to all Cllrs. It was proposed, seconded and
Resolved to readopt the Model (2025) Standing Orders and a copy would be added to the website.

8.**To review and accept** Financial Regulations. The Financial Regulations had been circulated to all Cllrs. It was proposed, seconded and
Resolved to readopt the Financial Regulations and a copy would be added to the website.

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

- Councillor Code of Conduct
- Data Breach Policy
- Annual Investment Strategy

The above policies had been circulated to all Cllrs. It was proposed. Seconded and
Resolved that the above policies be adopted en-block 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 May 2019.

11.**To approve and accept** the Asset Register to 31 March 2026. The Asset Register had been circulated to all Cllrs. It was proposed, seconded and
Resolved to accept the Asset Register to 31 March 2026 and a copy would be added to the website.

12.**To approve and accept** the Insurance Policy. The Insurance Policy had been circulated to all Cllrs. It was proposed, seconded and
Resolved to accept the Insurance Policy amounting to £1857.65 and pay the premium. A copy of the Public Liability Insurance and Employers' Liability Insurance would be added to the website.

13.**To elect members to the following Working Groups**

- **Planning** - Cllrs Sayer, Leighton, and Pearsey.
- **Cemetery/Newton Meadow/Grounds Maintenance** – Cllrs Hollick, Ferguson, and Andrew Newton.
- **Finance** – Cllrs Sayer, Rock, and Clarke.
- **Parish Hall** - Cllrs Sayer and Hollick
- **Highways/Policing/Speed Watch** – Cllr Palmer
- **Playing Field Representative** – Cllr Sayer
- **Emergency Planning** – Cllrs Sayer, Hollick, Andrew Newton, and Robert Lovett.

14. **Finance**
a. Section 1 of the Annual Governance and Accountability Return (AGAR) 2025/2026 was read out by the Chair. It was proposed, seconded and
Resolved that Section 1 of the AGAR 2025/2026 be filled in and signed by the Chair. This was recorded as Minute Reference 14(a).

b. Section 2 of the AGAR 2025/2026 had been circulated to all 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.
It was noted that this year a copy was to be sent with the AGAR to PKF Littlejohn.

The Annual Meeting closed at 7.45pm

It was proposed, seconded and
Resolved to continue with the ordinary Parish Council Meeting.

15. **Highways/Policing/Speed Watch.**
a. West Willoughby residents were still awaiting the implementation of the 40mph speed limit through the village. County Cllr Martin said he had no further update but would chase LCC again.

b. Nothing further had been heard regarding the potential illegal waste site off Water Lane. This was being dealt with by the SKDC Enforcement Officer.

c. Cars are being sited on the verge near the Railway Inn as ‘for sale’ there are no further details except the price. It is believed some of these are ‘SORN,’ so it is illegal to park there. As this was on the Highway verge County Cllr Martin agreed to contact LCC.

d. Several potholes at the side of Montague Building on Railway Approach have appeared. At the time of this meeting, it was unsure as to the owner of the site, but investigations would continue.

e. The primary school informed the Parish Council that cars are parking on the yellow zigzags outside the school and asked if we knew of any way this could be stopped. Unfortunately, we have no authority over parking.

f. County Cllr Martin told the meeting that Highways had been out and assessed Wilsford Lane. He gave a brief description of his findings. It was proposed, seconded and
Resolved to arrange a meeting on site at Wilsford Lane to discuss the issues.

g. The Clerk was asked if she had investigated grants for solar speed signs. She had not. It was proposed, seconded and
Resolved the Clerk investigate grants for solar speed signs before the next meeting.

16. **Planning**
a. Several wooden poles have been sited in the village and cables are now being attached for broadband apparatus. County Cllr Martin and the Chair will meet with Highways to discuss this.

b. S236/0178 Refusal of planning permission for dwelling house Beechwood House West Willoughby. FOR INFORMATION ONLY. Cllr Pearsey declared an interest.

c. S26/0705 Approval of non-material amendment to planning approval S21/2500 land north of Wilsford Lane. FOR INFORMATION ONLY.

d. S26/0708 Retrospective planning application for use of land for the siting of a mobile home for agricultural worker land at Manor Farm Fir Tree Lane Sudbrook. After a short discussion it was proposed, seconded and
Resolved to make no comments on this application.

17. **Parish Clerk Update**
a. A Grant Application Form for Bus Shelter refurbishment had been received from LCC. It was proposed. Seconded and
Resolved to fill in the application form and report back at the next meeting.

b. The Clerk would chase Mr Baxter re Govt.UK emails.

c. Despite signs in the parish hall car park, unauthorised parking was still taking place. It was agreed to monitor the situation and take further action if necessary.

18.**Correspondenve**
a. LALC e-news – circulated to all Cllrs.
b. LCC Town and Parish Council Newsletter April – circulated to all Cllrs.
c. NBB Recycled Furniture
d. Help Shape our Highways – circulated to all Cllrs.
e. Community Resilience Newsletter - circulated to all Cllrs.

19.**Cemetery/Newton Meadow/Orchard**
a. Cllr Sayer asked what capacity was left in the cemetery for burials/cremations. It was proposed, seconded and
Resolved to check and report back to the next meeting.

20. **Finance**
a. The Bank Reconciliations, Bank Transfers and Cashbook to 30 April 2026 had been circulated to all Cllrs. It was proposed, seconded and
Resolved to accept the Bank Reconciliations, Bank Transfers and Cashbook. These were signed by the Chair.

b. The Approval List for BACS Staff Payments had been circulated to all Cllrs. It was proposed, seconded and
Resolved that the Approval List for BACS Staff Payments amounting to £1572.92 be accepted and authorise the Clerk to make the payments.

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

A Newton	Out of pocket expense	£74.69
Pet Waste Solutions	Pet waste removal	£117.60
S.K.D.C	Trade Waste collection	£28.16
Tracey Elmes	Internal Audit	£350.00
Zurich	Insurance	£1857.76
Oppies Garden Centre	Czar Fruit Tree	£31.50
Cathedral Stationery	A4 Paper	£22.74
British Gas	Electricity (to be reclaimed)	£174.98
British Gas	Electricity	£66.63
Tidy Gardens	Grass Cutting	£704.40

d. The Clerk confirmed that the VAT Repayment amounting to £7856.05 had been received from HMRC.

e. The Clerk confirmed that the first half of the Community Cleaner Grant had been received.

21.**Parish Hall**
a. A neighbour had pointed out that a ridge tile was missing at the top corner of the parish hall. Mesh was also needed to put over the hole at the top of the building to prevent birds getting. Quotations were being sought.

b. The upstairs room in the parish hall could still be refurbished and used as a meeting room. It was proposed, seconded and
Resolved to investigate what was needed.

c. Fire Alarm quotations were being sought. This was deferred until the next meeting.

22.**Playing Field**
a. A meeting was due to be held in early June to discuss the S106 monies for the play equipment. As representative of the Playing Field the Chair would report back to the next meeting.

23.**Training**

24.**Date of Next Meeting.**
a. The date of the next meeting was confirmed as 16 June 2026 at 7.30pm in the parish hall.

There being no further business the meeting closed at 8.45pm

Signed ....
Chair

16 June 2026