

Kirkby La Thorpe Parish Council

Minutes for Annual Parish Council Meeting held on 19 May 2025 at 7.05 PM

Location: Longwater Stadium, Eslaforde Park, Boston Road, Sleaford, NG34 9GH

MINUTES

Welcome and open the meeting.

- The meeting was opened by the Chair at 7.00pm.
- Present: Cllrs Ken Hanslip, Wendy McConnell, Andy Parker, Angela Rankin, Phil White (Chair); Dermot Daly (Clerk); No members of the public.

043/25 Agree on the Parish Council Chair for the forthcoming year.

- It was RESOLVED to approve Cllr Phil White as the Chair for the current year.

044/25 Agree the Vice Chair for the forthcoming year.

- It was RESOLVED to approve Cllr Wendy McConnell as the Vice Chair for the current year.

045/25 Receive and approve any apologies for absence.

- It was RESOLVED to accept the apologies for Cllrs Angela Bailey and Mickey Glithero.

046/25 Receive disclosures of interests from Councillors on matters at this meeting.

- None declared.

047/25 Suspend Standing Orders and allow for Parishioner Questions and Observations and to receive reports from County and District Councillors.

- The Parish Council would like to recognise the Voluntary action by a resident of Milton Way who placed a concrete platform for the commemorative bench.
- District Councillor Mervyn Head and County Councillor David East were both absent.

PLANNING

048/25 Review any last minute planning applications and report decisions received.

- None.

MEETINGS

049/25 Approve the Minutes for the Parish Council meeting held on 24th March 2025.

- It was RESOLVED unanimously to accept the Minutes as circulated.

ANNUAL POLICY & PROCESS

050/25 Adopt updated Standing Orders.

- Changes to section 14 and 18 from the last issue.
- It was RESOLVED unanimously to approve the latest version.

051/25 Adopt updated Financial Regulations.

- Changes relating to new Procurement Act 2023 from the last issue.
- It was RESOLVED unanimously to approve the latest version.

052/25 Review and agree the current asset list.

- It was RESOLVED unanimously to approve the latest version.

The following assets should be reviewed.

- The Millenium window, which is installed in the church – Action: Clerk to approach the Church Warden and ask whether the Church has or can formally accept the gifted window in order to remove from the asset list.

- There is no requirement to cover office contents – remove from the asset list.
- Defibrillators have been donated to Sleaford SHOCK – dispose from asset list.
- The old laptop – remove the insurance value and dispose through gifting to educational charity.
- Benches – need to identify replacement cost - check that the insurance cover is new for old.
- SID – Action: Clerk to contact Chair of Ewerby to see if they would be willing to share with Leasingham – Action: Clerk to check the minutes as to ownership.
- Add on the existing Green grit bins (half way up mount lane) and one by the memorial/beacon.

053/25 Review and agree the insurance cover for 2025-26.

- It was RESOLVED unanimously to renew with Zurich (the quote has reduced from £259 to £239).

054/25 Review and agree the annual subscriptions.

- There are no changes from last year.
- It was RESOLVED unanimously to approve the list.

- 055/25** Adopt an updated Complaints Procedure.
- There are no changes from the last issue.
 - It was RESOLVED unanimously to approve the latest version.
 - Action: Clerk to prepare tender for next years' ground maintenance contract.
- 056/25** Adopt an updated Data Protection Policy.
- There are no changes from the last issue.
 - It was RESOLVED unanimously to approve the latest version.
- 057/25** Adopt an updated Freedom of Information Policy.
- There are no changes from the last issue.
 - It was RESOLVED unanimously to approve the latest version.
- 058/25** Approve the Terms of Reference for the Staffing Committee and the members of that Committee.
- There are no changes from the last issue.
 - It was RESOLVED unanimously to approve the latest version.
 - It was RESOLVED to allocate the membership to Cllrs Angela Bailey, Andy Parker, and Ken Hanslip.
- FINANCE**
- 059/25** Review and agree the Internal Audit for 2024-25.
- The Clerk presented the year-end figures as circulated.
 - It was RESOLVED to accept the figures as presented and sign the reconciliation.
- 060/25** Review and agree the External Audit submission for 2024-25, including the Exemption Certificate, Annual Governance and Accountability Return (AGAR) reporting requirements, and exercise of public rights for the period of Tue 3rd June 2025 to Mon 14th July 2025.
- The Clerk explained the content of the relevant documentation and it was RESOLVED to approve the AGAR as circulated and to note the exercise of public rights.
- 061/25** Review and agree the Financial Report for the period.
- The Clerk presented the period figures as circulated.
 - It was RESOLVED to accept the figures as presented and sign the reconciliation.
 - It was RESOLVED to allocate the replacement bins from General Reserve.
- 062/25** Review and approve the Accounts for Payment.
- It was RESOLVED by majority (4:1) to approve the payments as circulated.
- GENERAL**
- 063/25** Discuss the grass cutting within the confines of Sleaford Town Boundary and Kirkby La Thorpe Parish and agree associated actions.
- A response from Lincolnshire County Highways had been circulated to Councillors.
 - The maps in the response do not cover the land at contention even though they had sought legal advice.
 - If the Parish Council want to cut our own grass, it was not identified how much we would get for all of the land, including the areas within the Sleaford boundary.
 - The Parish Council does not want to see any blurring of boundaries.
- 064/25** Discuss and agree associated actions relating to land acquisition from North Kesteven District Council and the purchasing / receipt of trees for a Community Orchard.
- Need to find out more about the land - unfortunately the District Councillor was not in attendance to provide any clarification.
 - Orchard trees: It was agreed to take trees when offered in autumn.
- NEXT MEETING**
- 065/25** Note further agenda items and arrangements for the next meeting (21st July 2025).
- Noticeboard to be installed in two weeks.
 - The bench on green will be installed imminently and the one on the Poets estate is in place; Cllr Phil White to agree the location in the park for third bench.
 - Initiatives discussion covering a possible new noticeboard at the school and relocating the old school noticeboard to the Hoplands estate, with new posts.
- Meeting Close
- The meeting was closed at 8.46pm.