

Kirkby La Thorpe Parish Council

Minutes for Annual Parish Council Meeting held on 18 May 2026 at 7.00 PM

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

MINUTES

Welcome and open the meeting.

- The meeting was opened at 7.05pm.

- Present: Cllrs Mickey Glithero, Wendy McConnell, Andy Parker, Angela Rankin, Phil White (Chair); Dermot Daly (Clerk); District Councillor Mervyn Head; One member of the public.

036/26 Agree on the Parish Council Chair for the forthcoming year.

- It was unanimously RESOLVED that Cllr Phil White will be the Chair for the current Council year.

037/26 Receive and approve any apologies for absence.

- Apologies were received from Cllr Ken Hanslip.

- Cllr Mickey Glithero was not in attendance.

038/26 Agree the co-option of a Councillor to the remaining Casual Vacancy and complete relevant forms.

- There was interest either before or during the meeting.

039/26 Agree the Vice Chair for the forthcoming year.

- It was unanimously RESOLVED that Cllr Wendy McConnell will be the Vice Chair for the current Council year.

040/26 Receive disclosures of interests from Councillors on matters at this meeting.

- None.

041/26 Suspend Standing Orders and allow for Parishioner Questions and Observations and to receive reports from County and District Councillors.

- There was no County Council report.

- District Cllr Mervyn Head reported: In respect of the impending Local Government Reform – District Councillors will no longer be able to call anything in to the planning committee.

- There were no public comments.

ANNUAL POLICY & PROCESS

042/26 Review and agree the current asset list.

- It was RESOLVED to agree the list as circulated. It was noted that there were some disposals during the previous year.

- The old noticeboard from the Hoplands has been disposed and will need to be removed from the list.

043/26 Review and agree the annual subscriptions.

- It was RESOLVED to agree the subscriptions as circulated.

044/26 Agree forward schedule of meetings for the year.

- It was RESOLVED to agree the schedule as circulated.

045/26 Agree terms of reference and membership for the Staffing Committee.

- It was RESOLVED to adopt the terms of reference as circulated and that Cllrs Ken Hanslip, Andy Parker, and Angela Rankin will be the members of the committee.

046/26 Review and agree the Complaints Procedure.

- It was RESOLVED to adopt the procedure as circulated.

047/26 Review and agree the Standing Orders.

- It was RESOLVED to adopt the Standing Orders as circulated.

048/26 Review and agree the Financial Regulations.

- It was RESOLVED to adopt the Financial Regulations as circulated.

049/26 Approve a Scheme of Delegation for the Clerk.

- It was RESOLVED to adopt the delegation document as circulated, with the removal of the planning element.

050/26 Approve the Publication Scheme.

- It was RESOLVED to agree the scheme as circulated.

051/26 Review and agree the GDPR Statement.

- It was RESOLVED to agree the statement as circulated.

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- 052/26** Approve the Records Retention Policy.
- It was RESOLVED to agree the policy as circulated.
- MEETINGS**
- 053/26** Approve the Minutes for the Parish Council meeting held on 16th March 2026.
- It was RESOLVED to agree the Minutes as circulated.
- PLANNING**
- 054/26** Review and agree responses to any last minute planning applications and report any decisions.
- There have been no planning item updates.
- FINANCE**
- 055/26** Review and agree the Annual Accounts.
- It was RESOLVED to agree the accounts as circulated and presented.
- 056/26** Review and agree the Internal Audit for 2025-26.
- The Internal Audit report was presented b the Clerk and the following actions were resolved:
- Look at the bank payment authorisation process by councillors.
- Agree any bank mandate adjustments at next meeting.
- Implement visual inspection of assets such as play equipment, benches, noticeboards together with noting results to the Clerk for audit purposes.
- 057/26** Review and agree the External Audit submission for 2025-26, including the Exemption Certificate, Annual Governance and Accountability Return (AGAR) reporting requirements, and exercise of public rights for the period of 3rd June 2026 to 14th July 2026.
- It was RESOLVED to approve the External Audit forms, as completed and circulated, and sign them.
- 058/26** Review and agree the Financial Report for the period.
- It was RESOLVED to agree the accounts as circulated and presented.
- 059/26** Review and approve the Accounts for Payment.
- It was RESOLVED to approve the payments as circulated.
- 060/26** Review and agree banking mandate.
- It was RESOLVED to implement the authorisers as any two from three (Cllrs Phil White, Wendy McConnell, and Angela Rankin).
- GENERAL**
- 061/26** Approve insurance renewal at £266.63 from 1st June 2026.
- It was RESOLVED to renew the insurance with the current provider as circulated.
- 062/26** Agree to locate registration paperwork for play park land.
- It was RESOLVED for the Clerk to locate the registration paperwork even if a copy is required from the land registry.
- REPORTS (For information only)**
- 063/26** Updates on noticeboard door repair.
- The door has been fixed by replacing with stainless hinges.
- This noticeboard does not have a lock and it is not intended to be locked.
- It is allowed for School use but not for general public.
- 064/26** Clerk's Report
- Football Club have now charged the Council for use of the room for meetings (£385 for 2 years - 11 meetings).
- Planning applications relating to tree works will follow a shortened process, assuming an approval, but the Council will still be able to comment.
- Comments have been received through the District Councillor regarding parking restrictions on Church Lane and the difficulty with egress from a property due to lack of sighting.
- NEXT MEETING**
- 065/26** Note further agenda items and arrangements for the next meeting (20th July 2026).
- Review budget
- Bank payment authorisations
- Asset inspection process progress
- STAFFING MATTERS**
- 066/26** Agree to exclude public and press to discuss confidential matters.
- There were no members of the public in attendance at this point.

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067/26

Discuss and agree results of appraisal for the Clerk and associated pay scale.

- There appeared to be some confusion as to the status of this item so it is to be deferred to the next meeting. It was thought that some documentation had been signed but the Clerk had not yet seen it.

Meeting Close

- The meeting relocated to the play park on Mount Lane to look at details of the equipment maintenance and to clarify the need for the free manpower offered by the County Councillor at a previous meeting.

- The meeting was closed at 9.36pm.

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