

# **ALLINGTON PARISH COUNCIL**

Minutes of Parish Council Meeting held at Allington Village Hall  
Wednesday 11 June 2025

**Present:** Councillor Reynolds  
Councillor Marvin  
Councillor Plummer  
Councillor Baron  
Councillor Storer  
Councillor Carlyle  
Kate Griffin (Clerk/RFO)

**Residents.** 1

## **1/25. PUBLIC FORUM**

A resident and representative from the PFFR was present to request whether a folding breakfast bar could be installed in the kitchen area of the shed. It was also confirmed that the fridges and freezers were all turned off.

A discussion was also held regarding the village speed signs.

## **2/25. WELCOME AND APOLOGIES FOR ABSCENCE**

Councillor Reynolds opened the meeting and welcomed those present.  
Apology received from District Cllr Litchfield

## **3/25. DECLARATIONS OF PECUNIARY INTEREST IN ACCORDANCE WITH THE LOCALISM ACT 2011**

No declarations of Members interest in relation to agenda items

## **4/25. APPROVAL OF MINUTES**

It was resolved to approve the minutes of the Parish Council Meeting on May 14<sup>th</sup> 2025 signed by the Chairman as a true record of the meeting. Previously circulated to all members of the council. Proposed by Cllr Plummer, seconded by Cllr Carlyle, agreed by all.

## **5/25. TO REVIEW AND APPROVE INTERNAL AUDIT AND AGAR 2025**

**5a.** The Internal auditor report had been sent to the all Councillors prior to the meeting in advance. There were no items to discuss and it was resolved to accept the Internal Audit report for 2024/25.

**5b.** The Annual Governance Statement was completed and agreed by the council. It was resolved to approve the section1 statement (assertions) and this was signed by the Chair and the Clerk.

**5c.** The Clerk had completed and circulated the Accounting Statement in advance of the meeting as per audit requirements. It was resolved to accept the figures on the document and was signed by the Chair.

**5d.** The Notice of Public Rights was signed by the Clerk to publish records from June 17<sup>th</sup> to July 28<sup>th</sup> 2025 in line with audit requirements.

**CLERK TO ACTION:** The above four documents will be published on the Councils website.

## **6/25. ANNUAL PROCEDURES**

As agreed at the previous meeting, the following policies had been deferred pending further review and update:

It was resolved to agree to adopt the Standing Orders in line with the latest NALC Model Policy 2025.

It was resolved to agree to adopt for 2025/26 the Environmental and Sustainability policy, The Communications/Social Media Policy, The Accessibility Statement for the website, the Complaints Procedure Policy, the Subject Access Request Policy and the Grants and Donations Policy.

**CLERK TO ACTION:** To upload the above policies to the website.

It was agreed at the previous meeting to defer for review the new 2025 Financial Regs, The Asset Register and The Risk Management policies. The Clerk explained that following the recent Internal Audit it is apparent that more work needed to be done on these policies in order for them to meet audit requirement. It was therefore resolved to defer these again for the next meeting in July.

**CLERK TO ACTION:** Clerk to work with councillors to update the policies in line with audit recommendations to meet required standard. To approve at future meeting once completed.

The Clerk advised that Terms of Reference policies were required for each of the sub committees ( ie planning/ HR / Playing fields). These policies need to be created for adoption at a future meeting. Cllr Reynolds suggested that the councillors on the committees could help the clerk by writing these. Cllr Plummer offered to take the Playing Fields committee TOR to review. Cllr Plummer also reminded the council that the Playing Fields Fund Raisers should not be known as a committee as the only committee is the Councils' Playing fields committee. Cllr Reynolds asked who could take the Planning committee and Cllr Marvin suggested Cllr Baron may wish to take that being on the planning committee. Cllr Baron opposed this suggestion as he felt his views were never listened to. A discussion followed regarding recent events whereby Cllr Baron explained he felt his opinions did not matter to which Cllr Reynolds disagreed and asked Cllr Baron whether he felt he had followed through with his suggestions. Cllr Baron admitted that he hadn't followed up with the clerk at the time or taken action on the matter. Cllr Reynolds specifically asked Cllr Baron whether he wished to remain on the planning committee to which he replied no and that he did not wish to be involved in any advisory committee.

The Clerk also advised that the GDPR policy had sub policies which will require adoption. The SAR was discussed and approved as above and the clerk would look in to the remaining parts required to meet GDPR Standards ie record retention/FOI.

**CLERK TO ACTION:** Clerk to work with councillors to create Terms of References for each of the sub committees, Clerk to produce remaining GDPR policies.

## 7/25. END OF YEAR FINANCIAL MATTERS

As deferred from the last meeting it was resolved to approve the end of financial year to March 31<sup>st</sup> 2025 bank reconciliation and end of year financial matters. The accounts were previously circulated to all councillors for review. Bank balance as at end of year March 31<sup>st</sup> 2025 £37939.20.

Allington Parish Council 28/05/2025		
END OF YEAR BANK RECONCILIATION AS AT 31/03/2025		
		£
A	Balance - HSBC bank stmt at 01.04.2024	22448.52
	Balance Savings Acct - as at 01.04.2024	20256.65
	Total	42705.17
B	Plus - income up to 31.03.2025	43869.33
C	Minus - spending up to 31.03.2025	-48635.3

D	TOTAL	37939.2
E	Balance - balance as at 31.03.2025	
	Current Acct	17293.03
	Savings Acct	20646.17
	Minus unrepresented items	
	TOTAL	37939.2

The clerk reminded council that the HSBC bank mandate needed updating. It was agreed that the following would be added to the mandate and any out of date signatories removed:  
Cllr Reynolds, Cllr Plummer, Cllr Marvin, Cllr Carlyle and the Clerk.

**CLERK TO ACTION:** Clerk to action the process of updating the bank mandate with HSBC.

#### **8/25. TO REVIEW HOURS OF PARISH CLERK AND DISCUSS BUDGET FOR WAGES.**

Due to recent additional workload involved with the internal audit, the end of year AGAR, the additional policies and finance reports required, the clerk explained that this workload could not be achieved in the current 8 hours per week alongside standard clerk duties and is currently working extra hours every week to try and maintain council business. The Council reviewed the budget for the wages and it was resolved to agree to increase the clerks hours to 10 per week with additional hours paid as over time as required. Cllr Marvin requested a new contract for the clerk which would be reviewed at 6 month appraisal.

Cllr Baron thanked the clerk for all her work so far and all agreed.

#### **9/25. REVIEW ANNUAL INSURANCE POLICY**

Cllr Reynolds read out the agenda item in full. The insurance policy for 2025/26 was renewed at a cost of £1640.68 with an estimated value for the playing fields toilet block. In the meantime, a true valuation report has been requested from an independent valuation company. The report will determine whether the level of the policy needs to decrease or increase.

**CLERK TO ACTION:** Clerk to chase valuation report.

#### **10/25. CLERKS FINANCE REPORT:**

Income was noted since 1<sup>st</sup> May 2025 to date as outlined in the report circulated to councillors prior to the meeting: 2 x £25 from Allington Manor for car parking. £26.16 easy fundraising and the VAT reclaim for the quarter Jan -March 2025 of £855.84

The following invoices were approved for payment as previously circulated to Councillors:

#### **INVOICES RECEIVED FOR PAYMENT APPROVAL/ SIGNATURES:**

Brewers Electrical for defibrillator cabinet/defib connection and test certificate £120.00 + VAT  
Brewers Electrical for 5 year PF Building electric test £130 + VAT  
EDF Energy charges May 2025 - £34.61 + £1.73 VAT  
Printhub Grantham – 700 A4 Flyer re development plans £66.03  
Allington Village Hall Hire April 2025 £56 ( 16/04 and 08/04)  
Allington Village Hall Hire May 2025 £72 ( 14/05 and 21/05)  
Over time Village playing fields caretaker May 2025 4 hours -posts/edging/weeding  
P E Hempstead village grass cutting 2 of 8 £381.25 + £76.25 VAT  
Receipt for LOGS for beacon – VE day – reimburse Cllr Plummer £9.80  
Overtime for Parish Clerk May 2025 19 hours – audit/agar/year end financials

#### **INVOICES FOR ABW - FROM PFFR RINGFENCED:**

Flutterby Parties face painting £135.00  
AMS Music PA deposit £200

SKDC Temp Event Notice to reimburse clerk (C Griffin) £21.00

**INVOICES PAID IN ADVANCE DUE TO PAYMENT DEADLINE:**

EDF energy charges April 2025 - £25.51 + £1.28 VAT

**INVOICE PREVIOUSLY PRESENTED BUT PUT ON HOLD:**

To approve payment to Marmax for picnic table on playing field, previously held due to PFFC meeting so awaiting approval - £478.00 + £95.60 VAT

**CLERK TO ACTION:** Clerk to arrange payment of any approved invoices due for payment.

**11/25. GONERBY YOUTH FOOTBALL TEAM**

An email request has been received from Gonerby Youth Football Team to use the playing fields football pitches next season. Councillors discussed previous issues experienced with this involving car parking. It was agreed that a meeting should be arranged with them to discuss these concerns and that if agreed to allow usage then a contract should be drawn up to include specific car parking rules, specific areas set aside to use, how many games / pitches to be used at any one time, use of the toilets.

**CLERK TO ACTION:** Clerk to contact Gonerby Youth Football team to arrange a meeting.

**12/25. VILLAGE HALL**

Cllr Reynolds advised the rest of the council she had asked the Clerk to email the Chair of the Village Hall to request their latest financial statements ASAP in support of their request for a financial grant. Councillors discussed the Village Hall and their financial situation and agreed that nothing further could be done at this stage until the accounts had been supplied. Cllr Carlyle suggested a full submission request for their accounts. Cllr Baron reminded the council that the Village Hall would have received grants of £19K and £13K during covid.

Cllr Reynolds reminded council that the Parish Council do not own the Village Hall and that it does not belong to the village to which Cllr Carlyle confirmed the Village Hall is a charitable entity.

**CLERK TO ACTION:** Clerk to chase Village Hall for their up to date accounts for review by the Parish Council.

**13/25. CO-OPTION**

The Clerk confirmed that the required period for the notice of the vacancy of councillor has expired and that no election had been called. It was resolved to agree to move to the Co-option stage of election and to advertise a vacancy by co-option.

**CLERK TO ACTION:** Clerk to advertise vacancy by means of Facebook and website.

**14/25. ALLINGTON PLAYING FIELD FUND RAISERS**

Cllr Reynolds reported on a recent meeting with the Fund Raisers and said that it was a good meeting. It was reported that they agreed a framework/policy should be drawn up in order to work alongside the Parish Council. It was agreed that anything they raise and purchase belongs to the Parish Council.

Cllr Reynolds advised that money raised should not go to day to day expenditure but to specific projects. She reported that discussions took place that the play park needed an upgrade and refurbishment and that the Playing Fields Fund Raisers agreed to finance this as a project.

They also agreed that the recent purchase of a bench for the petanque area should also be paid from the ring fenced funds as this was an item not only for the playing field area but for use by all ages and therefore would benefit more than one generation of use.

The assets were discussed and it was advised that PAT testing was required. Cllr Plummer confirmed that an electrical safety test was booked for 24<sup>th</sup> June 2025.

Cllr Baron expressed concerns that the "shed" was only used a few times per year. Cllr Reynolds confirmed that originally it was only built for storage but that if Cllr Baron had any further ideas for usage then please suggest them.

It was confirmed that the Playing Fields Fund Raisers would take an electric meter reading prior to the start of the Allington Big Weekend and at the end and agree to pay those usage charges from the ring fenced funds.

Cllr Carlyle suggested that a framework should be drawn up in order to maintain a good relationship with the PFFR moving forwards.

An email has been received from the PFFR requesting that banners advertising the ABW on the village cross railings and on Sedgebrook Road. It was resolved to approve this .

This in turn raised the question from Cllr Baron that the WI have also submitted a request for poppy day in November. As this is not on the agenda for discussion Cllr Reynolds agreed that yes they could, but this will need discussion and formal approval as an agenda item at the next meeting. The PFFR have agreed that they will hang their bonfire night banner in an alternative place to the poppy display.

#### **15/25. AGENDA ITEMS FOR NEXT MEETING**

Village Hall

MUGA

Bus Shelter

Allington Manor Car Parking

Haworths Meetings/development update

Speed signs

WI request for poppy day.

#### **16/25. DATE OF NEXT MEETING**

July 9<sup>th</sup> 2025 715pm

**CLLR REYNOLDS CLOSED THE MEETING AT 21:26**