

ALLINGTON PARISH COUNCIL

DRAFT Minutes of Parish Council Meeting held at Allington Village Hall
Wednesday 17TH Sept 2025

Present: Councillor Marvin
Councillor Reynolds
Councillor Plummer
Councillor Carlyle
Councillor Baron
Cllr Claire Storer (arrived at 9:45pm)
Kate Griffin (Clerk/RFO)

Residents. 5 (Inc Cllr A Davey and Cllr K Davey from GGPC)
District Cllr Leadenham

36/25 VOTE FOR CHAIR.

Following the recent written resignation to the clerk from the role of Chair by Cllr Reynolds a vacancy had arisen for a new Chair person. Cllr Reynolds had resigned from the role of Chair but intends to continue in the capacity of a Councillor.
Cllr Reynolds nominated Cllr Marvin for the role of Chair.
Cllr Reynolds proposed and Cllr Carlyle seconded, voted in favour by all.
Cllr Sue Marvin was elected Chair and to sign acceptance of declaration of office.

37/25 VOTE FOR VICE CHAIR (if necessary)

Cllr Marvin nominated Cllr Reynolds for the role of Vice-Chair as she said they have worked together for a while and have a good working relationship.
Cllr Marvin proposed and Cllr Plummer seconded, voted in favour by all.
Cllr Sally Reynolds was elected Vice-Chair and to sign acceptance of declaration of office.

38/25. PUBLIC FORUM

It was resolved to suspend the Parish Council meeting for 15 minutes for the Public Forum to allow members of the public to make comments.
Cllr Davey from Great Gonerby Parish Council expressed concerns regarding recent public comments about the proposed Harworths development. Cllr Davey also expressed her view that it would be a good idea for parish councils to join the community parish councils network. A resident raised concerns regarding the precept for 2025/26 and also asked about the Village Hall being a charitable organisation and whether the PC could consider a grant or donation. Cllr Marvin confirmed that the PC are still awaiting the VH accounts before anything could be discussed further.

39/25. WELCOME AND APOLOGIES FOR ABSENCE

Cllr Marvin welcomed everyone. Apologies were received from Cllr Storer and County Cllr Litchfield for reasons previously given and accepted by the council.

40/25. DECLARATIONS OF PECUNIARY INTEREST IN ACCORDANCE WITH THE LOCALISM ACT 2011

No declarations of Members interest in relation to agenda items

41/25. APPROVAL OF MINUTES

It was resolved to approve the notes of the Parish Council Meeting on July 9th 2025 signed as minutes by the Chair as a true record of the meeting. Previously circulated to all members of the council. It was resolved to accept the notes as minutes.

42/25. HARWORTHS DEVELOPMENT UPDATE

Cllr Marvin made a statement regarding the public comments and discussions made by any Parish Councillors on social media and the need to be very careful what was said even on a personal basis as a developer could use this in an appeal.

Cllr Baron confirmed the clerk had sent emails to the residents who had registered and wished to thank the Villagers for their support so far and that as SKDC have now publicly posted an onsite notice there was still 21 days for any further comments to be submitted. Cllr Baron spoke about various suggestions made by residents should the planning be approved. Cllr Baron also spoke about the statutory consultations and updated the Parish Council on those outcomes. Cllr Baron also asked whether it would be an idea to write to the local MP.

CLERK TO ACTION: To write letters to the local MP and Mayor of Lincs. Clerk to post reminder to residents reminding there is another 21 days for submission of comments.

43/25 CLERKS CORRESPONDENCE REPORT

Correspondence received and circulated to all Councillors by email since the last meeting in July:

Email from resident containing historical information regarding the MUGA.

Email from Cllr Leadenham containing Lincs Police and crime commissioner financial report.

Email from resident of Allington Gardens regarding the emergency evacuation which took place in July due to gas leak.

Email from Allington Brownies requesting the use of the playing field for activities (approved).

Email confirmation from PKF Littlejohn that external audit has been completed – awaiting report.

Email from Cllr Litchfield advising repairs due to take place following damage to village green.

Email from Moor Bio-Energy offering community funding initiative.

Email from resident copying Parish Council in to proposed policy regarding a future emergency evacuation plan should the need arise.

Email from LALC regarding audit costs for 2026 & 2027.

Email from Allington Holy Trinity Church regarding Christmas Tree Festival.

Email containing ROSPA play equipment report.

Email from resident concerning the village planters and concerns re planting.

Emails from external auditor PKF Littlejohn with conclusion of audit report.

Email regarding playing field toilets.

Email request from village caretaker for a high visibility jacket following recent event.

44/45 CLERKS REPORT

The Clerk reported on the following updates:

Co-option update – no applications received to date, it was agreed to extend this.

UKSPF funding update, the PC have successfully been awarded £7k towards the playing field update project.

Speed signs as reported by JP – reported to Fixmy street. Highways have investigated and works are planned.

Thankyou letters were sent to a local resident for recent works to the playing field water tap and village speed sign.

Objection letter sent to SKDC regarding Harworths planning application.

Emails were sent to community police team based at Long Bennington regarding anti-social behaviour at the Playing Field, the team advised they would make visits to monitor. No feedback to date.

Tennis nets were erected during the summer at the MUGA.

Further to recent comments about the playing fields toilets these have now been thoroughly cleaned by the Playing Field Caretaker.

45/25. CLERKS FINANCE REPORT

The accounts for payment were checked against the invoices and the lists and signed by Cllrs Marvin and Reynolds. It was resolved to agree the payments. It was resolved to accept the bank account to date as an accurate copy of the Parish Council's receipts and payments and the balance of the bank account at Sept 17th 2025.

It was resolved to approve payment of the following:

P Hempstead grass mowing 5 of 8 £457.50

ROSPA play equipment inspection £124.80

HMRC Tax / NIC's Month 4 2025 £59.05
 Syston Park Christmas Tree 2023 £195 (PFFR ringfenced)
 Syston Park Christmas Tree 2024 £205 (PFFR ringfenced)
 Parish Clerk overtime 1 hour August 2025
 PKF Littlejohn External Auditor - £252.00
 EDF Energy August 2025 £31.18

It was resolved to approve the following invoices already paid due to time constraints:
 Parish Clerk Overtime July 2025 – 16 hours (AGAR/AUDIT work)
 HMRC Tax/NIC's Month 3 2025 £65.57
 P Hempstead grass cutting 4 of 8 £457.50
 EDF Energy July 2025 £35.67

Income received since last meeting: PFFR / ABW repayments - £5914.08
 Allington Manor Car Parking 2 x £30.00
 Refund deposit from Parish Brewery £100.00
 HMRC VAT refund £905.65
 PFFR ABW funds raised £1163.81
 Gross interest bank savings account £83.23

Bank balance as 12 Sept 2025:
 Current A/C £21,002.45
 Savings A/C £20818.60 TOTAL BALANCE £41,821.05

Cllr Baron asked about the Playing Field Fundraisers account and Cllr Marvin agreed that a discussion was required with them moving forwards with regard to making the arrangement more compliant and put best practice in to place.

CLERK TO ACTION: Clerk to arrange payment of invoices due. To arrange meeting with PFFR.

46/25. CLERKS PLANNING REPORT

Planning Applications received as detailed below:

Application No: S25/0880 Date Received: 29th May 2025 Applicant: Mr & Mrs Steve Wallis
 Proposal: **Erection of front porch** Location: Cambridge House 4 Bert's Way Allington
 Lincolnshire NG32 2BF Decision/Date: 21st July 2025 South Kesteven District Council has
 considered the application under the Town and Country Planning Act 1990 and Grants Planning
 Permission for the development described above. **PERMISSION GRANTED SUBJECT TO
 CONDITIONS.**

Application No: Applicant: Proposal: S25/1362 Mr Richard Borraddell Date: 24th July 2025
 Pollard Acer tree (T1) by 50%, re-pollard Tilia tree (T2). Location: TPO No. App Type: Case
 Officer: Telephone Ext: Email: 68 Park Road, Allington, Lincolnshire, NG32 2EB, Works to TPO
 Tree(s) Alex McDonough 01476 406247 alexander.mcdonough@southkesteven.gov.uk I have
 received an application for **consent to carry out tree surgery** on trees included within the
 above Tree Preservation Order. The forms, plans and any other submitted documents can be
 viewed by clicking on the following link, using the format S25/1362 :
www.southkesteven.gov.uk/planningsearch/ I would be pleased to receive any comments the
 Town/Parish Council may wish to make on the proposal within 14 days of the date of this letter.
 If a formal reply is not received by 7th August 2025 it will be assumed that you do not wish to
 make any comments. **NO OBJECTIONS RECEIVED**

Application No: Applicant: Proposal: Location: S25/1256 Mr Robert Leech **Render to front and
 side of dwelling. Replacement roof.** Thistledome, Marston Lane, Allington, Lincolnshire,
 NG32 2DY App Type: Case Officer: Telephone Ext: Email: Householder Alex McDonough
 01476 406247 alexander.mcdonough@southkesteven.gov.uk The forms, plans and any other
 submitted documents can be viewed by clicking on the following link, using the format S25/1256
 : www.southkesteven.gov.uk/planningsearch/ I would be grateful to receive any representations
 your Council may wish to make upon this application no later than 26th August 2025. Please

note that failure to meet this deadline may result in the application being determined without your comments being taken into consideration. **NO OBJECTIONS RECEIVED.**

47/25. OUTSTANDING POLICIES FOR APPROVAL FROM AUDIT

It was resolved to approve the Terms of reference for the Playing Fields Committee and the Risk Management Policy. The Asset Register has now been created for Allington Parish Council. These were previously circulated to all councillors for review and it was resolved to adopt the new 2025 policies.

Cllr Marvin asked Cllr Carlyle whether he would take charge of the asset register in order to regularly inspect the assets. Cllr Carlyle accepted. It was resolved that Cllr Carlyle would become a member of the Playing Fields Committee.

It was resolved to further defer Freedom of Information Policy until further notice as these still need further work to meet requirements and the clerk informed that some investigation was required regarding the need for this.

CLERK TO ACTION: Clerk to upload approved policies to website.

48/25. BUDGET

The Budget to date was reviewed and accepted. The MUGA expenses were discussed at length and Cllr Plummer wondered how much had been spent over the last 3 years alone. It was agreed that work on the budget for 2026/27 needs to be started in November 2025. Cllr Marvin asked the clerk to circulate the budget to date at the end of Q2 once it was available for a more accurate view.

CLERK TO ACTION: Clerk to circulate end of Q2 figures at the end of the quarter and to check MUGA expenditure for the last 3 years.

49/25. EXTERNAL AUDIT

The external auditors report for 2024/25 was discussed. Cllr Reynolds commented that the outcome was as to be expected following the recent internal audit and that it was all historic and could not be changed. It was discussed and agreed that moving forwards most of the matters arising from the report have already been actioned by the Clerk and that hopefully the Parish Council are on track to get this right for the annual audit next year. It was agreed the Notice of Conclusion was to be uploaded to the website.

CLERK TO ACTION: To upload NOC to website and ongoing audit outcome work.

50/25. LALC AUDIT FEES 2026 AND 2027

Cllr Marvin explained that LALC had frozen the fees for internal audit for 2026 and 2027 if the Parish Council agrees to sign up to a 2 year package. This would include mid-year full audit, a mini audit and the same auditor throughout. It was resolved to agree to the deal of £225 per year for the next 2 years.

CLERK TO ACTION: Clerk to contact LALC to accept the offer.

51/25. PLAYING FIELD

Further to the last meeting when antisocial behaviour was discussed, it was agreed that policing the playing field was impossible and Cllr Plummer commented that we do what we can. Cllr Marvin commented that antisocial behaviour and bad language by various dynamics including youths, younger children and parents had been reported to the Parish Council. It was agreed that the pine tree in the playing field needed the deadwood cutting out and it was resolved to accept the quote from Manor Tree Surgery for this work.

It was agreed that the damp proof course was needed for the wooden posts at the playing field car park and it was resolved to approve the costs for this work by the village caretaker including materials and overtime.

Cllr Plummer discussed the ROSPA play equipment safety report. He commented that there were mostly minor observations which included damage to the MUGA fencing and welding work required on the Wickstead Flyer.

Cllr Plummer also discussed the UKSPF funding offer of £7k towards the project of repairing and updating the play equipment and that he has already received quotes to replace some of

the parts. He advised he had received 3 quotes varying from circa £12k to £20k but that he was happy with the quote from Commercial Play due to their costing, availability and customer service.

He proposed the contract be awarded to Commercial Play which Cllr Carlyle seconded.

Cllr Baron asked how the additional costs over the £7k funding would be covered to which Cllr Plummer confirmed the Playing Fields Fund Raisers had agreed to pay the additional amount as a project to renovate the play area for the village. Cllr Reynolds commented this should be finalised with the PFFR.

Cllr Plummer confirmed that James Westwood, a plumber who is resident in the village, had looked at the toilets at the playing fields and made some minor repairs so these should now be working. He thanked James who did not wish to accept any payment as this was on behalf of the village.

CLERK TO ACTION: Clerk to contact Manor Tree surgery to arrange works to be carried out and to inform the other company their quote was unsuccessful. Clerk to contact Wickstead leisure for advice regarding the welding of the Wickstead flyer. Clerk to put in writing to the PFFR an agreement regarding the funding of the project. Clerk to write to successful bidder to accept their quote. Clerk to write to other 2 unsuccessful bidders to inform they did not get the job. Clerk to email the PFFR to ask them to complete an urgent stock take of the village shed equipment as this was affecting the asset register.

The Chair brought forward item 59/25 at this point in the meeting as Cllr Leadenham asked whether this could be brought forward on the agenda due to time constraints and he had to leave. It was resolved the agree to bring the item forward and was discussed at this point.

52/25. BUS SHELTER

The quotes for maintenance work were discussed and although it was agreed they seemed excessive, it was also agreed that the work was desperately needed. The village caretaker offered to inspect the shelter to see whether he could undertake any of the work. Cllr Marvin expressed concerns that it was too much work for the caretaker and that it might need specialist equipment.

The offer of a funding option by Bio-Moor Energy at Gonerby was discussed and it was agreed for the Clerk to make an application to see if successful they would fund this kind of project.

CLERK TO ACTION: Clerk to complete application for possible funding.

53/25 MUGA

The usage and condition of the MUGA was discussed. As the ongoing maintenance is so expensive it was agreed that different options were possible but costs were needed before any decisions were made. It was agreed that costs from the last 3 years along with costs moving forward should be sought before any further decision could be made in order to reinstate the MUGA to the required ROSPA level. It was agreed that the MUGA has been down for 20+ years and had surpassed its expected lifespan guarantee of 10 years.

CLERK TO ACTION: Clerk to investigate how much to remove the MUGA completely, how much to remove the sides and leave the base, how much to make the ground good.

54/25 PARISH COUNCIL CHRISTMAS TREE AT CHURCH FESTIVAL OF TREES

It was resolved to agree that the Parish Council should supply a Christmas Tree at the Holy Trinity Church Christmas Tree Festival. Cllr Baron suggested contacting Cllr Leadenham regarding his offer to supply a tree. The theme is "What Christmas Means to Us" and the choice of how to decorate will be discussed at a future meeting. It was decided a 12 inch space would be sufficient. Ideas for décor to be suggested for the next meeting.

CLLR MARVIN TO ACTION: Cllr Marvin to contact Cllr Leadenham about providing the tree.

55/25 MOOR BIO-ENERGY FUNDING APPLICATION

As per above item 52/25, it was agreed that the clerk would complete the application form from Moor Bio-energy following their email offer of funding to try and apply for a funding grant towards the Community Shelter renovation and MUGA repairs.

CLERK TO ACTION: clerk to complete application form.

56/25 DEFIBRILLATOR UPDATE

It was agreed to defer this item for discussion at the next meeting due to the meeting running very late.

57/37 EMERGENCY PLAN / VILLAGE PLAN

It was agreed to defer this item for discussion at the next meeting due to the meeting running very late.

CLERK TO ACTION: Clerk to contact Gill Mahoney of Sedgebrook about the village plan

58/25 PARISH COUNCIL COMMUNICATIONS NETWORK GROUP PROPOSAL

It was agreed that it would be beneficial for the Parish Council to be a part of the proposed new network group in order to be involved in future discussions of surrounding Parishes.

It was agreed to defer this item for discussion at the next meeting due to the meeting running very late.

59/25. DISTRICT AND COUNTY COUNCILLOR REPORTS

Brought forward as above.

Cllr Leadenham gave an update regarding planning applications affecting Barrowby and how this was being dealt with. He discussed how many of the actions could be followed by Allington in the similar position of commenting on the latest Harworths development planning application.

Cllr Leadenham discussed the dog waste bin for Marston Lane and advised this was still being chased and he also supplied some dog fouling signage for the village caretaker to use in the village.

Cllr Leadenham discussed the need for a village emergency plan and working with the new Community Resilience Officer moving forwards.

Cllr Leadenham asked whether he could donate a Christmas tree to the village.

60/25 AGENDA ITEMS FOR THE NEXT MEETING

Community Bus Service

Community Shelter

Emergency Plan

Defibrillators

MUGA

Parish Network Group

61/25 DATE OF THE NEXT MEETING

Cllr Marvin advised that she would not be available for the next planned meeting on Nov 12th.

Cllr Marvin also asked whether the PC needed an extra meeting as so many items need to be covered along with setting the budget. Cllr Carlyle suggested a meeting in October to discuss some of the smaller agenda items and a meeting in late November to discuss the budget.

It was resolved to book meetings for October 22nd and November 26th 2025 both 715pm.

CLERK TO ACTION: Clerk to re-arrange meeting and book village hall.

62/25. To resolve whether, in accordance with the Public Bodies (Admission to meetings) Act 1960, the public and press should be excluded from the meeting during consideration of the following confidential staffing matters.

It was resolved to enter a closed session to discuss confidential staff matters.

63/25. CONFIDENTIAL STAFFING MATTER

Cllr Claire Storer arrived to join the meeting at 945pm.

Staff salaries were discussed and it was resolved to award a 3.2% increase in line with pay awards nationally. The Parish Clerk left the meeting during discussions regarding her position.

CLLR MARVIN CLOSED THE MEETING AT 22:00