ALLINGTON PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held at Allington Village Hall
Wednesday 13th May 2026 19:30hrs

Present: Councillor Marvin
Councillor Reynolds (Left after the voting at 19:35)
Councillor Carlyle
Councillor Baron
Councillor Scott
Councillor Storer
Councillor Plummer
Kate Griffin (Clerk/RFO)

County Councillor Richard Litchfield

Residents. No Residents

43/26 Election of Chair and Signing of Declaration of Acceptance of Office as Chair
Cllr Plummer nominated Cllr Marvin to be re-elected as Chair, seconded by Cllr Reynolds.
There were no further nominees.
It was resolved and agreed all in favour that Councillor Marvin should continue as Chair for 2026/27.
The Declaration of Acceptance of Office was signed.

44/26 Election of Vice Chair and Signing of Declaration of Acceptance of Office as Vice Chair
Cllr Marvin nominated Cllr Plummer as Vice Chair seconded by Cllr Reynolds.
There were no further nominees.
It was resolved and agreed all in favour that Cllr Plummer would be Vice Chair for 2026/27.
The Declaration of Acceptance of Office was signed.

45/26 PUBLIC FORUM: The Public Forum does not form part of the meeting of the Parish Council
As no residents were present and no other items were raised for discussion Cllr Marvin announced the Parish Council meeting would commence immediately.

46/26 WELCOME AND APOLOGIES FOR ABSENCE
Apologies were received from District Cllr Leadenham for reasons previously given and accepted.
Cllr Reynolds previously sent apologies for only being able to stay for the voting of Officers and left at 7.35pm following the apologies. Apologies accepted for reasons previously explained.

47/26 DECLARATIONS OF PECUNIARY INTEREST IN ACCORDANCE WITH THE LOCALISM ACT 2011
There were no declarations of Pecuniary Interest given.

48/26 APPROVAL OF MINUTES
It was resolved to approve the notes of the Parish Council Meeting held on March 18th, proposed by Cllr Carlyle seconded by Cllr Storer and agreed by all, 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.

49/26 ANNUAL PROCEDURES
The Clerk had circulated the policies for review, Standing Orders and Financial Regulations to all Councillors prior to the meeting.

(a) The annual policies for review were discussed and amendments accepted and noted.
It was resolved to accept the following policies for the year 2026/27 with any amendments as follows:
Standing Orders – item 3i – it was resolved to agree to remove the need to "stand when speaking"
Financial Regulations – item 4.5 – it was resolved to reword the item that "each committee shall submit a final budget by the end of November each year"
Item 5.5 – it was resolved to agree to replace the wording "as follows" with "obtain prices in accordance with 5.6 to 5.10"

Item 5.14 – it was resolved to agree to amend typing error from lowest "or" any to lowest "of" any tender, quote or estimate.
Item 5.15 – it was resolved to agree to amend the wording to read "purchases made by individuals or advisory committees within agreed budgets for that type of expenditure may be authorised by"
Item 5.20 – It was resolved to agree to amend the wording to read "unless a formal contract is required and an official letter is considered inappropriate".
Item 5.21 – It was resolved to agree to re-word the item to say "To avoid mis-use of the re-ordering system, access shall be controlled by the RFO."
Item 9 – Payment cards section was discussed. As the PC do not have a debit card or credit card this section is currently not relevant, however it was resolved to agree to keep the item that would then apply should any cards be obtained in future.
Grants and Donations Policy– it was noted there was a typing error where a different Parish Council was named. It was resolved to agree to amend this to read "Allington Parish Council".
Complaints Policy
Communications& Social Media Policy
Data Protection Policy – it was discussed that as the SAR formed part of the Data Protection Policy the two should be combined and the SAR be added as an appendix to the Data Protection Policy. It was resolved to accept a combined policy.
Subject Access Request Policy – see above.
Environmental and Sustainability Policy
Equality and Diversity Policy
Councillor Code of Conduct
Publication Scheme
Records Retention Policy

(b) It was resolved to accept the following committees and members elected:
Staffing Committee – Cllr Marvin/Cllr Storer/Cllr Scott
Planning Committee – Cllr Baron/ Cllr Storer/Cllr Carlyle
Playing Field Committee – Cllr Plummer/Cllr Carlyle/Cllr Scott

It was resolved to agree that the 3 committees are required to meet to elect officers (ie a Chair), and create Terms of Reference for number required for quorum, how often meetings should be held etc. This was highlighted by the Internal Auditor as a high-risk requirement currently not being met.

(c) All Councillors present at this meeting signed the GDPR checklist for 2026/27 and submitted to the Clerk. A copy will be sent to Cllr Reynolds for signing and returning to the Clerk.

(d) **The risk management policy –** circulated to all Councillors for review. It was resolved to accept the risk management policy for a further year for 2026/27.

(e) **Asset Register 2026/27** – The Asset Register was circulated to all Councillors prior to the meeting. It was commented that only one of the listed benches in St James Churchyard belonged to the PC therefore the register needed amending to just one bench. It was resolved to remove one bench from the asset register. (-£400)
The value of Speed watch equipment was discussed and a replacement value for the speed monitor/sign on Sedgebrook Road for insurance purposes was agreed. It was resolved to agree to add a cost of £1500 for insurance purposes.
The location of the Marquee is listed incorrectly. It was resolved to change the location to Village Storage Shed.
An additional column for the asset register was discussed and it resolved to agree to add a column for insurance values.
It was discussed that the new Playpark surface should be considered an asset and added to the asset register for 2026/27. It was resolved to add the Playground surface to the register at £18,500.

Actions: For Clerk to amend policies where required and upload to website for 2026/27. For Clerk to amend Asset register.
For **COMMITTEE MEMBERS** to meet to discuss their Terms of Reference and elect officers.

50/26 DISTRICT AND COUNTY COUNCILLORS REPORT

County Councillor Litchfield reported that he received a query from a resident regarding parking on Peach Lane which is to be referred to the Parish Council to be added to a future Agenda.
Cllr Litchfield confirmed that LCC Highways had completed some of the recent works requested but it was commented that the blue barriers were still in place and that the kerbing to the green was still not completed. Cllr Litchfield advised he would meet with highways to get an update and feed back to the Parish Council. The road surface to the entrance of Peach Lane was discussed, Cllr Litchfield will get an update from LCC. The work by the flood team was discussed as ongoing. Cllr Baron requested a Highways Officer to attend in person to inspect Peach Lane issues.
Signage was discussed as still inadequate regarding traffic, weight limits, lorry access, speed limits and that Allington is used as a through road especially by cars from out of the village travelling through to Arena UK, the school and nursery in Sedgebrook. A recent speed watch survey recorded 173 cars in

one hour. It was discussed whether speed limits could be changed. Sedgebrook Road in particular was discussed as the main through road where the speed limit changes from 30 to 60 around the Peach Lane location.
Cllr Carlyle commented that it was easier to decrease speed limits from 60 down to 40 and perhaps the approach roads to Allington could be decreased to slow vehicles down before they reach/leave the 30mph limits. Cllr Litchfield advised he could request accident data in order to pursue any speed limit changes.
Cllr Litchfield explained a recent surgery was held in Sedgebrook, not well attended by any Allington residents. He advised there was a further Surgery planned that would likely be held at Allington Gardens – TBC.
Cllr Baron raised the query again regarding lack of local bus services.

Cllr Litchfield left the meeting at 8:40pm
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51/26 CLERKS FINANCE REPORT

(a)The accounts for payment were checked against the invoices and lists, and signed by Cllrs Marvin, Scott and Storer. It was resolved to approve the receipts and payments for May as per Financial Regulations 6.10 as follows:

INVOICES DUE FOR PAYMENT SINCE THE LAST MEETING TO BE SIGNED BY 2 X COUNCILLORS:

EDF April usage - £19.76
Village Hall – 18/03/2026 - £36.00
Village Hall – 15/04/2026 - £36.00
ROSPA – play safety inspection £328.80
Hemspteads grass cutting 1 of 8 - £471.74

INVOICES TO BE SIGNED AS PAID SINCE THE LAST MEETING DUE TO TIME CONSTRAINTS.
Payment to HMRC for NIC's and paye tax to end March 2026 - £72.27
Defib4life - £160.80
EDF April – March usage £17.71
Overtime already paid to clerk for 16 additional hours in March to year end
SKDC - £20.00 lottery licence

PAYMENTS RECEIVED SINCE THE LAST MEETING:
05/04/2026 – HSBC Interest on Savings account - £45.27
08/4/2026 - SKDC precept £16117.00
23/04/2026 – SKDC £1750.00 Balance of UKSPF project funding
30/04/2026 - HMRC VAT reclaim £ 281.30
30/04/2026 – Car Parking fees from Allington Manor for wedding parking £30.00
05/05/2026 – HSBC Interest on Savings Account - £45.57
11/05/2026 – SKDC Cleaning grant £463.32

Other financial matters:
27/04/26 – new bank account for PFFR ringfenced funds - £6532.91 transferred in
To approve over time in April for Village caretaker – 2 additional hours for treating of benches
To approve overtime for parish clerk for additional hours in April for audit/AGAR/finance/APM/APCM additional work
(b)The bank reconciliation – it was resolved to approve the Q4 and end of Year Bank reconciliation to March 31st 2026. Cllr Carlyle signed, checked and verified the bank reconciliation. See website for copy of Bank Reconciliation to end March 2026, as per below:
Bank statement checking and balance check was undertaken and statements signed by Cllr Carlyle as per Financial Regulations 2.6
Bank balance as of 31st March 2026:
HSBC Current A/c balance = £6871.48
HSBC Savings A/c balance - £41,022.77

Other Transactions
27/04/26 – A new bank account was opened for PFFR ringfenced funds - £6532.91 transferred in.
It was resolved to approve payment of over time in April for Village caretaker – 2 additional hours for treating of benches.

It was resolved to approve payment of overtime for parish clerk for additional hours in April for audit/AGAR/finance/APM/APCM additional work – 18 hours over time.

(c) To receive the Internal Audit
The Internal Audit report was not received in time for this meeting for approval, therefore deferred to a future meeting to be arranged.
(d) To Sign The AGAR
The AGAR report was not received in time for this meeting and will be deferred to a future meeting to be arranged.
(e) To approve Bank Signatories for 2026/27
It was resolved to approve the same Bank Signatories for 2026/27 (Clerk, Cllr Marvin, Cllr Reynolds, Cllr Plummer, Cllr Carlyle).
(f) To review and approve insurance for 2026/27
Two quotes were reviewed for 2026/27, the existing Insurer, Gallaghers and a new insurer, Zurich. A third quote was requested but not received back by the Clerk in time for this meeting. One year and 3-year options were discussed. It was proposed by Cllr Carlyle, seconded by Cllr Plummer and resolved by all to take the new lower quote from Zurich for one year which could then be reviewed again at the next renewal date. It was resolved to accept the quote of £1634.92 representing a saving of £200 against the current insurer.
(g) To review the budget figures for the year end 2025/26 and minute previous increases
It was resolved to approve, for the purpose of minutes, an increase in the 2025/26 budget to reflect the Play Park project which was not included in the original 25/26 budget. The amount of £18570 which was previously approved in Q3 2025/26 was approved to be added to the budget. No increase in the budget for the current year 26/27 was agreed, it was resolved that no update to the 26
/27 budget was currently required.
(h) To acknowledge and minute opening of 3rd bank account
The Clerk reported that the new 3rd bank account was now open and running with HSBC. This would enable the deposit of funds raised by the PFFR which are earmarked for future projects and will now be held separately to Parish Council funds for transparency and audit purposes.
(i) HMRC VAT reclaim
£281.30 was reclaimed from HMRC for VAT in Q4 (Jan-Mar 2026) This has been received in to the HSBC current account.
CLERK TO ACTION: Clerk to make relevant payments of outstanding invoices.
Clerk to chase Internal Audit/AGAR reports and arrange an EOM for approving.
Clerk to advise Zurich Insurance to proceed with Policy for 2026/27

52/26 TO RECEIVE CLERKS CORRESPONDENCE REPORT
Previously circulated to all.
Copies of documents can be received by emailing parish.clerk@allingtonpc.org.uk
Email from Cllr Litchfield regarding joint Cllr Surgery in Sedgebrook.
Email from Cllr Leadenham regarding invite to Grantham Canal open day.
Email from Cllr Litchfield regarding the Surface Dressing Programme for 2026.
Email from Cllr Leadenham regarding new Planning System changes.
Email from resident regarding Speed watch cameras for the village
Email from resident regarding parking situation on Peach Lane

53/26 TO RECEIVE CLERKS REPORT
Defib update, parts ordered for the VH defib now received and awaiting installation.
Payments received from SKDC (Precept, cleaning grant & UKSPF funding balance)
APM was held in April, well attended by residents and several groups made their presentations.
Email from school for APM – not read out, apologies
Residents have been reminded via Allington News and SM to use Lorry watch and FixmyStreet to report issues.
Residents were invited to meet with District and County Councillors at a recent joint surgery.
Playground project was completed just in time for the Easter break by Abacus Playgrounds.
An email of thanks was sent to Andrew Black and team for their help with playground.
Proof of Debt forms sent to the liquidators regarding the claim against Commercial Play and they have acknowledged receipt.
The AGAR has been completed and sent to the Internal Auditor for review and audit prior to reporting to the external auditor.
Insurance quotes for 2026/27 have been obtained.
Ongoing application to LCC for further bus shelter funding.
Land registry investigations still ongoing.

54/26 TO DISCUSS AND APPROVE NEW JOINT COMMITTEE WITH PFFR

Cllr Carlyle gave a detailed presentation of the suggested Terms of Reference for the new joint Parish Council/PFFR Committee after which the terms were considered and discussed. Recommendations were discussed and any necessary changes required.

As Cllr Carlyle still needs to discuss the Terms with the PFFR, Cllr Marvin proposed this should be now discussed with them for their viewpoint before bringing back to Full Council for approval. As this was unlikely now for Allington Big Weekend it should be aimed at having in place for the Bonfire event and allow one year for review to see how progressing, to be reviewed around Sept 2027.

It was resolved to discuss further with the PFFR and be added to the next agenda of the Parish Council meeting.

ACTIONS: For Councillors to email any suggestions to Cllr Carlyle. For Cllr Carlyle to present draft Terms of Reference to the PFFR.

55/26 EMERGENCY PLAN

Cllr Marvin declared that the meeting was over running so several items would need to be deferred.

Deferred to future meeting

56/26 HARWORTHS UPDATE

Deferred to future meeting.

57/26 BUS SHELTER UPDATE

Deferred to next meeting.

58/26 VILLAGE PLANTERS

Cllr Marvin commented that the village planters are in need of pruning and watering in order to keep them looking nice. It was suggested that a Social Media request for volunteers amongst residents would be an idea to ask for help with dead heading, pruning and watering.

59/26 MUGA UPDATE/ROSPA DISCUSSION

Deferred to future meeting.

60/26 AGENDA ITEMS FOR THE NEXT MEETING (APCM 13/5/26)

Emergency Plan update -CS
Harworths update - CB
Bus Shelter update- JP
MUGA /ROSPA update - JP
Playing Field Storage Unit- SM
Community Woods- SM
PFFR TOR - AC
Village Bus Service - CB

61/26 DATE OF THE NEXT MEETING

EOM – TO BE ARRANGED
08/07/2026 – Full Parish Council Meeting

CLLR MARVIN CLOSED THE MEETING AT 9:56PM