


SOUTH KELSEY & MOORTOWN PARISH COUNCIL

Dear Councillor

You are hereby summoned to attend the Meeting of South Kelsey & Moortown Parish Council, which will be held on Monday 11 November commencing at 7 pm, in South Kelsey Village Hall. The business to be dealt with at the meeting is listed on the agenda.

There will be a 15-minute public forum between 7 pm and 7.15 pm when members of the public may ask questions or make short statements to the Council, and your attendance is also requested during this period.

Dated 3 November 2025

A handwritten signature in black ink, appearing to read 'C Major', is written over a faint horizontal line.

Christine Major
Clerk to the Parish Council

SOUTH KELSEY & MOORTOWN PARISH COUNCIL

Meeting of the Parish Council to be held on Monday 11 November 2025 at 7 pm at
South Kelsey Village Hall

AGENDA

Public Forum

Open Meeting – 15-minute public forum

Reports from District and County Councillors

Commence Formal Parish Council Meeting; Standing Orders invoked:

- 25/120 Apologies for absence and acceptance of any reasons given
- 25/121 Declarations of interest in accordance with the Localism Act 2011
- 25/122 To receive written application for the office of Parish Councillor, for the existing Co-opted vacancy.
- 25/123 Approve the minutes of the Meeting of the Parish Council held on Monday 13 October 2025 whereby they be signed by the Chair as a true and accurate record of the meeting.
- 25/124 Finance and accounts for payment.
 - a. Accounting Statements & Unity Trust Bank Statement: To approve the Bank Statements and Accounting Statements for the period ending 31 October 2025
 - b. Schedule of Payments: To approve payments.
- 25/125 Clerk's report on matters outstanding and correspondence.
- 25/126 Elect Vice-Chair
- 25/127 Update on Current Three-Year Plan and Budget 2026-27
- 25/128 Grass Cutting Tender (NH)
- 25/129 Motion to be Proposed by Cllr Smith to amend Financial Regulations regarding payment terms (within 6 months of ratification)
- 25/130 Party in the Park update (PS/SE)
- 25/131 Agenda items for the Parish Council Meeting to be held on Monday 8 December 2025.

SOUTH KELSEY AND MOORTOWN PARISH COUNCIL

Email clerk@southkelseyandmoortown-pc.gov.uk

Minutes of the Parish Council Meeting
held in the Village Hall on Monday 13 October 2025

Present: Cllr Nicola Hall (Chair), Cllr Amanda Suddaby, Cllr Peter Smith, Cllr Sandra Evans

In attendance: County Cllr James Bean, District Cllr Peter Morris, Christine Major (Clerk) and 3 Members of the public.

Update from District and County Councillors:

County Cllr Bean reported regarding local government reorganisation. The county, district and borough councils are split, there are currently 7 different options on the table, LCC have chosen what they feel is the best option for the residents of Lincolnshire, which is the least expensive, causes the least disruption to residents while maintaining key services. The final submissions must be sent to central government before the end of November 2025, central government will make the final decision regarding which option if any that they want to take forward and the result should be made available to all parties before the end of next year.

District Cllr Morris reported that of the 36 district Councils, 30 have formed a coalition. Cllr Morris confirmed that he is still on the planning committee. Cllr Morris is trying to establish what is happening in respect of development at Watermill Farm.

Formal Parish Council Meeting commenced; Standing Orders invoked:

25/101 **To receive apologies and reasons for absence:** Cllr Todd sent apologies which were accepted.

25/102 **To receive declarations of interest under the Localism Act 2011 - being any pecuniary or non-pecuniary interest in agenda items, not previously recorded on Members' Register of Interests:** None noted.

25/103 **To receive written applications for the office of Parish Councillor and to Co-opt a candidate to fill the existing vacancy:** Application was received from Mr J France and circulated to the members of the PC prior to the meeting. It was RESOLVED by majority vote to accept the application, and a warm welcome was extended to Cllr France.

25/104 **Code of Conduct.** The Chair reminded parish councillors, excepting Cllr France, that they had received and signed the Code of Conduct. This details the standards councillors are bound by which are based around the Nolan principles. Cllr Hall reminded councillors that they all represent the whole community, not particular groups. Only items on the published agenda can be discussed in the meeting and, once a decision is made, each councillor is required to uphold that decision. Any items councillors wish to be added to the agenda must be sent to the clerk at least 7 days prior to the meeting. This is to ensure transparency and that residents are fully aware of matters to be discussed which they may wish to be present to hear. Any maintenance issues must be reported to the Clerk without delay. During holiday periods, the Chair receives emails and deals with any urgent matters. The Chair also reminded all present that the Parish Council has signed the Civility and Respect

Pledge, in collaboration with NALC, and circulated copies to all Parish Councillors for their reference to reinforce the requirements of the office. The Chair also encouraged Councillors to ensure they are familiar with the Standing Orders which are available on One Drive and the parish council's website.

25/105 **Approve the draft minutes of the Meeting of the Parish Council held on Monday 8 September 2025:** at the request of a member of the public, and after discussion, it was RESOLVED to remove a sentence in the County Councillor's Report which referred to Flinders House. Thanks were extended to Cllr Bean for his efforts to resolve the problem the householder had brought to the parish council's attention.

25/106 **Finance Summary and Accounts for Payment:**

- a. **Accounting Statements & Unity Trust Bank Statement:** After review, it was RESOLVED that the Accounting Statements for 30 September 2025 be approved as true record, and that the Unity Trust Bank list of transactions dated 30 September 2025 reconcile against the accounting statements.
- b. **Schedule of Payments:** After review, it was RESOLVED to approve payments according to the Schedule of Payments and supporting invoices:

Ref	Invoice Date	Invoice Ref	Supplier/payee	Details	VAT	Total Payment	Checked & Verified (initial)	
1	16.9.25	IIUKDN1115132470	HP Ink/C Major	HP Ink 11.8.25-10.9.25	£ 1.08	£ 6.49		
2	24.9.25	254038	Cloud Next	Domain Annual Renewal parishcouncil.gov.uk	£ 10.00	£ 60.00		
3	19.9.25	9897	PlayQuest	Phase 2 Teen shelter snagging Paid 3.10.25 to ratify	£ 3,404.17	£ 20,425.00		
4	30.9.25	10793	AJ Williams	Grass cutting 10.22.9.25 + Grounds 50%	£ 117.10	£ 702.60		
5			C Major	September pay 22 hrs + WFH net		£ 278.50		
6	30.9.25	10746	SK Village Hall	Hall hire 8.9.25 2 hrs		£ 16.00		
7	23.9.25	SB20252458	PKF Littlejohn	External Audit	£ 63.00	£ 378.00		
8	30.9.25		Unity Bank	Bank charges September 2025 DD		£ 6.00		
TOTAL						£ 21,872.59		

- c. **Incoming Payments:** After review, it was RESOLVED that incoming payment for interest on the instant access account was correct.

25/107 **Clerk's report on matters outstanding and correspondence:** no further action required.

25/108 **South Kelsey Park Project**

- a. **COF update** The Chair noted there had been no recent correspondence since the change of Secretary of State for HC&LG but that she is continuing to action the exit strategy.
- b. **Gate.** The contractor was contacted regarding the reported damage which was fixed the following morning. Cllr Hall checked before they left, and the gate post appeared to be secure and any chips repainted.

c. **Signs.** The layout of the new main park sign was presented by Cllrs Hall and Suddaby. Comprehensive instructions regarding HM Government branding must be adhered to. Cllr Suddaby presented options for nature signs for placement in the park to offer an enhanced experience for children. The signs are A1 and come on an aluminum sheets plus backing and posts. After discussion it was RESOLVED to purchase the signs.

d. **Press Release.** A draft of the press release about the park's refurbishment was sent out by the clerk after the meeting in September, and there were no amendments requested. It was noted that the HM logo is required on any social media or press releases. It was RESOLVED to release for publication when the final installation is completed (two picnic benches.).

25/109 **Party in the Park – Working Party update (PS):** Prices for printing the leaflets were presented by Cllr Smith. An inducement to encourage households to respond. It was RESOLVED that a drink voucher, to spend in the Village Hall at the event I will be incorporated. Cllr Evans agreed to liaise with the Village Hall Committee. It was RESOLVED for the Clerk to supply a QR code for online submissions and post the leaflet on Facebook. It was RESOLVED to purchase the leaflets: the Clerk to action.

25/110 **Planning Applications: Caistor Quarry (AS):** Cllr Suddaby outlined the Parish Council's previous objections on traffic grounds and advised we have an opportunity to make further comments. Many villages in the area have similar concerns about what is the worst case scenario, where all traffic would use 1 route in peak times. It was RESOLVED that Cllr Suddaby will draft a further objection to be submitted by the clerk.

25/111 **Defibrillator/CPR Training.** The proposal to arrange training with a voluntary contribution of £75-£100 was discussed. A member of the public offered to contact another CPR trainer, who may provide training at zero cost. Confirmation of the training with the original provider will be delayed until further information is obtained. This will be provided within the next two weeks. It was RESOLVED to select the most cost-effective solution and book training as soon as possible.

25/112 **External Audit 2024/25:** The clerk advised the external audit had finally concluded. There were some small amendments to make for next year, and the paperwork has been placed on the website.

25/113 **Budget 2026/27:** the first draft of the budget had been sent out to all councillors prior to the meeting, and it was discussed line by line. A small number of amendments were identified and it was RESOLVED to finalise the 2026/27 budget at the next meeting in preparation for preparation of the precept forms which need to be submitted to WLDC by the end of January (Note: the parish council does not hold a meeting in January.)

25/114 **Grass Cutting Contract:** the grass cutting contract expires in March 2026. Costs will be required for the 2026/27 precept and a draft tender for the grass cutting contract was prepared and presented by Cllr Hall. It was RESOLVED the period of the contract will be amended to a 3 years. The Clerk will confirm the number of cuts we have paid for over the last 2 years to assist with the schedule of costs section of the tender. The tender will be amended and discussed at the next meeting.

25/115 **Defibrillator Light:** Cllr Evans advised that the Village Hall Committee had arranged for the defibrillator to be moved so there would be no requirement for a new light. Confirmation of the new location should be notified to the clerk in order that this can be relayed to WLDC who provided the maintenance contract.

25/116 **Training Courses (AS) Biodiversity crisis:** Cllr Suddaby would like to attend a NALC course on 27 November at a cost of £35. It was RESOLVED that Cllr Suddaby attend and cascade the information to councillors. The Chair encouraged other councillors to access the LALC training bulletin and reminded councillors that core training is paid within our annual contract. There is funding available in the training budget for payable courses which just need to be formally approved at council.

25/117 **Greater Lincs. Authority Public Consultation (AS): Cllr Suddaby advised that she** attended a consultation on 19 September by LCC. There are currently 7 proposals. Cllr Bean offered to circulate the slides from the meeting.

25/118 **Local Burglaries (AS):** there has been a spate of crime in the area. Cllr Morris advised that he is attending the Overview and Scrutiny Committee with the Police the next day. It was RESOLVED that Cllr Suddaby will send crime details to him.

25/119 **Agenda items for the Parish Council Meeting to be held on Monday 10 November 2025:**

Parish Councillor Co-option.

Update on Current Three Year Plan

Grass Cutting Tender (NH)

2026-27 Budget

Motion to be Proposed by Cllr Smith to amend Financial Regulations regarding payment terms (within 6 months of ratification)

Policies

Party in the Park - Working Party Terms of Reference, budget proposals, progress with survey (PS/SE)

2026-2029 Three-Year Plan - Community Questionnaire - content, printing, distribution (PS)

Parish Council meeting closed at 9 pm.

Date and Time of Next Meeting Monday 10 November 2025 at 7 pm

to be held at the Village Hall, South Kelsey

Meeting Minutes Approval

These minutes have been accepted as a true and accurate record of the meeting.

Signed: _____ Dated: _____ Minute Ref: _____

Chair of Parish Council

SOUTH KELSEY AND MOORTOWN PARISH COUNCIL
ACCOUNTING STATEMENTS
FOR THE PERIOD 01/04/25 - 31/10/2025 Ref 25/124a

EXPENDITURE 2025/26																
ITEM	ADMINISTRATION/ GENERAL	BUDGET 25/26	APRIL	MAY	JUNE	JULY	AUGUST	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	TOTAL £	VARIANCE £
1	Wages	4,113.00	241.64	316.25	253.16	253.00	315.83	252.50	350.07						1,982.45	2,130.55
1.5	HMRC	0.00	269.40			139.40			214.00						622.80	-622.80
2	Working from home a/i	324.00	26.00	26.00	26.00	26.00	26.00	26.00	26.00						182.00	142.00
3	Overtime	748.00				34.50									34.50	713.50
4	Travel	180.00													0.00	180.00
5	Clerk Training	216.00													0.00	216.00
6	LALC Annual Training Scheme	140.00	144.00												144.00	216.00
7	Councillor Training	250.00													0.00	250.00
8	Expenses	150.00													0.00	150.00
9	IT	300.00	17.85	10.98	6.49	72.98		66.49	421.21						596.00	-296.00
10	Stationery + Postage	80.00													0.00	80.00
11	Publishing & Events	750.00													0.00	750.00
12	Hall Hire	400.00	24.00	24.00	16.00	16.00	16.00	16.00	16.00						128.00	272.00
13	Liability Insurance	532.00							456.83						456.83	75.17
14	LALC Membership	192.00	191.90												191.90	0.10
15	ICO	60.00													0.00	60.00
16	Audit	500.00				210.00		378.00							588.00	-88.00
17	Unity Bank Charges	80.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00						42.00	38.00
17.5	Park Project	78,600.00		13,485.01			41,570.00	20,425.00	1,325.96						76,805.97	1,794.03
	SUB TOTAL	87,615.00	920.79	13,868.24	307.65	757.88	41,933.83	21,169.99	2,816.07	0.00	0.00	0.00	0.00	0.00	81,774.45	6,060.55
EXPENDITURE 2025/26																
	VILLAGE MAINTENANCE SPENDS	BUDGET 25/26	APRIL	MAY	JUNE	JULY	AUGUST	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	TOTAL	VARIANCE
18	Grass Cutting	1,355.70	319.20	159.60	159.60	159.60	239.40	159.60							1,197.00	£158.70
19	Grounds Person	1,086.00			543.00			543.00							1,086.00	£0.00
20	Park Maintenance	2,500.00				1,547.82	9.00								1,556.82	£943.18
21	Defibrillators (maintenance)	223.00	220.00												220.00	£3.00
	SUB TOTAL	5,164.70	539.20	159.60	702.60	1,707.42	248.40	702.60	0.00	0.00	0.00	0.00	0.00	0.00	4,059.82	1,104.88
	TOTAL EXPENDITURE	92,779.70	1,459.99	14,027.84	1,010.25	2,465.30	42,182.23	21,872.59	2,816.07	0.00	0.00	0.00	0.00	0.00	85,834.27	£7,165.43

RESERVES

[illegible][illegible][illegible]

TOTAL	97,839.70	1,459.99	14,027.84	1,010.25	2,465.30	42,182.23	21,872.59	2,816.07	0.00	0.00	0.00	85,834.27
TOTAL SPEND												

TOTAL SPEND

SOUTH KELSEY AND MOORTOWN PARISH COUNCIL

3/3

ACCOUNTING STATEMENTS
FOR THE PERIOD 01/04/25 - 31/10/2025 Ref 25/124a

INCOME

Income	BUDGET 25/26	APRIL	MAY	JUNE	JULY	AUGUST	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	TOTAL
Precept	16,440.00	16,440.00												16,440.00
CIL Payments	0.00													0.00
Allotment Rent	22.50				30.00									30.00
VAT Reclaim	0.00					2,391.11								2,391.11
Bank Interest	0.00			333.00			285.66							618.66
Grants and Funding	0.00		65,500.00											65,500.00
TOTAL INCOME	16,462.50	16,440.00	65,500.00	333.00	30.00	2,391.11	285.66	0.00	0.00	0.00	0.00	0.00	0.00	84,979.77

SUMMARY

Summary - Income	£
Opening Balance 01/04/25	9,735.63
Income to date	84,979.77
TOTAL	94,715.40

Amends to Note:

31.7.25 New line 17.5 Park Project (Minute Ref. 25/077)
31.8.25 Unpaid at end of month £1185.62
31.9.25 unpaid at end of month £21872.08

Summary - Outgoing	
Expenditure to date	85,834.27
Spend from reserves to date	0.00
TOTAL	85,834.27

BALANCE INCOME-OUTGOING	8,881.13
Unpaid at month end	1764.88
Balance	10,646.01

Summary - cash at bank	
Allocated Reserves Balance 2025/26	9,117.31
Available balance	
(closing balance minus reserves balance)	1,528.70
Closing Balance Unity T1 current a/c 20486879	1,354.27
Closing Balance Unity Instant Access 20506348)	9,291.74
Total Balance (across accounts)	10,646.01

Your Account Statement



For Businesses. For Communities. For Good.

Unity Trust Bank plc
PO Box 7193
Planetary Road
Willenhall
WV1 9DG

Ms Christine Major
11 Foxglove Close
Brigg Lincolnshire
DN20 8FF

Date: 31/10/2025

Account Name: South Kelsey And Moortown
Parish Council

Swift Code (BIC): NWBKGB2L

IBAN Number: GB93NWBK60023571418024

Sort Code: 608301

Account Number: 20506348

The credit interest rate is 2.25% AER as of your
statement date.

Contact Us



Call us: **0345 140 1000**



Email us: **us@unity.co.uk**



Visit us: **unity.co.uk**

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For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: **FSCS.org.uk** or refer to our FSCS Information Sheet and Exclusions List at **unity.co.uk/fscs**

Your Instant Access account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
30/09/2025		Balance brought forward	£0.00	£0.00	£31,791.74
02/10/2025	Transfer	Transfer to 20486879	£20,500.00	£0.00	£11,291.74
20/10/2025	Transfer	Transfer to 20486879	£1,000.00	£0.00	£10,291.74
24/10/2025	Transfer	Transfer to 20486879	£1,000.00	£0.00	£9,291.74

Page number 1 of 2

Statement number 018

**For Businesses.
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For Good.**

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Registered Office: Four Brindleyplace, Birmingham, B1 2JB.
Registered in England and Wales no. 1713124.
Calls may be monitored and recorded for training, quality and security purposes.
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We invest in people Gold



Sending or Receiving Currency

You may be asked for your SWIFTBIC (Bank Identification Code) and IBAN (International Bank Account Number). These can be found at the top of this statement and are required to ensure that international banks can find the correct account to credit or debit funds.

When receiving currency into your Unity account, you must inform us of the transaction. The SWIFTBIC number relates to a central Unity account. We use this account to receive international currency before allocating the payment to your account. Please call us on **0345 140 1000** for more information.

Fraud Concerns

If you have any concerns regarding fraud on your account, then please call the freephone number **0808 196 8420**.

What happens when something goes wrong?

If you have a problem with your Unity account or our service, please get in touch with us on **0345 140 1000**. We aim to resolve any issues as soon as possible.

Accessibility

Unity offers a number of supporting services such as statements in braille or large print. Please contact us for more information.

Additional information

A copy of our interest rates can be found on our website – **[unity.co.uk/interest-rates](https://www.unity.co.uk/interest-rates)**

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To help us improve our service and maintain security, we may monitor and/or record your telephone calls with us.

Your Account Statement



For Businesses. For Communities. For Good.

Unity Trust Bank plc
PO Box 7193
Planetary Road
Willenhall
WV1 9DG

Ms Christine Major
11 Foxglove Close
Brigg Lincolnshire
DN20 8FF

Date: 31/10/2025

Account Name: South Kelsey And Moortown
Parish Council

Swift Code (BIC): NWBKGB2L

IBAN Number: GB93NWBK60023571418024

Sort Code: 608301

Account Number: 20506348

The credit interest rate is 2.25% AER as of your
statement date.

Contact Us



Call us: **0345 140 1000**

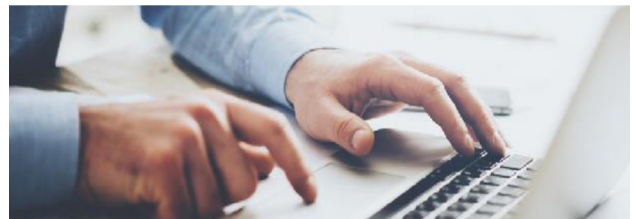


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For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: **FSCS.org.uk** or refer to our FSCS Information Sheet and Exclusions List at **unity.co.uk/fscs**

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SOUTH KELSEY AND MOORTOWN PARISH COUNCIL
SCHEDULE OF PAYMENTS 10.11.25 Ref 25/124b

Ref	Invoice Date	Invoice Ref	Supplier/payee	Details	VAT	Total Payment	Checked & Verified (Initial)
1	11.11.25		C Major	27.5h+3hOT+WFH	£	£ 376.07	<input type="checkbox"/> <input type="checkbox"/>
2	21.5.25	GBT12501924206	Microsoft	365 Business 20.5.25-19.5.28	£	69.12 £ 414.72	<input type="checkbox"/> <input type="checkbox"/>
3	11.10.25	IIUKDN1116657254	HP Instant Ink	Printer Ink 11.9.25-10.10.25	£	1.08 £ 6.49	<input type="checkbox"/> <input type="checkbox"/>
4	31.10.25	10750	SKVH	Hall hire 13.10.25	£	£ 16.00	<input type="checkbox"/> <input type="checkbox"/>
5	8.10.25	548528340	Zurich	Insurance 17.9.25-16.9.26 Paid to Ratify	£	£ 456.83	<input type="checkbox"/> <input type="checkbox"/>
6	31.10.25	30	Unity Bank	Bank Charges October 2025	£	£ 6.00	<input type="checkbox"/> <input type="checkbox"/>
7	23.10.25	INV-29714	Print2Media	Nature Posts for S Kelsey Park Paid - to Ratify	£	62.40 £ 374.36	<input type="checkbox"/> <input type="checkbox"/>
8	24.10.25	16312	LALC	Play Area Inspection Training x 2	£	44.00 £ 264.00	<input type="checkbox"/> <input type="checkbox"/>
9	21.10.25	1090	Playsafety Ltd	RoSPA Inspections 2026-28	£	114.60 £ 687.60	<input type="checkbox"/> <input type="checkbox"/>
					TOTAL	£ 2,602.07	

Chair of the Parish Council _____

Print name _____

Date _____

Minute Reference 25/124b

Clerk's Report 10 November 2025

17.10.25 Email from the Environment Agency. Their Field Team, contractors or the Internal Drainage Board will be carrying out scheduled maintenance work for the Environment Agency over the autumn months in your parish and or ward. They sent an information sheets which explains the work they are carrying out in the parish.

14.10.25 Email from WLDC with information for tenants about mould. Circulated and posted on Facebook.

23.10.25 Email from Green Allotments, a charity organisation enquiring about interest in allotments in South Kelsey. Sent out to Councillors and posted on Facebook

23.10.25 Email from PlayQuest confirming they have ordered the picnic tables, and they will let us know when they are available for delivery, but assured us they will meet the deadline for delivery and invoicing 18.12.25