

# **SOUTH KELSEY & MOORTOWN PARISH COUNCIL**

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## **Draft Minutes of the Parish Council Meeting held in the Village Hall on Monday 8 December 2025 at South Kelsey Village Hall**

**Present:** Cllr Nicola Hall (Chair), Cllr Julie Todd (Vice Chair), Cllr Amanda Suddaby, Cllr Dr Peter Smith, Cllr Sandra Evans, Cllr Joe France

**Absent:** County Cllr James Bean

**In attendance:** District Cllr Peter Morris, Christine Major (Clerk)

### **Update from County and District Councillors:**

**WLDC Cllr Peter Morris:** confirmed that the PC had received the proposals for the reorganisation of Lincolnshire. He reported that West Lindsey has taken a step back from the discussion and asked the Government to make their proposal.

**Formal Parish Council Meeting commenced; Standing Orders invoked:** The Chair reminded councillors of their responsibility to familiarise themselves with policies and procedures. She also reaffirmed commitment to transparency and publishing financial information and all decisions. And reminded councillors of the need for respect towards one another when communicating with members of the public.

25/132 **To receive apologies and reasons for absence:** County Cllr James Bean sent his apologies, which were accepted.

25/133 **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.

25/134 **To approve draft minutes of the Meeting of the Parish Council held on Monday 10 November 2025:** it was RESOLVED that the minutes detailed be accepted as a true record and duly signed by the Chair.

### 25/135 **Finance Summary and Accounts for Payment:**

- a. **Accounting Statements & Unity Trust Bank Statement:** After review, it was RESOLVED that the Accounting Statements for 30 November 2025 be approved as true record, and that the Unity Trust Bank list of transactions dated 30 November 2025 reconciles 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:

Invoice Ref	Invoice Date	Supplier Name	Details	VAT	Total Payment	Verified
1	10.11.25	28618822	Information Commissioner's Office Data Protection Fee Paid in 2025	£	£ 47.00	<input type="checkbox"/>
2	10.12.25	C Major	Pay November 2025	£	£ 213.15	<input type="checkbox"/>
3	4.12.25	21839	AI Williams Grass cutting 6 October 2025 Paid in 2025	£	£ 13.30	<input type="checkbox"/>
4	10.12.25	Unity Trust Bank	Bank Charges November 2025	£	£ 6.00	<input type="checkbox"/>
5	10.12.25	16429113446226	C Major HP ink 1st Lot HP ink 11.10.25-10.11.25	£	£ 6.00	<input type="checkbox"/>
6	1.12.25	1940	PlayQuest Supply and fit 2 junior tables SR Park	£	£ 2,064.09	<input type="checkbox"/>
7						<input type="checkbox"/>
8						<input type="checkbox"/>
9						<input type="checkbox"/>
				TOTAL	£ 2,456.44	

c. Incoming Payments: there were no incoming payments in the month ending November 2025.

25/136 Clerk's report on matters outstanding and correspondence: no further action required.

25/137 Budget and Precept for 2026-27: the proposed budget was circulated to Councillors prior to the meeting. The Chair outlined the main reason for the increase in the precept is a 41% increase in the cost of elections, which represents 72% of our increase. This is set by WLDC and we have no jurisdiction over it. After discussion, it was RESOLVED to accept the budget, and the Final Claim to West Lindsey District Council was signed for submission.

25/138 Proposed amendment to Financial Regulations regarding payment terms: after discussion, it was RESOLVED to maintain the current arrangements outlined in the Financial Regulations.

25/139 Party in the Park update: Cllr Dr Smith confirmed the support of the South Kelsey Village Hall Committee and South Kelsey Parochial Church Council had been agreed. The Village Hall will make a nominal charge for the hall of £12 per hour. Cllr Hall advised Guy Martin has agreed to open the event. Cllr Dr Smith will liaise with the Clerk to send out the flyer as soon as possible to generate local support, then a meeting will be arranged as soon as possible. The terms of reference will also need to be completed.

25/140 Data Retention Policy update to reflect GDPR Regulations: After discussion, it was RESOLVED to adapt the new LALC Retention Policy to replace the existing policy. It was also noted that we are required to retain all COF project paperwork for 7 years, and the new policy will be amended to reflect this requirement.

25/141 South Kelsey Park Project

a. COF update: the Chair confirmed the deadline for completing the project and spending the grant funds is 19<sup>th</sup> December, and because the signs are the last part of the project, the deadline will be met. Then the exit plan and paperwork may be completed and submitted next year.

- b. **Signs:** the wildlife signs and fittings have arrived, and the main park sign is ready for collection tomorrow. These will be fitted shortly.
- c. **Press Release:** after discussion, it was resolved to amend the press release to include details about the park opening and so would be published when the details have been finalised.

25/142 **Planning Applications:** Application Number: WL/2025/01171 Valid Date: 01/12/2025: there were no comments.

25/143 **Personnel Committee Terms of Reference:** After discussion it was RESOLVED to delegate authority to the Chair of the Personnel Committee to approve overtime of up to 3 hours per month, if required. In the absence of the Chair of the Personnel Committee, then the two members of the Personnel Committee together can approve up to 3 hours of overtime per month. Requests for more than 3 hours will need to be approved by the council.

25/144 **Agenda items for the Parish Council Meeting to be held on Monday, 9 February 2026:**

Party in the park  
GDPR  
Closed informal session

**Parish Council meeting closed at 20:05 hrs.**

#### **Date and Time of Next Meeting**

to be held at the Village Hall, South Kelsey  
on Monday 9 February 2026

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#### **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