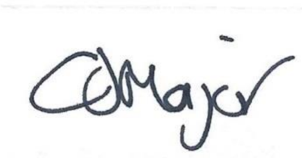
SOUTH KELSEY & MOORTOWN PARISH COUNCIL

Dear Councillor

You are hereby summoned to attend the Meeting of South Kelsey & Moortown Parish Council, which will be held on Monday 14 September 2026, 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 7 September 2026



Christine Major
Clerk to the Parish Council

SOUTH KELSEY & MOORTOWN PARISH COUNCIL

Meeting of the Parish Council to be held on Monday 14 September 2026 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:

26/078 Apologies for absence and acceptance of any reasons given

26/079 Declarations of interest in accordance with the Localism Act 2011

26/080 Approve the minutes of the Meeting of the Parish Council held on Monday 13 July 2026 whereby they be signed by the Chair as a true and accurate record of the meeting.

26/081 Finance and accounts for payment.

a. Accounting Statements & Unity Trust Bank Statement: To approve the Bank Statements and Accounting Statements for the period ending 31.7.26 and 31.8.26
b. Schedule of Payments: To approve payments.
c. Incoming payments: To note and resolve accounting and payment transfer(s)

26/082 Clerk's report on matters outstanding and correspondence.

26/083 To consider and approve amendments to the following Policies and Procedures to reflect legislation and recent use:
Accident Policy and Procedure
Retention Policy

26/084 Three-year plan

26/085 Emergency plan

26/086 Moortown Bus shelter

26/087 Community Speed Watch

26/088 Incident in South Kelsey play area

26/089 Expenses Policy

26/090 Agenda items for the Parish Council Meeting to be held on Monday 12 October 2026.

SOUTH KELSEY & MOORTOWN PARISH COUNCIL
Email: Clerk@southkelseyandmoortown-pc.gov.uk

Draft Minutes of the Parish Council Meeting
held in South Kelsey Village Hall on Monday 13 July 2026 at 7.00 pm

Present: Cllr Nicola Hall (Chair), Cllr Garry Dickinson (Vice-Chair), Cllr Julie Todd, Cllr Amanda Suddaby, Cllr Joe France, Cllr Martin Booth

Absent: Cllr Julie Todd, Cllr Joe France, Cllr Martin Booth, County Cllr James Bean

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

Update from County Councillors:

LCC: Cllr Bean – sent apologies and had nothing to report,
WLDC: Cllr Morris – reported that the LGR results will be released during prime minister's question time.

Formal Parish Council Meeting commenced; Standing Orders invoked:

26/066 **To receive apologies and reasons for absence:** Apologies were received from Cllrs Todd, France and Booth, which were accepted.

26/067 **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.

26/068 **To approve draft minutes of the Meeting of Parish Council held on Monday 8 June 2026 and the Extraordinary Meeting of the Parish Council held on 21 June 2026**: It was RESOLVED that the minutes detailed be accepted as a true record and duly signed by the Chair.

26/069 **Finance Summary and Accounts for Payment:**

a. Accounting Statements & Unity Trust Bank Statement
After review, it was RESOLVED that the Accounting Statements for the period 1 April 2026 and 30 June 2026 be approved as true record, and that the Unity Trust Bank list of transactions dated 30 June 2026 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:

No.	Date	Ref.	Payee	Details	VAT	Total
1	15.6.26	831	Ian Moore	12.6.26 Grass Cut	23.00	138.00
2	30.6.26	851	Ian Moore	26.6.26 Grass Cut	23.00	138.00
3	15.6.26	659	HP Ink	Ink 11/5-10/6/26	1.08	6.49
4	30.6.26	10786	Cttee SKVH	Hall Hire 15,21.6.26		24.00
5	30.6.26		C Major	June 26 22hrs+10hrs OT		367.20
6	30.6.26		C Major	WFH Expenses		26.00
7	2.7.26	03648	Elan City	2 x Speed Signs	936.00	5615.98
8	2.7.26	7280	Elecfix/GD	Security Nuts	2.66	15.98
9	3.7.26	311308	Start Traffic/GD	Sign Clamps	11.77	70.61
10	5.7.26	8729	Electricfix/GD	Barrier Fencing	5.00	29.99

c. **Incoming Payments**: After review, it was RESOLVED that incoming interest payment of £147.99 was correct.

26/070 **Clerk's Report on Matters Outstanding and Correspondence:** no further action was required.

26/071 **Moortown bus shelter:** the PC are applying for a grant to refurbish the bus shelter, which is in a bad state of repair with apparent subsidence. NH met with Highways in an effort to gain their approval to place a new bus shelter there. It was thought that a collapsed dyke may be the problem, but Highways suspect the dyke only runs from Flinders House, so would not be the issue, he considered it more likely that the problem relates to the foundations which may not have been up to standard in the original install. Their only suggestion was to drill some bore holes, but there is nothing to suggest why it is subsiding. District Cllr Morris queried who has responsibility for the bus stop. After discussion, it was RESOLVED to request a copy of the agreement which states that the bus shelter is the responsibility of the parish council, and if this is confirmed, it was RESOLVED to contact the insurance company in order to make a claim.

26/072 **Accounting methods and statements:** after discussion it was RESOLVED to continue with net figures for accounting purposes, as is correct for parish councils where any VAT is reclaimed.

26/073 **Community Speed Watch:** Lincs Road Safety were contacted by Cllr Dickinson regarding an Archer Survey, but they had completed one in

Moortown 3 weeks ago, and they will send the data to the clerk and Cllr Dickinson.

Cllr Dickinson confirmed the 2 new Speed Indicator Devices have been installed B1205 S Kelsey westbound, B1434 Moortown northbound and it was RESOLVED to download the data monthly. Thanks were extended to Cllr Dickinson for arranging the installations.

After discussions about other methods of speed reduction, it was RESOLVED to look into the possibility of community speed monitoring; Lincolnshire Road Safety Partnership would be requested to look into painting speed signs on the road, and County Cllr Morris will look into obtaining 40mph signs for lamp posts.

26/074 **Lincolnshire Minerals and Waste Local Plan:** Proposed Submission Version Regulation 19 consultation: after discussion, it was agreed that the proposed Minerals and Waste Local Plan, particularly Policy SM10 (Energy minerals), is not sound because its approach to hydrocarbon development does not adequately consider climate change, sustainable development, and the UK's carbon reduction obligations. The parish council recommends amending the policy to align better with climate and sustainability objectives. We also propose a minor change to Policy DM1 to give clarity so that planning decisions consider the combined cumulative impacts of development on residents' quality of life, rather than assessing impacts separately. It was RESOLVED that Cllr Suddaby would compose a comment for submission by the clerk prior to the deadline on 31 July 2026.

26/075 **Assets and Disposals Policy:** after discussion it was RESOLVED to approve an Assets and Disposals policy in order to regulate how to dispose of items to create a paper trail to track items of value on the Asset Register.

26/076 **Incident in Play Area**: firstly, the Parish Council expressed their best wishes and hopes for a speedy recovery to the member of the public who was injured on the accessible roundabout in South Kelsey Park, and to extend thanks to the member of the public who drew the incident to our attention.

The Clerk confirmed the procedure following the accident has been followed and an inspection arranged for today. Once the results have been obtained, an Extraordinary Meeting will be arranged. The roundabout has been fenced with Heras fencing, and thanks were extended to Cllr Dickinson, who installed a temporary bolt in the roundabout to prevent movement.

The incident revealed some issues with the policy document. The policy instruction is that the item should be isolated using orange netting, which was found to be ineffective, and this should be changed to Heras fencing. Also, following inspection training undertaken by Cllrs Hall and Dickinson last week, it was noted that inspection reports should be digitally stored for 21 years and monthly inspections are recommended: Cllr Hall to investigate options for monthly inspections. Clerk to research the best way to record and retain the inspection reports. It was RESOLVED to revise the Accident Policy and Procedure and present at the next meeting. It was also RESOLVED to revise the Retention Policy to reflect the retention period for the regular inspections and also present at the next meeting.

26/077 Agenda items for the Parish Council Meeting to be held on Monday 14 September 2026:

Accident Policy and Procedure
Retention Policy
Play policy
Three-year plan
Emergency plan
Moortown Bus shelter
Community Speed Watch

Parish Council meeting closed at 8.55 pm

Date and Time of Next Meeting
to be held at the Village Hall, South Kelsey
on Monday 14 September at 7.00 pm

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 01/04/26 - 31/07/26

EXPENDITURE

EXPENDITURE 2026/27

ITEM	ADMINISTRATION/ GENERAL	BUDGET 26/27	APRIL	MAY	JUNE	JULY	AUGUST	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	TOTAL £	VARIANCE £
	VAT Lines 1-32		129.13	85.08	1025.51	153.08									1392.80	
1	Wages	4,339.00	315.83	275.01	252.45	315.83									1,159.12	3,179.88
1.5	HMRC		302.16			186.03									488.19	-488.19
2	WFH Expenses	360.00	26.00		26.00	26.00									78.00	282.00
3	Overtime	748.00		113.19	114.75										227.94	520.06
4	Travel	100.00													0.00	100.00
5	Clerk Training	216.00													0.00	216.00
6	LALC Annual Training Scheme	151.00	130.00												130.00	216.00
7	Councillor Training	150.00				370.00									370.00	-220.00
8	Expenses	150.00				37.50									37.50	112.50
9	IT	150.00	5.41	5.41	5.41	55.41									71.64	78.36
10	Stationery + Postage	30.00													0.00	30.00
11	Publishing & Events	1,500.00													0.00	1,500.00
12	Hall Hire	250.00		16.00	24.00	32.00									72.00	178.00
13	Liability insurance	563.00				536.00									536.00	27.00
14	LALC Membership	211.00	206.00												206.00	5.00
15	ICO	55.00													0.00	55.00
16	Audit	637.00													0.00	637.00
17	Unity Bank Charges	84.00	7.00	7.00	7.00	7.00									28.00	56.00
18	Speed Reduction	5,600.00			4,752.14	400.00									5,152.14	447.86
	SUB TOTAL	**15,294.00**	**1,121.53**	**501.69**	**6,207.26**	**2,118.85**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**9,949.33**	**6,932.47**

ITEM	VILLAGE MAINTENANCE SPENDS	BUDGET 26/27	APRIL	MAY	JUNE	JULY	AUGUST	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	TOTAL	VARIANCE
19	Grass Cutting	2,500.00	230.00	230.00	345.00	115.00									920.00	£1,580.00
20	Grounds Person	1,500.00													0.00	£1,500.00
21	Parish Maintenance	2,500.00			24.99	375.00									399.99	£2,100.01
22	Defibrillators maintenance	231.00		190.00											190.00	£41.00
23	Speed Reduction maintenance	400.00	280.24												280.24	
	SUB TOTAL	**7,131.00**	**510.24**	**420.00**	**369.99**	**490.00**									**1,790.23**	**5,221.01**
	TOTAL EXPENDITURE	**22,425.00**	**1,631.77**	**921.69**	**6,577.25**	**2,608.85**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**11,739.56**	**£12,153.48**

SOUTH KELSEY AND MOORTOWN PARISH COUNCIL

ACCOUNTING STATEMENTS
FOR THE PERIOD 01/04/26 - 31/07/26

RESERVES

	CONTINGENCY RESERVES	BUDGET 26/27	APRIL	MAY	JUNE	JULY	AUGUST	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	TOTAL	CARRY FORWARD
24	3 month operating costs	3472.31													0.00	
25	Elections	4,906.00													0.00	
	SUB TOTAL	8,378.31	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

	DEPRECIATION	BUDGET 26/27	APRIL	MAY	JUNE	JULY	AUGUST	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	TOTAL	CARRY FORWARD
26	Defibrillators (replacement)	600.00													0.00	£600.00
27	Laptop (replacement)	105.00													0.00	£105.00
28	Printer (replacement)	120.00													0.00	£120.00
29	Park Depreciation	5,000.00													0.00	5,000.00
	SUB TOTAL	5,825.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,825.00

	EARMARKED RESERVES	BUDGET 26/27	APRIL	MAY	JUNE	JULY	AUGUST	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	TOTAL	CARRY FORWARD
30	CiLCA Qualification	300.00													0.00	£300.00
31	Sec. 137 Community	2,500.00													0.00	2500.00
32	CILS	1,368.76													0.00	£1,368.76
	SUB TOTAL	4,168.76	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,168.76
	TOTAL RESERVES	18,372.07	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,993.76
	TOTAL	40,797.07	1,631.77	921.69	6,577.25	2,608.85	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11,739.56	
															TOTAL SPEND	

SOUTH KELSEY AND MOORTOWN PARISH COUNCIL

ACCOUNTING STATEMENTS
FOR THE PERIOD 01/04/26 - 31/07/26

INCOME

	Income	BUDGET 26/27	APRIL	MAY	JUNE	JULY	AUGUST	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	TOTAL
	Precept	18,315.00	18,315.00												18,315.00
33	CIL Payments														0.00
34	Allotment Rent	30.00				30.00									30.00
35	VAT Reclaim	1,812.00													0.00
36	Bank Interest				147.99										147.99
37	Grants and Funding		100.00												100.00
	TOTAL INCOME	**20,157.00**	**18,415.00**	**0.00**	**147.99**	**30.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**18,592.99**

SUMMARY

Summary - Income	£
Opening Balance 01/04/26	15,938.51
Income to date	18,592.99
TOTAL	**34,531.50**

Summary - Outgoing	
Expenditure to date	11,739.56
Spend from reserves to date	0.00
TOTAL	**11,739.56**

BALANCE INCOME-OUTGOING	**22,791.94**
Unpaid at month end	2415.82
Balance	25,207.76

Summary - cash at bank	
Allocated Reserves Balance 2025/26	9,993.76
Available balance (closing balance minus reserves balance)	
Closing Balance Unity T1 current a/c 20486879	**627.99**
Closing Balance Unity Instant Access 20506348)	**24,579.77**
Total Balance (accross accounts)	**25,207.76**

Amends to Note:

June £33.10 / 32.83 / 25.83 /26.00
VAT for LALC training claimed 25/26 £26

SOUTH KELSEY AND MOORTOWN PARISH COUNCIL

ACCOUNTING STATEMENTS

FOR THE PERIOD 01/04/26 - 31/07/26

EXPENDITURE

EXPENDITURE 2026/27

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	SUB TOTAL	**15,294.00**	**1,121.53**	**501.69**	**6,207.26**	**2,118.85**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**9,949.33**	**6,932.47**

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SOUTH KELSEY AND MOORTOWN PARISH COUNCIL

ACCOUNTING STATEMENTS
FOR THE PERIOD 01/04/26 - 31/07/26

RESERVES

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25	Elections	4,906.00													0.00	
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	SUB TOTAL	5,825.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,825.00

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	TOTAL	40,797.07	1,631.77	921.69	6,577.25	2,608.85	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11,739.56	

TOTAL SPEND

SOUTH KELSEY AND MOORTOWN PARISH COUNCIL

ACCOUNTING STATEMENTS
FOR THE PERIOD 01/04/26 - 31/07/26

INCOME

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SUMMARY

Summary - Income	**£**
Opening Balance 01/04/26	15,938.51
Income to date	18,592.99
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Closing Balance Unity Instant Access 20506348)	**24,579.77**
Total Balance (accross accounts)	**25,207.76**

Amends to Note:

June £33.10 / 32.83 / 25.83 /26.00
VAT for LALC training claimed 25/26 £26

Skip to transactions

Ms Christine Major
11 Foxglove Close
Brigg Lincolnshire
DN20 8FF

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

Call **0345 140 1000***
Email **us@unity.co.uk**
Visit **www.unity.co.uk**

Account Statement

01 July 2026 to 31 July 2026

Account Name: South Kelsey And Moortown Parish Council
Sort Code: 608301
Account Number: 20506348
Swift Code (BIC): NWBKGB2L
IBAN: GB93NWBK60023571418024

Summary**

Start balance	Paid out	Paid in	End balance
£31,579.77	£7,000.00	£0.00	£24,579.77

The credit interest rate is 1.95% AER as of your statement date.

Go Paperless!

You can choose to receive online statements and we'll notify you by email when they're available. Contact us to switch to paperless statements.

Accessibility

Unity can offer statements in alternative formats such as statements in braille, large print or audio. Please contact us for more information.

*Our call centre opening hours are 9:00am to 5:00pm, Monday to Friday, excluding bank and public holidays in England and Wales. Calls are recorded and may be monitored for security, training and quality purposes.
**Please note it is your responsibility to check all statement entries and period end dates when reconciling your accounts for your own official accounting purposes.

Transactions for Instant Access account 20506348

Date	Type	Details	Paid Out £	Paid In £	Balance £
30/06/2026		Balance brought forward	£0.00	£0.00	£31,579.77
06/07/2026	Transfer	Transfer to 20486879	£7,000.00	£0.00	£24,579.77

Financial Services Compensation Scheme

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Fraud Concerns

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What happens when something goes wrong?

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Additional Information

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Ms Christine Major
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DN20 8FF

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

Call **0345 140 1000***

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

Visit **www.unity.co.uk**

Account Statement

01 July 2026 to 31 July 2026

Account Name: South Kelsey And Moortown Parish Council
Sort Code: 608301
Account Number: 20486879
Swift Code (BIC): NWBKGB2L
IBAN: GB93NWBK60023571418024

Summary**

Start balance	Paid out	Paid in	End balance
£361.27	£6,763.28	£7,030.00	£627.99

Your arranged overdraft limit is £0.00

Go Paperless!
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Transactions for Current T1 account 20486879

Date	Type	Details	Paid Out £	Paid In £	Balance £
30/06/2026		Balance brought forward	£0.00	£0.00	£361.27
03/07/2026	Credit	CLAIR MCKNIGHT	£0.00	£30.00	£391.27
06/07/2026	Transfer	Transfer from 20506348	£0.00	£7,000.00	£7,391.27
21/07/2026	Faster Payment Debit	B/P to: Ian Moore Contract	£138.00	£0.00	£7,253.27
21/07/2026	Faster Payment Debit	B/P to: ElanCity	£5,615.98	£0.00	£1,637.29
21/07/2026	Faster Payment Debit	B/P to: Ian Moore Contract	£138.00	£0.00	£1,499.29
21/07/2026	Faster Payment Debit	B/P to: Christine Major	£367.20	£0.00	£1,132.09
21/07/2026	Faster Payment Debit	B/P to: South Kelsey VH	£24.00	£0.00	£1,108.09
21/07/2026	Faster Payment Debit	B/P to: Christine Major	£26.00	£0.00	£1,082.09
21/07/2026	Faster Payment Debit	B/P to: Ian Moore Contract	£138.00	£0.00	£944.09
21/07/2026	Faster Payment Debit	B/P to: Garry Dickinson	£15.98	£0.00	£928.11
21/07/2026	Faster Payment Debit	B/P to: Garry Dickinson	£29.99	£0.00	£898.12
21/07/2026	Faster Payment Debit	B/P to: Christine Major	£6.49	£0.00	£891.63
21/07/2026	Faster Payment Debit	B/P to: Garry Dickinson	£70.61	£0.00	£821.02
23/07/2026	Direct Debit	Direct Debit (HMRC SDDS)	£186.03	£0.00	£634.99
31/07/2026	Fee	Service Charge	£7.00	£0.00	£627.99

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WV1 9DG

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Email **us@unity.co.uk**
Visit **www.unity.co.uk**

Pre-notification statement

01 July 2026 to 31 July 2026

Account Name: South Kelsey And Moortown Parish Council
Sort Code: 608301
Account Number: 20486879

Dear Ms Christine Major,

This letter outlines charges relating to the transactions and debit interest on your account between 01/07/2026 and 31/07/2026.

You can find full details of our fees and charges within the Standard Service Tariff on our website **www.unity.co.uk/terms-and-conditions**

The charges for this billing period are:**

Total charges	£7.00
Total debit interest	£0.00
To be debited from your account on	31/08/2026

Go Paperless!

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Pre-notification of account charges

Type	Count	Charge
Automated Payments	2	£0.00
Faster Payments	11	£0.00
Manual	—	£0.00
Account Fee	—	£7.00

Additional information

The combined account charge includes the following transaction types:			
Automated Payments	Bacs Credit (in)	Direct Debit (out)	Faster Payment Credit (in)
Faster Payments	Standing Orders (out)	Bill Payments (out)	
Manual	Cheques	Credits	
Account Fee	This is the standard charge for maintaining your account regardless of any transactions.		
Total charge	These charges do not include cash or cheques paid in through the Post Office, Bank Counter or via our Freepost service.		

Interest and Charges

Our General Terms & Conditions state when we may apply charges or interest. Further information about debit interest and other fees or charges can be found in our Standard Service Tariff.
Credit interest – AER stands for Annual Equivalent Rate and describes what the interest rate would be if interest was paid and compounded annually.
Debit interest – ABR stands for Above Base Rate and describes the rate charged annually above the Bank of England Base Rate.

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Call **0345 140 1000***
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Visit **www.unity.co.uk**

Account Statement

01 August 2026 to 31 August 2026

Account Name: South Kelsey And Moortown Parish Council
Sort Code: 608301
Account Number: 20506348
Swift Code (BIC): NWBKGB2L
IBAN: GB93NWBK60023571418024

Summary**

Start balance	Paid out	Paid in	End balance
£24,579.77	£3,500.00	£0.00	£21,079.77

The credit interest rate is 1.95% AER as of your statement date.

Go Paperless!

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Transactions for Instant Access account 20506348

Date	Type	Details	Paid Out £	Paid In £	Balance £
31/07/2026		Balance brought forward	£0.00	£0.00	£24,579.77
06/08/2026	Transfer	Transfer to 20486879	£3,500.00	£0.00	£21,079.77

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Account Statement

01 August 2026 to 31 August 2026

Account Name: South Kelsey And Moortown Parish Council
Sort Code: 608301
Account Number: 20486879
Swift Code (BIC): NWBKGB2L
IBAN: GB93NWBK60023571418024

Summary**

Start balance	Paid out	Paid in	End balance
£627.99	£1,062.99	£4,028.70	£3,593.70

Your arranged overdraft limit is £0.00

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Transactions for Current T1 account 20486879

Date	Type	Details	Paid Out £	Paid In £	Balance £
31/07/2026		Balance brought forward	£0.00	£0.00	£627.99
04/08/2026	Credit	Credit 000026	£0.00	£150.00	£777.99
06/08/2026	Transfer	Transfer from 20506348	£0.00	£3,500.00	£4,277.99
13/08/2026	Credit	HMRC VTR	£0.00	£378.70	£4,656.69
20/08/2026	Faster Payment Debit	B/P to: Ian Moore Contract	£138.00	£0.00	£4,518.69
20/08/2026	Faster Payment Debit	B/P to: Cloud Next Limited	£60.00	£0.00	£4,458.69
20/08/2026	Faster Payment Debit	B/P to: LALC	£414.00	£0.00	£4,044.69
20/08/2026	Faster Payment Debit	B/P to: Christine Major	£6.49	£0.00	£4,038.20
20/08/2026	Faster Payment Debit	B/P to: Garry Dickinson Pe	£37.50	£0.00	£4,000.70
20/08/2026	Faster Payment Debit	B/P to: Lincolnshire Count	£400.00	£0.00	£3,600.70
31/08/2026	Fee	Service Charge	£7.00	£0.00	£3,593.70

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Pre-notification statement

01 August 2026 to 31 August 2026

Account Name: South Kelsey And Moortown Parish Council
Sort Code: 608301
Account Number: 20486879

Dear Ms Christine Major,

This letter outlines charges relating to the transactions and debit interest on your account between 01/08/2026 and 31/08/2026.

You can find full details of our fees and charges within the Standard Service Tariff on our website **www.unity.co.uk/terms-and-conditions**

The charges for this billing period are:**

Total charges	£7.00
Total debit interest	£0.00
To be debited from your account on	30/09/2026

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Pre-notification of account charges

Type	Count	Charge
Automated Payments	1	£0.00
Faster Payments	6	£0.00
Manual	1	£0.00
Account Fee	—	£7.00

Additional information

The combined account charge includes the following transaction types:			
Automated Payments	Bacs Credit (in)	Direct Debit (out)	Faster Payment Credit (in)
Faster Payments	Standing Orders (out)	Bill Payments (out)	
Manual	Cheques	Credits	
Account Fee	This is the standard charge for maintaining your account regardless of any transactions.		
Total charge	These charges do not include cash or cheques paid in through the Post Office, Bank Counter or via our Freepost service.		

Interest and Charges

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PAYMENTS SCHEDULE 14 SEPTEMBER 2026

No.	Date	Ref.	Payee	Details	VAT	Total	AuthAuth
1	12.7.26	883	Ian Moore	10.7.26 Cut+Bin	23.00	138.00	Paid – to ratify
2	9.7.26	2004423990	Lincs. C.C.	2 SID Posts		400.00	Paid – to ratify
3	13.7.26	00306	GD/The Man that Can	Expenses-mileage		37.50	Paid – to ratify
4	13.7.26	9042	HP Ink/C Major	Ink 11.6-10.7.26	1.08	6.49	Paid – to ratify
5	16.7.26	17235	LALC	Play Area Training	44.00	414.00	Paid – to ratify
6	19.7.26	274128	CloudNext	Domain -pc.gov.uk	10.00	60.00	Paid – to ratify
7	23.7.26	83294	Zurich	Insurance 17.9.26-16.9.27		536.00	
8	26.8.26	900	Ian Moore	24.7.26 Cut+bin+hedge	23.00	138.00	Paid – to ratify
9	31.7.26	10791	SK Village Hall	Hall Hire 8.6.26+13.7.26		32.00	
10	31.7.26	88116	The Play Inspection Co.	Urgent Inspection	75.00	450.00	
11	11.8.26		C Major	July26 27.5 hrs		315.83	
12	11.8.26		C Major	July26 WFH expenses		26.00	
13	31.8.26		Unity Bank	July Charges		7.00	Paid-to ratify
14	23.7.26		HMRC	CM Deductions		186.03	Paid-to ratify
15	8.8.26	927	Ian Moore	24.7.26 Grass + Bin	23.00	138.00	
16	8.8.26	926	Ian Moore	7.8.26 4 wks Heras Fencing	20.00	120.00	

17	30.4.26 10780	SK Village Hall	Hall hire April 2026		16.00
18	19.8.26 941	Ian Moore	Remove 2 goal sockets and wash Toddlertown climbing frame	74.00	444.00
19	11.9.26	C Major	Aug26 22 hrs		252.50
20	11.9.26	C Major	August 26 WFH Expenses		26.00
21	14.8.26 17334	LALC	Internal Audit	68.00	408.00
22	11.8.26	HPInk/CMajor	Ink 11.7.26-10.8.26	1.08	6.49
23	6.9.26 971	Ian Moore	Cut and Bin 4.9.26	23.00	138.00
24	31.8.26	Unity Bank	Charges August 2026		7.00
			TOTAL OUTSTANDING		**4302.84**

Clerk’s Report 14 September 2026

23.7.26 Email from Boston Seeds regarding seeds – forwarded to councillors

24.7.26 Email from Book-online regarding South Kelsey Park checking our details

3.8.26 Email from Community Resilience regarding a community emergency plan with advice how to create our own plan.

4.8.26 Email from the National Allotment Society requesting details of our allotment provision.

21.8.26 Email from Unity Bank. They are rolling out a paper-free, wet signature-free option to make mandate changes easier.

21.8.26 Email from Insp. Head regarding local crimes. Circulated to PC.

26.8.26 Email from Revolut confirming they have cancelled the details they hold from an enquiry raised by the PC a few years ago.

SOUTH KELSEY AND MOORTOWN PARISH COUNCIL

PROCEDURE FOLLOWING A PLAYGROUND ACCIDENT AND ACCIDENT FORM

Date policy approved and adopted: 4 December 2023
Date of review: 9 May 2025 (AMPC)
Date of review: 11 May 2026 (AMPC)
Date of review: 14 September 2026
Date of next review: May 2027 (AMPC)

Risk assessment to be carried out following a playground accident

ITEM	INSTRUCTION
1.Do staff members know what to do?	Clerk is aware and will carry out procedure. If Clerk is away a nominated Councillor will be aware of what to do. Up to date procedures published below
2.Keeping the policy up to date and available.	This procedure will be reviewed annually or as advised by RoSPA and will be posted on the parish council website.
3.Location of nearest Emergency Services.	Scunthorpe General Hospital, Cliff Gardens, Scunthorpe DN15 7BH
4.Location of nearest accessible telephone.	There is no public telephone; call will need to be made by use of mobile phone. 999.
5.Have staff had appropriate first aid training?	There are no staff members directly responsible for administering first aid at the playground.
6.Is there a first aid box?	Not at the playground or any open location with in the village.
7.Are there clear legible signs so that the public/emergency services know where to go?	There are 2 warning triangles on the approach to the park from either direction in the village, emergency contact details and 'what3words' info is on the notice board.
8.Are there clear legible signs with information on who to contact in case of an accident at the site?	Yes, and contact details posted on the parish council notice board.
9.Does the play equipment comply with the appropriate Standard and is it being used as intended?	Clerk/identified councillor to consider whether further recommendations should be put to full Council – specialist help from RoSPA to be sourced if needed
10.Are existing age and use warning notices legible and / or appropriately located?	Yes, on the main notice board at the entrance to the main play area and next to the gym equipment.

11.Have the existing control measures identified a potential for harm and if so, what is the likelihood of the harm occurring?	RoSPA inspections carried out and recommendations should be put should be put to full Council.

SOUTH KELSEY AND MOORTOWN PARISH COUNCIL

PROCEDURE TO FOLLOW IMMEDIATELY AFTER THE ACCIDENT

1. Notify the Health and Safety Executive (or local Environmental Health Office in the event of an accident reportable under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)	Visit www.hse.gov.uk and complete the on-line form.
2. Inform Insurance Company	Contact details: Zurich Municipal Tel: 0800 077 8552 Policy reference is: YLL-2720924153
3. Notify RoSPA	General Information: +44 (0)121 248 2000 General email enquiries to: help@rospa.com
4. Notify the equipment provider	Playquest
5. Has an accident form been completed.	Clerk to ensure that the Accident Reporting Form is completed and retained on file for 21 years.
6. Do steps need to be taken to prevent a recurrence of the accident?	Clerk/Councillors to decide – seek specialist help from RoSPA if needed.
7. Does the play equipment need immobilising to prevent a repeat accident?	Council to use Heras fencing to isolate damaged item. Item to be passed to nominated Councillor when Clerk on

	holiday.
8. Do warning notices need to be posted?	Clerk/Councillors to decide – seek specialist help from RoSPA if needed
9. Does the area need securing with proper robust fencing?	Clerk/Councillors to decide – seek specialist help from RoSPA if needed
10. Has an accident report form been completed?	Complete form

SOUTH KELSEY AND MOORTOWN PARISH COUNCIL

PLAYGROUND ACCIDENT REPORT FORM

THIS DOCUMENT WHEN COMPLETED SHOULD BE RETAINED FOR A PERIOD OF 21 YEARS, AS REQUIRED BY LAW.

DATE:	TIME: am pm
NAME OF INJURED PERSON:	ADDRESS:
AGE:	SEX: MALE/FEMALE
PARENT / SUPERVISOR NAME:	ADDRESS
TELEPHONE NUMBER:	AGE IF UNDER 19:
PLACE OF ACCIDENT (PRECISE LOCATION):	ITEM OR CAUSE OF ACCIDENT:
SURFACE:	DESCRIPTION OF ACCIDENT:
WEATHER CONDITIONS:	CLOTHES AND SHOES WORN:
APPARENT INJURY:	BODY PART:
TREATMENT GIVEN:	TIME:

FOLLOW UP TREATMENT:	TIME:
AMBULANCE CALLED: CALL TIME: am pm	AMBULANCE ARRIVAL TIME: am pm
NAME OF DOCTOR OR HOSPITAL:	ADDRESS
ADMITTED: YES NO	TIME IN HOSPITAL: (IF KNOWN)
PARENT OR CAREGIVER INFORMED: YES NO	TIME INFORMED: am pm
WITNESS TO ACCIDENT: ADDRESS: TELEPHONE NUMBER:	WITNESS TO ACCIDENT: ADDRESS: TELEPHONE NUMBER:
REMEDIAL ACTION RECOMMENDED ON SITE:	DATE OF REPORT:

This Procedure and form will be reviewed annually.

South Kelsey and Moortown Parish Council

Records Retention Policy

Date policy approved and adopted: 8 December 2025

Date of review: 11 May 2026 (AMPC), 14 September 2026

Date of next review: May 2027

South Kelsey and Moortown Parish Council recognises that the efficient management of its records is necessary to comply with its legal and regulatory obligations and to contribute to the effective overall management of the association. This document provides the policy framework through which this effective management can be achieved and audited.

It covers:

- Scope
- Responsibilities
- Retention Schedule

Scope

This policy applies to all records created, received or maintained by South Kelsey and Moortown Parish Council in the course of carrying out its functions. Records are defined as all those documents which facilitate the business carried out by South Kelsey and Moortown Parish Council which are thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronically. A small percentage of South Kelsey and Moortown Parish Council records may be selected for permanent preservation as part of the Councils archives and for historical research.

Responsibilities

South Kelsey and Moortown Parish Council has a corporate responsibility to maintain its records and record management systems in accordance with the regulatory environment. The person with overall responsibility for this policy is the Clerk. The person responsible for records management will give guidance for good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and timely. Individual staff and employees must ensure that records for which they are responsible are accurate and are maintained and disposed of in accordance with South Kelsey and Moortown Parish Council records management guidelines.

Retention Schedule

The retention schedule refers to record series regardless of the media in which they are stored.

Document	Minimum Retention Period	Reason
Minutes		
Minutes of Council meetings	Indefinite	Archive
Minutes of committee meetings	Indefinite	Archive
Employment		
Staff employment contracts	6 years after ceasing employment	Management
Staff payroll information	3 years	Management
Staff references	6 years after ceasing employment	Management
Application forms (interviewed – unsuccessful)	6 months	Management
Application forms (interviewed – successful)	6 years after ceasing employment	Management
Disciplinary files	6 years after ceasing employment	Management
Staff appraisals	6 years after ceasing employment	Management
Finance		
Scales of fees and charges	6 years	Management
Receipt and payment accounts	Indefinite	Archive
Bank statements	7 years	COF
Paid invoices	7 years	VAT
Paid cheques	6 years	Limitation Act 1980
Payroll records	3 years	HMRC
Petty cash accounts	6 years	Audit
Insurance		
Insurance policies	6 years after policy end	Management
Certificates for Insurance against liability for employees	6 years after policy end	Management
Certificates for Public Liability	6 years after policy end	Management
Insurance claim records	6 years after policy end	Management
Health and Safety		
Accident books	3 years from date of last entry	Statutory
Risk assessment	3 years	Management
Playground Inspections	21 years	Statutory/Insurance
General Management		
Councillors contact details	Duration of membership	Management
Lease agreements	12 years	Limitation Act 1980
Contracts	6 years	Limitation Act 1980
General Correspondence	At end of useful life	Management
Consent forms	5 years	Management
GDPR Security Compliance form	Duration of membership	Management
Project Documents	7 Years	COF

SOUTH KELSEY AND MOORTOWN PARISH COUNCIL

Reimbursement of Expenses Policy

Date policy approved and adopted: 14.9.2026
Date of review: May 2027 (AMPC)

Introduction

This policy applies to Councillors, employees and volunteers.

The Parish Council will reimburse appropriate expenses incurred by Councillors and employees in the performance of their duties. Expenses are classified as payments and the process for authorisation of payments is outlined in the Financial Regulations.

The Parish Council will reimburse Councillors and employees for reasonable expenses wholly, necessarily and exclusively incurred in connection with its business. Councillors/employees should not be either financially disadvantaged or advantaged because of genuine Parish Council expenses.

Councillors and employees are responsible for the payment of all expenses they incur, except where there are direct settlement arrangements with suppliers in place. Breach of this policy is a disciplinary offence. Deliberate falsification of a claim or the evidence needed to make a claim will constitute misconduct. "Falsification" includes the failure to pass on any discount obtained in the course of incurring an expense.

The following items are allowable expenses. In all cases Councillors/employees should submit all invoices and receipts.

Clerk's Expenses

The Clerk is an employee and may claim the following expenses: -

- Travelling and associated travel expenses for journeys on council business may be claimed at the HMRC Approved Mileage Rates.
- Subsistence, which may include overnight accommodation and meals incurred in the performance of previously approved Council business, provided that expenses are receipted and approved by the Council
- A contribution towards the cost of working from home as an expense at the rate determined by HMRC (Employment Income Manual) as non-taxable.
- Reimbursement of costs incurred on behalf of the council including postage, stationery and other consumables
- Any other extraordinary expense authorised by the council in advance.

The council will not cover the costs of travel between home and office unless the employee is recognised as being a 'contractual home-based employee'.

Councillors' Expenses

- The Parish Council does not pay a members' allowance as described in the Local Authorities (Members' Allowances) (England) Regulations 2003.

- Exceptionally, the Chairman is entitled to reclaim for costs incurred as part of the functions of the office provided that they are within the budget established by the council for that purpose. (1972 Local Government Act s15 (5))

- Councillors may be reimbursed for travel and subsistence expenses when carrying out duties previously approved by the council or the Clerk under any permitted delegation. Approved duties mean the doing of anything approved by the Parish Council, or anything that is approved for the purpose of, or in connection with, the discharge of the functions of the Parish Council or any of its committees or working parties. Mileage allowance for use of own car on Parish Council business will be paid at the HMRC Approved Mileage Rates.

- Councillors do not receive expenses for attendance at any meeting of South Kelsey and Moortown Parish Council or any work within the Parish.

- Councillors may reclaim costs incurred on behalf of the council for purchases of items with prior approval by the council, or the clerk under their delegated powers according to the Financial Regulations, provided that the purchase is specifically at the direction of the Council under a scheme of delegation to the Clerk and member, and a VAT receipt obtained in the name of the Council.

Volunteers' Expenses

Volunteers are unpaid but may be reimbursed for previously approved travel expenses and purchases. In order to be reimbursed volunteers must have written (or email) approval from the Clerk for the specific expenditure item(s) prior to incurring the cost, and this authorisation is to be attached to the completed claim.

Procedure for claiming reimbursement

1. No reimbursement will be made for any expenditure that has not followed this procedure. In all cases, attempts must be made to minimise travel expenses by sharing transport

2. Claims must have written authorisation from the parish council or clerk, if appropriate, and should be submitted to the Clerk accompanied by appropriate receipts. Claims may be submitted at any time up to three months after their cost has been incurred.

3. A supporting receipt for any expense claimed must be attached to the claim in all cases. Non-receipted expenditure will not normally be reimbursed.

4. Purchases of equipment on behalf of the council should normally be in the name of the council and the claim should include a VAT receipt.

Claims will be included in the schedule of payments requiring authorisation at the next Council Meeting. To ensure inclusion in the next schedule expense forms must be given to the Clerk three clear working days prior to the meeting.