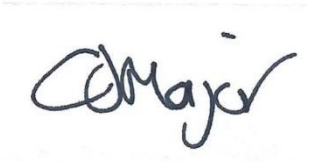
SOUTH KELSEY & MOORTOWN PARISH COUNCIL

Dear Councillor

You are hereby summoned to attend the Meeting of South Kelsey & Moortown Parish Council, which will be held on Monday 9 November 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 3 November 2026



Christine Major
Clerk to the Parish Council

SOUTH KELSEY & MOORTOWN PARISH COUNCIL

Meeting of the Parish Council to be held on Monday 9 November 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:

26/107 Apologies for absence and acceptance of any reasons given

26/108 Declarations of interest in accordance with the Localism Act 2011

26/109 Approve the minutes of the Meeting of the Parish Council held on Monday 12 October whereby they be signed by the Chair as a true and accurate record of the meeting.

26/110 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 2026
b. Schedule of Payments: To approve payments.
c. Incoming payments: To note and resolve accounting and payment transfer(s)

26/111 Clerk's report on matters outstanding and correspondence.

26/112 Three-year plan

26/113 Emergency plan

26/114 Tidying up Moortown

26/115 Moortown Bus shelter

26/116 Consider the potential for a grant-funded community energy project aimed at reducing residents' dependence on oil, improving energy affordability and exploring renewable energy opportunities.

26/117 Checklist for Children's Outdoor Play Areas and Equipment review.

26/118 Community Speed Watch and update of speed data

26/119 Clerk's pay review

26/120 Internal Auditor Appointment

26/121 Budget 2027-28

26/122 Planning **Application Number**: WL/2026/01026 **Valid Date:** 04/11/2026 **Proposal:** Outline planning application to erect 1no. dwelling with all matters reserved.**Location:** LAND AT WESTFIELD, THORNTON ROAD, SOUTH KELSEY, MARKET RASEN, LN7 6PS

26/123 Agenda items for the Parish Council Meeting to be held on Monday 14 December 2026.

SOUTH KELSEY & MOORTOWN PARISH COUNCIL

Email: Clerk@southkelseyandmoortown-pc.gov.uk

Draft Minutes of the Parish Council Meeting
held in the Village Hall at 7.00 pm on Monday 12 October at South Kelsey Village Hall

Present: Cllr Garry Dickinson (Vice Chair), Cllr Amanda Suddaby, Cllr Julie Todd, Cllr Martin Booth

Absent: Cllr Nicola Hall, Cllr Joe France

In attendance: County Cllr James Bean, District Cllr Peter Morris, Christine Major (Clerk)

Update from County Councillors:

LCC Cllr James Bean: Cllr Bean reported that he had passed our enquiry about the ownership of the land under Moortown bus shelter on to LCC who had responded direct to the PC. Regarding the enquiry about the speed limit roundels, Cllr Bean advised it isn't possible to have them in South Kelsey as there is already street lighting, and it's against the law to have both. He has submitted a request for roundels to be completed in Moortown in all directions and doesn't expect there will be any issue with the request, but was unable to say when it may be completed. The PC had requested funding from Cllr Bean to paint the bridge in Moortown on Station Road, but Cllr Bean reported that the bridge is owned by Highways, last painted in 2007, and it is not permissible for anyone else to paint it. He suggested a request should be made through Fix My Street and that the PC should review the request for funding, and he will amend. At the PC's request, Cllr Bean has also asked Highways about an allowance for cutting the grass verges in Moortown but is still waiting for their response.

WLDC Cllr Peter Morris: Cllr Morris advised that Scampton is to be taken over by a defence company, and it has now been confirmed there are no plans for migrant accommodation. Regarding the excavations in North Kelsey Moor, Cllr Morris confirmed they are illegal and West Lindsey District Council are pursuing. Cllr Morris also drew the PC's attention to the Community Grants Programme and Community Facilities Fund. Applications should be made by letter detailing what the funding is for.

Formal Parish Council Meeting commenced; Standing Orders invoked:

26/091 **To receive apologies and reasons for absence:** Apologies for absence received from Cllrs Joe France and Nicola Hall, which were accepted.

26/092 **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.

26/093 **To approve draft minutes of the Meeting of the Parish Council held on Monday 14 September 2026:** after an amendment to item 26/087, adding 'Cllr Bean offered to follow this up,' it was RESOLVED that the minutes detailed be accepted as a true record and duly signed by the Vice-chair and Cllr Suddaby in the absence of the Chair.

26/094 **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 to 30 September 2026 be approved as true record, and that the Unity Trust Bank list of transactions dated 30 September 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.
c. Incoming Payments: After review, it was RESOLVED that incoming payments were correct: £111.01 interest from Unity Bank.

No.	Date	Ref.	Payee	Details	VAT	Total
1	10.9.26	4411	J Waterman	Replace SK Notice Board post	18.00	
	108.00					
2	24.9.26	277989	CloudNext	Home hosting -pc.gov.uk	10.00	60.00
3	15.9.26	980	Ian Moore Contr.	Heras fencing 6 wks 14.9.26	30.00	
	180.00					
4	21.9.26	995	Ian Moore Contr.	Grass Cut + bin 18.9.26	23.00	
	138.00					
5	4.11.26	1027	Ian Moore Contr.	Grass Cut 3.10.26	23	
	138.00					
6	30.9.26	10801	SK Village Hall	Hall hire 14,16.9.26		24.00
7	30.9.26		Unity Bank	Charges Sept. 26		7.00
8	2.10.26		ICO	Data Protection Fee		47.00
9	18.9.26	L10334	PKF Littlejohn	External Audit		
	63.00	378.00				
10	11.10.26		C Major	Sept. 27.5hrs + backpay		
	380.51					
11	11.10.26		C Major	Working from home		
	26.00					

26/095 **Clerk's report on matters outstanding and correspondence:** no further action required.

26/096 **Three-year Plan**: after discussion, it was RESOLVED to defer this item until the next scheduled meeting.

26/097 **Emergency Plan**: after discussion, it was RESOLVED to defer this item until the next scheduled meeting.

26/098 **Tidying up Moortown**: items now under discussion are regular grass cutting, the repair or replacement of the bench, refurbishment of the village sign, removal of the plant pots, and restoration of the pathway on Station Road towards the railway crossing (currently the responsibility of Highways but had fallen off the schedule according to County Cllr Bean) and the village green. It was RESOLVED that Cllr Dickinson will take some photos of the path and send to Cllr Bean, who kindly offered to follow up on the path. After discussion, it was RESOLVED to obtain quotes for the work for discussion at the next meeting.

26/099 **Moortown bus shelter**: it has been established through an enquiry raised by County Cllr Bean, that the land the bus shelter sits on belongs to Highways. District Cllr Morris offered to check the District Council has no involvement, and it was confirmed by the clerk that the bus shelter is a parish council asset and. It was RESOLVED to make an insurance claim for the bus shelter.

26/100 **Relocation of toddler tower**: after discussion it was RESOLVED to move the toddler tower to where the double metal slide is situated and to dispose of the double metal slide.

26/101 **External audit 2025-2026**: the clerk confirmed the completion of the external audit for 2025/26. The comment from PKF Littlejohn LLP was that "the AGAR was not accurately completed before submission for review. The figures in boxes 1 to 7 should be stated gross of VAT as the smaller authority prepares its AGAR on a receipts and payments basis." It was RESOLVED to complete the parish council accounts gross of VAT going forward and to restate the figures for the next audit.

26/102 **Budget 2027/2028**: after discussion, it was RESOLVED to defer this item until the next scheduled meeting, to give councillors the opportunity to consider priorities for the next year.

26/106 **Agenda items for the Parish Council Meeting to be held on Monday 9 November 2026**:
Three-year plan
Emergency plan
Tidying up moortown
Bus shelter update

Parish Council meeting closed at 8.20 pm.

Date and Time of Next Meeting
to be held at the Village Hall, South Kelsey
on Monday 9 November 2026

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 - 31/10/2026

EXPENDITURE

EXPENDITURE 2026/27

ITEM	ADMINISTRATION/ GENERAL	BUDGET 26/27	APRIL	MAY	JUNE	JULY	AUGUST	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	TOTAL £	VARIANCE £
1	Wages	4,339.00	315.83	275.01	252.45	315.83	252.50	380.51							1,792.13	2,546.87
1.5	HMRC		302.16			186.03			240.33						728.52	-728.52
2	WFH Expenses	360.00	26.00		26.00	26.00	26.00	26.00							130.00	230.00
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	151.00	156.00												156.00	216.00
7	Councillor Training	150.00				414.00									414.00	-264.00
8	Expenses	150.00				37.50									37.50	112.50
9	IT	150.00	6.49	6.49	6.49	66.49	6.49	59.98							152.43	-2.43
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	16.00	24.00							112.00	138.00
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						47.00							47.00	8.00
16	Audit	637.00					408.00	378.00							786.00	-149.00
17	Unity Bank Charges	84.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00						49.00	35.00
18	Speed Reduction	5,600.00			5,702.57	400.00									6,102.57	-502.57
	SUB TOTAL	**15,294.00**	**1,019.48**	**417.69**	**6,133.26**	**2,020.85**	**715.99**	**922.49**	**247.33**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**11,477.09**	**4,037.91**

	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	276.00	276.00	276.00	276.00	276.00	276.00	138.00						1,794.00	£706.00
20	Grounds Person	1,500.00													0.00	£1,500.00
21	Parish Maintenance	2,500.00			29.99	450.00	564.00	288.00							1,331.99	£1,168.01
22	Defibrillators mainten	231.00		228.00											228.00	£3.00
23	Speed Reduction mai	400.00	336.29												336.29	
	SUB TOTAL	**7,131.00**	**612.29**	**504.00**	**305.99**	**726.00**	**840.00**	**564.00**	**138.00**						**3,690.28**	**3,377.01**

	TOTAL EXPENDITURE	**22,425.00**	**1,631.77**	**921.69**	**6,439.25**	**2,746.85**	**1,555.99**	**1,486.49**	**385.33**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**15,167.37**	**£7,414.92**

SOUTH KELSEY AND MOORTOWN PARISH COUNCIL

ACCOUNTING STATEMENTS

FOR THE PERIOD 01/04/26 - 31/10/2026

RESERVES

	CONTINGENCY RESERV	BUDGET 26/27	APRIL	MAY	JUNE	JULY	AUGUST	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	TOTAL	CARRY FORWARD
24	3 month operating co	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 (replace	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 RESERVE	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	6,439.25	2,746.85	1,555.99	1,486.49	385.33	0.00	0.00	0.00	0.00	0.00	15,167.37	

TOTAL SPEND

SOUTH KELSEY AND MOORTOWN PARISH COUNCIL

ACCOUNTING STATEMENTS

FOR THE PERIOD 01/04/26 - 31/10/2026

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					378.70								378.70
36	Bank Interest				147.99			111.01							259.00
37	Grants and Funding		100.00				150.00								250.00
	TOTAL INCOME	**20,157.00**	**18,415.00**	**0.00**	**147.99**	**30.00**	**528.70**	**111.01**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**19,232.70**

SUMMARY

Summary - Income

		£
Opening Balance 01/04/26		15,938.51
Income to date		19,232.70
TOTAL		**35,171.21**

Summary - Outgoing

Expenditure to date		15,167.37
Spend from reserves to date		0.00
TOTAL		**15,167.37**

BALANCE INCOME-OUTGOING	**20,003.84**
Unpaid at month end	47.00
Balance	20,050.84

Summary - cash at bank

Allocated Reserves Balance 2025/2	9,993.76
Available balance (closing balance minus reserves balance)	
Closing Balance Unity T1 current a/c 20486879	**2,360.06**
Closing Balance Unity Instant Access 20506348)	**17,690.78**
Total Balance (accross accounts)	**20,050.84**

Amends to Note:

June £33.10 / 32.83 / 25.83 /26.00
VAT for LALC training claimed 25/26 £26
August VAT -£23 paid (inv883 Ian Moore)

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 October 2026 to 31 October 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
£19,690.78	£2,000.00	£0.00	£17,690.78

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

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**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 £
30/09/2026		Balance brought forward	£0.00	£0.00	£19,690.78
21/10/2026	Transfer	Transfer to 20486879	£2,000.00	£0.00	£17,690.78

Financial Services Compensation Scheme

For eligible organisations, your deposits held with Unity Trust Bank are protected up to £120,000 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 **www.unity.co.uk/fscs**

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 **0800 652 3839**.

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.

Additional Information

A copy of our interest rates can be found on our website **www.unity.co.uk/interest-rates**

A copy of our fees and charges can be found on our website **www.unity.co.uk/terms-and-conditions**

This information is also available by calling **0345 140 1000***. To help us improve our service and maintain security, we may monitor and/or record your telephone calls with us.

Unity Trust Bank plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Unity Trust Bank is entered in the Financial Services Register under number 204570. Registered office: Four Brindleyplace, Birmingham, B1 2JB. Registered in England and Wales no. 1713124.

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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 October 2026 to 31 October 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
£2,209.88	£1,849.82	£2,000.00	£2,360.06

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 £
30/09/2026		Balance brought forward	£0.00	£0.00	£2,209.88
15/10/2026	Faster Payment Debit	B/P to: Ian Moore Contract	£138.00	£0.00	£2,071.88
15/10/2026	Faster Payment Debit	B/P to: Ian Moore Contract	£180.00	£0.00	£1,891.88
15/10/2026	Faster Payment Debit	B/P to: Cloud Next Limited	£59.98	£0.00	£1,831.90
15/10/2026	Faster Payment Debit	B/P to: South Kelsey VH	£24.00	£0.00	£1,807.90
15/10/2026	Faster Payment Debit	B/P to: Ian Moore Contract	£138.00	£0.00	£1,669.90
15/10/2026	Faster Payment Debit	B/P to: South Kelsey VH	£32.00	£0.00	£1,637.90
15/10/2026	Faster Payment Debit	B/P to: Ian Moore Contract	£138.00	£0.00	£1,499.90
15/10/2026	Faster Payment Debit	B/P to: J Waterman Timber	£108.00	£0.00	£1,391.90
15/10/2026	Faster Payment Debit	B/P to: PKF Littlejohn LLP	£378.00	£0.00	£1,013.90
15/10/2026	Faster Payment Debit	B/P to: Christine Major	£26.00	£0.00	£987.90
15/10/2026	Faster Payment Debit	B/P to: Christine Major	£380.51	£0.00	£607.39
21/10/2026	Transfer	Transfer from 20506348	£0.00	£2,000.00	£2,607.39
23/10/2026	Direct Debit	Direct Debit (HMRC SDDS)	£240.33	£0.00	£2,367.06
31/10/2026	Fee	Service Charge	£7.00	£0.00	£2,360.06

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Fraud Concerns

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Additional Information

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A copy of our fees and charges can be found on our website **www.unity.co.uk/terms-and-conditions**

This information is also available by calling **0345 140 1000***. To help us improve our service and maintain security, we may monitor and/or record your telephone calls with us.

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Skip to charges

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WV1 9DG

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

Pre-notification statement

01 October 2026 to 31 October 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 01/10/2026 and 31/10/2026.

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	30/11/2026

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.

Pre-notification of account charges

Type	Count	Charge
Automated Payments	1	£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.

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 **0800 652 3839**.

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.

Additional Information

A copy of our interest rates can be found on our website **www.unity.co.uk/interest-rates**

A copy of our fees and charges can be found on our website **www.unity.co.uk/terms-and-conditions**

This information is also available by calling **0345 140 1000***. To help us improve our service and maintain security, we may monitor and/or record your telephone calls with us.

Unity Trust Bank plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Unity Trust Bank is entered in the Financial Services Register under number 204570. Registered office: Four Brindleyplace, Birmingham, B1 2JB. Registered in England and Wales no. 1713124.

*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 charged at local rate. Calls are recorded and may be monitored for security, training and quality purposes.
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SOUTH KELSEY AND MOORTOWN PARISH COUNCIL

SCHEDULE OF PAYMENTS 9 NOVEMBER 2026

No.	Date	Ref.	Payee	Details	VAT	Total	Auth	Auth
1	31.10.26	10807	SK Village Hall	Hall hire 12,28.10.26		32.00		
2	1.11.26	1065	Ian Moore Contr.	30.10.26 Grass cut	23.00	138.00		
3	2.11.26	1074	Ian Moore Contr.	31.10.26 6wks Heras		30.00	180.00	
4	19.10.26	1048	Ian Moore Contr.	17.10.26 Grass cut	23.00	138.00		
5	11.10.26	193	HP Instant Ink	HP Ink 11.9-10.10.26		1.08	6.49	
6	11.11.26		C Major	Oct. 26 Pay 22 hrs		260.86		
7	11.11.26		C Major	Oct. 26 Expenses		26.00		
8	4.11.26	1079	Ian Moore Contr.	Fence Repairs	54.00	324.00		

Signed _____ Minute Ref. _____

Clerk's Report 9 November 2026

7.10.26 email from LCC advising various temporary road closures in the area for carriageway investigatory trial holes. Circulated to councillors and posted on Facebook.

11.10.26 email from North Kesteven council sending information and a link about Central Lincolnshire Local Plan public consultation. Circulated to councillors and posted on Facebook.

13.10.26 email from West Lindsey District Council regarding planning application WL/2026/00047, concerning land at Westfield, advising the application has been withdrawn.

16.10.26 email from our maintenance team asking about additional grass cuts in November because the grass is still growing. After checking their contract, I was able to confirm this is allowed.

27.10.26 email from West Lindsey District council regarding planning application WL/2026/00369 to erect a bar building at Watermill Farm, advising the application has been withdrawn.

28.10.26 I met with the Internal Auditor and went through the paperwork to complete an interim audit. The Auditor was satisfied with the progress towards the actual audit.

3.11.26 email from a MOP requesting help to locate a grave in South Kelsey graveyard. After checking, I was able to put them in touch with the Church Warden, who may be able to help.

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25 AUGUST 2026

LOCAL GOVERNMENT SERVICES PAY AGREEMENT 2026/27

The National Joint Council for Local Government Services (NJC) has reached an agreement on rates of pay applicable from 1 April 2026 to 31 March 2027. We encourage employers to implement this pay award as soon as possible.

Backpay for employees who have left employment since 1 April 2026. If an ex-employee requests it, we recommend that employers pay any monies due to that employee from 1 April 2026 to the employee's last day of employment. The table below lists the new pay scales for clerks and other employees employed under the terms of the model contract, including SCPs 50 and above. These should be retrospectively applied from 1 April 2026.

Hourly rates have been calculated using the NJC-agreed formula: annual salary divided by 52.143 weeks (which is 365 days divided by 7) divided by 37 hours (the standard working week).

These hourly rates do not now differ from those published by NJC for principal authorities as the calculation bases are in agreement. The NJC resolved to delete SCP 1 with effect from 1 April 2023, and the NJC has resolved to delete SCP 2 with effect from 1 April 2026.

* Hourly rate

	1 April 2025		1 April 2026		Scale ranges
SCP	**£ per annum**	*** £ per hour**	**£ per annum**	*** £ per hour**	**Based on SCP**
1	Deleted with effect from 1 April 2023				Below LC Scale (for staff other than clerks)
2	£24,413	£12.65	Deleted with effect from 1 April 2026		Below LC Scale (for staff other than clerks)
3	£24,796	£12.85	£25,614	£13.28	Below LC Scale (for staff other than clerks)

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4	£25,185	£13.05	£26,016	£13.48	Below LC Scale (for staff other than clerks)
5	£25,583	£13.26	£26,427	£13.70	Below LC Scale (for staff other than clerks)
5	£25,583	£13.26	£26,427	£13.70	LC1 (below substantive range)
6	£25,989	£13.47	£26,847	£13.92	LC1 (below substantive range)
7	£26,403	£13.69	£27,274	£14.14	LC1 (substantive benchmark range)
8	£26,824	£13.90	£27,709	£14.36	LC1 (substantive benchmark range)
9	£27,254	£14.13	£28,153	£14.59	LC1 (substantive benchmark range)
10	£27,694	£14.35	£28,608	£14.83	LC1 (substantive benchmark range)
11	£28,142	£14.59	£29,071	£15.07	LC1 (substantive benchmark range)
12	£28,598	£14.82	£29,542	£15.31	LC1 (substantive benchmark range)
13	£29,064	£15.06	£30,023	£15.56	LC1 (above substantive range)
14	£29,540	£15.31	£30,515	£15.82	LC1 (above substantive range)
15	£30,024	£15.56	£31,015	£16.08	LC1 (above substantive range)

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16	£30,518	£15.82	£31,525	£16.34	LC1 (above substantive range)
17	£31,022	£16.08	£32,046	£16.61	LC1 (above substantive range)
18	£31,537	£16.35	£32,578	£16.89	LC2 (below substantive range)
19	£32,061	£16.62	£33,119	£17.17	LC2 (below substantive range)
20	£32,597	£16.90	£33,673	£17.45	LC2 (below substantive range)
21	£33,143	£17.18	£34,237	£17.75	LC2 (below substantive range)
22	£33,699	£17.47	£34,811	£18.04	LC2 (below substantive range)
23	£34,434	£17.85	£35,570	£18.44	LC2 (below substantive range)
24	£35,412	£18.35	£36,581	£18.96	LC2 (substantive benchmark range)
25	£36,363	£18.85	£37,563	£19.47	LC2 (substantive benchmark range)
26	£37,280	£19.32	£38,510	£19.96	LC2 (substantive benchmark range)
27	£38,220	£19.81	£39,481	£20.46	LC2 (substantive benchmark range)
28	£39,152	£20.29	£40,444	£20.96	LC2 (substantive benchmark range)

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29	£39,862	£20.66	£41,177	£21.34	LC2 (above substantive benchmark range)
30	£40,777	£21.14	£42,123	£21.83	LC2 (above substantive benchmark range)
31	£41,771	£21.65	£43,149	£22.37	LC2 (above substantive benchmark range)
32	£42,839	£22.20	£44,253	£22.94	LC2 (above substantive benchmark range)
33	£44,075	£22.85	£45,529	£23.60	LC3 (below substantive range)
34	£45,091	£23.37	£46,579	£24.14	LC3 (below substantive range)
35	£46,142	£23.92	£47,665	£24.71	LC3 (below substantive range)
36	£47,181	£24.46	£48,738	£25.26	LC3 (below substantive range)
37	£48,226	£25.00	£49,817	£25.82	LC3 (substantive benchmark range)
38	£49,282	£25.54	£50,908	£26.39	LC3 (substantive benchmark range)
39	£50,269	£26.06	£51,928	£26.92	LC3 (substantive benchmark range)
40	£51,356	£26.62	£53,051	£27.50	LC3 (substantive benchmark range)

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41	£52,413	£27.17	£54,143	£28.06	LC3 (substantive benchmark range)
42	£53,460	£27.71	£55,224	£28.62	LC3 (above substantive benchmark range)
43	£54,495	£28.25	£56,293	£29.18	LC3 (above substantive benchmark range)
44	£55,801	£28.92	£57,642	£29.88	LC3 (above substantive benchmark range)
45	£57,139	£29.62	£59,025	£30.59	LC3 (above substantive benchmark range)
46	£58,523	£30.33	£60,454	£31.33	LC4 (below substantive range)
47	£59,922	£31.06	£61,899	£32.08	LC4 (below substantive range)
48	£61,198	£31.72	£63,218	£32.77	LC4 (below substantive range)
49	£62,852	£32.58	£64,926	£33.65	LC4 (below substantive range)
50	£64,373	£33.37	£66,497	£34.47	LC4 (substantive benchmark range)
51	£65,925	£34.17	£68,101	£35.30	LC4 (substantive benchmark range)
52	£68,053	£35.27	£70,299	£36.44	LC4 (substantive benchmark range)

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53	£70,176	£36.37	£72,492	£37.57	LC4 (substantive benchmark range)
54	£72,307	£37.48	£74,693	£38.72	LC4 (substantive benchmark range)
55	£74,454	£38.59	£76,911	£39.86	LC4 (above substantive benchmark range)
56	£76,572	£39.69	£79,099	£41.00	LC4 (above substantive benchmark range)
57	£78,718	£40.80	£81,316	£42.15	LC4 (above substantive benchmark range)
58	£80,821	£41.89	£83,488	£43.27	LC4 (above substantive benchmark range)
59	£82,815	£42.93	£85,548	£44.34	LC4 (above substantive benchmark range)
60	£84,852	£43.98	£87,652	£45.43	LC4 (above substantive benchmark range)
61	£86,939	£45.06	£89,808	£46.55	LC4 (above substantive benchmark range)
62	£89,081	£46.17	£92,021	£47.70	LC4 (above substantive benchmark range)

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Christine Major
Clerk/RFO
South Kelsey Parish Council

Internal Audit Service Requirements –Terms of Engagement

1. Mission Statement

To maintain and improve South Kelsey Parish Council's internal control methods in accordance with proper practices as set out in the Accounts and Audit Regulations 2015. The role of the internal auditor is to be a 'critical friend' looking at the processes and procedures and, where necessary, will make recommendations which will help the improve the council's governance. Some of these recommendations will be long term goals whereas others may need to be implemented more quickly. The appointed auditor will be available as part of the audit process to help guide you through what is needed.

2. Requesting an internal audit

Any council within Lincolnshire and surrounding areas may request an internal audit at any time through the financial year. Requests should be made through https://www.lalc.co.uk/contacts/

This letter confirms the basis on which services will be provided to you to avoid any misunderstandings of our respective responsibilities. LALC reserves the right to refuse to accept a request for an internal audit.

3. The Council's Responsibilities

Financial management control and responsibility remains with the Council as a corporate body. The Clerk to Council and Responsible Financial Officer (RFO) have clearly defined responsibilities in respect of recommending and implementing measures in respect of risk management, internal control, internal audit and preventing fraud and corruption.

The internal auditor's reports may be published by the Parish/Town Council as they direct and in accordance with their statutory responsibilities, however LALC recommends as best practice.

The existence of an appointed Internal Auditor and the internal audit process does not diminish the responsibility of the Council as a corporate body to establish, monitor and maintain systems of internal control to ensure that activities are conducted in a secure and well-ordered manner.

4. Internal Audit Objectives and Responsibilities

The primary objective of Internal Audit is to review, appraise and report upon the adequacy of internal control systems operating throughout the council, and to achieve this will adopt a predominantly systems-based approach to audit.

The Council's internal control system comprises the whole network of systems established within the Council to provide reasonable assurance that the Council's objectives will be achieved, with particular reference to:

- The effectiveness of operations
- The economic and efficient use of resources
- Compliance with applicable policies, procedures, laws and regulations
- The safeguarding of assets and interests from losses of all kinds, including those arising from fraud, irregularity and corruption
- The integrity and reliability of information, accounts and data

Accordingly, in the conduct of planned audits Internal Audit may:

- Carry out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year in order to be able to complete and sign the relevant Annual Internal Audit report section within the Annual Governance and Accountability Return (AGAR).
- Review the reliability and integrity of financial information and the means used to identify, measure, classify and report such information
- Review the means of safeguarding assets and, as appropriate, verify the existence of such assets
- Appraise the economy and efficiency with which resources are employed, identify opportunities to improve performance and recommend solutions to problems
- Review the established systems to ensure compliance with those policies, procedures, laws and regulations which could have a significant impact on operations, and determine whether the council is in compliance
- Review operations and activities to ascertain whether results are consistent with objectives and whether they are being carried out as planned

5. The Scope of Internal Audit Activity

There are no limitations on Internal Audit's scope of activities. The scope of Internal Audit allows for unrestricted coverage of the council's activities, including both financial and non-financial systems of internal control. The internal auditor will follow the standards laid out in the latest available version of *JPAG Practitioner's Guide Section Four – Best Practice Guidance for internal audit.* JPAG PRACTITIONERS' GUIDE | Lincolnshire ALC (lalc.co.uk). The auditor will work through a checklist which will be sent to the council with this letter, so that they are aware of the checks that the auditor will be undertaking.

a) Independence

The main determinant of the effectiveness of Internal Audit is that it is independent in its planning and operation. To ensure this, Internal Audit will operate within a framework that allows:

- Unrestricted access to the officers of the council
- Elected members of the Council (where necessary)
- Reporting in its own name
- Segregation from the day-to-day operations of the council

Every effort will be made to preserve objectivity by ensuring that all Internal Auditors are free from any conflicts of interest and do not undertake any non-audit duties on behalf of the council.

b) Rights of Access

There are no limitations on Internal Audit's access to records. Internal Auditors have the authority to:

- access council premises at reasonable times agreed in advance
- access all assets, records, documents, correspondence and control systems
- receive any information and explanation considered necessary concerning any matter under consideration
- require any employee of the council to account for cash, stores or any other council asset under their control
- access records pertaining to third parties, such as contractors when required

c) Reporting

The Internal Auditor will formally report the results of all audits undertaken to the Chair/Mayor, the Clerk & / or RFO and the Council and such recommendations made to Council must be considered by the relevant committee and Full Council and actioned where necessary. Outstanding issues will be followed up at subsequent internal audits to make sure that corrective actions have been taken or points clarified.

LALC will retain a copy of the auditors report and checklist for a period of three years to preserve a record for future audits and the Council.

The Council may publish all internal audit reports and should comply with its responsibilities under the relevant Transparency Code and its responsibility under the Freedom of Information Act 2000 Publication Scheme.

The Council remains responsible for dealing with any enquiries arising from the internal audit coming from Councillors, electors, council tax payers, residents and other bodies and stakeholders. The internal auditor is not required to answer these enquiries and LALC reserves the right to charge further fees where the internal auditor has to undertake further duties in relation to the Council's internal audit as requested by the Council.

Members of the public, electors, local taxpayers and residents have rights to inspect the accounts and associated documents and to raise questions to the external auditor in accordance with the Local Accounts and Audit Act 2014. The internal auditor is not a substitute for this statutory process.

6. Fees and charges

Fees are based on the electorate and reviewed each financial year – these can be found on the website. For your council the electorate is 484 and therefore the fees are £165 plus £10 for each additional service audited.

Our fees are based on the auditor undertaking an intermediate audit in the autumn/winter, followed by the year end checks and to sign off the internal auditor's part of the AGAR. Should the amount of time taken exceed the quoted hours and original fee quoted, LALC may raise a further invoice to cover the auditors fees.

Additional fees will be agreed before hand which could be for:

Additional meetings where necessary	@	£25/hr plus mileage at 45p/mile
Attendance at a council meeting	@	£25/hr plus mileage at 45p/mile

7. Complaints and Feedback

Following the conclusion of an audit, the Council will be asked to complete a customer satisfaction survey.

If the Council is not happy with the service received, complaints should be raised as soon as possible as the matter arises and may be made directly to LALC.

i) Where the issue raised relates to aspects of the internal auditor's findings and the judgements made these matters will be referred to the Lead Auditor to consider. The Lead Auditor may review the evidence and consider if the judgement reaches the standards expected for an internal audit.

ii) Where the Council complains about other service standards relating to the internal auditor and the delivery of the service these may be considered under the LALC Complaints Procedure and other HR and staffing policies.

Review of Terms of Engagement

These Terms of Engagement will be reviewed at least annually or as legislation and best practice amendments dictate.

Agreement of terms

Once agreed, and signed, this letter stands effective until formal notice of termination is given by either party. Notice must be given before the audit cycle begins to avoid incurring charges.

Please confirm your agreement to the terms of this letter of engagement in writing quoting the minute reference and date of meeting at which it was resolved.

Signed: [signature] Position: Clerk and RFO

Minute reference: 25/003

Signed: KJ Evans Position: Chief Executive

Lincolnshire Association of Local Councils