

Toft Newton Parish Council

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Minutes of the Annual Parish Council Meeting

Tuesday, the 5th of May 2026 Toft Newton Village Hall, Washington Drive, Newtoft, nr Market Rasen, Lincolnshire, LN8 3NN.

Members Present:

Councillor Rob Nelson

Councillor Bridgett Carpenter

Councillor Jackie Roson (arrived at 18:39)

In attendance:

Paul Holt, Proper Officer

Natalie Mellors, Playground Warden

Michael Lewis, Consultant to Toft Newton Parish Council

There were two members of public present

Meeting started at 18:41

The meeting started late due to not being initially quorate.

Part A – Public Meeting

Agenda Item Number		Resolutions / Actions
2026-27/001	Election of Chairperson for the 2026-27 Municipal Year Councillor R Nelson as Chair for the 2025-26 year asked that this be deferred to the July meeting so that the Councillors who were not present and any newly co-opted Councillors could also be considered for the role. It was agreed to defer the appointment of the Chairperson until the 7 th of July 2026 meeting. Agreed by other Councillors. However, the Consultant to the Council stated we needed a Chair to be appointed for this meeting. Councillor R Nelson volunteered.	Deferred
	The Proper Officer will include Election of Chairperson for the 2026-27 Municipal Year as the first item on the July Agenda.	Coun Nelson appointed for this meeting
2026-27/002	Attendance As detailed above.	
2026-27/003	Apologies	Accepted

In accordance with the Local Government Act 1972, apologies were received and accepted by Council from:

Councillor Russ Gibbs (medical related reason)
Councillor Carlos Roson (work related reason)

Table to be published as part of the AGAR process

The Consultant to the Council has created a table to record which Councillors attend which meetings, in line with other local Councils, this will be published online as part of the Annual Governance and Audit Return by the Proper Officer.

2026-27/004 Co-option of Additional Councillors

Informal applications were received from Nicola Grimmett and Oliver Nelson.

The Proper Officer checked their eligibility and also checked that they were not disqualified.

Councillor R Nelson declared a non-pecuniary interest in that Oliver is his youngest son. It was agreed that the Consultant to the Council temporarily acting as the Proper Officer give a dispensation, to allow a vote to proceed.

Councillors were asked to resolve the appointments as follows:

Councillors approve the Co-option of Nicola Grimmett to the role of Parish Councillor, for the remainder of this term which ends at the beginning of May 2027.

Resolved unanimously

and

Councillors approve the Co-option of Oliver Nelson to the role of Parish Councillor, for the remainder of this term which ends at the beginning of May 2027.

Resolved unanimously

The actual Proper Officer asked Councillors Nicola Grimmett and Oliver Nelson to complete the Declaration of Acceptance of Office and the Register of Interests forms.

Proper Officer to forward to WLDC

These were checked by the Proper Officer and will be submitted to West Lindsey District Council's Monitoring Officer.

2026-27/002 Attendance Updated

The Attendance Record was updated to reflect the Co-option of Councillors Nicola Grimmett and Oliver Nelson.

Therefore, the attendance at the meeting was as follows:

Members Present:
Councillor Rob Nelson

Councillor Bridgett Carpenter
Councillor Jackie Roson
Councillor Nicola Grimmett
Councillor Oliver Nelson

In attendance:

Paul Holt, Proper Officer
Natalie Mellors, Playground Warden
Michael Lewis, Consultant to Toft Newton Parish Council
There were zero members of public present as both were Co-opted as Councillors

2026-27/005 Declaration of Interests

There were no additional Declaration of Interests.

Councillors confirmed verbally that their Register of Interests forms are still relevant.

2026-27/006 Approval of Minutes of the Last Annual Parish Council Meeting

Councillors approved the minutes of the last Annual Parish Council Meeting held on the 11th of September 2025.

Councillor R Nelson, as the Chairperson for this meeting, signed the minutes as being a true record.

2026-27/007 Election of Vice-Chairperson for the 2026-27 Municipal Year

Councillor R Nelson as Chair for this meeting asked that this be deferred to the July meeting so that the Councillors who were not present could also be considered for the role.

Deferred

It was agreed to defer the appointment of the Vice-Chairperson until the 7th of July 2026 meeting. Agreed by other Councillors.

The Proper Officer will include Election of Vice-Chairperson for the 2026-27 Municipal Year as an item on the July Agenda.

2026-27/008 Confirm Appointment of Internal Auditor

The Consultant to the Council advised that Councillors had agreed to use the LALC Internal Audit Service for the year that had just ended and that following discussion with Councillors last year, we had agreed to sign-up for two years as that guaranteed two years with the same Internal Auditor and locked 2026-27 in at the same price as 2025-26.

Councillors noted the LALC will be the Internal Auditor for this year as well as for last year

The Internal Auditor appointed by LALC is Lydia Hopton, the Parish Clerk at Saxilby with Ingleby Parish Council.

2026-27/009 Appointment of Committees

Deferred

Councillor R Nelson as Chair for this meeting asked that this be deferred to the July meeting so that the Councillors who were not present could also be considered for appointment to the Personnel Committee and the Playground Development Working Group.

It was agreed to defer the appointment of the Committees until the 7th of July 2026 meeting. Agreed by other Councillors.

The Proper Officer will include the Appoint of Committees for the 2026-27 Municipal Year as an item on the July Agenda.

2026-27/010 Annual Report 2025-26

The Consultant to the Council as the retired Proper Officer presented a brief Annual Report to Councillors.

**Councillors
Noted**

2026-27/011 Acceptance of New and Updated Policies

Councillors resolved to accept the following statutory policies, procedures and protocols.

Approved

- Members' Allowances Scheme and Expenses Claim Form.
- Management of Risks (to accompany the Financial Regulations that were approved on the 3rd of March 2026).
- Co-option Policy and Application Form.
- Councillor and Officer Protocol.
- Publication Scheme Statement.
- Freedom of Information Requests Protocol.
- Subject Access Requests Protocol.
- Data Protection Policy.
- Data Breach Policy.
- IT Policy.
- Website Accessibility Statement.
- Website Privacy Statement.

The Consultant to the Council will produce a table that details all of the policies of Toft Newton Parish Council, and will include when the policies need to be reapproved.

Most operational policies will need to be approved at each Annual Parish Council Meeting, while staffing policies can be approved at Personnel Committee Meetings.

In line with the Data Protection Policy, and the IT Policy, Councillors each completed an updated GDPR Security Compliance Checklist. These were returned to the Proper Officer to be filed along with the Declarations of Acceptance of Office and Register of Interests.

2026-27/012 Date and Time of Future Annual Parish Council Meetings

Councillors were asked to note that the Annual Parish Council meetings for the next term (2027 to 2031) are scheduled to be

held as follows (subject to approval by Councillors closer to the time):

- Tuesday, 11th May 2027, starting at 6:30pm.
- Tuesday, 2nd May 2028, starting at 6:30pm.
- Tuesday, 1st May 2029, starting at 6:30pm.
- Tuesday, 7th May 2030, starting at 6:30pm.

Meeting ended at 19:38

Please note:

In accordance with our 2026 Standing Orders, these minutes will be distributed to Councillors and made available on the Toft Newton Parish Council website in draft form within 28 days of the meeting taking place.

Additionally, in accordance with our 2026 Publication Scheme, draft and final documents that contain signatures or other identifying features such as addresses, phone numbers, etc., will be redacted prior to being uploaded to the website.

Approved by: (Chair's signature)	Date:
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Date and time of upcoming meetings:

Meetings are held at Toft Newton Village Hall, Washington Drive, Newtoft, near Market Rasen, Lincolnshire, LN8 3NN.

Tuesday, 7 th July 2026	6:30pm	Parish Council meeting
Tuesday, 7 th July 2026	Upon closure of business of the Parish Council meeting	Personnel Committee meeting
Tuesday, 8 th September 2026	6:30pm	Parish Council meeting
Tuesday, 8 th September 2026	Upon closure of business of the Parish Council meeting	Personnel Committee meeting
Tuesday, 3 rd November 2026	6:30pm	Parish Council meeting
Tuesday, 12 th January 2027	6:30pm	Parish Council meeting
Tuesday, 2 nd March 2027	6:30pm	Annual Parish meeting
Tuesday, 2 nd March 2027	7:00pm	Parish Council meeting