

Toft Newton Parish Council

E-mail: clerk@toftnewtonparishcouncil.gov.uk

Website: <https://toft-newton.parish.lincolnshire.gov.uk>

Minutes of the May 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

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 no members of public present

Meeting started at 19:38

Part A – Public Meeting

Agenda Item Number		Resolutions / Actions
2026-27/013	Attendance As detailed above.	
2026-27/014	Apologies 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)	Accepted
2026-27/015	Declaration of Interests There were no additional Declaration of Interests. Councillors confirmed verbally that their Register of Interests forms are still relevant. It was agreed to move 2026-27/027, 2026-27/028 and 2026-27/025 to this part of the meeting so that the Playground Warden could take part in the discussion before leaving the meeting.	Agreed by all
2026-27/027	Exclusion Of The Public and Press	

As there were no members of the public present, there was no need to resolve to enter a closed session of the meeting.

Part B – Closed Session

2026-27/028 Playground Equipment Quotes

Councillors considered the quotes that that been provided for new playground equipment.

Those being summarised as:

Supplier one

Quote one – was to replace the trim trail with metal equipment that had a focus on under-fives: £25,074.78

Quote two – was to replace the trim trail with wooden equipment that had a focus on under-fives: £24,474.05

Both quotes would have required an extra £2,125.00 for welfare and safety costs.

Supplier two

Quote one – was to replace the trim trail with a dome structure that had a focus on younger children: £25,756.80

Quote two – was to replace the trim trail with a modern trail, that had a focus on younger children: £21,348.00.

Welfare and safety costs are included in the above quotes.

Supplier three

Quote one – was for two wooden rockers which are aimed at under-fives: £4,920.00

Quote two – was for the repair and modernisation of the existing trim trail: £3,878.40

Councillors resolved to opt for Supplier three, subject to funding being raised.

Resolved

Suppliers one and three also provided quotes for a Multi Use Games Area (MUGA), due to the cost involved, a formal tender process would have to be launched, once funding is secured.

The Playground Development Working Group due to be appointed in July, will be responsible for raising funds.

The meeting returned to Part A – Open Session

2026-27/025 Playground / Football Field Update

Playground / Park:

The Playground Warden and Consultant to the Council (as the former Clerk) provided an update on winter maintenance of the park and a general update on the park.

Noted

Football Field:

Councillor R Nelson provided an update on the football field, and the usage of the football field. **Noted**

The Consultant to the Council (as the former Responsible Financial Officer) provided an update on the Football Foundation Grant and the process for claiming future payments from the Football Foundation.

Additionally, Councillors were asked to consider the non-mandatory Play Policy that would be used to support the provision of play, sports and recreation facilities in the parish.

Resolved:

Councillors resolved to adopt the play policy.

Resolved

The Playground Warden left the meeting at 19:55.

2026-27/016 Introduction of the New Clerk

Councillors were asked to resolve to confirm the appointment of Paul Holt as the Parish Council Clerk, Responsible Financial Officer and Proper Officer.

Resolved:

Councillors confirm the appointment of Paul Holt as the Parish Council Clerk, Responsible Financial Officer and Proper Officer.

Resolved

2026-27/017 Public Participation

As there were no members of the public present, there was no public participation session.

2026-27/018 Approval of Minutes of the Previous Parish Council Meetings

Councillors approved the Minutes of the Parish Council meeting held on the 11th September 2025, **Approved**

There were no matters arising from the minutes of the previous Parish Council meeting.

Councillors approved the Minutes of the Parish Council meeting held on the 10th February 2026, **Approved**

There were no matters arising from the minutes of the previous Parish Council meeting.

Councillors approved the Minutes of the Parish Council meeting held on the 3rd of March 2026 **Approved**

There were no matters arising from the minutes of the previous Parish Council meeting.

Councillors approved the Minutes of the Parish Council meeting held on the 21st of April 2026. **Approved**

There were no matters arising from the minutes of the previous Parish Council meeting.

Councillor R Nelson signed the minutes as being a true and correct record.

2026-27/019 Year End Process 2024-25

The Consultant to the Council (as the retired Responsible Financial Officer) provided an update on 2024-25 year end. **Noted**

The one document required by PKF Littlejohn LLP, the external auditor has been provided.

2026-27/020 Year End Process 2025-26

The Consultant to the Council (as the retired Responsible Financial Officer) provided an update on the preparations for the 2025-26 year end. **Noted**

The Proper Officer and the Consultant to the Council are meeting with the Internal Auditor on the 7th of May 2026.

2026-27/021 Report by the Responsible Financial Officer – Year To Date

- The Consultant to the Council (as the retired Responsible Financial Officer) provided an update of the 2026-27 year to date position. **Noted**
- Councillors approved payments due to be made, as per the financial report included with the Agenda. **Approved**

The West Lindsey Lottery has sent the first payment of £1.50, payments will be made monthly, we get 50% of each payment, when players sign up with our unique link. This money is to be ring-fenced for the Playground and Woodland projects. **Noted**

<https://www.westlindseylottery.co.uk/support/toft-newton-parish-council>

2026-27/022 Consideration of Risk Assessments and Adoption of Health and Safety Related Policies

Councillors noted the contents of the generic, manual handling, COSHH and Display Screen Equipment Risk Assessments produced by the retired Proper Officer. **Noted**

Councillors resolved to approve the following Health and Safety policies: **Resolved**

- Health and Safety Policy
- Accident Form with RIDDOR Compliant Investigation Form
- Manual Handling Policy

The Consultant to the Council confirmed that he would make the accident form available as a printed form inside the Village Hall,

and also as a digital form that can be provided on the Toft Newton Parish Council website, along with links to basic First Aid information from one of the local or national First Aid providers.

2026-27/023 Bank Accounts:

In view of the new Financial Regulations as adopted on the 3rd of March 2026, Councillors were asked to consider increasing the number of Councillors who are signatories on the bank account from two Councillors to three or four Councillors.

Resolved:

That Councillor Bridgett Carpenter be added as a signatory to the bank mandate.

Resolved

The new Responsible Financial Officer was added to the bank mandate, with a debit card being requested for Council use.

Resolution:

The Council agreed that the new Responsible Financial Officer be added as authorised signatories to the bank account and that going forward all payments will require either two Councillors or the Responsible Financial Officer and one Councillor to approve each payment.

Resolved

Updated bank mandate forms were completed, Councillor Gibbs will be contacted to counter sign the sections of the form that apply to him.

2026-27/024 Asset of Community Value, Land off Alexandria Road, Newtoft, Colloquially Known As The Big Wood.

The Consultant to the Council provided an update.

Noted

The owner is still keen to sell the Woodland. Funding is available from various schemes but not sufficient funding from one pot of money.

The Consultant to the Council has registered the piece of Woodland with the Central Lincolnshire Local Plan co-ordinators as a potential site of biodiversity importance, which will make it easier to apply to register the site as part of a parish-wide biodiversity bank.

A biodiversity bank would sell biodiversity net gain units to developers of non-residential developments, where the development would result in a loss of natural habitats.

Currently one biodiversity net gain unit sells for £42,000, the money is invested in government approved schemes, that guarantee to improve the natural / wildlife habitats over a 30 year period.

By applying to become a parish wide biodiversity bank, Toft Newton Parish Council could work with parish-based residents, farmers, the future owners / tenants of the reservoir, etc, to increase land and water-based habitats for a range of wildlife, while increasing the effective management of trees, grasslands, and hedgerows in our parish.

Additionally, Toft newton Parish Council have been awarded 60 free trees that will be delivered in November 2026, these hedging types trees, can be used to infill gaps in the hedging around the park / football field, a requirement of the Fields in Trust deed is that we maintain a secure perimeter, the remaining trees would be offered to residents of the Parish to plant in their gardens.

2026-27/026 Events Date and Time of Future Annual Parish Council Meetings

Councillors were asked to note that the rededication of the Polish Air Force 300 Squadron memorial at the former RAF Faldingworth Airbase is taking place on Sunday, the 17th of May 2026.

All Councillors and residents are invited to attend. The former Clerk will attend.

Dates of the 2026-27 Municipal Year meetings are listed at the end of this agenda.

Meeting ended at 20:50

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:
-------------------------------------	-------

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