

Toft Newton Parish Council

E-mail: clerk@toftnewtonparishcouncil.gov.uk

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

SUMMONS

Dear Councillor,

You are hereby summoned to attend the a meeting of Toft Newton Parish Council on **Tuesday, the 7th of July 2026**, at Toft Newton Village Hall, Washington Drive, NEWTOFT, Market Rasen, Lincolnshire, LN8 3NN, commencing **at or shortly after 6:30pm**, following the completion of the Parish Meeting that commences at 6:00pm.

In accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960, as amended by section 100a of the Local Government Act 1972, schedule 12a, members of the public and press may attend the meeting and may only participate during the 'Public Participation' section of the agenda.

Recording at, and live streaming of Council Meetings is allowed, with the full knowledge of the Chairman of the meeting and must be conducted openly.

Yours sincerely,

M Lewis

Michael Lewis
Locum Proper Officer

Thursday, 2nd July 2026

Distribution list:

Parish Councillor R Nelson
Parish Councillor Gibbs
Parish Councillor J Roson
Parish Councillor Carpenter
Parish Councillor C Roson
Parish Councillor N Grimmett
Parish Councillor O Nelson
District Councillor S Hague
District Councillor D Rodgers
District Councillor P Swift
County Councillor J Smith
Toft Newton Parish Council employees and volunteers
The Rt Hon. Sir Edward Leigh, MP

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Guidance for Members of the Public Present at Parish Council Meetings

In accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960, as amended by section 100a of the Local Government Act 1972, schedule 12a, members of the public and press may attend and participate public meetings of Toft Newton Parish Council.

The Openness of Local Government Bodies Regulations 2014 permits the audio and visual recordings and photography of Parish Council public meetings, by members of the public and / or the media in accordance with the Council's protocol on Recording of Public Meetings.

1. This notice will be attached to the agenda of each public meeting held by Toft Newton Parish Council and will be included on our website <https://toft-newton.parish.lincolnshire.gov.uk/>.
2. The regulations allow any member of the public or media to use Social Media platforms, such as X, blogs, Facebook, Instagram or similar services to report the meeting.
3. Toft Newton Parish Council do not routinely record our meetings, however, arrangements can be made if so required.
 - a) If meetings are recorded, the recording will be made available to any resident of the Toft Newton parish, member of the public or the media, by prior arrangement with the Proper Officer.
 - b) In accordance with current data protection protocols, all recordings will only be retained for as long as is necessary. It would be our intention to delete the recording following the subsequent meeting.
4. At the start of each meeting the Chair or the Proper Officer will ask if anyone intends to digitally record, photograph or broadcast the meeting, so that members of the public are aware of any digital recording.
5. Although there is a statutory right to photograph and record meetings, the proceedings of the meeting must not be disrupted by the use of media tools, and any such recordings must not inhibit the involvement of other members of the public.

6. The Chair has the absolute discretion to terminate or suspend any recording activities if, in their opinion, continuing to do so would prejudice proceedings at the meeting. The circumstances in which termination or suspension might occur will include:
 - a) A public disturbance or suspension of the meeting.
 - b) The meeting agreeing to formally exclude members of the public and press from the meeting due to the confidential nature of the business to be discussed.
7. The recording and reporting of Parish Council meetings is subject to the laws in force at the time, and it is the responsibility of those undertaking the recording and reporting to ensure compliance. This will include, but is not limited to, the Human Rights Act, the Data Protection Act and the laws of libel and defamation.
8. Toft Newton Parish Council is not liable for the actions of any person making a recording of a public meeting which identifies a member of the public, nor the publication of that recording.

Protocol for the Recording of Public Meetings:

Toft Newton Parish Council supports the principle of transparency and permits the audio and visual recording of meetings open to the public, subject to the following protocol:

1. The intention to record the meeting must be declared, and members of the public present, must be asked to give consent to being recorded.
2. Where members of the public declare an objection to being recorded, the recording must be paused when the objectors speak.
3. Confidential items of business must not be recorded.

This guidance and protocol will be reviewed annually.

Date: 3rd of March 2026

Review due: Annual Parish Council Meeting - May 2027

Version number: v.001

Agenda – Parish Council Meeting

Tuesday, 7th July 2026

Following the closure of the
preceding Parish Meeting

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

Members Expected:

Councillors R Nelson, R Gibbs, J Roson, B Carpenter, C Roson, N Grimmett & O Nelson.

Officers Expected:

Locum Proper Officer

New Parish Council Clerk

Part A – Public Meeting

Agenda Item Number	Business to be Transacted	Resolutions / Actions
2026-27/078	Introduction Of The New Clerk Introductions	All
2026-27/079	Attendance The Proper Officer will make a record of: • Parish, District and County Councillors present. • TNPC Officers, and any guests or speakers present. • Any other elected representatives present. • The number of members of the public present.	Locum Proper Officer
2026-27/080	Apologies • Record of any apologies received. • Approve apologies in accordance with the Local Government Act 1972. • Note apologies in the minutes, as either approved or noted. <i>Apologies for absence must be received prior to, or at the start of the meeting to be considered valid. If no apologies are received, then the Local Government Act 1972 s.85 will apply.</i>	Locum Proper Officer
2026-27/081	Declaration of Interests • Receive and record any declarations of pecuniary or non-pecuniary interests in relation to any agenda items listed below, in accordance with the Localism Act 2011. • Record any dispensations given to Councillors by the Proper Officer in respect of any agenda items listed below. <i>Please note: declarations of interest can be made at any point during the meeting.</i>	Councillors
2026-27/082	Ratification of Appointment of The New Clerk Following a recruitment process earlier this year, two candidates were invited for informal discussions with Councillors R Nelson and B Carpenter and the outgoing Clerk.	Councillors

Subsequently a decision was made to appoint.

As discussed at the Personnel Committee meeting on Thursday, the 2nd of July 2026, and because the post is a Statutory Post Councillors are required to ratify the appointment of Lesley Keast as the new Parish Council Clerk, Responsible Financial Officer and Proper Officer.

Resolution:

*Councillors confirm the appointment of **Lesley Keast** as the Parish Council Clerk, Responsible Financial Officer and Proper Officer*

2026-27/083	Public Participation • Members of the public are given the opportunity to address the Council. • The Council will consider any points raised by members of the public, and will follow up either in this meeting, at the next meeting or between meetings. <i>Note: As per the Toft Newton Parish Council Standing Orders 2026 v002, the maximum time allowed will be 15 minutes, each member of the public shall be limited to three minutes each.</i>	Members of the Public
2026-27/084	Approval of Minutes of the Previous Parish Council Meetings • Councillors are asked to approve the Minutes of the Extraordinary Parish Council meeting held on the 23rd of June 2026. • To record any matters arising from the Minutes of the Extraordinary Parish Council meeting held on the 23rd June 2026.	Chairperson
2026-27/085	Report by the Parish Clerk: To receive an update from the Clerk of the Parish Council. • Trent SuperCluster Consultation event – 2nd July 2026. • St Michael’s Church, Newton-by-Toft. • General update.	Locum Clerk
2026-27/086	Update And Minutes From The Personnel Committee Councillors are asked to note the following update from the Personnel Committee: The Personnel Committee agreed to annualise the hours of the Clerk’s post to 156 hours per year, rather than state the post is 3 hours per week – this will allow greater flexibility during busier times. And to provide an annualised pot of overtime to be used as required, but to be agreed with the Chair of the Personnel Committee in advance of use. See document attached.	Locum Proper Officer & Chair of Personnel Committee

Resolutions:

Resolution 1:

The Full Council resolves to accept the recommendation of the Personnel Committee; to agree to the formalisation of an annualised hours scheme to be implemented immediately.

and

Resolution 2:

The Full Council resolves to accept the recommendation of the Personnel Committee; that is accept Option 2 (up to a maximum of 26 hours annually) with regards to implementing an annualised pot of overtime hours that can be used during peak periods, and during the induction of a new Clerk.

Councillors are asked to note the following minutes:

- Personnel Committee meeting held on the 2nd of July 2026.

2026-27/087	Parish Update: • Update on parish issues. • Maintenance of roads, hedges, street lighting, etc. • Avian Influenza. • Any other issues.	Locum Clerk
2026-27/088	Consideration of the Outcome of the Parish Meeting: Councillors are asked: • To consider the discussions of the preceding Parish Meeting on Faldingworth Defence Limited. • Decide if Toft Newton Parish Council should make representations to the HSE appeal.	Councillors
2026-27/089	PSTN Switch Off Councillors are asked to note that: • The old copper wire telephone network is being switched off across the UK, with the last exchanges expected to be turned off in January 2027. • As yet there is no date for the West Lindsey area switch off, but it is coming within the next few months. • This will impact residential and business landline users in the parish.	Locum Clerk
2026-27/090	Village Hall / Social Club Update: • To receive an update on Toft Newton Village Hall. • To receive an update on Newtoft Social Club.	Chairperson
2026-27/091	Planning: Councillors are asked to respond as a Statutory Consultee on the following Planning Applications: • No planning applications received. To receive an update on planning application WL/2025/00687, the proposed poultry farm at Faldingworth.	Locum Proper Officer

- There is no new update.

Additionally, Councillors are asked to note that the Central Lincolnshire Local Plan is currently being revised based on national changes to the:

- National Policy Planning Framework (NPPF).
- Local Planning requirements.
- Neighbourhood Planning.
- Spatial Development Strategies.
- Strategic Planning Boards.

As a result, Central Lincolnshire (comprising West Lindsey District Council, the City of Lincoln Council, and North Kesteven District Council) have begun to revise various aspects of the 2023 Local Plan, there will be several consultations during the coming months / years.

2026-27/092

Parish Council Updates

**Locum
Proper
Officer**

To adopt the Mandatory policies deferred from the 23rd of June 2026, those being:

- Vexatious Complaints Policy
- Equality, Diversity and Inclusion Policy
- Anti-Harassment Policy (Sexual and General)
- Modern Slavery Policy
- Safeguarding Vulnerable People Policy
- Communication Policy
- Pay Policy
- Employee and Volunteer Expenses Policy
- Flexible Working Policy
- Equality and Diversity in Employment Policy
- Annual Leave Policy
- Emergency Dependents Leave Policy
- Carer's Leave Policy
- Compassionate Leave Policy
- Maternity, Paternity and Adoption Leave Policy and forms
- Staff Appraisal (including Probationary Meetings) Policy and forms
- Whistleblowing Policy
- Disciplinary Policy
- Grievance Policy
- Training and Development Policy
- Sick Leave Policy

Resolution:

Toft Newton Parish Council resolve to adopt the policies as detailed above and further resolve these policies will apply from the conclusion of this meeting.

To adopt the Advisory policies deferred from the 23rd of June 2026, those being:

- Environmental and Sustainability Policy
- Menopause Policy
- Domestic Abuse Policy
- Social Media Policy
- Employee Code of Conduct
- Dignity at Work Policy

Resolution:

Toft Newton Parish Council resolve to adopt the policies as detailed above and further resolve these policies will apply from the conclusion of this meeting.

To receive updates on any other Parish Council issues:
Councillors are asked to consider the following:

- Logo Design Competition
- Grant Making Policy

If agreed to these would be publicized within the parish in due course.

2026-27/093	Report by the Responsible Financial Officer – 2024-25 Year End Process	Locum Responsible Financial Officer
	• Councillors are asked to note the outcome of the 2024-25 Year End Process.	
2026-27/094	Report by the Responsible Financial Officer – 2025-26 Internal Audit	Locum Responsible Financial Officer
	• Update on the submission of the AGAR. • Councillors are asked to consider the report on switching to gov.uk e-mail addresses for all Councillors, employees and relevant volunteers.	

Resolution 1:

Toft Newton Parish Council resolve to move to the Parish Online Premium Package as outlined in the report above, and that this move to Parish Online should be implemented as soon as possible.

and

Resolution 2:

Toft Newton Parish Council resolve that funding be allocated on an ongoing basis into the E-mail Provision budget heading / expenditure code E/029, and that the budget of £200 in Website Support E/027 for 2026-27 be reallocated to E/029 and split across the 2027-28 and 2028-29 financial years to go towards meeting the increased costs.

2026-27/095	Bank Mandate Update	Locum Responsible
	• Councillors R Gibbs, J Roson and B Carpenter, Lesley Keast (the new Clerk) and the Locum RFO (as the Consultant to the Council) to sign the bank mandate forms.	

- The Clerk will also complete the Debit Card mandate form.
- Once all signatures are completed and the form has been checked it can be sent to The Co-operative Bank to add Lesley Keast and Councillor B Carpenter as new signatories.
- As previously agreed, all payments will require two account signatories to approve them, via the online system, which will shortly be available via a smartphone banking app as well as online.

**Financial
Officer**

2026-27/096

HMRC Approved Mileage Rates

Councillors are asked to note the change in HMRC approved mileage rates that apply from the 1st of March 2026 and the 6th of April 2026, as per the report attached.

**Locum
Responsible
Financial
Officer**

Councillors are asked to approve the increase in the HMRC approved mileage rates being paid to employees, Councillors and volunteers, and back dated to the date of the changes.

Resolution 1:

Toft Newton Parish Council resolve to adopt the new HMRC approved mileage rates as detailed for employees, Councillors and volunteers.

and

Resolution 2:

Toft Newton Parish Council resolve that these updated rates will apply from the dates as approved by HMRC, those being: 1st of March 2026 for electric cars and the 6th of April 2026 for petrol and diesel cars, with the appropriate uprated backpay being paid on the July 2026 pay day.

Councillors are asked to note that adopting these revised rates will mean that various documents as referred to in the report will need to be updated, revised versions will need to be approved at a future Parish Council meeting.

2026-27/097

Report by the Responsible Financial Officer – Year To Date

- To receive an update of the 2026-27 year to date position.
- To approve payments due to be made.
- To note any Invoices that have been sent and the VAT claim for April to June 2026.
- Following the decision by the Council at the Extraordinary Parish Council meeting held on the 23rd of June 2026, to not provide a pension – Councillors are asked to approve the provision of generic pension information that can be shared with employees of the Council.

**Locum
Responsible
Financial
Officer**

Resolution 1:

Councillors resolve to approve the payments as per the Financial Report.

and

Resolution 2:

Councillors resolve to approve the sharing of generic information from the HM Government website on pensions.

2026-27/098	Asset of Community Value, Land off Alexandra Road, Colloquially Known As The Big Wood To receive an update on the current situation with regards to The Big Wood.	Locum Clerk
2026-27/099	Playground / Football Field Update Playground / Park: - To receive a general update on the park. Football Field: - To receive an update on the football field. - To receive an update on the usage of the football field. - To receive an update on the Football Foundation Grant.	Playground Warden Chairperson
2026-27/100	Terrorism (Protection of Premises) Act 2025 (known as Martyn's Law) Update The Terrorism (Protection of Premises) Act 2025 received Royal Assent on the 3rd of April 2025, the government intends that there is an implementation period of at least 24 months for organisations to prepare for the changes. Councillors are asked to note the following: - A premises is defined as at least one building, a group of buildings or building(s) and land. - That the premises are wholly or mainly used for the sale of goods, the sale of food or drink, for entertainment or leisure, as sports grounds, libraries, museums or galleries, or as halls, hotels, visitor attractions, places of worship, for healthcare, public transport stations, aerodromes, childcare or education - It is reasonable to expect that at least 200 individuals (including staff) may be present at the same time, from time to time. - Is not an exempt premises under Schedule 2 of the act. Things to consider: - Toft Newton Parish Council owns the playing field, park and football pitch. - Toft Newton Village Hall Association is responsible for the Village Hall. - Neither are exempt under Schedule 2 of the Terrorism (Protection of Premises) Act 2025. - The Village Hall at full capacity would not accommodate more than 180 as per the bookings policy on the Toft Newton Village Hall website. - The Parish Council and Village Hall are unlikely to host separate events at the same time which would take the	Locum Proper Officer

number of participants including Village Hall and Parish Council staff and volunteers above 200.

- Therefore, neither Toft Newton Parish Council nor Toft Newton Village Hall Association need to take any extra action to comply with the Terrorism (Protection of Premises) Act 2025.

Councillors are therefore asked to be mindful of any future changes to the law which might require additional training, enhanced first aid provisions and Security Industry Authority (SIA) regulated security to be provided at future events.

2026-27/101

Equality Act 2010: Draft Code of Practice for services, public functions and associations 2026

**Locum
Proper
Officer**

Councillors are asked to note that the Minister for Women and Equalities laid before Parliament the Equality and Human Rights Commission's updated draft guidance on the 21st of May 2026, meaning that it became Statutory Guidance on the 1st of July 2026.

The Code of Practice is not law; but it is designed to help HM Courts and Tribunals Service when deciding discrimination cases.

At 340+ pages, there is a lot to digest, therefore, it would be appropriate to wait for Lincolnshire Association of Local Councils (LALC), the National Association of Local Councils (NALC), the Local Government Association (LGA) or the Society of Local Council Clerks (SLCC) to issue guidance for Town and Parish Councils before creating any further policies or procedures that have an equality basis to them at this stage.

<https://www.gov.uk/government/publications/equality-act-2010-draft-code-of-practice-for-services-public-functions-and-associations-2026>

Any implications from the Code could apply to Toft Newton Parish Council (services and facilities provider), Toft Newton Village Hall Association (facilities provider) and to Newtoft Social Club (membership association).

2026-27/102

Greater Lincolnshire Update

**Proper
Officer**

Updates on Local Governance within Greater Lincolnshire, to include:

- **West Lindsey District Council** update.
West Lindsey have recently published a Corporate Plan that covers 2026-230. "Our West Lindsey, Our Future"
<https://www.west-lindsey.gov.uk/council-democracy/how-council-works/key-plans-policies-strategies/our-west-lindsey-our-future-our-corporate-plan-2026-2030>
- **Lincolnshire County Council** update.

**District &
County
Councillors**

- **Greater Lincolnshire Combined County Authority** update.
- **Local Government Reorganisation** update.
- **Lincolnshire Police** update.

2026-27/103

Events and Future Meetings

**Locum
Proper
Officer**

Future Meetings:

- Please note the 3rd of November 2026 meeting needs moving to either the preceding week or the end of November / beginning of December – Tuesday, the 27th of October 2026 is recommended.

Date and time of upcoming meetings:

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

Tuesday, 8 th September 2026	6:00pm	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	6:00pm	Parish Council meeting
Tuesday, 12 th January 2027	6:00pm	Parish Council meeting
Tuesday, 2 nd March 2027	6:00pm	Annual Parish meeting
Tuesday, 2 nd March 2027	6:30pm	Parish Council meeting