

Toft Newton Parish Council

E-mail: clerk@toftnewtonparishcouncil.gov.uk

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

Minutes of the Extraordinary Parish Council Meeting

Tuesday, 23rd June 2026

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

Members Present:

Parish Councillors R Nelson, N Grimmett, B Carpenter, O Nelson, J Roson, R Gibbs

In attendance:

Michael Lewis, Locum Parish Council Clerk, Responsible Financial Officer and Proper Officer
Natalie Mellors, Playground Warden

There were no members of public present.

Meeting started at 18:35

Part A – Public Meeting

Agenda Item Specifics from Agenda and summary of discussions Number

2026-27/037 Election of Chairperson for the 2026-27 Municipal Year

In accordance with the Local Government Act 1972, s.15 (1), Toft Newton Parish Council is **MANDATED** to elect a Chairperson for the 2026-27 Municipal Year.

Nominations were sought.

Councillor R Nelson was nominated by Councillor B Carpenter to serve as the Chairperson for the 2026-27 Municipal Year.

Councillor R Nelson confirmed that he was happy to serve as the Chairperson for another year. All Parish Councillors present endorsed this election.

Resolution:

Toft Newton Parish Council resolved that Councillor Robert Nelson be elected to serve as the Chairperson for the 2026-27 Municipal Year.

Councillor R Nelson, as the Chairperson of Toft Newton Parish Council, signed the Declaration of Acceptance of Office form.

2026-27/038 Attendance

The Locum Proper Officer has recorded the attendance of this meeting above.

2026-27/039 Apologies

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

- Parish Councillor C Roson – work related reasons prevented him attending.

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

- County Councillor J Smith.

There was a general consensus that it is very much appreciated to receive apologies from the County and District Councillors, as it demonstrates that we are on their radar, even if they cannot attend a parish council meeting.

2026-27/040 Declaration of Interests

No declarations of interests were recorded.

The Locum Proper Officer explained that the recent enactment of the **English Devolution and Communities Empowerment Act 2026** which comes into force on the 29th of June 2026, changes what information can legally be displayed on the Parish and District Council websites about Councillors.

The main change is that the Localism Act 2011 as amended by the English Devolution and Communities Empowerment Act 2026, requires that Councillor's home addresses are no longer routinely displayed on Council websites. Therefore, West Lindsey District Council is in the process of redacting each Councillor's Register of Interest form as displayed on their website.

The Locum Proper Officer further explained that Councillors can explicitly opt-in to have their home address displayed by completing an opt-in form which must be returned to the West Lindsey District Council Monitoring Officer.

No Parish Councillors opted in, as it was felt that in such a close-knit community, Councillors' home addresses were widely known anyway.

The Locum Proper Officer confirmed that no home addresses were displayed on the Parish Council website.

2026-27/041 Election of Vice-Chairperson for the 2026-27 Municipal Year

In accordance with the Local Government Act 1972, s.15 (2), Toft Newton Parish Council may elect a Vice-Chairperson for the 2026-27 Municipal Year.

Councillor R Gibbs has been the Vice-Chairperson in previous years, having been first elected in November 2022. However, Councillor R Gibbs was not present at this point in the meeting therefore, it was agreed to defer the Election of a Vice-Chair until a later date, to allow Councillor Gibbs the opportunity to stand again, should he wish to do so.

Deferred.

2026-27/042 Clerk Update

The Locum Clerk provided an update on the Clerk's role.

Paul Holt was appointed as the new Clerk in March 2026, and took up post on the 1st of April 2026. He has since resigned his post due to the number of hours required to fulfil the role and difficulty fitting them in around his full-time role, which is based in Newark.

Therefore, Michael Lewis is once again acting as the Locum Clerk. However, due to his serious ill health, he cannot undertake this role for long, so a new Clerk will need to be appointed ASAP.

Michael Lewis, placed on record his ***“thanks, to Paul Holt, for his dedication and suggestions during the last few months, and for his interest in Toft Newton Parish Council”***.

2026-27/043 Public Participation

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

2026-27/044 Approval of Minutes of the Previous Parish Council Meetings

- Councillors noted the minutes of the Annual Parish Council meeting, held on the 5th of May 2026 – these will be approved at the next Annual Parish Council meeting, due to be held on the 11th of May 2027.
- Councillors approved the Minutes of the Parish Council meeting held on the 5th of May 2026.
- Councillors acknowledged the notes of the deferred Personnel Committee meeting due to have been held on the 5th of May 2026.
- There were no matters arising from the minutes of the Parish Council meeting, held on the 5th of May 2026.

Resolution:

Councillors resolved to approve the minutes of the Parish Council meeting as held on the 5th of May 2026.

Councillor R Nelson as the Parish Council Chairperson signed the minutes as being a true record of the meeting.

Councillor R Gibbs arrived at 19:03

2026-27/041 The Locum Proper Officer asked the Chair to return to **2026-27/041** and approve the Election of Vice-Chairperson for the 2026-27 Municipal Year, the Chairperson duly agreed.

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

In accordance with the Local Government Act 1972, s.15 (2), Toft Newton Parish Council may elect a Vice-Chairperson for the 2026-27 Municipal Year.

Councillor R Gibbs was asked if he wanted to serve as the Vice-Chairperson again, he confirmed he was happy to do so, there were no other nominations.

Resolution:

Toft Newton Parish Council resolved that Councillor Russell Gibbs be elected to serve as the Vice-Chairperson for the 2026-27 Municipal Year.

Councillor R Gibbs as Vice-Chairperson of Toft Newton Parish Council, signed the Declaration of Acceptance of Office form.

2026-27/045 Appointment of Personnel Committee

Previously Toft Newton Parish Council has not had any committees or working groups. The Locum Proper Officer had been keen to set up a Personnel Committee for some time, to delegate the recruitment and management of staff

to a smaller number of Councillors, as is required by the Hillingdon Authority 1986, and pointed out as being an Urgent Priority by the Internal Auditor.

Councillors were asked to elect three Councillors to form a Personnel Committee.

Resolution:

Toft Newton Parish Council resolved that Councillors R Nelson, J Roson and B Carpenter be elected to serve as members of the Personnel Committee for the 2026-27 Municipal Year.

Councillors can also elect Independent Members from within the Community to serve on Committees and Working Groups. There were no applications for Independent Members to consider.

A date was set for the first meeting of the Personnel Committee meeting – this being: Thursday, the 2nd of July 2026 starting at 6pm.

2026-27/046 Appointment of Playground Development Working Group

The Locum Proper Officer wanted to establish a Playground Working Group, which he would Clerk in his role as a Pro-Bono Consultant to the Council, freeing up time for the new Clerk once appointed.

However, Councillors wished to discuss Playground Development related issues during Full Council meetings rather than have more meetings.

Resolution:

Toft Newton Parish Council resolved not to establish a Playground Development Working Group for the 2026-27 Municipal Year.

2026-27/047 Appointment of a Councillor to be the Social Media Champion

Councillors were asked to appoint a “Social Media Champion”, who will post on the Facebook and WhatsApp Groups that cover the Parish, including:

- Newtoft News,
- The Real Newtoft News
- Tudor Close group

The aim of this role is to let residents know about meetings, events and other Council business, and to post on a fairly regular basis, doing so will encourage residents to visit the Parish Council website, which is rapidly becoming a vast resource for parish, district and county information, news and events.

The new Clerk / Chairperson of the Parish Council / Consultant to the Council will provide information to be posted, any queries from residents will be referred to the Clerk.

Resolution:

Toft Newton Parish Council resolve that Councillor Nicola Grimmatt be appointed to serve as the Social Media Champion for the 2026-27 Municipal Year.

The Locum Clerk will also ask Alice Lyall, the Church Warden at St Michael's Church in Newton by Toft to share information on their Facebook page.

2026-27/048 **Adoption of Revised Standing Orders**

Toft Newton Parish Council adopted revised Standing Orders on the 3rd of March 2026, these are available on the Toft Newton Parish Council website. However, between the Locum Proper Officer downloading and updating these, and the Council approving them, changes had been made at a national level and therefore the standing Orders were slightly out of date.

The Locum Proper Officer outlined the minor changes, these were the use of gender neutral language, so Chairperson instead of Chairman is used the in NALC model standing orders – Toft Newton Parish Council had mostly been using gender neutral language anyway. Other changes including generic formatting changes and amendments to standing order 14 Code of Conduct Complaints and standing Order 18 Financial Controls and Procurement.

Resolution:

Toft Newton Parish Council resolved to adopt an edited version of the NALC Model Standing Orders (England) 2018, as updated in 2022 and 2025, as our own Standing Orders, and further resolve that this updated version will apply from the next Parish Council meeting.

These updated Standing Orders are listed on the Toft Newton Parish Council website as Standing Orders 2026 v002.

The Proper Officer confirmed that the “Guidance for Members of the Public Present at Parish Council Meetings” also adopted on the 3rd of March 2026, remains unchanged.

Adoption of Revised Financial Regulations

As with the Standing Orders, the Financial Regulations that were adopted on the 3rd of March 2026, are also out of date. Therefore, new a revised version needed to be approved by Council.

The Locum Responsible Financial Officer outlined the changes to the revised Financial Regulations; these related only to regulation 5 Procurement.

Resolution:

Toft Newton Parish Council resolved to adopt an edited version of the NALC Model Financial Regulations 2025, as our own Financial Regulations, and further resolved that this updated version will apply from the conclusion of this meeting.

These updated Financial Regulations are listed on the Toft Newton Parish Council website as Financial Regulations 2026 v002.

2026-27/049 **Adoption Of The Transparency Code**

Toft Newton Parish Council are required to adopt the HM Government Transparency Code for Smaller Authorities from 2015, additionally the Locum Proper Officer produced a Toft Newton Parish Council specific version.

Resolution:

Toft Newton Parish Council resolved to adopt the Toft Newton Parish Council Transparency Code and the accompanying HM Government Transparency Code for Smaller Authorities which will apply from the conclusion of the meeting.

2026-27/050 Code of Conduct, Standing Orders and Governing Documents Confirmation of Acceptance

On the advice of the 2025-26 Internal Auditor, Councillors were asked to confirm that they accept the following documents – all verbally agreed.

Councillors will be required to reconfirm their commitment on an annual basis to the:

- West Lindsey District Council – Code of Conduct
- Toft Newton Parish Council – Standing Orders 2026 v002
- Toft Newton Parish Council – Financial Regulations 2026 v002
- HM Government – Transparency Code
- ICO – Publication Scheme

The Locum Proper Officer has produced a form to be signed at the Annual Parish Council meeting from the 2027-28 Municipal Year.

2026-27/051 Adoption of Legal, Operational and Financial Policies, Procedures and Protocols (Mandatory)

As part of the ongoing review of the policies of Toft Newton Parish Council, the Locum Proper Officer asked the Council to approve the following **MANDATORY** policies.

- Complaints Policy

Resolution:

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

The following mandatory policies were deferred to the 7th of July, as illness meant that the Locum Proper Officer had not managed to update them fully:

- Vexatious Complaints Policy
- Equality, Diversity and Inclusion Policy Statement
- Anti-Harassment Policy (Sexual and General)
- Modern Slavery Policy
- Safeguarding Vulnerable People Policy
- Communication Policy

Adoption of Legal, Operational and Financial Policies, Procedures and Protocols (Advisory)

As part of the ongoing review of the policies of Toft Newton Parish Council, the following **ADVISORY** policies were also deferred to the 7th of July 2026.

- Environmental and Sustainability Policy
- Menopause Policy
- Domestic Abuse Policy
- Social Media Policy

2026-27/052 Report by the Responsible Financial Officer – 2024-25 Year End Process

The Locum Responsible Financial Officer advised Councillors that PKF Littlejohn LLP had requested further information and that he had provided this – a further update will be provided in due course.

2026-27/053 Report by the Responsible Financial Officer – 2025-26 Internal Audit

- The Locum Responsible Financial Officer provided Councillors with a verbal update on the contents of the report from the Internal Auditor.
- The Locum Responsible Financial Officer will ensure that all points from the Internal Auditors report are addressed so that any items that need approving, can be approved on the 7th of July.

The Locum Responsible Financial Officer deferred the following to the 7th of July 2026:

- A report on switching to gov.uk e-mail addresses for all Councillors, employees and relevant volunteers.

2026-27/054 Signing of 2025 AGAR Forms

The Chair and the Locum Responsible Financial Officer signed the AGAR in the required places.

The following forms and documents will be submitted to PKF Littlejohn LLP prior to the 30th June 2026 deadline:

- AGAR Form 2 (pages 1-6).
- 2025-26 Internal Audit Report – both documents, unredacted.
- Action Plan to meet any issues identified during the 2025-26 Internal Audit.
- Action Plan update on 2024-25 Internal Audit Report – dated 31/03/2026, produced by the Locum Responsible Financial Officer (RFO).
- List of payments in Excess of £100.
- Analysis of Variances.
- Bank Reconciliation Table.
- Notice of Exercise of Public Rights.
- Contact Details Form for the Locum RFO.

Redacted versions of these documents will also be uploaded to the Toft Newton Parish Council website.

2026-27/055 Report by the Responsible Financial Officer – Year To Date

Due to illness the Locum Responsible Financial Officer deferred this report and will combine it with the report due on the 7th of July.

A discussion took place about the Football Pitch Hire Charges Protocol, the Chair stated that it was good to have this written down – a corrected version will be signed on the 7th of July by the Vice-Chairperson of the Parish Council, the RFO and the Chair of the Village Hall Association.

2026-27/056 Bank Mandate Update

Due to the resignation of the Clerk, this now needs to be re-done, however, this will be deferred to the 7th of July 2026, when new forms can be completed in full and all signatories can bring ID with them.

2026-27/057 HMRC Approved Mileage Rates

The Locum Responsible Financial Officer deferred this due to not having the most recent expenses claim from the former Clerk, so any figures included in the report are not correct.

2026-27/058 Adoption of Employment Related Policies, Procedures and Protocols (Mandatory)

The following mandatory policies were deferred until the 7th of July 2026 as illness meant that the Locum Proper Officer had not managed to update them fully:

- Pay Policy
- Employee and Volunteer Expenses Policy
- Homeworking 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 & Forms
- Staff Appraisal Policy & Forms
- Whistleblowing Policy
- Disciplinary Policy
- Grievance Policy
- Training and Development Policy
- Sick Leave Policy Statement

The following advisory policies were deferred until the 7th of July 2026 as illness meant that the Locum Proper Officer had not managed to update them fully:

- Employee Code of Conduct
- Dignity at Work Policy

2026-27/059 Events and Future Meetings

Councillors noted the dates Of Future Meetings:

It was agreed to start meetings at 6pm again, the time was moved to allow the previous Clerk time to travel from Newark to the parish. The Locum Proper Officer noted that the Local Government Act 1972 stipulates that 6pm shall be the ordinary meeting time, unless agreed by the Council.

The Locum Proper Officer stated that a Parish Meeting on the Faldingworth Defence Limited appeal hearing in respect of the HSE varying their explosives license is to be held, prior to the 7th of July 2026 Parish Council meeting, as the Parish Council has been invited to make a submission, should they wish to, and he felt that any submission should be a summary of views of the residents of the parish.

Consultations:

The Locum Proper Officer advised Councillors that the following Local and National Consultations are currently taking place and may be added to the agenda for the 7th of July 2026:

- Lincolnshire Minerals and Waste Local Plan – deadline: 31st July 2026
<https://www.letstalk.lincolnshire.gov.uk/mwplan-2026>.

- Permitted Development Rights; schools, assets of community value, defence and conservation – deadline: 5th August 2026
<https://www.gov.uk/government/consultations/permitted-development-rights-schools-assets-of-community-value-defence-and-conservation>.
- Time off for public duties – deadline: 4th September 2026
<https://www.gov.uk/government/consultations/time-off-for-public-duties>.

Councillors were asked to note and share the following with local residents:

You can now get the latest news from Toft Newton Parish Council straight to your computer, tablet or phone, all you need to do is subscribe to our RSS feeds.

The 'latest news' feed link you need to subscribe to is:

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

The 'events' feed link you need to subscribe to is:

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

Residents may need a dedicated RSS feed reader to view the content and for it to make sense. The Locum Clerk uses FLAT RSS which can be downloaded for Apple and Android devices and used on a PC as a web browser plug-in.

2026-27/060 Exclusion Of The Public and Press

As there were no members of the press or public present there was no need to resolve to hold the following discussions in private.

Part B – Confidential Section

Agenda Item Number Specifics from Agenda and summary of discussions

2026-27/061 Report by the Responsible Financial Officer – 2025-26 Internal Audit
There were no confidential elements of the 2025-26 Internal Audit Report to discuss.

2026-27/062 Pensions
Councillors were asked to give consideration to a confidential report on providing pensions for Toft Newton Parish Council employees.

Resolution:

Toft Newton Parish Council resolved not to provide pensions to employees on the basis that neither of the employees meet the threshold criteria for automatic compulsory enrolment nor the minimum threshold for voluntary enrolment.

The Parish Council may still be required to provide information on generic pensions, if this is the case, information will be provided that is publicly available on the HM Government website.

2026-27/063 Pensions Policy
As Councillors resolved not to provide a pension for Council employees, there is no need to approve a policy.

Meeting ended at 20:20

Please note:

In accordance with our Standing Orders 2026 v002, 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.

Thursday, 2 nd July 2026	6:00pm	Personnel Committee meeting
Tuesday, 7 th July 2026	6:00pm	Parish meeting on Faldingworth Defence Limited
Tuesday, 7 th July 2026	6:30pm	Parish Council meeting
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