

Toft Newton Parish Council

E-mail: clerk@toftnewtonparishcouncil.gov.uk
Website: <https://toft-newton.parish.lincolnshire.gov.uk>

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, 27th October 2026 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:

Proper Officer
Consultant to the Council

Part A – Public Meeting

Agenda Item Number	Business to be Transacted	Resolutions / Actions
2026-27/138	Use of an AI App to record the meeting Councillors are asked to approve the use of an AI App to record this meeting, as per the 8th of September 2026 meetings, this is to aid the minute taking process. Councillors to introduce themselves so that AI can pick up the correct names Resolution: <i>Toft Newton Parish Council resolves that the Proper Officer/Consultant can use AI apps to record this, and subsequent meetings for the remainder of the civic year.</i>	Proper Officer
2026-27/139	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.	Proper Officer
2026-27/140	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>	Proper Officer

2026-27/141	Declaration of Interests • Councillors are asked to update their Register of Member Interests forms. • Councillors are asked to update their contact details and privacy consent. <i>Please note: declarations of interest can be made at any point during the meeting.</i>	Proper Officer
2026-27/142	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
2026-27/143	Approval of Minutes of the Previous Parish Council Meetings • Councillors are asked to approve the Minutes of the previous Parish Council meeting held on the 8th September 2026. • To record any matters arising from the Minutes of the Parish Council meeting held on the 8th September 2026.	Chairperson Councillors
2026-27/144	Update from District and/or County Councillors and/or any other local representatives - Update from the District Councillors - Update from the County Councillor - Update from any other local representatives	District Councillors, County Councillor, local representatives
2026-27/145	Update from the Proper Officer - Verbal update from the Proper Officer on any Council related business. - Training opportunities -	Proper Officer
2026-27/146	Update from the Personnel Committee - Playground Warden recruitment update. - Councillors are asked to note the minutes of the Personnel Committee meetings held on the 8th of September and 12th of October 2026.	Chair of Personnel Committee & Consultant to the Council

2026-27/147	Parish Council Policies and Procedures Update Logo competition - revised dates - deadline 23rd of December 2026. Councillors are asked to adopt the following MANDATORY policies: - Recruitment and Selection policy - Sick Leave policy - Parental Bereavement policy - Paternity Leave policy - Whistleblowing policy Councillors are asked to adopt the following ADVISORY policies: - Grants Making Policy and Application Form Councillors are asked to approve the following protocols: - Operation Menai Bridge.	Proper Officer and Consultant to the Council
2026-27/148	Update on the Playground, Playing Field and Football Pitch Update on the RoSPA PlaySafe Inspection - action plan for completing work needed. Update on the playing field. Update on the football pitch. Update on the bins on the playing field	Proper Officer, Consultant to the Council, Chairperson
2026-27/149	Village Hall / Social Club Update: • To receive an update on Toft Newton Village Hall. • To receive an update on Newtoft Social Club.	Chairperson
2026-27/150	Parish Issues Update: • Update on any parish related issues • Grit bins update,	Chairperson Proper Officer
2026-27/151	Planning update Councillors are asked to note the re-consultation response as submitted by the Consultant to the Council in relation to WL/2025/00687 - Planning permission for erection of a poultry	Consultant to the Council

farm comprising 6no poultry houses and associated infrastructure, at Spridlington Road, Faldingworth.

Councillors are asked to consider any planning applications that have been received from West Lindsey District Council.

Nationally Significant Infrastructure Projects (NSIP) -
Consultant to the Council to provide a brief update on NSIP

- Councillors are asked to consider agreeing to the proposed Toft Newton Parish Council Planning principles and aspirations, which will form the basis of all local planning consultation responses.

Resolution 1:

Councillors resolve to agree to the proposed Toft Newton Parish Council Planning principles and aspirations.

2026-27/152	Report by the Responsible Financial Officer: 2024-25 Year end update PKF Littlejohn LLP still have not provided the external audit report.	Consultant to the Council
2026-27/153	Report by the Responsible Financial Officer: 2025-26 Year end update The Consultant to the Council has updated the Action that was shared at the 8th of September 2026 Parish Council Meeting - almost everything has been addressed - there are only a handful of issues to be completed	Consultant to the Council
2026-27/154	Report by the Responsible Financial Officer: 2026-27 Interim Internal Audit Verbal report	Proper Officer
2026-27/155	Report by the Responsible Financial Officer: Year to Date report - Year to date report. - Savings accounts are finally opened - Instant Access, 35 Day Access and 95 Day Access Councillors are asked to resolve to: "Transfer monies from the current account that pays no interest to the savings accounts, to enable to Parish Council to maximise it's interest and therefore, increase income, as detailed below: Current Account: maintain an operational balance of around £2,000 Instant Access: transfer £2,000	Proper Officer

35 Day Access: transfer £2,000 plus move the West Lindsey Lottery income to this account

95 Day Access: transfer £4,000

Councillors agree to keep this under constant review."

Bank mandate update.

Councillors are asked to resolve to:

Resolution:

Remove Michael Lewis, the Consultant to the Council from the bank mandate now that all Councillors are listed as people with significant control.

Note: the bank signatories will therefore be the Responsible Financial Officer: Lesley Keast, and Councillors: Bridgett Carpenter, Russell Gibbs and Jackie Roson

2026-27/156	2027-28 Budget and Precept Councillors agreed to increase the precept by 2% for 2026-27 and at the same time (February 2026) agreed to increase the precept by a further 2% in 2027-28. Councillors are asked to note the draft budget for 2027-28, and to agree to a provisional precept figure. Resolution: Toft Newton accept a provisional draft budget figure for submission to WLDC as the estimated Toft Newton precept. Estimated precept figure needs to be provided to WLDC by the 20th November 2026 and final claim by the 22nd of January 2027.	Proper Officer/ Consultant to the Council
2026-27/157	Update from the Consultant to the Council - Giving Tuesday poster - Update on any issues not already covered •	Consultant to the council
2026-27/158	Greater Lincolnshire Update Updates from: - West Lindsey District Council - Lincolnshire County Council	Consultant to the Council

- Local Government Reorganisation
- Greater Lincolnshire Combined County Authority
- Lincolnshire Police
- Lincolnshire Fire and Rescue
- Lincolnshire NHS
- Lincolnshire Association of Local Councils

2026-27/159 Free Trees for Communities

**Consultant
to the
Council**

- Please promote the Free Trees to parish residents - the poster is attached, as is a QR Code.

The link to find out more information is: <https://toft-newton.parish.lincolnshire.gov.uk/news/article/46/free-trees>

The link for residents to place their order is: <https://forms.zoho.eu/toftnewtonparishcouncil1/form/FreeTreesApplication>

2026-27/160 Events and Future Meetings

**Proper
Officer**

- Remembrance Sunday: Sunday 8th November 2026
- Future Meetings

Date and time of upcoming meetings:

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

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

Elections:

6th May 2027 – Toft Newton Parish Council elections

6th May 2027 – West Lindsey District Council elections

The Pre-election period (previously known as purdah) will start towards the end of March 2027.