

Toft Newton Parish Council

E-mail: clerk@toftnewtonparishcouncil.gov.uk

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

SUMMONS

Dear Councillor,

Annual Parish Council Meeting

You are hereby summoned to attend the next meeting of Toft Newton Parish Council on **Tuesday, the 5th May 2026**, at Toft Newton Village Hall, Washington Drive, NEWTOFT, Market Rasen, Lincolnshire, LN8 3NN, commencing at 6:30pm.

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,



Paul Holt BA (Hons), BSc, ACMA
Proper Officer

Tuesday, 28th April 2026

Distribution list:

Parish Councillor Nelson (Chair of Parish Council)
Parish Councillor Gibbs (Vice Chair of Parish Council)
Parish Councillor Carpenter
Parish Councillor C Roson
Parish Councillor J Roson
District Councillor Hague
District Councillor Rodgers
District Councillor Swift
County Councillor 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: Annual Parish Council Meeting

Members expected:

Councillor R Nelson, Councillor R Gibbs, Councillor J Roson, Councillor B Carpenter and Councillor C Roson

Officers expected:

Proper Officer

Part A – Public Meeting

Agenda Item Number	Specifics from Agenda and summary of discussions	Responsible Member / Officer
2026-27/001	Election of Chairperson for the 2026-27 Municipal Year <ul style="list-style-type: none">Elect a Chairperson.Chairperson to sign the Declaration Acceptance of Office form.	Proper Officer / Chair
2026-27/002	Attendance <ul style="list-style-type: none">Record of Parish Councillors present.Record of District and County Councillors present.Record of TNPC Officers present.Record of any guests or speakers present.Anonymised record of any members of the public present.	Proper Officer
2026-27/003	Apologies <ul style="list-style-type: none">Record of any apologies received.Approve apologies in accordance with the Local Government Act 1972.Note apologies in the minutes.	Proper Officer
2026-27/004	Co-option of Additional Councillors <ul style="list-style-type: none">To consider any applications for Co-option.Once the Proper Officer has confirmed eligibility, any candidates will be encouraged to address Councillors, prior to a vote taking place.The resolution being voted on would be: <i>“Councillors’ approve the Co-option of {insert name} to the role of Parish Councillor, for the remainder of the term, which ends at the beginning of May 2027”.</i>In accordance with the Localism Act 2011, the new Councillors to sign the Declaration Acceptance of Office and the Register of Members’ Interests forms.	Chairperson Councillors New Councillors
2026-27/005	Declaration of Interests <ul style="list-style-type: none">In accordance with the Localism Act 2011, Councillors are asked to re-confirm that their 2023 declaration of pecuniary and non-pecuniary interests are still correct. Updates to the Register of Members’ Interests forms as required.	Proper Officer Councillors

- Receive and record any declarations of pecuniary or non-pecuniary interests in relation to any agenda items listed below.
- Record any dispensations given to Councillors in respect of any agenda items listed below.

Please note: declarations of interest can be made at any point during the meeting.

2026-27/006	Approval of Minutes of the Last Annual Parish Council Meeting	Chairperson
	<ul style="list-style-type: none"> • Councillors are asked to approve the Minutes of the Annual Parish Council meeting adjourned until the 11th September 2025 due to severe illness of the previous Proper Officer. • To record any matters arising from the minutes of the previous Annual Parish Council meeting. 	Councillors
		Proper Officer
2026-27/007	Election of Vice-Chairperson for the 2026-27 Municipal Year	Chairperson
	<ul style="list-style-type: none"> • Elect a Vice-Chairperson. • Vice-Chairperson to sign the Declaration Acceptance of Office form. 	Vice-Chairperson
2026-27/008	Confirm Appointment of Internal Auditor	Responsible Financial Officer
	<ul style="list-style-type: none"> • To confirm the appointment of the Lincolnshire Association of Local Council's (LALC) as the Internal Auditor for the 2026-27 financial year. • The Internal Auditor provider for the 2025-26 is LALC, they have appointed Lydia Hopton, the Parish Clerk at Saxilby with Ingleby Parish Council, who would also be the Internal Auditor for 2026-27. 	
2026-27/009	Appointment of Committees	Chair
	<ul style="list-style-type: none"> • To appoint Councillors to: <ul style="list-style-type: none"> ○ The Personnel Committee – at least three Councillors ○ Playground Development Working Group ○ Any other Committees or Working Groups as deemed appropriate by Councillors. • Agree dates and times for meetings of said Committees and Working Groups. 	
2026-27/010	2025-26 Annual Report	Proper Officer
	<ul style="list-style-type: none"> • The Proper Officer will present a brief Annual Report and respond to questions from Councillors. 	
2026-27/011	Acceptance of New and Updated Policies	Proper Officer
	<ul style="list-style-type: none"> • Councillors are asked to resolve to accept the following policies: <ul style="list-style-type: none"> ○ Members' Allowances and Expenses Claim Form. 	Councillors

- Management of Risks (to accompany the Financial Regulations as approved on the 3rd of March 2026).
- Co-option Policy.
- Councillor and Officer Protocol.
- Publication Scheme Statement.
- Records Retention Policy.
- Freedom of Information Requests Protocol.
- Subject Access Requests Protocol.
- Data Protection Policy and Data Breach Policy.
- IT Policy.
- Website Accessibility Statement.
- Website Privacy Statement.
- Councillors are asked to complete the Toft Newton Parish Council GDPR Security Compliance Checklist, in support of the IT and Data Protection Policies.

At the 2027 Annual Parish Council Meeting all existing policies will need to be re-approved as well as any new policies being approved for use.

2026-27/012	Date and Time of Future Annual Parish Council Meetings	Proper Officer
	<ul style="list-style-type: none"> ● This is the final Annual Parish Council meeting during the 2023-27 Council. ● The Annual Parish Council meetings during the 2027-31 Council are set for the following dates: <ul style="list-style-type: none"> ○ 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. 	

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Minutes of the 2025-26 Annual Parish Council Meeting

11th September 2025

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

Members Present:

Councillor R Nelson, Chairperson

Councillor B Carpenter

Councillor R Gibbs, Vice-Chair (arrived at 18:15)

In attendance:

Michael Lewis, Proper Officer

Natalie Mellors, Playground Warden

There were no members of public present.

Agenda Item Number: 2026-27/006

Meeting started at 18:15

Agenda Item Number	Specifics from Agenda and summary of discussions	Resolutions / Actions
001	<p>Update from the Proper Officer</p> <p>The Proper Officer apologised for having to re-arrange this meeting on numerous occasions due to his severe illness.</p> <p>He shared that on top of his other long term illnesses, he had recently been diagnosed with Gastroparesis, which in his case is the (at least) partial paralysis of his oesophagus and stomach, which means that food, medication and to a lesser extent liquid don't travel through his digestive system properly, causing blockages, pain and a significantly reduced appetite. He is due further tests.</p>	
002	<p>Attendance</p> <p>As detailed above.</p>	
003	<p>Apologies for Absence</p> <p>Apologies were received from and accepted in accordance with the Local Government Act 1972, from:</p> <p>Councillor J Roson Councillor C Roson</p> <p>No further apologies were received.</p>	
004	<p>Election of Chairperson</p>	<p>Resolved unanimously</p>

Councillor R Nelson expressed an interest in continuing as the Chairperson.

It was resolved that Councillor Nelson be elected as the Chairperson for the 2025-26 Civic Year.

005 Declaration of Interests

No declarations of interest were declared.

006 Election of Vice-Chairperson

Councillor R Gibbs expressed an interest in continuing as the Chairperson.

**Resolved
unanimously**

It was resolved that Councillor Gibbs be elected as the Vice-Chairperson for the 2025-26 Civic Year.

007 Adoption of Standing Orders

The existing Standing Orders were re-adopted.

**Resolved
unanimously**

Action: The Proper Officer has committed to updating these in time for the next Annual Parish Council meeting.

008 Adoption of Financial Regulations and Associated Management of Risks Document

The existing Financial Regulations and Management of Risks were re-adopted.

**Resolved
unanimously**

Action: The Proper Officer has committed to updating these in time for the next Annual Parish Council meeting.

009 Appointment of Internal Auditor

The Responsible Financial Officer suggested using the Lincolnshire Association of Local Councils (LALC) Internal Audit service for the 2025-26 Financial Year – ensuring that the Internal Audit meets best practice standards, as well as the minimum standards required.

**Resolved
unanimously**

010 Date of the Next Annual Parish Council Meeting

Tuesday, 5th May 2026 to be held at 6pm at Toft Newton Village Hall, Washington Drive, Newtoft, LN8 3NN.

Meeting ended at 18:35

Approved by: (Chair's signature)	Date:
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Toft Newton Parish Council

Item Number: 2026-27/010
2025-26 Annual Report

In accordance with the Toft Newton Parish Council Standing Orders and Financial Regulations as approved on the 3rd of March 2026, the Management of Risks and the Publication Scheme as presented to Councillors to approve today. I have produced a brief Annual Update for Councillors and residents of the parish, with the aim of improving resident involvement.

Toft Newton Parish Council Finances

Under the requirements of our new Publication Scheme details of our Finances and the previous year's accounts will be made available to any registered elector of the parish who would like to inspect them, this period of public inspection runs from the 2nd of June 2026 to the 2nd of July 2026. Please contact the Responsible Financial Officer to arrange to view the accounts in person at the Toft Newton Village Hall.

You contact the Responsible Financial Officer by e-mailing: clerk@toftnewtonparishcouncil.gov.uk.

In 2025-26 Toft Newton Parish Council's income was £14,989 and our expenditure was £11,581. We started the financial year with reserves of £5,892 and ended it with £9,300.

It is important that we ended the year with higher reserves as Toft Newton Parish Council is contributing to the Football Field improvements which will benefit residents of the parish, as well as the football clubs that hire the pitch for many years to come.

Councillor Vacancies

Throughout 2025-26, Toft Newton Parish Council had two ordinary vacancies for Councillors.

We can have seven Parish Councillors, and throughout this term, we have been operating with just five. If you would like to be considered to be a Parish Councillor, please check the eligibility criteria via our website and reach out to the Proper Officer via the Clerk's e-mail address above.

Website Update

The Toft Newton Parish Council website is currently undergoing a transformation, so that it includes lots more information about the Parish Council, but also, information about the parish in general, and we aim to provide information about other organisations within the parish. If you run a business or a community organisation in the parish, please reach out to us, so we can add you to the website.

Visit: <https://toft-newton.parish.lincolnshire.gov.uk> or scan the QR code.



SCAN ME

Football Foundation Grant

After Newtoft United moved from their previous ground (and changed their name) to the Newtoft Football Field, located behind Toft Newton Village Hall. The football club, the Village Hall and Toft Newton Parish Council were successful in securing a three-year Football Foundation Grant worth a maximum of £20,000 including contributions from Toft Newton Parish Council.

This has meant that the old goal posts have been replaced with new goal posts and in the new financial year, the pitch will receive a major upgrade.

As we head into the new financial year, two football clubs are now based at our developing facilities.

West Lindsey Lottery

Toft Newton Parish Council applied to be accepted as a fundraiser via the West Lindsey Lottery, this was approved right at the end of the financial year. All money raised via ticket sales will be ringfenced for improvements within the parish, such as upgrading playground equipment.



You can buy tickets for just £1.00 per ticket, per week, via our dedicated link at: <https://www.westlindseylottery.co.uk/support/toft-newton-parish-council>.

Personnel Changes

In July 2025, I resigned as the Parish Council Clerk / Responsible Financial Officer / Proper Officer, due to being severely unwell. I stayed in post throughout the financial year; however, I am now handing over to Paul Holt, who took up post on the 1st of April 2026.

Paul is a Chartered Accountant who brings lots of experience of working with businesses in the West Lindsey and surrounding areas and is very keen to support the parish in any way that he can through the post of Parish Council Clerk / Responsible Financial Officer / Proper Officer.

I am staying on as a Pro-bono Consultant to the Council to support Paul in becoming familiar with the role and to ensure an effective handover takes place.

I want to place on record my thanks to everyone in the parish, who has supported the Parish council during the four and a bit years' that I have been in post.

Thank you!

Michael Lewis, Dip (Psy), CertHE (Glouc)

Former Parish Council Clerk / Responsible Financial Officer / Proper Officer.

Toft Newton Parish Council

Item Number: 2026-27/011
Policies

Councillors are asked to resolve to accept the following policies:

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