

# Toft Newton Parish Council

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## Minutes of the Toft Newton Parish Council Meeting

11<sup>th</sup> 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

### In attendance:

Michael Lewis, Proper Officer

Natalie Mellors, Playground Warden

There were no members of public present.

**Agenda Item Number:** 2026-27/018

Meeting started at 18:35

## Part A: Public Meeting

Agenda Item Number	Specifics from Agenda and summary of discussions	Resolutions / Actions
	Due to the ongoing illness of the Parish Council Clerk, Responsible Financial Officer and Proper Officer, this meeting was truncated to be an update meeting.	
011	<b>Attendance</b> As detailed above.	
012	<b>Apologies for Absence</b> Apologies were received from and accepted in accordance with the Local Government Act 1972, from:  Councillor J Roson Councillor C Roson  No further apologies were received.	
013	<b>Declaration of Interests</b> No declarations of interest were declared.	
014	<b>Proper Officer Update</b> The Proper Officer provided an update on his health and advised Councillors that he intends to push a head with the recruitment of a new Parish Council Clerk, Responsible Financial Officer and Proper Officer.	

As “it is not fair to the Council, the Councillors or the residents of the Parish that I keep rearranging or cancelling meetings, due to my server ill health”.

The Proper Officer once again “thanked Councillors for [their] ongoing support”.

**015**

### **2024-25 AGAR**

The Responsible Financial Officer presented the delayed AGAR to Councillors.

**Noted by  
Councillors**

The End of Year Annual Governance and Audit Return included a detailed Internal Audit, which was carried out by a former Parish Clerk from the Doncaster area on a pro-bono basis.

The Internal Audit included several action points, some of which have already been implemented. All will be actioned by the end of the current Financial Year.

The main points to note were:

- There needs to be more financial reporting to Councillors.
- Councillors need to have a better oversight of the finances and operation of the Council.
- A gov.uk e-mail address and updated website is urgently required.

PKF Littlejohn LLP and LALC have been informed of the delay.

The projected and actual income and expenditure for 2024-25 were as follows:

	<b>Projected</b>	<b>Actual</b>
<b>Income</b>	£11,359.07	£10,422.00
<b>Expenditure</b>	£11,350.00	£7,193.08

The reduction in income was due to the Grass Cutting contribution being claimed too late to show in the 2024-25 accounts but is accounted for in the 2025-26 year.

**016**

### **2025-26 Budget and Financial Report**

The Responsible Financial Officer updated Councillors on the 2025-26 Budget and provided a brief Financial Update.

**Noted by  
Councillors**

The projected expenditure for 2025-26 is £11,560.00 compared to the projected expenditure for 2024-25 of £11,350.00 – an increase of approximately 1.75%.

The projected income for 2025-26 is £11,400.00.

These figures do not include the Football Foundation Grant that the Chair of the Parish Council has applied for.

It was agreed that the Responsible Financial Officer will purchase a medium Poppy Wreath from the Royal British Legion, costing £19.99 for Remembrance Sunday.

**017**

### **2025-26 Year End Compliance**

In order to be fully compliant with the new Assertion 10, in the 2025-26 AGAR, the Parish Council needs to update the website on a regular basis and using a gov.uk e-mail address, as well as making sure data management and website policies are up to date.

Therefore, the Parish Council Clerk has with immediate effect, taken advantage of the ParishOnline free forever gov.uk e-mail account.

From this point forward all e-mail communication to and from the Parish Council Clerk, Responsible Financial Officer and Proper Officer will be via the e-mail address:

**Noted by  
Councillors**

[clerk@toftnewtonparishcouncil.gov.uk](mailto:clerk@toftnewtonparishcouncil.gov.uk)

**Action:** The relevant policies will be updated prior to the next Annual Parish Council meeting.

**Proper  
Officer to  
update  
policies**

**018**

### **Football Foundation Grant**

The Chair updated Councillors on the Football Foundation Grant – it has been approved.

**Noted by  
Councillors**

New goal posts can be ordered, and in order to claim the rest of the Grant two employees, volunteers or Councillors need to complete an online Grounds Maintenance Course – Councillor Nelson will complete this course, a discussion took place about a second candidate, it was decided to ask Jason Marsland, the partner of our Playground Warden who also undertook the Playground Inspection Training earlier in the year.

The grant equates to an absolute maximum of £24,000 over four years.

Income from the hire of the football pitch traditionally has gone to the Village Hall, rather than to the Parish Council.

Councillor Nelson, as the Chair of the Village Hall Association, ensures that minor repairs are carried out to the pitch, that the lines are painted and that the pitch is playable, at no cost to the Parish Council.

The hire fee is for the use of the Changing Rooms (owned by the Village Hall) and the pitch (owned by the Parish Council).

There needs to be a protocol to formalise this arrangement.

There was a discussion about signage to the Village Hall / Football ground now that it is being used more frequently. Although most people will use a digital navigation system to find the venue, the Clerk suggested looking into getting brown tourist attractions or white civic amenity signs. He will report back at a later date.

**Action:** The Responsible Financial Officer will circulate details of the grant in the form of a revised 2025-26 budget projection.

**Responsible  
Financial  
Officer**

**Action:** The Responsible Financial Officer will draw up a protocol to ensure that there is an appropriate record of the arrangement around hire costs.

**Action:** The Responsible Financial Officer will order the new goal posts.

**019**

### **Park Update**

The play grade bark safety surface needs topping up. The Playground Warden can do this during her usual hours.

The Responsible Financial Officer has obtained quotes for new play grade bark. He estimated that up to 8,500 litres may be required to ensure a minimum coverage of 150mm is added on top of the current play bark.

The quotes are as follows

	<b>Type and amount</b>	<b>Price</b>
<b>Company 1</b>	Softwood: 7,200 litres – delivered in 60 litre polythene bags	£600.00
<b>Company 2</b>	Softwood: 7,000 litres – delivered in 1 tonne builders' bags	£756.00
<b>Company 3</b>	Hardwood: 7,000 litres – delivered in 500 litre builders' bags	£1,680.00
<b>Company 4</b>	Softwood: 7,000 litres – delivered in 70 litre polythene bags	£799.00

It was agreed to use the first company, because the price and the ability to store the individual polythene bags means that the bark can be applied over several sessions.

7,200 litres will be purchased now, and extra softwood play grade bark will be purchased in the next financial year.

**Action:** Play grade bark to be ordered and laid.

**Responsible  
Financial  
Officer &  
Playground  
Warden**

Additionally, the Responsible Financial Officer mentioned that he is seeking to obtain quotes to update or replace the trim trail, and to install some under-fives equipment as discussed previously.

**020**

### **Playground Inspection Training**

In May 2025 Natalie Mellors and Jason Marsland undertook the Routine Playground Inspection Training course with exam, as offered by LALC.

**Noted by  
Councillors**

This training is based on the same occupational standards as the RoSPA Playground Inspections; however, it does not qualify participants to carry out annual RoSPA style Playground Inspections, further training and exams would be required for this.

However, we could offer other local Parish Council's Routine (weekly, monthly or ad-hoc) Playground Inspections and charge them to maximise our income and to ensure the same high standards of inspection are maintained across the local area.

I did suggest this via the LALC Clerk's e-mail group and one local Parish Council has asked for information. The Clerk is due to come back to me after their October meeting.

**021**

### **Woodland off Alexandria Road**

There is nothing to report at this meeting.

**022**

### **West Lindsey District Council Update**

There has been a change in the leadership at WLDC, following the Liberal Democrat Leader and Deputy Leader losing a confidence vote in the summer.

**Noted by  
Councillors**

There is now a multi-party administration, known as The West Lindsey Administration Group, it is led by Conservative Councillor Jackie Brockway, and the Deputy Leader is Liberal Democrat Councillor Moira Westley.

The new group includes 14 Conservative, 11 Liberal Democrat, 3 Independent and 2 Lincolnshire Independents Councillors. Two of our three ward Councillors are part of this ruling group.

The opposition group is now made up of 5 Liberal Democrat (known as West Lindsey Liberal Democrats) and 1 Independent Councillors.

The Proper Officer distributed the organisational chart showing who is who in the new groupings.

**023**

### **Lincolnshire County Council Update**

The new Reform UK administration at Lincolnshire County Council is making changes to various services, one such change is to disband the Flooding Scrutiny Committee. They have however, provided updated posters on flooding for Parish Councils to display and provided updated advice on their website.

**Noted by  
Councillors**

The Proper Officer has added this poster and specific local information to the TNPC website.

**024**

### **Greater Lincolnshire Devolution Update**

Lincolnshire County Council are holding a number of engagement events for residents across the County to attend and to discuss the Local Government Re-organisation proposals.

**Noted by  
Councillors**

The Proper Officer has attended an online session that Lincolnshire County Council held for Town and Parish Councils.

The final proposals will be consulted on by the government in the new year, with a final decision due to be made by the Secretary of State in the summer.

### **Exclusion Of The Public and Press**

- To resolve to exclude any members of the public or press.

#### ***Resolution:***

*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 are now required to vacate the premises, so that confidential discussions can take place.*

As there were no members of the press or public present, no resolution was needed.

Meeting ended at 19:45

## **Part B: Closed Section**

<b>Agenda Item Number</b>	<b>Specifics from Agenda and summary of discussions</b>	<b>Resolutions / Actions</b>
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Meeting started at 19:45

**025**

**Health Update**

The Clerk provided a more candid update on his rapidly deteriorating health.

**Noted by  
Councillors**

**026**

**Clerk Vacancy**

There has been one application to date. The current Clerk is attempting to arrange to speak to the applicant to have an informal conversation about the role.

**Noted by  
Councillors**

Shortlisting may be required at a later date.

Meeting ended at 19:55

Approved by: (Chair's signature)	Date:
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