

CLERK'S NOTES FOR MEETING HELD ON THURSDAY 12th MARCH 2026

PRESENT:

Councillors: Geoff Hotchkin (Chairman), Julie Frizzell (Vice-Chair), George Frizzell, Steve Waterfield, Adam Young.
Clerk/RFO: Judy Pittock

NOT PRESENT: Councillors Mark Robinson and John Pittock

Meeting commenced at 7.30pm.

TEN MINUTES PUBLIC FORUM

No members of the public were present.

169/26 WELCOME REMARKS BY THE CHAIRMAN

The Chair welcomed members to the meeting.

170/26 APOLOGIES FOR ABSENCE

It was resolved to accept the apologies for absence from Cllr Mark Robinson and Cllr John Pittock.

171/26 SIGNING OF THE MINUTES

It was resolved to accept the Clerk's notes of the last Parish Council Meeting held on 11th February 2025.

172/26 DECLARATIONS OF PECUNIARY INTEREST & DISPENSATIONS IN ACCORDANCE WITH THE LOCALISM ACT 2011.

No declarations were received.

173/26 REPORTS FROM COUNTY and DISTRICT COUNCILLORS

- A written report from District Councillor Jackson was noted and is attached.
- No report had been received from County Councillor David East.

174/26 CLERK and COUNCILLOR'S REPORTS ON OUTSTANDING MATTERS

Maintenance and Village Assets

- Thanks were recorded to Cllr John Pittock for cleaning Remembrance Memorial plaques. It was agreed that this should be done again in November before Remembrance Day.
- Quotes for repairs to the Little Hale Road Cemetery gates and Old Cemetery railings not yet been received. Item deferred.
- Quotes for the installation and fitting of the playing field bin and seats by the school had not yet been received. It was resolved that the Clerk should seek alternative quotes. Item deferred.
- Noticeboard repair – Cllr Waterfield will source the plywood required and deliver it to Cllr Pittock.

Tree Works

- The dead cherry tree at East Street/Hale Road junction had been removed. It was resolved that the stump did not need removing.
- A replacement cherry tree from the Circle of Trees Project will be planted by Cllr George Frizzell and Mr Malcolm Ternouth on the East Street/Hale Road junction to replace the cherry tree that had been removed.
- A rowan tree donated by Mr Ternouth will be planted near the Hale Road cemetery.

Contracts and Agreements

- It was resolved that the Chairman should sign two copies of the Grass Cutting Contract Addendum. The Clerk will forward copies to CJP Garden Services for signing.
- Pinfold Agreement is under review.

Village Projects

- Christmas Tree – it was resolved that the Clerk could purchase a rooted 6ft Christmas tree up to the value of £150.00. This would be planted on the village green as a permanent fixture. Cllr Waterfield agreed to ensure that the tree was watered regularly. Permission had been given by LCC Tree Officer for the tree to be planted.
- Digital Hub – it was resolved that the Clerk would arrange a meeting with NKDC regarding setting up a hub and she will also attend an existing hub for research.
- Dog Waste bins – it was resolved that the Clerk should purchase three red dog waste bins at a cost of £390.96 + VAT plus associated fittings. Following consultation with the LCC Countryside Access Team and the local landowner, it was agreed that these would be placed on Vicarage Lane and at each end of the Parish Road leading from South Drove to Thorpe Latimer. The exact location of the Thorpe Latimer bin has not yet been agreed. Posts will be required for two of the bins.

175/26 POLICIES FOR REVIEW

It was resolved to adopt the following two new policies and the amended Standing Orders:

<ul style="list-style-type: none">• Disciplinary – new policy	<ul style="list-style-type: none">• Sickness Absence – new policy
<ul style="list-style-type: none">• Standing Orders – amendment to 19b	

176/26 FINANCE

176/26.1 It was resolved to accept following documents presented by the RFO for the period 1/4/25-12/3/26:

- Bank reconciliation
- Actual v budget figures

176/26.2 It was resolved to approve the following payments presented at the meeting:

P&P Tree Services (Lincs) Ltd	Inv1269 removal of cherry tree	£288.00	£48.00
Clerk's Wages	February 2026	£257.40	No VAT
HMRC	PAYE February 2026	£64.20	No VAT
CJP Garden Services	Inv 1009 - Grass cutting 3/3/26	£401.60	No VAT
Memorial Hall	Hall hire Jan/Feb/Mar26	£42.00	No VAT

176/26.3 The following Direct Debit payments made since 12/2/26 were noted:

18/2/26	E.ON inv0017 – memorial light electricity	£20.18	£0.96
28/2/26	Unity Trust Bank – service charges	£6.00	No VAT

176/26.4 The following receipts since made 12/2/26 were noted. Invoice 65 is remains outstanding.

6/3/26	John Severs- invoice 067	£550.00
--------	--------------------------	---------

176/26.5 The Clerk was authorised to:

- Obtain 3 quotes for a laptop and proceed with purchase up to £400 following councillor approval.
- Obtain prices for software required for the laptop.
- Purchase two fireproof storage bags up to a cost of £42 each.
- Subscribe to the Parish Online Workplace option for Cloud storage at a cost of £42.00 excluding VAT per year.

177/26 PLANNING

The Council supported the following applications with no comments:

- **25/1350/FTP** – application to divert footpath no. 4 on land off Devonport Farm, North Drove, Helpringham Fen.
- **26/0160/FUL** – Retention of 45 monitoring Boreholes and their associated headworks (retrospective), land to the south east of Sleaford.
- **26/0217/TCA** – Notice of intended works on trees in a conservation area – 4 George Street, Helpringham.
- **26/0238/HOUS and 26/0239/LBC** The Mill, 38 High Gate, Helpringham – extensions and alterations to include erection of oak framed porch to side elevation, new window openings and roof lights.

It was noted that planning permission had been granted for **25/1219/FUL and 25/1220/LBC** – Thorpe Latimer.

178/26 CEMETERY and GRASSCUTTING

Cllr George Frizzell reported the following:

- Interment in plot S18 on 14th March.
- Burial in plot I30 on 17th March.
- ERB Deeds for plots I29 and I30 had been signed.
- Memorials for plots I37 and J12 were ongoing.
- Grass cutting – this had commenced for the 2026/27 season on 2nd March.

179/26 HIGHWAY MATTERS

The following Highway matters were discussed:

- A request to extend the 30mph on Station Road to the railway bridge had been submitted. LCC had confirmed that this had been added to their list for assessment.
- It was resolved that a letter regarding poor highway maintenance, in particular on the B1394 where the road is subsiding and on the potholes on Station Road should be sent to Gareth Davies MP, the CEO of LCC and the Mayor of Lincolnshire.
- A more detailed update on all the current FixMyStreet within the Parish is awaited from LCC Highways.

181/26 At 8.04pm it was resolved to move into closed session to consider confidential matters in accordance with the **Public Bodies (Admission to Meetings) Act 1960**. In accordance with regulations any public and press are required to leave the meeting at this stage – to discuss

- People Processes (HR) – the Parish Clerk’s annual appraisal was discussed and objectives set.
- Bank Signatories – it was resolved that two further signatories should be added to the bank mandate. The Clerk will organise the necessary paperwork.

The meeting came back into public session at 8.18pm

182/26 MATTERS AFFECTING THE VILLAGE/CORRESPONDENCE/ITEMS FOR NEXT AGENDA

182/26.1 Village Matters:

- Reservoir – a draft list of issues for the Anglian Water Reservoir Liaison Committee was approved for submission.

182/26.2 Correspondence:

- A response to NKDC regarding Local Government Restructuring was approved for submission
- NK Parish and Town Council Forum – 17/3/26 10am-12pm at NKDC Offices, Sleaford – no councillors are available to attend.

182/26.3 – Agenda Items for next meeting –

- Annual Parish Council Meeting preparation
- Emergency Plan.

183/26 Date and time of the next meeting – **Wednesday 8th April 2026 commencing at 7.30pm.**

All meetings will be held in the Memorial Hall, Helpringham.

13 th May commencing at 7.30pm	12 th August commencing at 7.30pm.	11 th November commencing at 7pm.
10 th June commencing at 7.30pm	9 th September commencing at 7.30pm.	9 th December commencing at 7pm.
8 th July commencing at 7.30pm.	14 th October commencing at 7.30pm	

The meeting closed at 8.35pm.