

**NOTICE OF THE ANNUAL PARISH COUNCIL MEETING AND AGENDA
FOR WEDNESDAY 13th May 2026**

Dear Councillor,

You are hereby summoned to attend the next meeting of Helpringham Parish Council, which will be held on Wednesday 13th May 2026 commencing at 7.30pm. The meeting will be held in the Memorial Hall.

There will be a ten minute public forum prior to the commencement of business from 7.40-7.50pm. During this time members of the public may ask questions or make short statements to the Council. The Council may choose not to answer any question; a response may instead be given in writing. Matters raised may be added to an agenda for a future meeting. Members of the public are welcome to stay for the Parish Council meeting after the public session but are not permitted to speak during the meeting.

Signature*Judy Pittock*.....Clerk to the Council Date 6/5/2026

AGENDA

14/27 ELECTION OF CHAIRMAN for 2026/27 and signing of Declaration of Acceptance of Office and to hand over sealed envelope containing administrative passwords currently in use.

15/27 ELECTION OF VICE CHAIR for 2026/27 and signing of Declaration of Acceptance of Office.

16/27 To resolve to suspend the meeting to allow a period for public participation of up to 10 minutes.

17/27 APOLOGIES FOR ABSENCE

To resolve to accept reasons for absence

18/27 DECLARATION OF PECUNIARY INTEREST & DISPENSATIONS

Councillors to update forms where necessary and to receive any declarations of interest and consider any requests for dispensations in accordance with the Localism Act 2011.

19/27 COMPLETION OF GDPR COMPLIANCE CHECKLIST BY ALL COUNCILLORS AND CLERK

20/27 SIGNING OF THE MINUTES

To resolve to accept the Clerk's notes of the last Parish Council Meeting held on 8th April 2026.

21/27 APPOINTMENT OF OFFICERS and REPRESENTATIVES

- To appoint the Cemetery Officer
- To appoint the Conservation Area Officer
- To appoint the website and social media officer
- To appoint HR Officers
- To appoint Community Resilience Plan Officers
- To appoint the representatives for local community groups

22/27 REPORTS FROM COUNTY and DISTRICT COUNCILLORS

28/27 CLERK and COUNCILLOR'S REPORTS ON OUTSTANDING MATTERS

To note the items that had been actioned by the Clerk and Councillors since the last meeting and to discuss any that need further action.

- Installation of bin and seats

- Noticeboard
- Digital Hub
- Dog Waste bins
- Bank signatories

29/27 COUNCIL POLICIES

To resolve to adopt the following new policies:

- Antibullying and Harassment
- Sickness Absence
- Grant Policy and application form 2026/27
- Equality and Diversity
- Whistleblowing

30/27 PLANNING APPLICATIONS

To note any planning applications/decisions received including:

- 26/0476/FUL – Devonport Farm, North Drove
- 26/0238/HOUS – The Mill, 38 High Gate – application for extensions and alterations – approved
- 26/0239/LBC – The Mill, 38 High Gate – listed building consent re 26/0238/HOUS - approved

31/27 INTERNAL AUDIT and AGAR

- To review and resolve to accept the Internal Auditors report.
- To resolve to complete and sign AGAR 2025/26 Section 1 - Annual Governance Statement.
- To resolve to sign AGAR 2025/26 Section 2 - Accounting Statement.
- To resolve to accept AGAR 2025/26 Bank Reconciliation and Explanation of Variances.
- To resolve to accept the 2025/26 List of expenditure over £500 as required under the Local Government Transparency Code 2015
- To agree the details of arrangement for the exercise of public rights.

32/27 FINANCE

32/27.1 To resolve to accept following documents presented by the RFO for the period 1/4 - 13/5/26:

- Bank reconciliation
- Actual v budget figures

32/27.2 To resolve to approve payments presented at the meeting totalling £2,014.01:

CJP Garden Services	Invs 1047/1052/1059 & w/c 11May26 - grass cutting	£1,266.70	No VAT
Clerk's Wages	April 2026	£275.00	No VAT
Clerk's Expenses	Adhesive, paper, storage wallets	£43.16	No VAT
HMRC	PAYE April 2026	£68.60	No VAT
Victoria Clark	Inv 260407HPC – Internal Audit 2025/26	£53.50	No Vat
Glasdon UK Ltd	Inv SI936879 – dog waste bins	£302.56	£60.50
Black Sluice	Drainage Rates 1Apr26-31Mar27	£4.49	No VAT

32/27.3 To note Direct Debit payments since 8/4/26:

18/3/26	E.ON inv0019 – memorial light electricity	£19.64	£0.94
30/4/26	Unity Trust Bank – service charges	£7.00	No VAT
1/5/26	NKDC – Green Waste Bin	£80.00	No VAT

32/27.4 To resolve to accept the following Direct Debit payments for the 2026/27 year

Unity Bank – bank charges	£7.00	Monthly
EON Next – memorial light electricity	Variable	Monthly
NKDC – green waste bins in cemetery	£80.00	Annual
Anglian Water – cemetery water supply	Variable	Quarterly
ICO – Information Commissioner	£47.00	Annual

32/27.5 To note receipts since 8/4/26.

1/4/26	NKDC – Precept	£20,580.00
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1/4/26	Pinfold Rent	£60.00
16/4/26	Lincs Coop inv65	£150.00
24/4/26	NKDC – CIL	£2035.11

32/27.6 RESERVES

To discuss and resolve transfer of funds into General and Earmarked Reserves.

32/27.7 INSURANCE

To resolve to accept the quote for Year 2 of the three year agreement.

32/27.6 CIL RECEIPTS

To discuss and resolve how the CIL receipts will be spent.

33/27 CEMETERY and GRASSCUTTING

To receive reports from Cllr George Frizzell.

34/27 HIGHWAY MATTERS

To discuss Highway matters including:

- Update on request for extension of the 30mph on Station Road to the railway bridge.
- Update following letter of complaint sent to Gareth Davies MP, Mayor of Lincolnshire and LCC Chief Executive.
- Traffic Regulation Notices.
- Update on FixMyStreet issues.

35/27 MATTERS AFFECTING THE VILLAGE/CORRESPONDENCE

To discuss correspondence received and other matters affecting the village including:

- Report from HAVCS
- Report from Citizens Advice
- Community Emergency Plan
- Reservoir

36/27 Items for inclusion on next agenda.

37/27 Date and time of the next meeting –**Wednesday 10/6/26 2026 commencing at 7.30pm**. All meetings will be held in the Memorial Hall, Helpringham.

10 th June commencing at 7.30pm	9 th September commencing at 7.30pm.	9 th December commencing at 7.00pm.
8 th July commencing at 7.30pm.	14 th October commencing at 7.30pm	
12 th August commencing at 7.30pm.	11 th November commencing at 7.00pm.	