

## **WILSFORD PARISH COUNCIL**

Parish Clerk: Denise Gascoyne, 82 Ermine Street Ancaster Grantham Lincs NG32 3QP

Tel: 01400 230745 email [clerk@wilsfordpc.co.uk](mailto:clerk@wilsfordpc.co.uk)

<http://wilsford.parish.lincolnshire.gov.uk>

6 May 2025

Dear Councillor.

You are hereby summoned to attend the **ANNUAL MEETING** of **WILSFORD PARISH COUNCIL** on **13 MAY 2025** to be held in the small room of the Village Hall directly after the **ANNUAL PARISH MEETING AND PLAYING FIELD MEETING**

Denise Gascoyne  
Parish Clerk

### **AGENDA**

1. **Election of Chair.** To elect the Chair of the Parish Council and to receive the Chair's Declaration of Acceptance of Office.
2. **Election of Vice Chair.** To elect the Vice-Chair of the Parish Council and to receive the Vice-Chair's Declaration of Office.
3. **To receive Declaration of Office and Members' Disclosable Pecuniary and other interests.** All Parish Councillors.
4. **Election of Finance Officer.** To elect Finance Officer to oversee the accounts.
5. **Apologies for Absence.** To receive and accept apologies for absence where valid reasons have been given prior to the meeting.
6. **To approve and accept** as a true record the notes of the meeting of the Parish Council held on **08 April 2025** and to authorise the Chair to sign the official minutes.
7. **To review and accept** New Model (2025) Standing Orders circulated to all Cllrs.
8. **To review and accept** 2025 Financial Regulations (Deferred until the next meeting)

**9. To review and accept new/amended policies.**

- Data Breach Policy
- Subject Access Request Procedure
- Record Retention Policy

**10. To declare eligibility and adoption of** The General Power of Competence (compliant with S.1-8 Localism Act 2011 and the Parish Councils (General Power of Competence Prescribed Conditions) Order 2012. (CILCA obtained 20.05.19).

**11. To appoint a representative on the following.**

- Allotments
- Biodiversity
- Cemetery/Churchyard
- CLT
- Playing Field
- Village Hall

**12. To approve and accept** The Asset Register to 31.03.25 circulated to all Cllrs.

**13. Finance.**

- a. To read out, fill in, sign and date Section 1 of the Annual Governance and Accountability Return (AGAR) 2024/2025. Copy circulated.
- b. To accept, sign and date Section 2 Accounting Statement (AGAR) 2024/2025. Copy circulated.
- c. To accept Internal Auditors report. Copy circulated.
- d. To sign and date Certificate of Exemption Part 2 (AGAR).
- e. To sign of Statement of Accounts.

**14. To review and accept** the Insurance Policy and to resolve to pay the premium.

**To Start Ordinary Parish Council Meeting.**

**15. Chair Update.**

- a. Update on Highway Issues.
- b. Grass cutting – proposal from resident re ride on mower.
- c. To accept quotation for new post and unmetered supply for defibrillator.

**16. Reports from Outside Bodies.**

- a. Allotments
- b. Biodiversity
- c. Cemetery
- d. CLT
- e. Playing Field

- f. St Mary's Church
- g. Village Hall
- h. Handyman

**17. Parish Clerk Update.**

- a. White Gates update
- b. Update on gov.uk email addresses.
- c. Confirmation Data Protection Fee has increased from £35 to £47, and budget has been adjusted.

**18. Correspondence.**

- a. NKD Parish and Town Council April Newsletter.
- b. Notification of traffic restriction 19.05.25 Main Street (between Back Lane and a point 150mm South) 8am – 5pm
- c. LALC e-news

**19. Planning.**

- a. E1A/01/25 to vary condition 2 of planning permission 18/0298 to increase general waste from 260,000 tonnes per annum to 350,000 tonnes per annum – our comments already circulated.
- b. 25/0495 Planning application to remove lower branch Ash, Remove Yew 40 Main Street

**20. Finance.**

- a. To resolve to approve and accept Bank Reconciliations and Cashbook to 30 April 2025. Circulated to Cllrs.
- b. To resolve to approve and accept Staff BACS Payments as per The Approval List, circulated to Cllrs and authorise the Chair to sign and the Clerk to make the payments.
- c. To resolve to approve and accept other BACS Payments as per the Approval List, circulated to Cllrs and authorise the Chair to sign and the Clerk to make the payments.

**21. Report from Councillors.**

**22. Date of Next Meeting.**

- a. To confirm the date of the next meeting as **10 June 2025** at 7.00pm in the small room of the village hall.