

Please note these are draft minutes until approved a true record by the Parish Council



Minutes of the Annual Meeting of Hundleby Parish Council held on Monday 11th May 2026 in the Parish Rooms, Hundleby at 7pm.

Present:

Cllr Lynette Corten-Miller (Chair)
Cllr Phillip Maddison (Vice Chair)
Cllr Robert Bell
Cllr Ruth Birkin
Cllr Malcolm Dales
Cllr Christine Parker
Cllr Natalie Tilsley

Also Present:

Mrs Yvonne Smith Parish Clerk
Cllr Phillip Roberts (LCC)

56. Election of Chair for the forthcoming term of office

It was **RESOLVED** that Cllr Lynette Corten-Miller be the Chair for the forthcoming term of office.

57. Declaration of Office of Chair

Cllr Corten-Miller signed the Declaration of Office of Chair.

58. Election of Vice-Chair for the forthcoming term of office.

It was **RESOLVED** that Cllr Phillip Maddison be the Vice-Chair for the forthcoming term of office.

59. Declaration of Office of Vice-Chair

Cllr Maddison signed the Declaration of Office of Vice-Chair.

60. Public Forum

Cllr Roberts reported that he had been liaising with the Planning Department and with a resident of The Gables regarding the issue of waste collection for the proposed extension to the complex. He said that when the original plans were submitted, the developer had applied for the road to be adopted however this had been withdrawn. He continued that, the developer will put in a turning circle for the lorries and will ask for the road to be adopted. He reported that there was still no answer on the bus stop issue as it had not yet gone to committee at LCC.

61. Apologies

None received.

62. Declarations of Interest under the Localism Act 2011

None

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63. Appointments to Committees of the Council

a. Finance- Cllr Bell Proposed that this was kept as a committee. Cllr Dales made an amendment to the Proposal that Finance should come under Full Council and not have a separate committee. The amendment was carried and the original proposal failed. It was **RESOLVED** that Finance come under Full Council and not be a separate committee.

b. Human Resources-
It was **RESOLVED** that Finance comes under Full Council and not a separate committee.

c. Parish Rooms Working Party- Cllr Corten-Miller Proposed to have 4 Councillors which was Seconded by Cllr Tilsley. An amendment was then made to the Proposal that there be 2 Councillors. The amendment was carried and the original proposal failed. It was **RESOLVED** that Cllrs Corten-Miller and Maddison be the Council Representatives on the Parish Rooms Working Party.

64. Terms of Reference

As it was resolved not to have Finance or Human Resources separate committees, the Terms of Reference were not reviewed.

Parish Rooms Working Party were reviewed and updated.

It was **RESOLVED** to accept the amendments to the Terms of Reference

65. Members of Leads Appointments

It was **RESOLVED** not to have Lead Appointments.

66. Standing Orders

It was **RESOLVED** to accept the NALC Model Standing Orders for 2026/27.

67. Finance Regulations

The Chair queried whether or not Para 4.1 regarding authority to spend should be changed to cover the monies being spent on the Parish Rooms renovations. It was agreed that as the authority to spend had been given previously, it would not be necessary to change any of the amount.

It was **RESOLVED** to accept the NALC Model Financial Regulations for 2026/27.

68. Schedule of Full Council Meetings 2026/27

It was **RESOLVED** to accept the Schedule of Full Council Meetings for 2026/27.

69. List of Regular Payments for 2026/27 Financial Year

It was **RESOLVED** to accept the list of Regular Payment for 2026/27.

Staff Salary and Expenses	£550.00 pcm
Contract for Ground Maintenance	£44.00 pcm (not all year)
BT for Wi-Fi	£35.00 pcm
Valda –Electricity	£35.00 pcm
Water Rates	£75.00 per quarter
Parish Rooms Cleaning	£80.00 per month

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70. Insurance

It was **RESOLVED** to renew the insurance with Zurich Municipal at a cost of £747.57 from 1st June 2026.

ACTION- to be reviewed when the renovations have been completed.

71. Asset Register

The Asset Register was reviewed and amendments made as necessary in line with the current renovations to the kitchen and office machinery. The new cooker and fridge/freezer need to be added. It was agreed that the shredder and the printer were surplus to requirements and out of date and should be disposed of.

It was **RESOLVED** to accept the amendments to the Asset Register and for unused items to be disposed of.

ACTION – Clerk to update Asset Register and be uploaded to the Website.

72. Year End Accounts 2025/26

The Clerk reported that these would not be available until after the Internal Audit.

73. Minutes of the Full Council Meeting held on 13th April 2026

It was **RESOLVED** to approve the minutes as a true record.

74. Reports

a. Chair's Report- the Chair had no report.

b. Parish Clerk's Report – The Clerk tabled a report of her activities. She reported that she had received correspondence from Mr Mackinder offering to organise nature trips as a fund raising activity on behalf of the Parish Rooms Refurbishment. The Council were pleased to accept this offer.

ACTION- Clerk to contact Mr Mackinder regarding the offer and liaise with a date and to check if has liability insurance.

74. Parish Rooms Working Party

a. The Chair reported that there had been a fund raiser, Dawn Chorus Walk which had received donations of £33 in cash.

The Chair reported that she had been obtained 3 quotations for the flooring in the kitchen and the best quotation had been chosen.

She is continuing to gain information on the 'Pop up Pub' initiative.

b. Parish Rooms Cleaning Services- Cllr Tilsley said that the Council does not have a current contract with the cleaning services.

It was **RESOLVED** to suspend the cleaning services until the refurbishment is completed.

ACTION- Clerk to contact Cleaning Company to suspend the cleaning.

75. Friends of the Parish Rooms Update.

The Chair reported that there had been a meeting and 16 residents had attended. Everyone was keen to take the idea forward. A representative would be required from the Parish Council who would feedback from the group.

It was **RESOLVED** that Councillor Christine Parker be appointed as representative.

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76. Knit and Natter Group Poppy Frame.

Cllr Bell shared different plans for the frame to be used to site the poppy display. There was a lengthy discussion regarding the size, health and safety and risk and also the necessity. It was **RESOLVED** to allow the Poppy Wigwam Style Frame to be placed on the village green for Remembrance Period in November.

77. Lamp of Peace November 2026

Cllr Bell reported that this is ongoing.

78. Historic Hundleby Leaflet

The Clerk had received a request for help from the Parish Council from Spilsby and Hundleby Walkers are Welcome regarding the reprint of the leaflet. The Council felt that, with the commitment to the renovations of the Parish Rooms, there were not sufficient funds to assist. Cllr Roberts said that he would take the leaflet to LCC to ask for the possibility of funding. It was **RESOLVED** that the Council could not fund the Historic Hundleby Leaflet. **ACTION-** Clerk to notify SAHWW team.

79. Bank Reconciliation Figures for April 2026

It was **RESOLVED** to accept the Bank Reconciliation Figures for April 2026 and for the Chair to sign them.

80. Payments and Receipts for April 2026

It was **RESOLVED** to accept all orders for payment for April 2026 and for the Chair to sign them.

Payments over £100:-

Clerk's Salary March	£334.48	
Marshall's	£7458.00	(Parish Rooms Refurbishment)
Scribe Accounts	£290.30	(Starboard Systems)
Clerk's Salary April	£334.48	
ELDC	£348.00	(Building Regulations)

81. Closed Session Under the Public Bodies (Admission to Meetings) Act 1960

It was **RESOLVED** to move to Closed Session due to the confidential nature of the business

It was **RESOLVED** that the Parish Clerk's core hours of work be 30.5 hours per calendar month from 1st May 2026 in line with NALC guidelines.

The Parish Clerk's Annual Leave allowance is deferred for further advice.

The Meeting was closed at 8.41pm.