

Minutes for the meeting of the Burgh le Marsh Town Council
Tuesday 26th May 2026.
Burgh le Marsh Town Council, Tinkers Green, Jacksons Lane, Burgh le Marsh

Present: Cllr David Hartley, Cllr Mike Greenhalgh,
Cllr Jim Moss, Cllr Mandy Willis, Cllr Lisa Broomfield, Cllr Christ Sanderson, Cllr Pat Phillips.
Clerk: Kelly Stevenson

Public: Six members of the public present.

26/27.1 Election of Chairman (Mayor) for 26/27

It was proposed, seconded, and resolved to appoint Cllr David Hartley as Chairman for the 26/27 council year.

26/27.2 Signing of Chairman's Declaration

Cllr David Hartley signed the Chairman's Declaration of Office, witnessed by the Clerk.

26.27/3 Election of Deputy Chairman (Deputy Mayor) for 26/27

It was proposed, seconded and resolved to appoint Cllr Mandy Willis as Deputy Chairman for the 26/27 council year.

26/27.4 Signing of the Deputy Chairman's Declaration.

Cllr Mandy Willis signed the Deputy Chairman's Declaration of Office, witnessed by the Clerk.

26/27.5 Receive apologies.

Apologies were received and accepted from Cllr Andy Wardell.

The Council noted that there are four vacancies.

One vacancy is currently available for co-option. However, as agreed at the previous Council meeting in April 2026, the Council would prefer to fill all vacancies at the same time.

ELDC have notices advertised for three posts, with a closing date of 3 June 2026. After this date, ELDC will confirm whether the vacancies will be filled by election, if 10 or more residents have registered an interest with ELDC, or by co-option.

Following discussion, the Council resolved to reserve Tuesday 14 July 2026, the second Tuesday in July, for a potential co-option meeting.

This date will be confirmed once ELDC has issued its notices after 3 June 2026.

26/27.6 Receive declarations of interest under the Localism Act 2011, being any pecuniary interest on agenda items not previously recorded on Members' Register of Interests and any written requests for dispensation.

No declarations received.

Councillors were reminded to declare any interests that arise during the meeting, if necessary.

26/27.7 Chairman's Remarks

Thank you all for your kindness and support through the last year. Looking forward to a new council year and continuing our work in the community.

26/27.8 Discussion and reports relating to the District and County Council.

Cllr Brookes has sent his apologies. Report emailed with updates from ELDC and LCC. Council made no additional comments.

26/27.9 Approve and adopt as minutes the notes from the meeting held on 28th April 2026

It was proposed, seconded and resolved to approve as minutes the notes from the Meeting held on 28th April 2026.

26/27.10 Appoint four Councillors for a personnel/staffing committee and agree on a meeting date.

It was proposed and resolved that; Cllr Jim Moss, Cllr Lisa Broomfield, Cllr Pat Phillips, Cllr Mandy Willis and Cllr Andy Wardel form the personnel/staffing committee for the coming year.

It was proposed and resolved that Cllr Jim Moss Chair the committee.

It was resolved to continue with the committee's terms of reference.

Action: Committee Chair and clerk to arrange a meeting date. Full Council to be updated at a future meeting with any recommendation requiring the attention of full council.

26/27.11 Review and resolve continuation/amendments to council policies and standing orders (see appendix 1)

Council noted the previously received draft councillors' handbook prepared by the Clerk.

It was proposed and resolved to adopt the handbook for use and publish on the council website, issue a copy to all councillors and provide a copy to any new prospective councillors. The Handbook is to be kept under regular review and updated as appropriate with changes to the Town Council Services.

Council resolved the following policies for continued use, with no amendments:

Standing Orders.
Financial Regulations.
Councillors' Code of Conduct.
Council Services.

Social Media Policy – Code of Conduct
Social Media Policy and Electronic Communications
Face Book Policy (For use)
Safeguarding Policy
Equality Policy
Communications Policy
Complaints Procedure
Records Retention Policy
Privacy Notice
Data Protection Policy, GDPRP
Data Protection Breach Policy

Freedom of Information Requests Policy
 Freedom of Information requests – Decision Policy
 GDPR Security Check Compliance
 ICO advice for elected and prospective councillors
 Publications Scheme (ICO)
 Grant awarding policy
 Grant Application form.
 Whistle-blowing policy

Council resolved the continued use of the following HR Policies:

Capability Policy
 Disciplinary Policy
 Expenses Policy
 Grievance Policy
 Lone Working Policy
 Training and Development Policy.

Council resolved the following council documents require review:

Health & Safety Policy
 Risk Management Policy
 Council's mission statement

It was resolved that the Clerk look at policy templates and email to councils for review and list on a future agenda.

26/27.12

Consider finance matters:

a. Payments and receipts for May 2026 (see Appendix 2)

Council resolved payments as scheduled:

Payments	Column1	Column2	Column3	Column5	Column6	Column7
Date	Net	VAT	Total	Description	Supplier	Bank
26/05/2026	3,013.35	-	3,013.35	Council Insurance	Clear Council Management Ltd.	Lloyds Bank Current Account (a/c 00318763)
26/05/2026	4.75	0.95	5.7	PHS - hygiene waste - fee inc EPSO framework	PHS Group	Lloyds Bank Current Account (a/c 00318763)
26/05/2026	85	-	85	Internal Audit 25-26 S.Kulwicki	Sarah Kulwicki (Coningsby)	Lloyds Bank Current Account (a/c 00318763)
26/05/2026	75	15	90	Hallgate: fire alarm service	Hallgate Lincs Ltd	Lloyds Bank Current Account (a/c 00318763)
26/05/2026	30.77	-	30.77	Water charges: Glebe Rise	Water Business	Lloyds Bank Current Account (a/c 00318763)
26/05/2026	1,551.24	310.25	1,861.49	Grass Cuts (3)	Glendale	Lloyds Bank Current Account (a/c 00318763)
26/05/2026	2567.23	-	2567.23	Staff Costs	Nest	Lloyds Bank Current Account (a/c 00318763)
22/05/2026	14.95	-	14.95	TV Licence	TV Licensing	Lloyds Bank Current Account (a/c 00318763)
20/05/2026	149.4	-	149.4	Arnold Baker 14th Edition (update)	SLCC	Lloyds Bank Current Account (a/c 00318763)
20/05/2026	100	-	100	Footpaths - contract Gardener	Edward Crick	Lloyds Bank Current Account (a/c 00318763)
20/05/2026	560	112	672	Village flowers	Chanson Flowers Ltd	Lloyds Bank Current Account (a/c 00318763)
19/05/2026	74.71	3.74	78.45	Electricity - WC Market Place	Total Energies	Lloyds Bank Current Account (a/c 00318763)
18/05/2026	4.25	-	4.25	Bank Account Charge (Lloyds Current)	Lloyds Bank	Lloyds Bank Current Account (a/c 00318763)
18/05/2026	64	-	64	Rates - Market Place Car Park	ELDC	Lloyds Bank Current Account (a/c 00318763)
18/05/2026	45.23	9.05	54.28	BT - phone / broadband	BT	Lloyds Bank Current Account (a/c 00318763)
11/05/2026	7.5	1.49	8.99	Amazon prime delivery	Amazon	Lloyds Bank Current Account (a/c 00318763)
05/05/2026	115	-	115	Froggle Parties - Entertainer deposit - picnic in the park	Froggle Parties	Lloyds Bank Current Account (a/c 00318763)
01/05/2026	61.2	3.06	64.26	Electricity - WC Market Place	Total Energies	Lloyds Bank Current Account (a/c 00318763)
Total	8,523.58	455.54	8,979.12			
Transfer from reserve			8,979.12			

Council resolved receipts as scheduled:

Receipts May 2026	Column1	Column2	Column3	Column4	Column5	Column6
Date	Net	VAT	Total	Description	Customer	Bank
11/05/2026	75.62	-	75.62	Interest received	Lloyds Bank	Lloyd's Instant Access Account (30-97-67 31021768)
	75.62	-	75.62			

b. Financial position, May 2026 (see Appendix 3)

Council funds, following the issue of all payments and receipts scheduled at 26th May 2026, total £181,298.00, which includes a general reserve of £53,298.21 and earmarked funds of £101,175.52.

Council resolved the following transfers to earmarked funds from the 26/27 budget:

Play Equipment

£2,500

50% of the 26/27 balance to be earmarked

Public Toilets

£4750.00

50 of the 26/27 budget balance to earmarked for running costs.

War Memorial

£150.00

Total 26/27 balance to earmarked.

Future National Events

£200.00

Total 26/27 balance to earmarked

WC Future building maintenance

£250.00

Total 26/27 balance to be earmarked.

Tree Work (Council land)

£500.00

Total 26/27 balance to earmarked.

Following discussion and recommendation from the Clerk (RFO), Council resolved that payments and receipts against the 2026/27 budgets will be reviewed monthly by Full Council to ensure closer and more rigorous oversight of expenditure.

Council further noted and resolved that, for the May 2026 summary report, no expenditure exceeded the planned budget allocations.

26/27/13

Approve and resolve submission of the Annual Governance Assurance Return (AGAR) and supporting documents for 25/26 to external auditors, PFK Littlejohn (see appendix 4)

Council noted all previously received documents:

- Annual Governance Assurance Return (AGAR)
- Internal auditors report of 10th May 2026.

- Bank reconciliation and statements,
- Council funds at 31/03/2026, reserve funds at 31/03/2026,
- Explanation of variances, summary and detailed for 24/25 to 25/26,
- PWLB statement at 31/03/2026
- Dates for the exercise of public rights.

Following the discussion,

Council resolved funds at 31/03/2026 of £150,070.

Council resolved the AGAR completion and supporting documents.

Council resolved submission of the AGAR 25/26, signed by the Chairman and Clerk (RFO) to PFK Littlejohn, External Auditors by 30th June 2026.

Council Resolved dates for the exercise of public rights of Wednesday 3rd June to Tuesday 14th July 2026.

Action: The clerk to advertise the dates of public rights in the parish noticeboard and website. Submit the AGAR and supporting documents to External Auditors, PFK Littlejohn, by 30th June 2026.

26/27.14 Consider and resolve insurance renewal for 26/27 (see appendix 5)

Council noted the previously received insurance quote, representing year three of the three-year agreement with **Clear Councils**.

At the time of renewal, there are no changes to the policy cover, with the policy due to commence on **14 June 2026**.

It was **resolved** to proceed with the renewal at the cost of **£3,013.35**.

It was further resolved to add the Methodist Church building to the Council's insurance policy, subject to confirmation of the completion date.

Action: The Clerk to complete the renewal of the Council's insurance for **2026/27**.

26/27.15 Receive update on the Methodist Church:

- a. Purchase: review property report received from the Council's Solicitors and resolve signing of the contract transfer document in readiness for a future completion date (yet to be confirmed) (see appendix 6)

Correspondence and the Solicitors' Report on the purchase contract and property searches have been received. Following the Solicitors' recommendations, it was resolved to proceed with the required indemnity insurances.

It was further resolved that the contract and the title transfer document be returned to the Solicitors in readiness for completion. All documents were duly signed by the Chairman and Deputy Chairman, with the Clerk acting as witness.

It was resolved that Cllr Jim Moss and the Clerk will continue to review the Solicitors' Report relating to the property searches.

A completion date has not yet been agreed. It is hoped that a date will be confirmed prior to the next Council meeting on 30 June 2026. Should it be necessary to complete before that date, an extraordinary meeting will be arranged.

Action: The Clerk will return the signed documents to Hodgkinson Solicitors and keep councillors updated on progress via email.

b. Refurbishment: see amended floor and refurbishment plan (see appendix 7)

Council noted the previously received Plan I, which places the council office at the front of the building. The Working Group recommended Plan I as it is the most cost-effective option and requires minimal refurbishment work.

Council resolved to proceed with Plan I.

The Working Group will continue sourcing quotes for the refurbishment and will report back to full council at a future meeting.

Following further discussion, Council resolved to replace the large external sign with a new council sign confirming ownership of the building.

Council delegated responsibility for arranging the sign to the Clerk, to be completed in line with the building purchase.

Action: The Clerk will action the procurement of a council ownership sign and update Council via email once completed.

26/27.16 Update on arrangement for Picnic in the Park on 1st August 2026 (see appendix 8)

Council noted plans and bookings confirmed for Picnic in the Park.

It was resolved to proceed with Picnic in the Park on Saturday 1st August 2026. The working group of: The Clerk, Chairman and Cllr Jim Moss will continue with the arrangements and report to council at the next meeting.

26/27.17 Consider conservation area consultation (see appendix 9)

ELDC has appointed a specialist company to carry out a full review of local conservation areas, including producing a Conservation Area Appraisal and Management Plan.

It was resolved Cllr David Hartley and Cllr Jim Moss will attend the public consultation event in Spilsby on 29 May 2026.

They will report back to the council with findings and recommendations at a future meeting.

26/27.18 Consider Correspondence (see appendix 10)

Council noted the following correspondence:

1. Resident email 19/05/2026:
Suggested community improvements.

Improvements suggested: planting at the edge of the ward, library/book exchange at the Market Place, improving the noticeboard and improving the website.
Resident present to hear the council response.

Summer planting was completed during the past week. Planting along the ward boundary is not considered practical or sustainable due to ongoing maintenance and watering requirements. Existing displays in the village centre are regarded as high-quality, with many residents offering positive feedback.

The resident was unaware of the library at Tinkers Green and the recently installed noticeboard at the Market Place.

The Council remains satisfied with the current website. Internal auditors have again provided positive feedback, noting that the site is clear and easy to navigate.

2. Email received today (26/05/26) concerning parking on church street. The nursery at the Community Complex has three parking spaces, and for safety reasons, may need to consider restricting their use. The Community Complex Chairman requested the Council's views, as any change may affect parking availability in the Market Place.

Council Response;

The Council noted the concerns. It was resolved that Cllr David Hartley and Cllr Jim Moss will meet with the Community Complex Committee to discuss the matter further.

Meeting arrangements will be coordinated by the Clerk and Cllr Lisa Broomfield.

The Council will receive an update at a future meeting.

There being no further business, the meeting closed at 8.20 pm

Signed
30/06/2026.