

# FOSTON PARISH COUNCIL

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Minutes of the Meeting of Foston Parish Council held on 6<sup>th</sup> May 2025 at 19:30 at Foston Village Hall.

**Present:** Cllrs Richard Litchfield, Christina Lees, John Munro, Tracey Gardner, Pamela Fellows, Keith Spikings.  
County Councillor K Bamford, Clerk to Council – J Stanley.

**Public Forum** – Recently elected County Councillor Ken Bamford introduced himself to those present at the meeting

## Council Session

**25039. To elect a Chairman of Council for 2025/2026** - It was

Resolved: That Cllr Richard Litchfield be elected Chairman of Foston Parish Council for 2025/2026.

3 votes for the proposal, 1 vote against the proposal, 1 abstention.

Cllr Lees was thanked for her service to the community during her time as Parish Council Chairman.

**25040. To receive the Declaration of Acceptance of Office of Chairman of Foston Parish Council** - Following election Cllr Litchfield immediately signed the appropriate declaration of acceptance of office.

**25041. Apologies and reasons for absence (To receive and resolve reasons for absence in accordance with the requirement of the Local Government Act 1972)** – It was

Resolved: that apologies for absence from Cllr Browne and District Councillor Wood be accepted.

Unanimous

**25042. To receive Disclosable Pecuniary Interests in accordance with the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012** – Nil

**25043. To receive and approve the minutes of the Parish Council meeting held on 4th March 2025**– It was

Resolved: that the minutes of the Parish Council meeting held on the 4th of March 2025 be approved and signed by the Chairman as a correct record.

Unanimous.

**25044. To elect a Vice Chairman of Council for 2025/2026.** – Items pending to be revisited at a future meeting.

**25045. To consider the report of the Internal Auditor for the financial year ended 31st March 2025.**- It was

Resolved: - that the report of the Internal Auditor, Mr Patrick Traynor, for the financial year ended 31st March 2025 following review be accepted by Council. No action required on the report.

Unanimous

**25046. To consider Parish Council Accounts for the financial year ended 31st March 2025** – It was

Resolved: that the Accounts for the financial year ended 31st March 2025, be approved, accepted, and signed by the Chairman.

Unanimous.

**25047. To consider approval of the 2024/2025 Annual Return Certificate of Exemption** - It was

Resolved: that the Annual Return Certificate of Exemption of the Annual Return for the financial year ended 31st March 2025, be approved, accepted, and signed by the Chairman.

Unanimous

**25048. To consider approval of the 2024/2025 Annual Return – Annual Governance Statement** - It was

Resolved: that the Annual Governance Statement of the Annual Return for the financial year ended 31st March 2025, be approved, accepted, and signed by the Chairman.

Unanimous.

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- 25049. To consider approval of the 2024/2025 Annual Return – Accounting Statements** - It was  
Resolved: that the Accounting Statement of the Annual Return for the financial year ended 31st March 2025, be approved, accepted, and signed by the Chairman. Unanimous
- 25050. To consider and review Foston Parish Council Standing Orders** – It was  
Resolved: that the Foston Parish Council Standing Orders be reviewed at the July 2025 meeting. Unanimous
- 25051. To consider and review of Foston Parish Council Financial Regulations** - It was  
Resolved: that the Foston Parish Council Financial Regulations be reviewed at the July 2025 meeting. Unanimous
- 25052. To consider and review Foston Parish Council Risk Register** - It was  
Resolved: that further review of the risk register be undertaken at the July 2025 meeting to resolve any required actions. Unanimous
- 25053. To consider and review inventory of land and other assets** - It was.  
Resolved: that the review of the asset register was completed and accepted Unanimous
- 25054. To review and confirm arrangements for insurance cover in respect of all insurable risks.** - It was.  
Resolved: following a review of the insurance cover and quotations that an approach is made to the incumbent insurer, AJG, requesting that the renewal quotation is reviewed, if the renewal premium proposed by AJG is reduced to £550 or less then the insurance policy with AJG is to be renewed, if the AJG renewal premium is higher than £550 the a new policy is to be arranged with Ansvar Insurance via CAS Ltd. Unanimous
- 25055. To consider and confirm arrangements for the review of:**
- a. Council Complaints Procedure - It was.  
Resolved: that the review of Council Complaints Procedure was completed Unanimous
- b. Councillor Co-Option Policy – It was.  
Resolved: that the review of Councillor Co-Option Policy was completed Unanimous
- c. Training and Development Policy - It was.  
Resolved: that the review of Training and Development Policy was completed Unanimous
- d. Council's policies, procedures, and practices in respect of its obligations under freedom of information and data protection legislation - It was.  
Resolved: that the reviews to take place at the July 2025 meeting. Unanimous
- e. Council's policy for dealing with the press/media - It was.  
Resolved: that the review of Media Policy v 1.0 was completed. Unanimous
- f. Council's employment policies and procedures. - It was  
Resolved: that the reviews to take place at the July 2025 meeting. Unanimous
- g. Council's expenditure incurred under s.137 of the Local Government Act 1972 - It was.  
Resolved: that the report from the clerk detailing expenditure incurred under s.137 of the Local Government Act 1972 was accepted. Unanimous

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h. Council's policy for the awarding of grants - it was

Resolved: that the review of the grant awarding policy was complete, no amendments

Unanimous

**25056. To resolve to appoint an Internal Auditor for Foston Parish Council for 2025/2026.** It was

Resolved: that Mr P Traynor be appointed Internal Auditor for 2025/2026.

Unanimous.

**25057. To resolve to appoint Parish Council representatives / roles for 2025/2026** - It was.

Resolved: That Council make the following appointments for 2024/2025

Unanimous.

Neighbourhood Watch - Cllr Lees	Playing Field – Cllr Munro
Village Hall - Cllr Fellows	Police – Cllr Browne
Roads and Footpaths - Cllr Lees	Speed Indicator Device Co-ordination – Clerk to Council
Planning - Cllr Gardner	Communications– Cllr Litchfield
Emergency Plan – Cllr Lees	Potential Community Hub – Cllr Spikings

**25058. To review and consider Council subscriptions to other bodies.** - It was

Resolved: that Council renew subscription to LALC, LCR, SLCC and ICO for 2025/2026

Unanimous.

**25059. To consider and approve the timetable of meetings for the 2025/2026 administration period.** It was

Resolved: that ordinary meetings of Council are held 1st Tuesday Bi-monthly – 1<sup>st</sup> July 2025, 2nd September 2025, 4th November 2025, 6th January 2026, 3rd March 2026, 5th May 2026.

Unanimous.

**25060. To consider wooden posts erected on LCC Highways land on Goosegate Land and resolve on any action to be taken.** It was

Resolved: that Cllr Munro would speak to the resident concerned to ascertain more information regarding the posts.

Unanimous.

**25061. To consider correspondence relating to flight from Foston Airfield and resolve on any action to be taken.**

It was

Resolved: that Cllr Litchfield would speak with the airfield operator to raise the residents' concerns and investigate and regulations regarding operation of the airfield and flightpaths.

Unanimous.

**25062. To consider Goosegate Lane Flooding, LCC Highways plans and resolve on any action to be taken.** It was

Resolved: that no action required at this point as the issue has been taken away by County Councillor Bamford to raise with LCC.

Unanimous

**25063. To consider correspondence relating to blocked gates on Sewstern Lane and resolve on any action to be taken.** - It was

Resolved: that the correspondence be passed to Long Bennington Parish Council and County Councillor Banford to take forward due the location of the issue being in Long Bennington Parish.

Unanimous

**25064. To consider correspondence relating to Foston Village Hall - Parish Council Grant and resolve on any action to be taken.** - It was

Resolved: that the excess £125 from the Parish Council grant be approved to be used by Foston Village Hall towards the cost of the required pest control services.

Unanimous

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**25065. To consider correspondence relating to community CCTV and resolve on any action to be taken. –**  
Response from Mark Hillson - Neighbourhood Policing Inspector noted, further response awaited from SKDC.

**25066. To consider dog fouling and resolve on any action to be taken - It was**  
Resolved: that an article relating to dog fouling be included in the next newsletter and copies of the dog walking code leaflets be distributed as appropriate. Unanimous

**25067. To receive a report back from Highways meeting at Marston regarding closure of some of the A1 gap crossings and resolve on any action to be taken. - It was**  
Resolved: that Cllr Lees prepare a report for Highways England and LCC on the impact to Foston on the closure of the gap crossing at Marston. Unanimous

**25068. To consider Councillor training and resolve on any action to be taken. It was**  
Resolved: that the Clerk circulated the latest LALC training bulletin. Unanimous

**25069. To receive an update regarding relating to permissive access rights to Foston Playing Field and associated property boundaries. –** Matter remains in progress.

**25070. To consider speed indicator devices and resolve on any action to be taken. It was**  
Resolved: that Cllr Gardner contact DMH Building and Roofing Services for assistance in mounting the speed indicator devices. Unanimous

**25071. To consider issues with community speed watch passive signs and resolve on any action to be taken –**  
It was  
Resolved: that the damaged community speed watch passive signs be replaced with the held spares. Unanimous

**25072. To confirm the date of the Annual Parish Meeting and resolve on any action to be taken. - It was**  
Resolved: that the 2025 Annual Parish Meeting be held on Tuesday 27<sup>th</sup> May 2025 – 7pm Unanimous

**25073. To consider matters relating to Gorrie Hall, potential community hub, future direction and resolve on any action to be taken. It was**  
Resolved: that a copy of the appendix A document referenced in the draft lease be obtained from the 1<sup>st</sup> Foston Scouts for review by the Council members. Unanimous

**25074. To approve and sign the lease for 1<sup>st</sup> Foston Scout Group relating to land at Foston Playing Field on which Gorrie Hall is situated –** No action required, discussed under previous item.

**25075. To consider correspondence from the Environment Agency relating to the report made regarding Marshall Way - It was**  
Resolved: that the complaint relating to Marshall Way be re-raised with the Environment Agency. Unanimous

**25076. To consider planning appeal APP/E2530/W/24/3353929 – Meadow View, Marshall Way, Foston and resolve on any action to be taken. It was**  
Resolved: that Cllr Gardner would contact District Councillor Paul Wood to ensure that SKDC consult with Foston Parish Council regarding any application to comply with conditions imposed by the Planning Inspector. Unanimous

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## 25077. To receive and consider a report from Cllr Gardner on Planning Matters

- Demolition of conservatory and erection of single storey extension and retrospective application for garden office/craft room. - The Wilde's Main Street Foston Lincolnshire NG32 2JU - Ref. No: S25/0281 | Received date: Mon 17 Feb 2025 | Status: Pending Consideration | Case Type: Planning Application
- Application for a Certificate of Lawful Development regarding the proposed siting of a secure container on land. - Land East Of Willow Lakes South Of Newark Hill Foston Lincolnshire - Ref. No: S25/0196 | Received date: Tue 04 Feb 2025 | Status: Pending Consideration | Case Type: Planning Application
- Removal of dead, diseased and dangerous material and 25% crown reduction of Oak Tree (T1) of TPO 271. - The Old School House Church Street Foston Lincolnshire NG32 2LG - Ref. No: S25/0074 | Received date: Wed 15 Jan 2025 | Status: Pending Decision | Case Type: Planning Application

## 25078. To consider Financial Matters

- To receive the Clerks report on payments between meetings. - Council noted the details of the following payments made between meetings.

### Financial Year 2024/2025

Ref	Payment Date	Payee /Remitter	Invoice / Ref No	Budget Category	Payment Type	Total
97	10/03/2025	REDACTED	ExBLOT funds	Other Income	Donation	£ 750.00
98	11/03/2025	REDACTED	ExBLOT funds 2	Other Income	Donation	£ 672.24
99	05/03/2025	HSBC	GROSS INTEREST TO 04MAR2025	Other Income	Interest	£ 275.86
100	17/03/2025	A Clough	Maintenance	Maintenance	Bill Payment	£ 150.00
101	26/03/2025	HSBC	Charges to 04MAR25	Admin	Charges	£ 8.00
102	26/03/2025	Talk Talk Business	27060515	Village Hall	Direct Debit	£ 51.98
103	31/03/2025	DMH Building and Roofing	139	Projects	Bill Payment	£ 90.00
						£ 1,856.10

### Financial Year 2025/2026

Ref	Payment Date	Payee /Remitter	Invoice / Ref No	Budget Category	Payment Type	Total
01	03/04/2025	SKDC	CGE-524536	Precept	Precept	£ 14,500.00
07	17/04/2025	SKDC	CGE-525596	Grant	Litter Picking	£ 463.32
08	28/04/2025	Talk Talk Business	27153652	Village Hall	Direct Debit	£ 51.98
11	26/04/2025	HSBC	Charges to 04APR25	Admin	Charges	£ 8.00
						£ 15,023.30

- To review and consider accounts for payment- It was  
Resolved: That Council approve payment of the following items

Unanimous.

Ref	Payment Date	Payee /Remitter	Invoice / Ref No	Budget Category	Payment Type	Total
02	07/05/2025	Vision ICT Ltd	19888	Admin	Bill Payment	£ 314.26
03	07/05/2025	LALC	15441	Subscriptions	Bill Payment	£ 183.90
04	07/05/2025	Parks and Pitches	1894	Grass Cutting	Bill Payment	£ 80.00
05	09/05/2025	Elancity UK	SAJ-UK/2025/02428	Projects	Bill Payment	£ 2,880.00
06	07/05/2025	Foston Village Hall	96	Admin	Bill Payment	£ 36.00
09	15/05/2025	HB Sports Surfaces Ltd	25070	Maintenance	Bill Payment	£ 4,500.00
10	07/05/2025	Parks and Pitches	1933	Grass Cutting	Bill Payment	£ 160.00
12	07/05/2025	JE Stanley	P12,P01 - Allowances	Admin	Bill Payment	£ 49.84
13	07/05/2025	HMRC	Month 1	Staff Costs	Bill Payment	£ 117.20
14	08/05/2025	JE Stanley	Month 1	Staff Costs	Bill Payment	£ 469.71
						£ 8,790.91

- To review income and expenditure to 31<sup>st</sup> March 2025 – Income and expenditure to 31<sup>st</sup> March 2025 was reviewed and noted, no further action.

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- c. To review income and expenditure to 30<sup>th</sup> April 2025 – Income and expenditure to 30<sup>th</sup> April 2025 was reviewed and noted, no further action
- d. To review bank account reconciliations to 31<sup>st</sup> March 2025 - It was  
Resolved: that the bank account reconciliation for 31<sup>st</sup> March 2025 be accepted and approved. Unanimous
- e. To review bank account reconciliations to 5th April 2025 - It was  
Resolved: that the bank account reconciliation for 5th April 2025 be accepted and approved. Unanimous
- f. To consider an account transfer to cover payments due - It was  
Resolved: that a transfer of £5000 to be made on 7<sup>th</sup> May 2025 to the HSBC BMM Account from HSBC Current account. Unanimous
- g. To consider Foston Parish Council Earmarked Reserves and resolve on any action to be taken – It was  
Resolved: that £2500 be transferred from the earmarked reserve for MUGA repairs to the general fund, to cover recent expenditure. Unanimous

**25079. To receive and consider reports from County and District Councillors’ – Nil**

**25080. To consider items for inclusion on the agenda for the Parish Council Meeting on 1<sup>st</sup> July 2025** – Community Hub, Lease at Foston Playing Field were requested to be included on the agenda for the meeting on the 1<sup>st</sup> of July 2025. The reports from County and District Councillors to be moved to the beginning of the agenda for future meetings.

There being no further business the meeting closed at 22:05

Signed

Cllr R Litchfield Chairman