Tealby Parish Council

Minutes of the Annual Meeting on Wednesday 6th May 2026 at 7.10pm

Tealby Village Hall, 3 Beck Hill, Tealby, LN8 3XU

Clerk/RFO: Tony Shaw
Present: Councillors Spivey (Chair), Shilling (Vice-chair), Bevan, Brown and Noon
In Attendance: District Councillor Moira Westley, No members of the public

Public Forum

District Councillor Westley reminded council that WLDC are offering grant money to facilitate improved access to Village Halls for disabled users.

Minutes

1-2627 Election of Chair

a) To elect a Chair for the year 2026/27
RESOLVED: Cllr Spivey was elected as Chair.

b) Chair to sign a Declaration of Office, or Council to resolve this can be done at a later time
Cllr Spivey signed a Declaration of Office.

2-2627 To elect a Vice-Chair for the year 2026/27
RESOLVED: Cllr Shilling was elected as Vice-Chair.

3-2627 Declarations of Interest

a) To record declarations of interest in any of the agenda items listed below
None.

b) To note dispensations given to any member in respect of the agenda items listed below
None.

4-2627 To receive apologies from any members unable to attend the meeting
Apologies received from Cllr Mercer.

5-2627 To adopt the minutes of the ordinary meeting on Wednesday 4th March 2026
RESOLVED: The minutes were adopted and signed by the Chair.

6-2627 Finance

a) To note any income received since the meeting on 4th March 2026
Income noted as per Appendix 1.

b) To note any internal bank transfers since the meeting on 4th March 2026
Internal bank transfers noted as per Appendix 2.

c) To ratify any payments made since the meeting on 4th March 2026
RESOLVED: All payments ratified as per Appendix 3.

d) To approve a schedule of payments
RESOLVED: All payments approved as per Appendix 4.

e) To receive and approve a bank reconciliation to the end of April 2026
RESOLVED: Bank reconciliation approved as per Appendix 5.

7-2627 Planning

a) To consider planning application WL/0026/00371 – 21 Rasen Road, LN8 3XL
RESOLVED: No objection.

b) To consider planning application WL/0026/00378 – 16 Cow Lane, LN8 3YB
RESOLVED: Council object due to the industrial appearance of the intended steel roof and also the proximity of the garage to the road.

c) To consider planning application WL/0026/00394 – 31 Rasen Road, LN8 3XL
RESOLVED: No objection.

d) To consider planning application WL/0026/00406 – Causeway Grange, Rasen Road
RESOLVED: No objection.

8-2627 Annual Governance - Committees - To appoint 3 members to a Personnel Committee
RESOLVED: Cllrs Spivey, Brown and Noon elected to the Personnel Committee

9-2627 Annual Governance - Policies

a) To adopt NALC's model Standing Orders
b) To adopt NALC's model Financial Regulations
c) To adopt LGA's Code of Conduct
d) To adopt LALC's model Complaints Procedure
e) To adopt a Records Retention Policy
f) To adopt a Publication Scheme
g) To adopt a Privacy Policy
h) To adopt a Media Policy
i) To adopt a Health & Safety Policy
j) To adopt a Data Protection Policy
k) To adopt a Data Breach Policy
l) To adopt a Freedom of Information Requests Policy
m) To adopt a Subject Access Request Procedure
n) To adopt a Grievance Policy
o) To adopt a Disciplinary Policy
p) To adopt a Scheme of Delegation
q) To adopt a Risk Management Policy
r) To adopt an IT Policy
RESOLVED: All policies adopted, as presented, without any changes.

10-2627 Annual Governance - Finance and Risk

a) To review the bank mandate
RESOLVED: The bank mandate is up to date. Signatories are Cllrs Spivey, Shilling and Bevan.

b) To review any direct debits or standing orders
It was noted that the only direct debit is to HMRC for PAYE.

c) To review the Asset Register
RESOLVED: Council approved the Asset Register, following review of the additions and disposals in year.

d) To review the Council's Insurance Cover
RESOLVED: Council delegate to the Clerk to renew the Council's Insurance cover, subject to obtaining three quotes and increasing the level of cover to include additional play park equipment.

e) To review the Council's S137 expenditure in 2025-26
It was noted that Council had no S137 expenditure in year.

f) To approve the Council's CIL Return for 2025-26
RESOLVED: Council approved the return and it was signed by the Chair and RFO.

11-2627 Annual Governance - AGAR

a) To receive the Annual Internal Audit Report
Council reviewed the Annual Internal Audit which raised no concerns. No remedial actions necessary.

b) To complete and sign the Annual Governance Statement
RESOLVED: Council reviewed the assertions and completed the Statement. This was signed by the Chair and Clerk.

c) To approve and sign the Accounting Statements
RESOLVED: Council reviewed the Accounting Statement and completed the Statement. This was signed by the Chair and RFO.

12-2627 Annual Governance – Meeting Dates - To agree meeting dates for 2026-27
RESOLVED: Council will continue to meet on the first Wednesday of every other month, starting at 7:00pm.

13-2627 To consider a grant application to the National Lottery for funds to support the community wildlife project
Jane Rylands-Bolton has prepared a grant application to purchase bird feeders and bird seed.
RESOLVED: Council will support the submission of the application.

14-2627 To resolve to move into a Closed Session to discuss the confidential items below
RESOLVED: To move into a Closed Session

15-2627 Staff Matters
It was noted that the Clerk had an annual appraisal after the March meeting, with the Personnel Committee. Following the appraisal, the Clerk has advanced one salary scale point, effective from 1 April 2026.

The meeting closed at 8.10pm

APPENDIX 1: Income Received

Received Date	Receiving Account	Received From	Description	Amount
31/03/26	Unity Play Park	Unity Trust Bank	Bank Interest	18.08
31/03/26	Unity Reserves	Unity Trust Bank	Bank Interest	186.84

APPENDIX 2: Internal Bank Transfers

None.

APPENDIX 3: Payments Ratified

Bank Date	Supplier	Description	Net	VAT	Gross
19/03/26	Barrett Tree Care	Crown lift on trees on the village green/churchyard	1,800.00		1,800.00
30/03/26	Antony Shaw	Mileage (Mar)	29.43		29.43
30/03/26	Antony Shaw	Salary (Mar)	382.95		382.95
30/03/26	Antony Shaw	WFH Allowance (Mar)	26.00		26.00
31/03/26	Unity Trust Bank	Service Charge (Mar)	7.00		7.00
16/04/26	Carl Thomas	Internal Audit Report for 2025/26	120.00		120.00
16/04/26	M Williams	Grass Cutting (Mar)	435.00	87.00	522.00
16/04/26	West Lindsey DC	Defib Maintenance 2026-27 (Bowling Club)	95.00	19.00	114.00
16/04/26	West Lindsey DC	Defib Maintenance 2026-27 (Telephone Box)	95.00	19.00	114.00
16/04/26	John Sizer	Repairs to Beck Hill Noticeboard	586.00	117.20	703.20
30/04/26	Unity Trust Bank	Service Charge (Apr)	7.00		7.00

APPENDIX 4: Schedule of Payments

Invoice Date	Supplier	Description	Net	VAT	Gross	Reimburse
20/04/26	West Lindsey DC	Cemetery Green Bin Subscription for 2026-27	48.00		48.00	A Shaw
30/04/26	M Williams	Grass Cutting (Apr)	870.00	174.00	1,044.00	
	Antony Shaw	Mileage (Apr)	9.81		9.81	
	Antony Shaw	Salary (Apr)	374.12		374.12	
	Antony Shaw	WFH Allowance (Apr)	26.00		26.00	

APPENDIX 5: Bank Reconciliation

Account	Cashbook	Bank Statement
Unity Current	17,945.18	17,945.18
Unity Play Park	18.08	18.08
Unity Reserves	38,646.95	38,646.95
Total	56,610.21	56,610.21