

**GREETHAM PARISH COUNCIL MEETING**  
**Minutes of Annual and Monthly Meeting on 14<sup>th</sup> May 2025 @ 7pm held at Greetham**  
**Community Centre**

**Members Present:** Mr K. Edward (KE) Chair, Mrs J. Denyer (JD), Mr Leroy Sheppard (LS), Mrs Ann Jenkins (AJ), Ms. Janem Shelton (JS), Cllr. Nick Begy (NB), Mrs J Isaac (Clerk)

12 members of the public attended

Ref	Item	Action
<b>052/25</b>	<b>Election of Chair</b>	
	JD proposed Ken Edward to be re-elected as Chair, seconded by JS Vote carried unanimously. KE signed the Declaration of Acceptance of Office	
<b>053/25</b>	<b>Election of Vice Chair</b>	
	JS proposed Jane Denyer to be re-elected as Vice Chair, seconded by AJ Vote carried unanimously	
<b>054/25</b>	<b>Apologies for absences</b>	
	Apologies were received from David Baker	
<b>055/25</b>	<b>Declarations of interest in items on the agenda</b>	
	None.	
<b>056/25</b>	<b>Questions/Comments from members of the public</b>	
	The Church Vicarage had been raised at the former Village Meeting which was agreed to put as an agenda item for discussion next month.	Clerk
<b>057/25</b>	<b>Approval of minutes</b>	
	The following Minutes were accepted and signed as a true record – no corrections: PC Meeting held on 9 <sup>th</sup> April Proposed by JD, seconded by JS – Unanimous	
<b>058/25</b>	<b>Matters arising</b>	
	None	
<b>059/25</b>	<b>Update on co-option for Councillor Vacancy</b>	
	The date on the Notice of Vacancy in the Office of Councillor has now passed. No request has been received to hold an election. No-one has been put forward for co-option at present - GPC will look at co-opting another member in the near future.	
<b>060/25</b>	<b>Regulatory Documents for 2025/26</b>	
	The following regulatory documents were circulated to all for review prior to the meeting: Assets Register Risk Management Standing Orders Financial Regulations Reserves Policy There are no further revisions or updates – all were approved. The new Equality and Diversity Policy was formally approved by all.	
<b>061/25</b>	<b>Funeral Process and Burial policies</b>	
	Documents reviewed and agreed with new rules at the April Meeting. A copy of the changes has been sent to all Funeral Directors.	
<b>062/25</b>	<b>PC Insurance</b>	
	The renewal is due 1 <sup>st</sup> June 2025 – this is a 3 year policy at a fixed rate. Copies of the renewal schedule have been circulated to all members.	
<b>063/25</b>	<b>Membership of LRALC and NALC</b>	

	It was approved to continue membership with LRALC and NALC.	
<b>064/25</b>	<b>Review of Councillors on Advisory Teams</b>	
	It was agreed by all to continue with the current allocations of members to each team. A change from 3 councillors to 2 as Community Centre Trustees is proposed. The Rutland Quarry Group is led by David Baker. <i>Clerk to make the change</i>	Clerk
<b>065/25</b>	<b>Election of Councillors working on External bodies and members of the public</b>	
	The Chair proposed the following: Defib. Warden – Sandy Begy is happy to continue Neighbourhood Watch Rep/Safer Villages Rep – Graham McKee <i>JD to check with Graham</i> Bank review and signatory – KE, JD and DB. It was agreed to continue with Lloyds Bank as they offer a good service.	JD
<b>066/25</b>	<b>Election of Councillors to Community Centre Committee</b>	
	There are currently 8 trustees on the Community Centre Committee, 3 of whom from Greetham Parish Council, although there are currently 2. GPC suggested that a change be proposed to GCC to reduce it from 3 to 2 members of GPC as Trustees. There was a unanimous vote in favour. Agreed for KE to write to GCC Chair to put forward for approval, and amend the rules in the original deeds.	KE
<b>067/25</b>	<b>Election of Tree Warden</b>	
	JD proposed Janem Shelton - unanimous	
<b>068/25</b>	<b>Appointment of Internal Auditor for 2025/26</b>	
	There was agreement that the LRALC to continue to be used to reappoint an auditor for 2025/26.	
<b>069/25</b>	<b>Finance (End of Year)</b>	
	<b>AGAR (Annual Governance Annual Return) 2024/25</b> The completed Section 2 AGAR Pars 1 (Annual Governance Statement and Part 2 (Accounting Statement) were approved and signed by the Chair. As income and expenditure both fall within £25,000 this year, a Certificate of Exemption is to be submitted to the External Auditor.  <b>Internal Audit Report</b> The Internal Audit was carried out on 7 <sup>th</sup> April by an LRALC auditor and a comprehensive audit report has been received which was circulated to all prior to the meeting. The auditor is satisfied that the Council is operating sound policies and procedures within the rules and regulations required. All recommendations from the last audit have been completed with the exception of the gov.uk.domain website which is not yet a mandatory requirement, but will shortly become so – <i>Agenda item for review at a future meeting</i>  Actions suggested in the 2024/25 audit report:  The first business of the annual meeting must be the election of the Chair – <i>Actioned (Ref: 052/25)</i>  All town and parish councils will need an IT Policy and a generic email account hosted on an authority-owned domain. It is advised that Parish	Clerk

	<p>Councils review their responsibilities and implement a policy before the end of the financial year.</p> <p>The Reserves Policy has not been reviewed since 2022. It is recommended that the policy be reviewed on an annual basis – <i>Actioned</i></p> <p>It was recommended that the council adopt an Equality and Diversity Policy due to a change in law on 26<sup>th</sup> October 2024 to incorporate 2 further characteristics. – <i>Actioned (Ref: 060/25)</i></p> <p><b>Exercise of Public Rights</b> The dates set for the exercise of public rights were agreed 3<sup>rd</sup> June to 14<sup>th</sup> July 2025 – <i>Clerk to issue Notice</i></p>	Clerk
<b>070/25</b>	<b>Finance (Monthly)</b>	
070.1	<p><b>Monthly budget/finance report, and bank reconciliation</b> The bank reconciliation and updated budget at 30<sup>th</sup> April was noted The Chair has checked and agreed the April finances and confirmed the bank reconciliation is correct. LS signed and checked the report for April</p>	
070.2	<p><b>Approval of Invoices</b> <b>Invoices already paid</b> ETSY – Dog poop signs - £42.31 <i>Already Paid</i> Lloyds Bank – Service Charge £4.25 <i>Already Paid</i> Teas and coffees for Annual Meeting - £14.69 <i>Already Paid</i> Batteries for Card Reader - £8.00 <i>Already Paid</i> Proposed by JD, seconded by JS – Unanimous</p>	
070.3	<p><b>Invoices to be approved and paid</b> Clerk Salary May - £297.60 less overpayment paid in April £45.10 = £252.50 LRALC/NALC membership fee 2025-26 - £417.88 AJ Computing – Website Training - £30.00 Proposed by JS, seconded by AJ – Unanimous</p>	Clerk
070.4	<p><b>Approval of orders to be placed</b> AJ Gallaher – Insurance 1.6.25 – 31.5.26 - £761.42 plus any broker charges 5 new bins for Community Centre Field – Approx. £1,500.00 Grass cutting up Great Lane (access issues reported by The Gathering regarding damage to cars) - £250.00 for 5 cuts per year. <i>Ask GCC to go ahead and for invoices to go to GPC</i> Proposed by KE, seconded by JD – Unanimous</p>	Clerk
070.5	<p><b>To note Income Received</b> HMRC VAT Tax Rebate - £2197.54</p>	
<b>071/25</b>	<b>PLANNING</b>	
071.1	<p><b>Update on Greetham Quarry Extension and MGL Issues</b> GPC are still pursuing the old quarry and the removal of the sheds. Agreed for JD to follow up with Hereward Homes.</p>	



072.4	<p><b>Environment Planning Team</b> It was agreed at the earlier Village Meeting that GPC would work together with Greetham Goes Wild with their data on the issues of pollution in the stream water – in conjunction with Anglian Water and Environmental Health.</p>	
072.5	<p><b>Burial Ground</b> The new Burial Ground Rules concerning the erection of headstones has been sent to all Funeral Directors. The 2 unmarked graves have been highlighted and plaques will be purchased and installed by GPC – To go on June Agenda.</p> <p><b>Community Centre</b> A full report and update given in the earlier Village Meeting.</p>	
<b>073/25</b>	<b>Correspondence and Communication</b>	
	RCC Approval of CIL Changes	
	Letter regarding trees and hedges from Ivor Crowson	
<b>074/25</b>	<b>Reports from outside bodies</b>	
	<p>Police Report – April Edition Greetham Report:- Theft of tools and golf equipment from van Persons looking to buy an advertised car, poured oil into washer fluid in order to lower price Theft of parcel left outside address It was suggested and agreed to invite Jake Spruce to attend a future GPC meeting to provide information on the new weekly reports and format of the Newsletter. <i>Clerk to contact Jake and give dates of future meetings.</i></p>	Clerk
<b>075/25</b>	<b>Meetings for 2025/26</b>	
	<p>Next Meeting: Wednesday 11<sup>th</sup> June 9<sup>th</sup> July, 17<sup>th</sup> September, 15<sup>th</sup> October, 12<sup>th</sup> November 14<sup>th</sup> January 2026, 11<sup>th</sup> February, 11<sup>th</sup> March, 8<sup>th</sup> April</p>	

Meeting ended 8.30pm.

Issued on 16<sup>th</sup> May 2025