

Elsham Parish Council

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Minutes of the Annual meeting of Elsham Parish Council held on Tuesday 19th May 2026 commencing at 7pm at the Village Hall, Elsham

Present: Cllr Andrew Horner, Cllr Sandra Van Oosterhout, Cllr Mark Lilley, Cllr Michael Percy
Clerk – Louise Price
2 members of the public

Agenda

APCM26/01 Apologies

Resolved: To accept the apologies from Councillors Steve Moir (Holiday) and Sue Everett (Holiday)

APCM26/02 Election of Chairman

Cllr Horner was proposed as Chairman of the Council for 2026-2027 by Cllr Van Oosterhout, seconded by Cllr Percy.

Resolved: Cllr Horner was elected as Chairman of the Council and signed the Declaration of Office.

APCM26/03 Election of Vice-Chairman

Cllr Van Oosterhout was proposed as Vice Chair of the Council for 2026-2027 by Cllr Horner, seconded by Cllr Lilley.

Resolved: Cllr Van Oosterhout was elected as Vice Chair of the Council.

APCM26/04 Declarations of Interest

Cllr Van Oosterhout declared an interest in item 6 – Stevenson and Julian Charity and Appendix 1 – Elsham Village Hall.

Signed..... Date.....

Elsham Parish Council

APCM26/05 Election of Committees/Working Group Representatives

The following Councillors were elected to represent the Parish Council at outside meetings and events:

- a) Low Villages Forum Representative – Cllr Horner
- b) Police/NATS Committee Representative – Cllr Lilley
- c) ERNLLCA District Committee Meetings – Cllrs Van Oosterhout and Horner
- d) Snow Wardens – Cllrs Moir and Everett
- e) Personnel Committee – Cllrs Percy, Everett and Van Oosterhout

APCM26/06 Stevenson and Julian Charity Trust Fund

- a) Cllr Van Oosterhout gave a brief update on the Charity.
Cllr Van Oosterhout left the room.
- b) Councillors discussed continuing to support the Stevenson and Julian Charity Trust Fund for 2026-2027.
- c) **Resolved: To award a S137 Grant of £500 to the Stevenson and Julian Charity for 2026/2027.**

Cllr Van Oosterhout returned to the meeting.

APCM26/07 Responsibilities for Asset Inspections

The following Councillors will be responsible for inspecting the following assets during 2026/2027:

- a) Nature Reserve – Cllrs Van Oosterhout and Moir
- b) Play Area – Cllr Percy
- c) Village Benches – All Councillors
- d) Bus Shelter – All Councillors
- e) Telephone Box – All Councillors
- f) Noticeboards – Cllr Horner
- g) Salt Bins – All Councillors
- h) Litter bins – All Councillors
- i) Signage and Planters in the village – All Councillors

APCM26/08 Policies and Procedures

The following had been circulated to Councillors and were reviewed and approved:

- a) Standing Orders 2026
- b) Financial Regulations 2026
- c) Child Protection Policy
- d) Member and Officer Protocol
- e) Health and Safety Policies and the Risk Assessments
- f) Safeguarding Vulnerable Adults Policy
- g) Equal Opportunities Policy
- h) Complaints Procedure – this was approved subject to a correction to an email address

Signed..... Date.....

Elsham Parish Council

- i) Disciplinary and Grievance Policies
- j) Financial Reserves Policy
- k) NLC Code of Conduct Policy
- l) Scheme of Publication Policy
- m) General Data Protection Regulation Policies
- n) The Co-option Policy
- o) The Community Emergency Plan (CEP) – All Councillors to be added as Key Holders to the Village Hall
- p) The Asset Register 2026/2027 – this was approved for now but requires some work
- q) TORS for the Personnel Committee
- r) Biodiversity Policy
- s) Freedom of Information and Subject Access Policies
- t) Sexual and General Harassment Policy
- u) Councillor and Staff Training Policy
- v) Grants Policy – to be added to the website
- w) IT Policy
- x) Vexatious Policy
- y) Councillors present confirmed they had reviewed their Register of Interests in accordance with the Localism Act 2011 and pursuant to the relevant Authorities (Disposable Pecuniary Interest) Regulations 2012 and North Lincolnshire Code of Conduct.
- z) **Resolved: To continue to allow the Clerk to make payments from the bank by BACS/CHAPS in accordance with the Financial Regulations.**
- aa) **Resolved: that Elsham Parish Council utilises its powers under the LGA Act 1972, Section 101, to devolve to the Clerk the authority to make decisions on planning applications where:**
 - i. **the application falls between meetings and it is not possible to obtain an extension in time to consider the application from the planning authority.**
 - ii. **The Chairman is unavailable to convene an extra-ordinary meeting, or circumstances are such that convening of any extra-ordinary meeting is impractical. The Clerk will contact all Councillors, where available, to confirm they are content with the response before submission.**

This would not apply in cases of contentious planning applications, where there is significant public interest or public comments on the Planning portal.
- bb) The Civility and Respect Pledge for 2026/2027 was reviewed and approved. The Clerk to attach the certificate to the website.

APCM26/09 Finance

- a) **Resolved: To appoint Brian Brookes as the Internal Auditor 2026/2027**
- b) **Resolved: The list of regular monthly/annual payments was reviewed and approved for 2026/2027:**
 - Vision ICT – Email services
 - Kyanite – Website Hosting

Signed..... Date.....

Elsham Parish Council

Wages and Salaries including HMRC
Verges/PROW invoices
Councillor expenses within approved budgets
Elsham Village Hall Room Hire
Autella Payroll
Balfour's – lease of Elsham Play Park land

APCM26/10 Parish Council Ordinary Meeting Dates for 2026/2027

The dates for Ordinary Parish Council Meetings for 2026/2027 at Elsham Village Hall confirmed as:

Tuesday 16th June 2026 at 7pm

Tuesday 21st July 2026 at 7pm

Tuesday 15th September 2026 at 7pm

Tuesday 20th October 2026 at 7pm

Tuesday 17th November 2026 at 7pm

Tuesday 19th January 2027 at 7pm – Budget and Precept setting meeting

Tuesday 16th February 2027 at 7pm

Tuesday 16th March 2027 at 7pm

Tuesday 20th April 2027 at 7pm – Annual Parish meeting

Tuesday 18th May 2027 at 7pm – Annual Meeting of the Parish Council

APCM26/11 Elsham Leader Scale of Charges

Resolved: To continue the production of the Elsham Leader Newsletter including the costs to print and deliver.

Meeting closed 7.30pm

Signed..... Date.....