

LOCKTON PARISH COUNCIL

Email: clerk@lockton-pc.gov.uk Website: <https://lockton-pc.gov.uk/>

Minutes of the Ordinary Meeting of Lockton Parish Council held on Monday 6th July 2026 at 7pm in Lockton Village Hall, Lockton

Present: Cllr M Bentley (Chair), Cllr R Phillips (Vice-Chair), Cllr J Edenbrow, Cllr P Roberts

1	Welcome to all
2	Open forum/Public Session No members of the public present
3	To Receive and Consider any apologies Apologies were received from Cllr. Oakins
4	To Receive and Consider any Declarations of Interest No Declarations of Interest
5	To Agree and Sign the Minutes of the Ordinary Meeting on 11 th May 2026. Minutes were agreed by all and signed by Chair, Cllr M Bentley
6	Guest Slot: no guest slot
7	To Receive information on ongoing issues and decide further action where necessary Village maintenance: volunteer group organised, first task set for 7th July. Will continue to work on identified areas. Dark skies: no information from NYC about replacement bulbs/light not working. Cllr Phillips meeting R. Darn (Dark Skies consultant) to do light survey 7th July and will then complete required paperwork for Dark Skies status. De-Fib – replacement of 10 year old de-fib has taken place. New machine registered with BHF. Cllrs expressed thanks to the organisers of the domino drives who will be fundraising to cover the cost. Cllr Roberts will monitor monthly. Churchyard/cemetery issues: Confirmation from church warden that no action needed in churchyard. Unstable headstones in cemetery have been laid down. Recruitment of clerk/RFO: Possible share with TLD PC may be unlikely. Cllrs agreed to poster on the noticeboard and Cllr Phillips to contact other local PC clerks. S.R. happy to continue as temporary RFO. Cllr Phillips will continue as acting clerk. .gov or other emails: Review of costs from current .gov provider and gmail business account. Decision made to take forward with WJP Software for all councillors to have .gov email – security, admin access for management, secure back up. Cllr Phillips will liaise with WJP Software.
8	Planning applications received: FL/2026/00208 Marfit Head Farm – erection of general purpose ag. building HP/2026/00225 Lyncroft – installation of replacement uPVC windows ADV/2026/00224 Lockton Tearoom – consent for continued display of fascia sign No comments
9	Planning decisions received:

Signed

Date

	FL/2026/00108 Land to east of Pasture Road – extension to agricultural building – approved with conditions Decision noted
10	Finance
10.1	To Receive and Approve Bank balances (29 June 2026): Community A/c: £2868.81 (Ring-fenced CO £91.70) Premium A/c: £5330.54 Bank statements shared with Cllrs. Initialled by Cllr Bentley. Received and approved.
10.2	To Review and Approve the Payments & Income since the last meeting: Payments In: £145.54 NYC grass cutting contribution/£1164.87 NYMNP CO grant/£50 gravestone fee/£320.59 VAT reclaim/£15.14 Barclays interest Payments Out: £778.80 AEDDonate (de fib)/£24 Bee Happy payroll/£99.68 RFO salary /£1776.00 KG Brown fencing/HMRC £24.80/JT Atkinson CO bench £257.44 Payments reviewed and approved. Cllrs expressed thanks to Cllr Janet Sanderson for the grant relating to the CO bench.
10.3	To Consider & Approve projected future Payments & Income: Payments In: Payments Out: £960 grass cutting May/Junex2/£640 grass cutting July&Aug/£99.68 RFO salary/£24 2 months payroll fees/£24.80 HMRC RFO tax Considered and approved.
11	Chairman's report/Councillor's information
11.1	New PC policies – Biodiversity; Business Continuity; Data Protection and Data Map; Clerk Risk Assessment; Detailed Retention; Disciplinary; Grievance; Publication Scheme; Recording; Social Media; Training Record. All documents previously circulated. All except Biodiversity policy were agreed and adopted. Biodiversity to be brought to next meeting.
11.2	Formation of Personnel Committee – members and adoption of Personnel Committee TOR Committee members agreed to be Cllrs. Edenbrow, Roberts and Phillips. TOR agreed and adopted.
11.3	Standing Orders - agreed as per APCM
11.4	Financial Regulations – agreed as per APCM
12	Clerks Information/Received correspondence
12.1	To Receive & Consider all updates on village: Playground/Cemetery/Village Hall Garden/Pinfold/Well Playground – Cllr Edenbrow will contact the playground charity trustees to raise the RoSPCA issues and arrange a meeting. Cllr Phillips agreed to attend.
12.2	To Receive & Consider all other Clerk matters/correspondence received: Stolen village sign: Although second time this sign has been stolen Cllrs agreed that a replacement should be put in place. Cllr Bentley kindly offered to provide the new sign.
13	Any other business/urgent business None
14	Date of next meeting 28 Sept 2026 7pm