

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 11th May 2026 at 7.15pm in Lockton Village Hall, Lockton

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

No members of the public were present

1	Welcome to all
2	Open forum/Public Session No members of the public present
3	To Receive and Consider any apologies No apologies
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 9th March 2026 and the EOM on 27th April 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 Tree survey – Agreed to production of plan showing key trees in village location, visual checks annually and appropriate checks with arborist as required. Village maintenance – Cllr Edenbrow will produce a flyer for distribution around the village asking for volunteers. Dark skies - Cllr Roberts has carried out the street light audit. Findings have been passed on to Mike Hawtin at NYMNP for discussion with NYC re light timings/status. Offer from Richard Darn, consultant to NYMNP, to help with resident lights if required. PC in favour of supporting Dark Skies Friendly lighting for street-lights where possible. Emergency Plan – agreed Cllr Phillips should add to website. Recruitment of clerk/RFO - no action currently. Cllr Edenbrow is investigating possibility of sharing Clerk/RFO with TLD PC who will be recruiting.
8	Planning applications received: FL/2026/00108 Land to east of Pasture Road – extension to agricultural building No objections
9	Planning decisions received: NYM/2026/0112 Bluebell Cottage – felling of tree - NYMNP no objection Decision noted
10	Finance
10.1	To Receive and Approve Bank balances (5th May 2026): Community A/c: £4148.53 (Ring-fenced £960.27 for CO – not including NYMNP grant) Premium A/c: £5315.40 Bank statements shared with Cllrs. Received and approved.

Signed

Date

10.2	<p>To Review and Approve the Payments & Income since the last meeting: Payments In: £3150 precept Payments Out: £47.00 ICO subscription/£150.00 YLCA subscription/£241.00 Zurich insurance premium/£640.00 grass cutting March&April/£200 mole removal/£204 audit fee Payments reviewed and approved</p>
10.3	<p>To Consider & Approve projected future Payments & Income: Payments In: £145.54 NYC grass cutting payment/£1092 NYMNP CO grant (approx) Payments Out: £640 May&June grass cutting/£155.60 10 hours RFO salary (approx) /£1656 (approx including VAT) K. Brown works for CO/£36 3 months payroll fees Payments considered and approved – Cllr Phillips advised that K Brown final invoice and NYMNP grant calculation now received so figures will be slightly different.</p>
10.4	<p>Year-End Accounts 2025/2026 To review and approve the final accounts for the year ending 31 March 2026 The accounts for year ending 31st March 2026 were reviewed and approved</p>
10.5	<p>Internal Audit Report 2025/2026</p>
10.5.1	<p>To receive and note the Internal Auditor’s Report The Internal Auditor’s Report was received and noted</p>
10.5.2	<p>To consider recommendations and agree on actions Points raised: Cllrs all in agreement that recommendations will be actioned as advised Policies will be produced, adopted and published on the website; Pay roll service has been instructed; website will be updated with missing documents; Annual Parish Meeting will now be held annually (has taken place for 2026-27)</p>
10.6	<p>Annual Governance & Accountability Return (AGAR)</p>
10.6.1	<p>To consider and approve Section 1 – Annual Governance Statement Considered and approved. Section 1 signed by Chair Cllr M Bentley and Cllr R Phillips (Acting Clerk)</p>
10.6.2	<p>To consider and approve Section 2 – Accounting Statements Considered and approved. Section 2 signed by Chair Cllr M Bentley</p>
10.7	<p>Certificate of Exemption</p>
10.7.1	<p>To confirm that the Council meets the criteria for exemption (<£25,000 income/expenditure) It was confirmed that the Council meets the criteria for exemption.</p>
10.7.2	<p>To approve and sign the Certificate of Exemption The Certificate of Exemption form 2 was signed by Chair Cllr M Bentley</p>
10.8	<p>Opening of Accounts 2026/2027 (To note opening balances and approve budget allocations) Opening balance statements were noted and budget allocations noted</p>
11	<p>Chairman’s report/Councillor’s information</p>
11.1	<p>Churchyard risk assessment actions All low risk. Agreed to monitor walls as part of ongoing maintenance; trees to be part of the tree survey; Cllr Edenbrow will speak to Church warden about possible signage.</p>
11.2	<p>Cemetery/churchyard headstone assessment Assessments have been carried out and reports produced. No action in the churchyard. Headstones in cemetery which need to be lowered to be dealt with by Cllrs Bentley and Edenbrow. Broken bench has been removed with family agreement.</p>
11.3	<p>Additional .gov or other councillor emails Information shared about email requirements and possible costs. Cllr Phillips will look into this further to ensure cost effective system in place.</p>

Signed

Date

12	Clerks Information/Received correspondence
12.1	To Receive & Consider all updates on village: Playground/Cemetery/Village Hall Garden/Pinfold/Well Playground – concerns raised over equipment and actions identified in RoSPA report. Cllr Edenbrow will contact the playground charity trustees to raise these issues.
12.2	To Receive & Consider all other Clerk matters/correspondence received: De- fib – Cllr Roberts has investigated possible need to replace as 10 years old. Likely cost around £1 - £1.5k so fundraising will be required. Cllr Roberts will report back with findings about servicing/leasing/replacement. Moles – Successfully dealt with, no reoccurrence. Parish Council Newsletter – Very small number of people receive this, mainly by email which is personal data being held. Agreed that any future newsletters should only be on the website and the village notice board, with any requests for hard copies being dealt with by the clerk.
13	Any other business/urgent business Cllr Phillips provided payroll paperwork to be signed.
14	Date of next meeting 6th July 2026