

MINUTES OF AMBER HILL PARISH COUNCIL MEETING
Held on July 13th 2026 at Hubberts Bridge Community Centre

Present: Cllr Grahame Winman (Chairman), Cllr (Joy) Elizabeth Gadd (Vice Chairman), Cllr Christopher Stephenson, Cllr Ros Bowler, Cllr Jane Webb, Cllr Edward Panton, Cllr Emily Herbert and Cllr Paul Lock (Lincolnshire County Councillor).

In Attendance: L MacLennan-James (Clerk & Responsible Finance Officer) and Cllr Barry Daish (Lincolnshire County Councillor).

Pre-meeting - 15 minutes allocation for the Police and public to speak:

1. Welcome from the Chairman (Agenda Item 1 – 13/07/2026)

Cllr Winman welcomed everyone to the meeting.

2. Apologies for Absence and reasons given (Agenda Item 2 – 13/07/2026)

We received apologies from Cllr Evans and Cllr Welberry as they are attending a Borough Council meeting.

3. To receive any declarations of interest in accordance with the Localism Act 2011 (Agenda Item 3 – 13/07/2026)

None.

4. Approval of minutes for meeting held 18th May 2026 (Agenda Item 4 – 13/07/2026)

The minutes were sent to councillors prior to the meeting, there are a few typing errors to be corrected but the minutes were approved as a true and accurate record.

5. Planning applications (Agenda Item 5 – 13/07/2026)

None.

6. To receive reports from Borough & County Councillors if in attendance (Agenda Item 6 – 13/07/2026)

Cllr Lock reported that we may hear something between Tuesday and Thursday this week about LGR. There has also been a few roads in the area that have had issue fixed and the A17 works have now been finished which may help traffic, surrounding roads are reassessed after the works due to diversions. There is now a councillor grant scheme and Cllr Lock will soon be going through it all and share more information on accessing the grant. National Grid is going through their minerals and waste seminar and emails may be received from them.

Cllr Daish shared some information regarding road weight limits; there is now a different criteria for accessing weight limits which has shortened the waiting list for the road to be assessed.

Cllr Lock queried if the closure of Langrick Bridge will affect the Amber Hill residents, to which the councillors responded yes, it will affect the whole town. He is keeping a close eye on the information that comes through for this. Cllr Stephenson said that the whole area will need advanced notice, especially for the farmers with land either side of the bridge.

7. Reports from Parish Councillors and any actions required (Agenda Item 7 – 13/07/2026)

Cllr Winman is still working on the newsletter.

No other reports.

8. Clerk's Report & GDPR (Agenda Item 8 – 13/07/2026)

The clerk reported on her findings since her employment with the council in June.

The clerk queried the agreement with the playing field, as the council do not own it, is the grass cutting payments a donation? The council confirmed it is a donation.

The clerk asked if the council owned the defibrillator as she cannot see it on the circuit system. The cabinet is on the asset list and not the defibrillator itself and neither are insured. – The council is unsure if it is co-owned with the school, the clerk will contact the school to see if some answers can be found. It is likely that the pads and battery need replacing.

The clerk asked councillors if they recall signing acceptance of office forms.

The clerk continued to say that there are a few things that she will be doing before the next meeting such as uploading the current little documentation she has on the laptop and all future documentation to a cloud system such as one drive to ensure there is a back up if the laptop breaks and for easy access storage. She will also be updating and creating some policies that need doing.

The clerk also discussed salary payments with the council, the amount agreed is currently £14.90 per hour, for two hours per week this equals £129.13 per month. The previous clerk took her wage every two months at meetings however for PAYE ease, the current clerk would like to do payments monthly and to have the two months approved at each meeting. She asked the council to agree that the amount above can be paid at the end of every month via bank transfer (to the clerk & HMRC) and that any extra hours would always be bought to the next meeting to agree. Also, as the clerk is an employee of the parish council, there is no need for an invoice for hours. – The Council agreed for this to go ahead. RESOLVED.

Updates on Fix my Street –

Sutterton Drove Cherry Tree – Kennels – Subsidence has been fixed.

9. Correspondence (Agenda Item 9 – 13/07/2026)

3 year agreement from internal auditor – This was shared with the council prior to the meeting.

Clerk to find some comparative quotes to bring to the next meeting before agreeing.

10. Financial Matters (Agenda Item 10 – 13/07/2026)

a) Payments to be approved

Two payments to Malc Firth - £153.31 & £76.66 - Approved

Clerks wage for June - £103.33 and HMRC £25.80 - Approved

Clerks wage for July - £103.33 and HMRC £25.80 - Approved

HBCC Hall Hire - £24 per hire in Jan, Mar, May and July - £96.00 - Approved

The council requested that the Clerk leave the room while they had a private discussion. When the clerk re-entered, the council proposed a one off payment of £200.00 to the Clerk for the transition period and extra work. All councillors were in agreement for this to go ahead and the clerk gratefully accepted.

b) Update on Bank Account

As of 30th June 2026 –

Main Lloyds Acc - £1763.90

Reserves - £8300.71

Total - £10,064.61

Date	Description	Invoice / Remit No	Amount	VAT
09/04/2026	Interest	None	+ 3.52	0.00
17/04/2026	Precept	TBC	+ 1735.99	0.00
17/04/2026	Service Charge	480799320	4.25	0.00
27/04/2026	LALC Subscription	CHQ399	112.48	0.00
11/05/2026	Interest	None	+ 3.64	0.00
12/05/2026	Brothertoft Hall Hire	CHQ400	10.00	0.00
18/05/2026	Service Charge	483291351	5.25	0.00
09/06/2026	Interest	None	+ 3.30	0.00
16/06/2026	Service Charge	485879998	4.75	0.00
26/06/2026	Tax and ENI	CHQ431	112.45	0.00
29/06/2026	Grass Cutting	CHQ428	73.01	12.78
30/06/2026	Temp Clerk Wage	CHQ426	400.00	0.00
01/07/2026	Internal Audit	CHQ429	43.50	0.00
02/07/2026	Insurance	CHQ430	216.86	0.00
09/07/2026	Interest	None	+ 3.41	0.00

11. Items to be added to the next agenda (Agenda Item 11 – 13/07/2026)

Cllr Panton reported that many hedges in the village are overgrown, especially on Sutterton Drove and the hedge next to the playing field entrance. Cllr Lock took note of this and Cllr Stephenson reported it on Fix My Street.

12. Date, time, and venue of next meeting – September 21st 2026, 7:00pm, Hubberts Bridge. (Agenda Item 12 – 13/07/2026)