

MINUTES OF AMBER HILL PARISH COUNCIL MEETING

Held on September 21st 2026 at Hubberts Bridge Community Centre

Present: Cllr Grahame Winman (Chairman), Cllr (Joy) Elizabeth Gadd (Vice Chairman), Cllr Christopher Stephenson, Cllr Ros Bowler, Cllr Stuart Evans (Boston Borough Councillor and Cllr Paul Lock (Lincolnshire County Councillor).

Absent: Cllr Jane Webb, Cllr Emily Herbert, Cllr Edward Panton and Cllr Welberry (Boston Borough 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 – 21/09/2026)

Cllr Winman welcomed everyone to the meeting.

2. Apologies for Absence and reasons given (Agenda Item 2 – 21/09/2026)

We received apologies from Cllr Jane Webb, Cllr Welberry and Cllr Herbert prior to the meeting.

3. To receive any declarations of interest in accordance with the Localism Act 2011 (Agenda Item 3 – 21/09/2026)

None.

4. Approval of minutes for meeting held 13th July 2026 (Agenda Item 4 – 21/09/2026)

The minutes were sent to councillors prior to the meeting, Cllr Gadd asked that the fact that the Clerk left the room for a private discussion is added to item 10. The clerk will add this and the minutes were signed as a true record after this change.

5. Planning applications (Agenda Item 5 – 21/09/2026)

None.

Cllr Winman asked that all open planning applications are kept on the agenda until a decision is made.

6. To receive reports from Borough & County Councillors if in attendance (Agenda Item 6 – 21/09/2026)

Cllr Evans reported the Local Government Reorganisation decision has been postponed due to legal reasons. Due to this Borough and District Elections will be held in May 2027. It is likely to still happen in the future. He continued to say that planning laws in Boston are changing, timings have been reduced and anyone other than the planning committee will have less of a say. Finally, there is a motion being put forward at the Borough full council that the money spent by Boston Borough

Council has been wasted doing things such as LGR and the Borough would like to ask the Government to return the wasted funds.

Cllr Lock continued a brief discussion regarding the LGR decision and monies wasted. Cllr Lock has been promoted to executive for economy and investment, he has sent an email questionnaire and asked the councillors to complete it if they can. The councillor highways app is now in action, this allows Cllr Lock to have immediate answers to highways related questions. He has found this very helpful in the little time he has had access already. There is also a digital dictation app being made, to be able to help in the adult and social care sector which has also proved to be extremely helpful and time saving during tests. Cllr Lock is sure that this will have a massive impact on that sector however, it will be a short time until it is active due to safeguarding and security measures needed.

Cllr Lock also mentioned the grants available to him at LCC.

7. Reports from Parish Councillors and any actions required (Agenda Item 7 – 21/09/2026)

Cllr Winman shared that Remembrance Day is coming up before the next meeting, he asked the councillors what they would like to do for it. The councillors agreed that they will do the same as usual and Cllr Gadd is happy to organise it on the 11th at the school and attend on behalf of the Parish Council alongside Cllr Gadd and Cllr Winman will do the speech. The Clerk will order a wreath and will check the budget amount prior to purchase.

No other reports.

8. Clerk's Report & GDPR (Agenda Item 8 – 21/09/2026)

The clerk reviewed and amended the following policies; these were shared with the councillors prior to the meeting and then reviewed and adopted at the meeting.

Accessibility, Code of Conduct, Complaints, Co-option, Equality & Diversity, Fair Processing, Health & Safety, Safeguarding and Transparency.

All policies were unanimously agreed and approved.

The clerk looked into the cost for internal audits as the council requested, the average cost in Lincolnshire is between £200-£500 depending on the size of the parish. For LALC to do AH audit, it would cost £170 plus VAT, a total of £204.00 prior to a rise they may be introducing this year.

Clark's Clerical has quoted an agreement of £143.50 for two audits a year, or £200 for one end of year audit only. This price would be agreed for 3 years. There is an additional fee of £50.00 if a change of Clerk has occurred in the year, however, I believe that to be between the mid-year and end of year audit.

The Clerk asked the council if they would like to sign the agreement. The council agreed to go ahead with the two audits.

The clerk also updated the Council on the defibrillator, the local school was previously gifted a defibrillator from the department of education and the Parish Council received a grant to purchase the case only. So, the responsibility of the pads and batteries is down to the school, which they

asked and so I clarified, they may check with those who gave them the defib but I would presume it is down to them.

Clerk gave the chair a copy of the passwords list.

9. Correspondence (Agenda Item 9 – 21/09/2026)

None received.

10. Financial Matters (Agenda Item 10 – 21/09/2026)

a) Payments to be approved

Two payments to Malc Firth - £229.97 for July and £76.66 for August grass cutting.

Clerks wage for September - £129.22

Clerks wage for October - £129.22

HBCC Hall Hire - £48.00 for September and November (plus £2 underpaid for July).

The council agreed for all future invoices from Malc Firth to be paid upon receipt and to not wait until the next meeting.

All Invoices were agreed to be paid. When the grass cutting has reached the £750 agreed from the council, it will be down to the playing fields to cover the costs.

The main account does not have enough funds to cover the above payments and future payments until the next precept instalment, the Clerk suggested transferring funds from the reserves. The Clerk also asked how much is typically kept in the main account and how much is put in to reserves when the precept is received. The council have the reserves to try and get some interest payments, the council is happy for the clerk to send money over (£500-£1000) to the main account when necessary.

b) Update on Bank Account

As of 31/08/2026

Main Lloyds Acc - £370.90

Reserves - £8307.76

Total - £8678.66

Date	Description	Invoice / Remit No	Amount	VAT
01/07/2026	Internal Audit	000429	43.50	0.00
02/07/2026	Insurance	000430	216.86	0.00

09/07/2026	Interest	N/A	+ £3.41	0.00
15/07/2026	Hall Hire	TBC	94.00	0.00
15/07/2026	Clerks Wage	None	103.33	0.00
15/07/2026	Grass Cutting	04119 & 04175	229.97	38.33
20/07/2026	Service Charge	None	4.75	0.00
23/07/2026	Tax Payment	None	25.80	0.00
06/08/2026	Grass Cutting	03865	153.31	25.55
06/08/2026	Extra Clerk Wage	None	160.00	0.00
06/08/2026	Clerks Wage	None	104.73	0.00
06/08/2026	Final wage N. Bush	None	250	0.00
10/08/2026	Interest	None	+3.64	0.00
17/08/2026	Service Charge	None	6.75	0.00
09/09/2026	Interest	None	+ 3.41	0.00

11. Items to be added to the next agenda (Agenda Item 11 – 21/09/2026)

Cllr Gadd would like a matters arising from the minutes to be on future agendas.

Cllr Gadd questioned if the hedges mentioned previously had been dealt with and the cones that have been put out in a public place. The cones are still in situ. The hedges were in Chapel Lane, Cllr Stephenson shared that these do get done at least yearly.

Clerk only needs to print copies of minutes for each councillor at the meeting, invoices are not needed.

Clerk to inform LALC and BBC of all councillors and clerk change if not already done.

Cllr Stepheson and Cllr Gadd do not have their pins to get access to the bank, clerk to get that sorted.

Clerk to set up auto-forward for the old Gmail account to the .gov.uk account.

12. Date, time, and venue of next meeting – November 16th 2026, 7:00pm, Hubberts Bridge. (Agenda Item 12 – 21/09/2026)