

OWSTON FERRY PARISH COUNCIL

Clerk Clare Boyall
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20 May 2026

Dear Councillor

You are hereby summoned to the Annual Full Council Meeting of the Owston Ferry Parish Council which will be held in the Parish Room at Coronation Hall, Owston Ferry on **Thursday 28 May 2026 at 7 pm.**

Signed

C Boyall

Clerk to the Council

This Council supports the right of anyone to record this meeting in so far as is possible within the constraints of the Council's meeting rooms, but advises that no one may disrupt the meeting in doing so. Anyone wishing to record the Council meeting should obtain the necessary legal advice to ensure they understand the rights of any members of the public who may be present who do not wish to be filmed or recorded. The Council meeting is recorded, and the recording is saved until the previous meeting's minutes are resolved

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| 07/05/26 | Public Participation Session
Members of the press and public are welcome to attend meetings of the Council under the Public Bodies (Admission to Meetings) Act 1960 as amended by Section 100A of the Local Government Act 1972, Schedule 12A. Questions may be put to the Council during the Public Participation Session (which will be conducted at 7 pm before the Council meeting). The time allocated to each speaker is 3 minutes on their given subject(s). After this time the press and public must refrain from speaking. |
| 08/05/26 | Election of Chairman of the Owston Ferry Parish Council |
| 09/05/26 | To sign and receive the Chairman's Acceptance of Office form |
| 10/05/26 | Election of Vice Chairman of the Owston Ferry Parish Council |
| 11/05/26 | Apologies
To receive apologies and reasons for absence. |
| 12/05/26 | Declaration of Interest Review
To receive any changes to Councillors' Declaration of Interests. |
| 13/05/26 | Declarations of Interest
To record any Declaration of Interest made by members in respect of items on this agenda (Members should identify the agenda item and type of interest being declared.) |
| 14/05/26 | Granting of Dispensations (Code of Conduct, 2012) |
| 15/05/26 | Draft Minutes of the Full Council meeting held on 30 April 2026
To resolve the Draft Minutes of the Full Council Meeting held on 30 April 2026 (copies of which have been previously circulated). |
| 16/05/26 | Draft Minutes of the Extraordinary Full Council meeting held on 22 May 2026
To resolve the Draft Minutes of the Extraordinary Full Council Meeting held on 22 May 2026 (copies of which have been previously circulated). |

- 17/05/26 Clerk's Report**
To receive the Clerks Report (Matters in progress - for information only)
- 18/05/26 Financial Report**
To receive the Financial Report and Accounts for Payment (Local government Act 1972 s151 & Accounts and Audit Regulations 2003 as amended 2006). See Appendix 1.
- 19/05/26 Election of Owston Ferry Parish Council's Snow Warden**
- 20/05/26 Election of Personnel Committee**
- 21/05/26 To Review and Approve the Personnel Committee Terms of Reference**
- 22/05/26 To Receive and Approve the Standing Orders**
- 23/05/26 To Receive and Approve the Financial Regulations**
- 24/05/26 Asset Register**
24.1 To resolve the disposal of a filing cabinet and an HP laptop and printer.
24.2 To review and approve the updated Asset Register and arrange the annual inspection of assets
- 25/05/26 Risk Management Policy**
To review the Risk Management policy.
- 26/05/26 Scheme of Delegation**
To review the Scheme of Delegation.
- 27/05/26 Financial Reserves Policy**
To review the Financial Reserves policy.
- 28/05/26 IT Policy**
To review and approve the IT policy.
- 29/05/26 Dignity at Work inc Sexual Harassment Policy**
To review the Dignity at Work Policy inc Sexual Harassment policy.
- 30/05/26 Data Protection Policy**
To review the Data Protection policy.
- 31/05/26 Subject Access Request Policy**
To review the Subject Access Request policy
- 32/05/26 Publication Scheme**
To review the Publication Scheme.
- 33/05/26 Health and Safety Policy**
To review the Health and Safety policy.
- 34/05/26 Personnel Policies**
To review the personnel policies.
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| Grievance Policy | Whistleblowing Policy |
| Capability Policy and Procedure | Maternity Policy |
| Flexible Working Policy | Disciplinary Policy and Procedure |
| Display Screen Equipment Policy | Recruitment and Selection Policy |
- 35/05/26 Policies and Procedures**
To review and approve the following policies and procedures:

Recording of Meetings
Records Retention Policy
Safeguarding Vulnerable Adults Policy
Biodiversity Policy and Action Plan
Grant Policy and Guidance
Email Privacy Notice
Complaints Policy

Co-option Procedure
Safeguarding Children Policy
Training and Development Policy
Member Officer Protocol
Cemetery Rules and Regulations
Data Security Incident Breach Procedure

- 36/05/26 Civility and Respect Pledge**
To re-affirm the commitment to the Civility and Respect Pledge.
- 37/05/26 Bank Signatories**
To review the bank signatories.
- 38/05/26 Schedule of Meetings 2026 2027**
To resolve the schedule of meetings for 2026 2027.
- 39/05/26 Insurance Provision**
To review the insurance provision for the Parish Council.
- 40/05/26 Memberships, Subscriptions and Direct Debits**
To review and approve the following:
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| ERNLLCA | ICCM | ICO |
| SLCC | Business Stream | |
- 41/05/26 Annual Internal Auditor's Report 2025 2026**
To receive the Internal Auditor's Report (information previously circulated).
- 42/05/26 Section 1 Annual Governance Statement 2025 2026**
To consider and resolve the Annual Governance Statement 2025 2026 (information previously circulated).
- 43/05/26 Section 2 Annual Accounting Statement 2025 2026**
To receive and resolve the Annual Accounting Statement 2025 2026 (information previously circulated).
- 44/05/26 Planning Applications to Consider**
- 44.1 **Application No:** PA/2026/533
Proposal: Planning permission to erect a ground floor extension off the side of the existing rear extension to create a granny annexe
Site: 1 Victoria Cottages, Main Street, Gunthorpe, DONCASTER, DN9 1BQ
- 44.2 **Application No:** PA/2026/381
Proposal: Planning permission for the temporary siting of a 20ft x 9ft jack legged portacabin
Site: Pumping Station, South Street, Owston Ferry, DN9 1RP
- 44.3 **Application No:** PA/2026/558
Proposal: Application to determine if prior approval is required for land to be used for a temporary campsite from the 17/07/26 to 15/09/26
Site: Everwild Camping, North Intake Lane, Gunthorpe, Owston Ferry, DN9 1BQ
- 45/05/26 Planning Decision**
To note that prior approval is needed and has been granted for planning application PA/2026/349.
- 46/05/26 Planning Submission**
To note that the following application was dealt with under the Council's Scheme of Delegation.

Application No: PA/2026/363

Proposal: Outline planning permission for two dwellings (including demolition of existing buildings) with all matters reserved for subsequent approval

Site: Axholme Poultry Farm, Station Road, Owston Ferry, Doncaster, DN9 1AW

No Comment.

- 47/05/26 Councillor Attendance at Meetings 2025/2026**
To note the attendance at meetings 2025/2026.
- 48/05/26 Councillor Information - New Legislation**
To note new legislation has been introduced regarding publicly available information.
- 49/05/26 Playground inspection**
To receive and note the playground inspection report.
- 50/05/26 Community Payback**
To receive further information following contact made with the Community Payback Team
- 51/05/26 Bank Reconciliation**
To confirm that audit checks have been completed against the bank reconciliation.
- 52/05/26 ERNLLCA District Committee Representatives**
To consider electing 2 Councillors to attend the ERNLLCA District Committee meetings.
- 53/05/26 Lincolnshire Folk Tales**
To receive a request for a future letter of support for the Lincolnshire Folk Tales following last month's resolution.
- 54/05/26 Mileage Rates**
To note and approve that the approved mileage rate has increased to 55p per mile back dated to 1 April 2026.
- 55/05/26 Ward Councillor Report**
To receive a report from the Ward Councillor
- 56/05/26 Chairman's Items**
To note the Chairman's report.
- 57/05/26 Date and Time of next meeting**
Thursday 25 June 2026 at 7:00 pm in the Parish Room in Coronation Hall.
- Vote to exclude the press and public due to an exemption as defined in paragraph 1 of part 1 of schedule 12a of the Local Government Act 1972, also in accordance with the Public Bodies (Admission to Meetings) Act 1960 s1(2) due to the confidential nature of the items to be discussed.*
- 58/05/26 Clerk's Salary**
To receive information regarding an underpayment by the payroll provider on the Clerk's salary.

Appendix to Financial Report - Accounts for Payment

Cheque	Recipient	Purpose	Nett Amount	VAT	Total
102572	Earthbound Misfits	Circus Skills Vermuyden 400	312.00	0	312.00
102573	HMRC	PAYE rep chq 102567			Confidential
102574	Yards Apart	PROW Cut 4 2025/2026 Rep chq 102552	625.10	125.02	750.12

102575	Yards Apart	Verges Cut 1 Rep Chq 102562	496.50	99.30	595.80
102576	Staff Salary	May Salary			Confidential
102577	C Boyall	Mileage inc backdated to 1 April 2026 10p per mile	40.30	0	40.30
102577	C Boyall	Postage	6.07	1.21	7.28
102577	C Boyall	Annual Parish Meeting Refreshments	6.60	1.32	7.92
102577	C Boyall	Garden Competition Vouchers	25.00	5.00	30.00
102577	C Boyall	Telephone Box Metal Primer	20.82	4.16	24.98
102578	HMRC	PAYE			Confidential
102579	B Keighery	Cut 5 for Owston Ferry Rec and Cut 5 Gunthorpe	375.00	75.00	450.00
102579	B Keighery	Cut 6 for Owston Ferry Rec and Cut 6 Gunthorpe	375.00	75.00	450.00
102579	B Keighery	Cut 7 for Owston Ferry Rec	300.00	60.00	360.00
102579	B Keighery	Cut 8 for Owston Ferry Rec and Cut 7 Gunthorpe	375.00	75.00	450.00
102580	P Hinds	Grass Cutting at Cemetery and Closed Churchyard on 14/4/26	245.00	0	245.00
102581	Yards Apart	Verges Cut 2	496.50	99.30	595.80
102582	N Lindsey College	Printing Vermuyden 400	50.00	10.00	60.00
DD	Business Stream	Cemetery Water Supply	5.50	0	5.50