

OWSTON FERRY PARISH COUNCIL

These are the Minutes of the Annual Full Council meeting of Owston Ferry Parish Council held on Thursday 28 May 2026, 7:00pm in Coronation Hall.

In Attendance:

Councillors Woodcock (Chair), Cole, Parkin, Pettman, S Temperton, Trickett and Walker

Clare Boyall Parish Clerk and Responsible Financial Officer

Ward Cllr Rose

4 Members of the Public

07/05/26 Public Participation Session

A resident raised concerns regarding item 44.3/05/26.

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08/05/26 Election of Chairman of the Owston Ferry Parish Council

Cllr Walker proposed that Cllr Woodcock be elected Chairman, seconded by Cllr Trickett. All in favour. **Resolved.**

09/05/26 To sign and receive the Chairman's Acceptance of Office form

The Acceptance of Office form was signed by Cllr Woodcock and received by the Clerk.

10/05/26 Election of Vice Chairman of the Owston Ferry Parish Council

Cllr Trickett proposed that Cllr Pettman be elected Vice Chairman, seconded by Cllr Walker. 5 in favour. **Resolved.**

Cllr Parkin proposed that Cllr Trickett be elected Vice Chairman, seconded by Cllr Pettman. 2 in favour.

At this point Cllr Walker expressed thanks to the Clerk for her hard work over the previous year.

11/05/26 Apologies

Cllrs Coy, Edward, Rule and J Temperton.

12/05/26 Declaration of Interest Review

Cllr Trickett will supply a change form to the Clerk.

13/05/26 Declarations of Interest

None.

14/05/26 Granting of Dispensations (Code of Conduct, 2012)

None.

15/05/26 Draft Minutes of the Full Council meeting held on 30 April 2026

Cllr Cole proposed that the minutes of the Full Council meeting held on 30 April 2026 be accepted as a true record, seconded by Cllr Walker. All in favour. **Resolved.**

16/05/26 Draft Minutes of the Extraordinary Full Council meeting held on 22 May 2026

Cllr Walker proposed that the minutes of the Extraordinary Full Council meeting held on 22 May 2026 be accepted as a true record, seconded by Cllr Cole. All in favour. **Resolved.**

17/05/26 Clerk's Report

There has been communication from the Crooked Billet requesting various information from the Parish Council. This will be added to the June Agenda. The resolution of the

council was followed and a request for removal of any items on the Fleethole was made until such time as this is discussed at the June meeting.

Confirmation was sent to advise that the Parish Council are happy for the Youth Van to be sited on the recreation field on 11 August 2026. Confirmation of the date will be sent nearer the time.

The CPRE 100 entry location has been changed to the cemetery.

The internal auditor has completed their audit and all the additional documentation has been produced ready to be sent to the external auditor once the audit documentation is resolved.

Acceptance for the Folk Trail was sent. A request for a letter was received and added to this agenda.

More signs have been placed on footpaths 135 and 137 and the correct line of the footpaths has not been reinstated. Further information has been sent to the Principal Access and Commons Officer and Cllr Rob Waltham has also requested historical information regarding this issue which will be sent to him. A reply has been received from the officer and a conversation has taken place with the Public Rights of Way Officer who has spoken to the farmer. The farmer has been advised that they can apply to formally re-route the PROW at their expense. This will be added to the June agenda for consideration by the council.

A tree has fallen over on footpath 132 and the path is again slipping into the dyke. This has been reported to the Principal Access and Commons Officer and also the Public Rights of Way Officer during a telephone conversation today.

A complaint had been received regarding footpath 139. The footpaths had their 4th cut from last year in March. All the footpaths have been cut this week. However, due to there being no increase in the funding for the grass cutting contract this year we will only be able to perform 3 cuts this year. This footpath has rape seed that has seeded itself all over the bank and therefore the contractor has cut this footpath as best as he can this week. There is also the same issue with footpath 78.

18/05/26 Financial Report

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

The Clerk explained that 2 cheques have gone missing in the post to Yards Apart and therefore replacement cheques have had to be written. She also explained that she had queried advice from the payroll provider regarding small business exemption but had been told that this does apply. However, since that time the payroll provider has contacted the Clerk and agreed that the small business exemption does not apply and therefore a replacement cheque for the HMRC payment has been written as the original cheque had been destroyed following their original advice.

Cllr Walker proposed that the financial report be accepted and the cheques should be signed seconded by Cllr Cole. All in Favour. **Resolved.**

19/05/26 Election of Owston Ferry Parish Council's Snow Warden

Cllr Trickett proposed that Cllr Pettman be appointed as Snow Warden, seconded by Cllr S Temperton. All in favour. **Resolved.**

20/05/26 Election of Personnel Committee

Cllr Woodcock proposed that the Personnel Committee members remain as Cllr Coy, Cllr Trickett and Cllr Walker. All in favour. **Resolved.**

21/05/26 To Review and Approve the Personnel Committee Terms of Reference

Cllr Parkin proposed that the Personnel Committee Terms of Reference be approved, seconded by Cllr Walker. All in favour. **Resolved.**

22/05/26 To Receive and Approve the Standing Orders

Cllr Parkin proposed that the Standing Orders be approved, seconded by Cllr Cole. All in favour. **Resolved.**

23/05/26 To Receive and Approve the Financial Regulations

Cllr Parkin proposed that the Financial regulations be approved, seconded by Cllr Walker. All in favour. **Resolved.**

24/05/26 Asset Register

24.1

Cllr Parkin proposed to dispose of 1 filing cabinet, an HP laptop and a printer, seconded by Cllr Trickett. All in favour. **Resolved.**

24.2

Cllrs volunteered to inspect various assets on the asset register. The Clerk has checked all office equipment.

25/05/26 Risk Management Policy

Cllr Trickett proposed to approve the Risk Management policy, seconded by Cllr Cole. All in favour. **Resolved.**

- 26/05/26 Scheme of Delegation**
Cllr Walker proposed to approve the Scheme of Delegation, seconded by Cllr Parkin. All in favour. **Resolved.**
- 27/05/26 Financial Reserves Policy**
Cllr Walker proposed to approve the Financial Reserves policy, seconded by Cllr Parkin. All in favour. **Resolved.**
- 28/05/26 IT Policy**
Cllr Cole proposed to approve the IT policy, seconded by Cllr Parkin. All in favour. **Resolved.**
- 29/05/26 Dignity at Work inc Sexual Harassment Policy**
Cllr Trickett proposed to approve the Dignity at Work inc Sexual Harassment policy, seconded by Cllr Parkin. All in favour. **Resolved.**
- 30/05/26 Data Protection Policy**
Cllr Trickett proposed to approve the Data Protection policy, seconded by Cllr Walker. All in favour. **Resolved.**
- 31/05/26 Subject Access Request Policy**
Cllr Parkin proposed to approve the Subject Access Request policy, seconded by Cllr Walker. All in favour. **Resolved.**
- 32/05/26 Publication Scheme**
Cllr Pettman proposed to approve the Publication Scheme, seconded by Cllr Parkin. All in favour. **Resolved.**
- 33/05/26 Health and Safety Policy**
Cllr Trickett proposed to approve the Health and Safety policy, seconded by Cllr Walker. All in favour. **Resolved.**
- 34/05/26 Personnel Policies**
Cllr Walker proposed to approve the following personnel policies, seconded by Cllr Cole. All in favour. **Resolved.**
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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**
The Clerk advised that a lead and deputy are needed for the new Child and Adult Safeguarding policies.
Cllr Trickett proposed that Cllr Pettman be the safeguarding lead and Cllr Coy be deputy and that all the following policies and procedures be approved, seconded by Cllr Walker. All in favour. **Resolved.**
- | | |
|---------------------------------------|---|
| Recording of Meetings | Co-option Procedure |
| Records Retention Policy | Safeguarding Children Policy |
| Safeguarding Vulnerable Adults Policy | Training and Development Policy |
| Biodiversity Policy and Action Plan | Member Officer Protocol |
| Grant Policy and Guidance | Cemetery Rules and Regulations |
| Email Privacy Notice | Data Security Incident Breach Procedure |
| Complaints Policy | |

- 36/05/26 Civility and Respect Pledge**
Cllr Parkin proposed to re-affirm the commitment to the Civility and Respect Pledge, seconded by Cllr Cole. All in favour. **Resolved.**
- 37/05/26 Bank Signatories**
Cllr Walker proposed that Cllrs Woodcock, Walker, Rule and the Clerk remain signatories on the account and that Cllr Trickett be added as a signatory, seconded by Cllr Woodcock. All in favour. **Resolved.**
- 38/05/26 Schedule of Meetings 2026 2027**
Cllr Trickett proposed that the Full Council meeting will be held on the last Thursday of each month and that no meeting be held in August and December, seconded by Cllr Walker. All in favour. **Resolved.**
- 39/05/26 Insurance Provision**
Cllr Parkin proposed that the insurance provision be approved, seconded by Cllr S Temperton. All in favour. **Resolved.**
- 40/05/26 Memberships, Subscriptions and Direct Debits**
Cllr Walker proposed to approve the following memberships, subscriptions and direct debits, seconded by Cllr S Temperton. All in favour. **Resolved.**
- | | | |
|---------|-----------------|-----|
| ERNLLCA | ICCM | ICO |
| SLCC | Business Stream | |
- 41/05/26 Annual Internal Auditor's Report 2025/2026**
Cllr Trickett proposed to note the Internal Auditor's Report 2025/2026, seconded by Cllr Cole. All in favour. **Resolved.**
- 42/05/26 Section 1 Annual Governance Statement 2025/2026**
The Annual Governance Statement 2025/2026 was considered and completed. Cllr Parkin proposed to approve the Annual Governance Statement 2025/2026, seconded by Cllr Cole. All in favour. **Resolved.**
- 43/05/26 Section 2 Annual Accounting Statement 2025/2026**
Cllr Parkin proposed to approve the Annual Accounting Statement 2025/2026, seconded by Cllr Cole. All in favour. **Resolved.**
- 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
- Cllr Pettman proposed that no observations be submitted, seconded by Cllr Parkin. All in favour. **Resolved.**
- 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
- Cllr Parkin proposed that no observations be submitted, seconded by Cllr Walker. All in favour. **Resolved.**
- 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

This application was discussed. Cllr Woodcock proposed to neither support or object to this application but to comment that the Parish Council have concerns regarding access and egress for this site and also to share residents' concerns expressed in the public participation section, seconded by Cllr Trickett. All in favour. **Resolved.**

45/05/26

Planning Decision

Cllr S Temperton proposed to note that prior approval is needed and has been granted for planning application PA/2026/349, seconded by Cllr Cole. All in favour. **Resolved.**

46/05/26

Planning Submission

Cllr Cole proposed to note that the following application was dealt with under the Council's Scheme of Delegation, seconded by Cllr Walker. All in favour. **Resolved.**

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

Cllr Walker proposed to note the attendance at meetings 2025/2026, seconded by Cllr Trickett. All in favour. **Resolved.**

48/05/26

Councillor Information - New Legislation

Cllr Cole proposed to note new legislation has been introduced regarding publicly available information for Cllrs, seconded by Cllr S Temperton. All in favour. **Resolved.**

49/05/26

Playground inspection

Cllr Cole has performed a playground inspection. The wooden steps on an item of equipment at Gunthorpe are sharp and need sanding. Cllr Cole will do this. Cllr Cole volunteered to hold the emergency contact telephone whose number is posted on the playground notices.

50/05/26

Community Payback

Following the resolution of the council the Clerk had expressed an interest in this scheme. The Clerk had asked the co-ordinator if some work in the cemetery would be suitable. They have confirmed that this is exactly the type of work that would qualify. However, they do not remove waste from the site. Cllr Walker proposed to ask the community payback team to perform work in the cemetery, seconded by Cllr Parkin. All in favour. **Resolved.**

51/05/26

Bank Reconciliation

Cllr Pettman confirmed that she had completed audit checks against payments and the bank reconciliation. Cllr Cole proposed to note that checks have been completed on the bank reconciliation, seconded by Cllr Parkin. All in favour. **Resolved.**

52/05/26

ERNLLCA District Committee Representatives

There were no volunteers to be representatives.

53/05/26

Lincolnshire Folk Tales

Cllr Walker proposed that the Clerk may prepare a letter of support for the Lincolnshire Folk Tales following last month's resolution, seconded by Cllr Cole. All in favour. **Resolved.**

54/05/26

Mileage Rates

Cllr Walker proposed to note and approve the new HMRC mileage rate of 55p per mile back dated to 1 April 2026, seconded by Cllr S Temperton. All in favour. **Resolved.**

- 55/05/26 Ward Councillor Report**
Ward Cllr Rose advised that the grant available for heating oil is now £300 and is still not means tested. Residents can apply via the N Lincs Council website.
If residents are aware of any potholes Ward Cllr Rose would like them to contact him to make him aware of the location.
- 56/05/26 Chairman's Items**
No Items.
- 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**
Cllr Woodcock proposed to pay the Clerk the underpayment by the payroll provider for the national pay award 2025/2026 backdated to April 2025 that should have been paid in 2025, seconded by Cllr Trickett. All in favour. **Resolved.**

Meeting closed at 8.01 pm.