



To: Cllrs. Bev Farrington (Chair), Julian Tatam (Vice Chair), Brian Branch, Yvonne McCulloch, Kevin Payne, Richard Carter & Darren Scott
You are hereby summoned to Langtoft Parish Council Extraordinary Meeting on Monday 13th July 2026 at 17:00 in the Village Hall

The business to be dealt with at the Meeting is listed below.

A FENECH
08/07/26

The public and media are cordially invited to join this meeting

Public Forum: There will be a public forum starting at 17.00 and lasting for up to 15 minutes when members of the public may ask questions or make short statements on items relating to the agenda below to the Council.

RULES FOR PUBLIC FORUM ARE CONTAINED IN LANGTOFT PARISH COUNCIL STANDING ORDERS WHICH CAN BE VIEWED IN FULL ON THE WEBSITE

Agenda

26/27-36

Apologies:

To receive any apologies for absence and reasons given.

To note resignation of Cllr. Liz Jarman and Cllr. Chris Palmer from the parish council.

26/27-37

Disclosure of Pecuniary Interests:

To receive any declarations of interest in accordance with the requirements of the Localism Act 2011, and to consider any requests for dispensations in respect of disclosable pecuniary interests'

26/27-38

Minutes:

To approve the minutes of:

- a) 27 May 2026 and 11 May 2026 Parish Council meetings
- b) To review Action Tracker. This document tracks items from previous meetings and their progress.

26/27-38

Finance

- a) To receive Financial Report for the period May and June 2026 with bank statements.
- b) Resolve Payments as per annex 1
- c) To Note Income received as per annex 1
- d) To consider the quote from Scribe for finance software
- e) To consider carrying over the donation element of the Penfield budget in 2025/26, totalling £420.
- f) To consider SLCC membership for the Clerk at cost of £215.

26/27-39

Staffing

- a) Clerk/RFO Recruitment
To receive the recommendation of the interview panel following the Clerk/RFO recruitment process and to resolve to approve the appointment
- b) To agree a continued handover plan with the new Clerk and Locum
- c) Parish Council Gardener Accountabilities and Reporting Arrangements
To consider and agree proposed changes to the Parish Council gardener's accountabilities, duties and reporting line.
- d) To consider adopting a Health and Safety Record Book



26/27-40 Councillors

- a) To reallocate responsibilities from resigned Councillors' Duties to include; Grapevine, Dog Waste Bins and Defibs
- b) New Councillor recruitment strategy

26/27- 41 Hyde and Mossop Donations

- a) East End Park Play Equipment: To agree ownership, future maintenance responsibility, procurement and payment arrangements for two items of play equipment.
- b) East End Pond Duck House: To agree ownership, future maintenance responsibility, installation and payment arrangements for a floating duck house.

26/27- 42 To note correspondence and planned meetings with Alicia Kearns

26/27- 43 To receive Items for Future Meetings

Date of future meetings 2026: 8 Sept, 27 Oct, 8 Dec



Annex 1

Payments made since last meeting:

Date Paid	Payee	Description	Total
01/06/2026	Staff Costs	Staff	£ 1,482.24
02/06/2026	Clear Councils	Insurance	£ 657.55
09/06/2026	Water Gardening	Penfield	£ 681.82
09/06/2026	LALC	Subscription	£ 507.92
09/06/2026	LVHMC	Village Hall Hire	£ 42.00
09/06/2026	Derek Risk	Internal Audit	£ 100.00
09/06/2026	A D Harrison	Penfield	£ 7.95
09/06/2026	A D Harrison	Penfield	£ 28.00
10/06/2026	IONOS	Email Hosting	£ 12.60
10/06/2026	IONOS	Email Hosting	£ 199.32
23/06/2026	HMRC	HMRC	£ 1,387.08
23/06/2026	Nigel Bright	Expenses	£ 47.28
23/06/2026	AM Kreative	Job Advert	£ 120.00
23/06/2026	LALC	Duplicate in Error, refund pending	£ 507.92
23/06/2026	Greystones Printers	Grapevine	£ 687.00
23/06/2026	Greystones Printers	Penfield	£ 12.00
26/06/2026	Staff Costs	Staff	£ 1,806.44

Payments due:

Payee	Description	Budget Category	Total
BDG Mowing	Grass Cutting 4/5, 18/5	Parks grass	£328.80
BDG Mowing	Grass Cutting 6/4, 21/4	Parks grass	£328.80
Yvonne McCulloch	Hose Pipe	Cemetery	£53.98
Bev Farrington	Signs for BBG	Parks Maintenance	£44.72
Bev Farrington	Voucher Cinema - PTA	S137	£50.00
Edge Cleaning	Graffiti/Sanitise Park	Parks	£685.00