# MARTIN AND MARTIN DALES PARISH COUNCIL

**MINUTES DRAFT**

**MARTIN AND MARTIN DALES PARISH COUNCIL MEETING**

**Date and Time: Tuesday 1st September 2026 6.30pm**

**Location: Martin Dales Old Village Hall**

| Cllrs Present |
|---|
| Will Jenkins (WJ) (Chair) |
| Clare Cowen (CC) |
| Natasha Marshall (NM) |
| Sophia Lancaster (SL) |
| Parish Clerk |

| Cllrs Not Present |
|---|
| Stuart Quinn Apologies |
| |
| Cllr. Rob Kendrick Apologies |
| |
| Bobby Neume Not Present |

**In Attendance**

4 Parishioners 1 Guest

Representatives from the Kirkstead Bridge Park Registered Association
Representative from Doddington Angling Club
Parishioners Total 4

Issues Raised:

Martin Dales – Street Lighting
Lack of Path to the Bus Shelter
Old Post needs removing on entry to Martin Dales
No signs warning drivers that users may be on the road
Irregular Lighting along Church Road
Uneven subsidence down the side of the road
Lack of speed signs
Location of War Memorial
Notice Board on land
Flooding on Churchill Drive – Blocked Storm Drains

Representative gave the background to the creation of the Doddington Angling Club explaining the purchase of the lease etc.

Issued Raised:

Possible future grant and voluntary support for the development of upgrading the fishing location.

Future Development is planned for the fishing location on the River Witham known as the 'chicken run' which hosted the UK National Fishing Championships. The

Environment Agency are involved in supporting the project under the Fishing Improvement Programme. This project also supports local businesses.

Concerns also raised about safety of elderly people walking from Churchill through Church Road towards the bus stop (as this may support an elderly sign eventually)

Flooding on Churchill drive and church road (storm drain outside SRP)

## Items Outstanding from Previous Meeting

| Action | By Whom | |
|---|---|---|
| Litter Picking | SQ | Agreed further action in minutes. |

| Minute Ref | Actions from This Meeting | Action By | Completed |
|---|---|---|---|
| Public Session | The Chair highlighted, for all present, the requirement to report any issues. in the first instance, to Fixmystreet and inform the Parish Council who can also submit reports | All | |
| Public Session | Fishing project Rep to contract the clerk directly by email | Rep | |
| Public Session | Report inadequate street lighting in Martin Dales to LCC | Clerk Parishioners | √ |
| Public Session | Report Flooding on Churchill Drive and church Road | Clerk Parishioners | √ |
| 8.2 | Bark to be ordered | CC | √ |
| | Tree inspection to be undertaken by arborist | Clerk | |
| 8.4 | Highways to be contacted for footpaths and highways work in Martin Dales | WJ | |
| 8.5 | Date to be agreed and sent to full council to continue work on the woodland in November | WJ | |
| 8.6 | Clerk to draft job description etc for litter picking post if agreement not received. | Clerk | × |
| 8.7 | Clerk to purchase post and bin for Martin Dales Cllr. to chase NKDC re: Grit Nin | Clerk NM | √ |
| 8.8 | Clerk to update Standings Orders to reflect the agreement, when possible, to purchase UK goods only. | Clerk | √ |
| 8.8 | Benches to be fitted on Friday | Adam | √ |
| 8.9 | Tenant to be informed of increase of 5% | Clerk | √ |
| | Section 6 notice to be sent tenant | Clerk | √ |
| 8.10 | Bulbs to be Ordered | WJ | |
| | Bulbs to collected | NM | |
| 8.11 | Letter to be sent Highways and everyone re: speeding concerns | Clerk | √ |

| | | | |
|---|---|---|---|
| 8.14 | All councillors to read cemetery consultation and send to clerk who will collate and send by due date in October | All | √ |
| 8.15 | SID post to be ordered and SID relocated from Martin to Martin Dales | Clerk WJ | √ |
| 9 | Payments to be made for salary, grounds maintenance and HMRC, | Clerk | √ |
| 10 | Advertise change of meeting venue | Clerk | √ |

| Minute Ref | Minute Commentary | Action By |
|---|---|---|
| 1 | **Welcome and Public Session**<br><br>Chair welcomes everyone to the meeting | Chair |
| 2 | **District and County Councillor Remarks**<br><br>None Present | Chair |
| 3 | **Co-option**<br><br>None | Chair |
| 4 | **Apologies**<br><br>SQ CC Rob Kendrick | Chair |
| 5 | **Declarations of Interest**<br><br>None | Chair |
| 6 | **Previous Minutes**<br><br>Minutes of previous minutes 7th July 2026 approved<br><br>It was agreed minutes were an accurate record.<br><br>**Proposed: NM Seconded: WJ**<br><br>**All agreed** | Chair |
| 7 | **Planning**<br><br>All planning notices are available on line at the NKDC planning portal.<br><br>Pre-planning is being sought for the mugga alongside the consultation with young people.<br><br>**Agreed: No further action with regard to planning submissions.** | |

| Minute Ref | Minute Commentary | Action By |
|---|---|---|
| | **Enquiries for all planning applications and decisions: www.n-kesteven.gov.uk/planning** | |
| 8 | **<u>Parish and Business Items</u>**<br><br>**8.1 Items outstanding – listed above**<br>**8.2 Playpark**<br>The Clerk had previously distributed the ROSPA August 2026 Inspection report to the full council.<br><br>No red markers were raised but there were some amber ones that will be monitored.<br><br>Monthly inspections to continue.<br><br>**Agreed:**<br><br>**Bark to be purchased, CC to chase Ed.**<br><br>**Trees: Inspection to take place – Clerk to contact arborists**<br><br>**8.3 Defibs**<br><br>Inspected monthly. All Ok.<br><br>**8.4 Grounds Maintenance**<br><br>All good.<br><br>There has been a request to undertake some grounds maintenance in Martin Dales and also some seed and bulbs for planting to make it more attractive.<br><br>**Agreed: WJ to contact Highways to tidy up Highways boundary and footpath. Some planting to take place when as soon as possible.**<br><br>**8.5 Woodland**<br><br>**Agreed: WJ to let the full council know when the next working group is planned for in November**.<br><br>**8.6 Litter Picking**<br><br>This continues in Martin Village on a voluntary basis. | <br><br><br><br><br><br><br>NM<br><br><br>CC<br><br>Clerk<br><br>NM<br><br><br><br>WJ SL<br><br><br>WJ SL<br><br><br>WJ |

| Minute Ref | Minute Commentary | Action By |
|---|---|---|
| | Despite approaches by a Parish Councillor, no one has not signed the agreement sent by the Council some time ago although a response had been received saying they did not want to sign it.<br><br>The Council concluded that the agreement was important to ensure there is clarity and transparency when undertaking work for and on behalf of the Council.<br><br>It was suggested that if the agreement is not in place, a litter picker will be appointed from April 2027.<br><br>If the agreement is not signed a litter picker will be appointed in April 2027 to cover Martin and Martin Dales on a regular basis.<br><br>Any new job description will include the picking up of dog litter and cover for Martin Dales.<br><br>**Agreed: Clerk to prepare draft advert and job description in the event of the agreement not being signed.**<br><br>**Clerk to check whether a grant is still available.**<br><br>**Proposed: WJ Second: NM**<br><br>**All agreed**<br><br>**8.7 Martin Dales**<br><br>General discussion took place and NM reported back from the discussions with NKDC.<br>• Two bins have been agreed to be emptied by them, one bin to be purchased and one relocated.<br>• The broken bench will be repaired by NKDC(Jackie).<br>• The grit bin is being dealt with by NKDC via NM.<br>• Concern over the condition of the walkways and paths<br><br>**Agreed:**<br><br>**Grit Bin – LCC NM to chase this up**<br><br>**WJ to speak to Highways 'Graham'**<br><br>**Post to be purchased and one new bin**<br><br>**Proposed: SL Second: NM**<br><br>**All Agreed** | Clerk<br><br>NM<br><br>WJ<br><br>Clerk |

| Minute Ref | Minute Commentary | Action By |
|---|---|---|
| | **8.8 Benches Update** | Clerk NM |
| | **Agreed: Clerk and NM to agree location of benches in the woodland and cemetery** | |
| | **8.9 Rent Review** | |
| | General discussion took place. | |
| | **Agreed: Rent to be increased in September 2027 by 5%** | Clerk |
| | **Clerk to inform the tenant and send out Section 6 Notice to Tenant.** | |
| | **Proposed: WJ Second: NM** | |
| | **All Agreed** | |
| | **8.10 Bulbs** | WJ SL |
| | **Agreed: Councillors to plant more bulbs in Martin and Martin Dales.** | WJ |
| | **Councillor to source seeds from Boston with a discount through contact up to the value of £300.** | NM |
| | **Councillor to collect them from Boston to save postage.** | |
| | **Proposed: NM Seconded: SL** | |
| | **All agreed** | |
| | **8.11 Speed Reduction Formal Request** | |
| | General discussion. | Clerk |
| | **Agreed: Clerk to send letter to Highways and others in response to congoing concerns.** | |
| | **8.12 Correspondence** | |
| | **Covered in agenda items** | |
| | **8.13 Cemetery** | |
| | A general discussion took place. | ALL |

| Minute Ref | Minute Commentary | Action By |
|---|---|---|
| | **Agreed: All Councillors to send comments to the Clerk for a united response.**<br><br>**8.14 SID Martin Dales**<br><br>General discussion took place.<br><br>**Agreed: Post to be purchased for re-location in Martin Dales at a cost of the post around £200** | Clerk |
| 9 | **<u>Clerks Update (full report attached to minutes)</u>**<br><br>To be read carefully by the full council.<br>The report includes:<br>9.1 Bank Balances as at 5th July 2026<br>See Clerk's Report Attached<br>9.2 Payments - All payments detailed in the Clerk's report.<br>GM £400.00 David Holvey<br>Clerk Salary/Expenses 422.28 September 2026<br>HMRC 100.56 | |
| 10 | **<u>Agenda items next meeting</u>**<br><br>10.1 Discussion took place about location of meetings.<br><br>**Agreed: Meetings to take place alternately between Martin and Martin Dales**<br><br>**Proposed: WJ Seconded: NM**<br><br>**All Agreed**<br><br>10.2 Next meeting agenda to include:<br><br>Cemetery Consultation<br>River Witham Chicken Run | |
| 11 | **The Next Meeting to be held:**<br><br>**Date: 3rd November 2026 6.30pm – Martin Village Hall** | |

**MARTIN AND MARTIN DALES PARISH COUNCIL MEETING**

**CLERK'S REPORT FOR INCLUSION IN MINUTES**

**1st September 2026**

**CONTENTS**


1. **Finances**
   a. **Balances**
   b. **Audit 2025-2026**
   c. **VAT**
2. **Finance Meeting**
3. **Correspondence**
4. **Planning**
5. **Apologies**
6. **Noticeboards**
7. **Benches**
8. **Cemetery**
9. **Woodland**
10. **Playpark**
11. **Litter Picking**
12. **Website**
13. **Bins**
14. **Next Meeting**


**Attachment 1 - Finance Discussion Notes 18th August**

**1. Finances**

1.1 Bank Balances as at **30th August 2026**

| | |
|---|---|
| Woodland | £ 30002.77 |
| Current | £ 11011.28 |
| Business Reserve | £ 10091.22 |
| **Total:** | **£ 51105.27** |

To be agreed in full council 3.11.26 2026 Signed:

**Payments:**

**Grounds Maintenance**
**Clerk's salary**

| Forecast Spend to 31st March 2027 | | **Estimated** |
|---|---|---|
| Clerk: | 2956.00 | |
| Grounds Maintenance: | 3200.00 | Woodland (2400) |
| HMRC: | 790.00 | |
| Christmas Tree | 250.00 | |
| Wreaths | 70.00 | |
| Fixing Benches | 450.00 | (300 woodland account) |
| Admin | 250.00 | |
| Rent | 150.00 | |
| Bins? | 500.00 | |
| Litter Picking? | 1000.00 | |
| Website | 200.00 | |
| Seeds | 350.00 | (woodland account) |
| Audit Fee | 320.00 | (woodland account) |
| **TOTAL EXPEDITURE** | **£10486** | **Estimated*** |
| Income: | | |
| Tenancy: | 2400 | |
| Interest | 150 | Woodland and Reserve |
| Cemetery | 200 | |
| **TOTAL INCOME** | **£ 2750** | **Estimated*** |

| | | |
|---|---|---|
| Current Balances: | **£51105.27** | |
| Est. Spend to 31.03.27 | **£10486.00** | **-** |
| Est. Income | **2750.00** | |
| **31st March 2027** | **£43369.27** | |

**Est. for current account 31.03.27 £6495.28 (-4400 Reserve transfer £2095.28)**

To be agreed in full council 3.11.26 2026 Signed:

1.2 2025-2026 Audit

All paperwork has been submitted. Legal notice displayed and no applications for review have been made.

The auditors have acknowledged receipt and new portal established

1.3 VAT

This has been submitted and payment now received (see finance report attached) *

2. **Finance Meeting 18th August 2026**
   **(attached notes)**

3. **Correspondence**

   Chair report: To include letter from Owen Evans

4. **Planning**

   Chair agenda item

5. **Apologies**

   Cllr. Rob Kendrick

6. **Noticeboards - Martin and Martin Dales**

   The Martin Dales notice board has been re-located to the front of The Kings Arms.

   It has now been confirmed that the second notice board in Martin Dales is owned by NKDC and they plan for a replacement. (NM)

7. **Benches**

   All 3 benches have now arrived. Waiting for Adam to come back with a fitting date.

8. **Cemetery**

   The Cemetery appearance has improved and the bench is soon to be fitted.

   An internment of ashes is due to take place in a reserved plot. The date has yet to be confirmed.

I have created a new form for all burials and internments.

**9. Woodland**

I have met with the LCC volunteer co-ordinator on site who has agreed to do some seeding on an agreed patch/section. Date to be confirmed.

WJ to give a general update on the woodland.

**10. Playpark**

NM to report

**11. Litter Picking**

Continues on a voluntary basis in Martin. Agreement not signed.

It is on the agenda to discuss possible litter pick in Martin Dales.

**12. Website**

There new Webmaster has resigned and we are waiting for an update.

**13. Bins**

The two bins were delivered to my house and NKDC have now fitted them in location.

**14. Next Meeting: 3rd November 2026**

F. Cheryl Burbidge

Clerk and Responsible Finance Officer

30th August 2026

# Martin and Martin Dales parish Council

# Finance Discussion

Those present: NM CC and Clerk

Venue: Martin

Date: 18th August l 2026 Time: 6pm

Items Covered

1) Review of Finance Documents

This included bank statements and spreadsheet up to **16th August 2026.**

Documents Available

AGAR

Bank Statements

**Current Account: 9971.59**

**Reserve Account: 10084.64**

**Woodland: 29983.22**

Balance statement for all 3 accounts **TOTAL: £50039.45 (16.08.26)**

To be agreed in full council 3.11.26 2026 Signed:

Completed pages including balance sheet, variance reconciliation and bank were available to view.

2) Initial Precept Forecast for 2025-2026 and final expenditure discussed.

Clerk reiterated the need to demonstrate how precept is requested to ensure that is a reasoned request and explanations are given when the planned expenditure may have altered over the year.

A detailed discussion took place with regard to precept request for this current year and the forecast of what remains in the current account.

(Details in Clerk's Report 01.09.26)

The PC will know by the September meeting the outcome of the ROSPA report and there will then be more clarity of remaining spend if any.

The discussion will continue in the September and November meeting for the final precept request in January 2027 for 2027-2028.

The ideas/suggestions/outstanding were as follows:

Signage for the Playpark and Woodland

Benches

Additional Bins

Grit Bin

Martin Dales

3) Parish Council Risk Assessment

Current Risk Assessment – up to date

4) Attendance of others Councillors

All councillors are able to attend any finance discussion.

At the May 2026 meeting it was agreed NM and CC would meet with the Clerk.

All finance decisions are made in full council in any event but it was felt that the initial informal discussions could save some time in meetings.

To be agreed in full council 3.11.26 2026 Signed: