

# Grimoldby and Manby Parish Council

## To the Members of the Parish Council of Grimoldby and Manby:

You are hereby summoned to attend a meeting of Grimoldby and Manby Parish Council, which will be held on Wednesday 21<sup>st</sup> January 2026 in The Pavilion, Gibson Way, Manby at 7.30pm. The business to be dealt with at the meeting is listed in the agenda below.

**Please note that the meeting will begin at 7.30pm UNLESS any public are present in which case there will be a public forum when members of the public may ask questions or make short statements to the Council.**

Any public wishing to speak, on an agenda item or “sit in” on the meeting please contact the Clerk, using the email address below, in advance to discuss attendance arrangements. Written representation, rather than attending in person, is accepted.

Members of the public should note that they will not be allowed to speak during the formal meeting.



**Mrs. L.M. Phillips**  
Clerk

Dated this 16<sup>th</sup> Day of January 2026

## AGENDA

1. **Apologies for Absence**  
To note apologies where valid reasons for absence have been given to the Clerk prior to the meeting.
2. **Chairman’s Remarks**
3. **Register of Interests**  
Councillors are reminded to submit to the Monitoring Officer at East Lindsey District Council any changes to the content of their Register of Member Interest forms. Interests should be declared in accordance with the Code of Conduct.
4. **Declarations of Interest / Dispensations**  
To receive declarations of interest in accordance with the Localism Act, 2011 – these being **any** interest in agenda items not previously recorded on Members’ Register of Interests. Council to consider granting dispensation(s), as per written requests received by the proper officer to councillors under section 22 of the Localism Act.
5. **Council Minutes**  
To approve as a correct record the draft Minutes of the Council Meeting held on 19<sup>th</sup> November 2026 and authorise the Chairman to sign the official minutes.
6. **Finance**  
To receive, note and duly resolve to authorise:
  - a. The Financial Report for December showing a closing balance on 4<sup>th</sup> November 2025 of £77,286.22 which agrees to the closing balance on the bank statement issued on 14<sup>th</sup> November 2025.
  - b. The Financial Report for January, showing a closing balance on 8<sup>th</sup> December 2025 of £75,740.96 which agrees to the closing balance on the bank statement issued on 12<sup>th</sup> December 2025.
  - c. Cheques for payment, listed on the Cheque Schedule 012126 totalling £4,113.23.
  - d. Budget Variance Report to 31<sup>st</sup> December 2025.
  - e. Cashbook Record of Payments and Receipts for Months 1 to 9.
7. **Planning**
  - a. **Applications received by the Local Planning Authority**  
To consider current applications including those listed in the schedule (Plans\_01\_21\_26) / ratify comments already made by the Planning Working Group.
  - b. **Planning Decisions**  
02005/25/RES – Reserved matters – Land North of Mill Lane, Grimoldby, LN11 8TB – ELDC Refused.

# Grimoldby and Manby Parish Council

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## 8. Proposed Works to Trees

Council to ratify comments submitted by the planning working group relating to the application below:

- a. **Proposals:** T1 - Beech - Fell to ground level T2 - Beech - Reduce canopy height from 24m leaving 19m. Reduce canopy spread all round from 9m to 5m from the main stem. **Location:** The Orchards, Carlton Road, Manby, LN11 8UF. **Reason(s):** T1 - Tree is in decline with visible signs of *Meripilus Giganteus* at the base. Signs of beech bark disease on main stem. T2 - Cutting back to viable secondary growth points and following natural flowing lines. Reason being this tree has a large wound at the base and reducing the canopy will reduce the amount of weight and wind sail. **Comments:** Leave a decision to the ELDC Tree Officer.

## 9. Play Park

### a. Inspection

Council to approve that the Clerk make the necessary arrangements for the above's Annual Inspection with the equipment provider.

### b. Signage

Council to consider a request from a member of the public to install 'No Dogs' signage.

## 10. Amenity Grass Cutting

Council to receive correspondence from LCC and resolve upon the way forward.

## 11. Allotments

Council to review the rent chargeable and contents of the Tenancy Agreement prior to renewal of agreements on 1<sup>st</sup> April 2026.

## 12. Council Debit Card

Council to consider resolving that a Council Debit Card be obtained.

## 13. Website Accessibility

Council to note that one of the criteria to enable a "yes" answer to the new assertion 10 on the AGAR 2025/26 is that the Council demonstrate that its website has been checked for accessibility, publish an accessibility statement on its website and continue to check and make changes where necessary. Council to approve expenditure on obtaining an independent check of the website, if required.

## 14. Sexual and General Harassment Training

Following the introduction of new legislation which places greater responsibilities and legal requirements on all Employers (which includes each individual Councillor) to take proactive steps to prevent sexual harassment at work and the adoption of a policy, reviewed for use by the Council on 19<sup>th</sup> November 2025 (no changes made). Councillors to watch a short video on the above and sign to confirm that they have received, read, understood and will abide by the policy.

## 15. Any Other Business

Councillors to exchange information, if required. Please note, no decisions may lawfully be taken during this item.

## 16. Next Meeting

Council to note that the next scheduled Council meeting will take place on 18<sup>th</sup> February 2026.

**MINUTES OF THE MEETING OF GRIMOLDBY AND MANBY PARISH COUNCIL  
HELD AT THE PAVILION, GIBSON WAY, GRIMOLDBY  
ON WEDNESDAY 19<sup>TH</sup> NOVEMBER 2025**

**Present** Councillor T. Knowles (TK) (in the chair)

**Councillors:** C. Fairburn (CF), N. Hind (NH), Mrs. L. Knowles (LK), R. Hampton (RH), M. Starsmore (MS),

**Councillors not present:** Mrs. E. Billings (EB), M. Bruce (MB) and T. Vamplew (TV)

The Clerk, Mrs. L.M. Phillips and Lincolnshire County Councillor, B. Robinson were also present. No members of the public spoke in the public forum.

**T83. Apologies for Absence**

Apologies for absence were received from Cllrs. MB and EB.

**T84. Chairman's Remarks**

The Chairman reported that notification of a consultation on the Grimsby to Walpole project, specifically relating to route section 5 (Spalding) had been received. There had been no movement re. Beech Grove

**T85. Declarations of Interest / Dispensations**

No declarations of interest were declared.

**T86. Council Minutes**

It was proposed, seconded and **RESOLVED** to approve as a correct record the Minutes of the Council Meeting held on 15<sup>th</sup> October 2025.

**T87. Finance**

It was proposed, seconded and **RESOLVED** that the Council should receive, note and duly authorise the following:

- a. The Financial Report for November, showing a closing balance on 9<sup>th</sup> October 2025 of £78,297.88 which agreed to the closing balance on the bank statement issued on 14<sup>th</sup> October 2025.
- b. Cheques for payment, listed on the Cheque Schedule 111925 totalling £2,124.12. The Council also noted that invoices for Remembrance wreaths, signage and the replacement speed sign battery had been received, after the agenda had been sent out, from the RBL, GRS Signs and Unipart Rail Ltd., in the sums of £50, £150 and £338.40 respectively. It was agreed that these should also be paid.

**T88. Planning**

**a. Applications received by the Local Planning Authority**

The Council considered current applications including those listed in the schedule (Plans\_11\_19\_25) and ratified comments already made by the Planning Working Group, to meet deadlines as follows:

- i. 03309/25/LBA – Tedder Hall, Manby Park – Ratify the following comments submitted by G&M PC Working Group to meet ELDC's deadline: Grimoldby and Manby Parish Council's Planning Working Group would support this application in principle. If it is to be for the elderly it would suggest that a limit be imposed and only over 50 year olds be allowed. The Working Group would comment that Tedder Hall is a large edifice and the Group have concerns about what it might be used for. It supports the proposals in principal with concerns about the effect on local amenities and services, such as the local post office, grocers, doctors and hairdressers, if there is to be a shop on site. The Council is also concerned about the traffic which will be generated by the development of the site and believe there should be a traffic management plan in place which limits movements between the hours of 7.30am and 4.30pm with no movements at weekends/holidays. The Council notes that these proposals affect a Listed Building and would like ELDC's Conservation Officer to decide what is needed to satisfy any criteria surrounding this. The Council would emphasize that it does not wish for their to be another abandoned building e.g., Beech Grove or Charter House, on the site of the old RAF base.
- ii. 03340/25/FUL – Tedder Hall, Manby Park – Ratify the following comments submitted by G&M PC Working Group to meet ELDC's deadline: Grimoldby and Manby Parish Council's Planning Working Group would support this application in principle. If it is to be for the elderly it would suggest that a limit be imposed and only over 50 year olds be allowed. The Working Group would comment that Tedder Hall is a large edifice and the Group have concerns about what it might be used for. It supports the proposals in principal with concerns about the effect on local amenities and services, such as the local post office, grocers, doctors and hairdressers, if there is to be a shop on site. The Council is also

concerned about the traffic which will be generated by the development of the site and believe there should be a traffic management plan in place which limits movements between the hours of 7.30am and 4.30pm with no movements at weekends/holidays. The Council notes that these proposals affect a Listed Building and would like ELDC's Conservation Officer to decide what is needed to satisfy any criteria surrounding this. The Council would emphasize that it does not wish for their to be another abandoned building e.g., Beech Grove or Charter House, on the site of the old RAF base.

iii. 03498/25/RVC – Rose Cottage, Priory Lane, Grimoldby – Support.

**b. Planning Decisions**

The Council noted the following planning decision:

i. 02624/25/RVC – The Guardroom, Manby Park, LN11 8UT – Approved by ELDC on 7/11/25.

**T89. Local Government Pay Claim 2025/26**

The Council noted that agreement had been reached on the above and that this had been implemented from 1<sup>st</sup> April 2025, in line with NALC recommendations.

**T90. Risk Management**

After consideration, it was proposed, seconded and **RESOLVED** to approve a recommendation from the Finance Committee and approve the Risk Management schedule.

**T91. Village Maintenance**

After consideration, it was proposed, seconded and **RESOLVED** to approve a recommendation from the Finance Committee that the Village Maintenance Schedule for 2026/27 be approved and hence the position be advertised.

**T92. Review of Reserves Policy**

The Council reviewed it's reserves policy and it was proposed, seconded and **RESOLVED** to approve this for use.

**T93. Budget 2026/27 / Precept Approval**

The Council noted that the Finance Committee had considered draft budget proposals for 2026/27 on 4<sup>th</sup> November 2025 alongside the Earmarked Reserves Report. It noted current year spend, projections and the condition of its reserves. It was proposed, seconded and **RESOLVED** to approve recommendations from the Finance Committee as follows:

- a. Approve the Earmarked Reserves Report
- b. Approve the draft budget for 2026/27
- c. Approve that a precept of £24,474.07 be levied in 2026/27 which equated to an increase on 2025/26 of £2,840.07 and an annual cost to a band d ratepayer of £37.25. (Council noted that these calculations were based on 2025/26 tax base figures and should decrease slightly when tax base figures for 2026/27 were released).
- d. That delegated authority should be granted to the Clerk to complete the necessary forms and submit to ELDC, the Collection Authority.

**T94. Sexual and General Harassment**

Following the introduction of new legislation which places greater responsibilities and legal requirements on all Employers (which includes each individual Councillor), to take proactive steps to prevent Sexual Harassment at Work the Council reviewed it's Sexual and General Harassment Policy. It was proposed, seconded and **RESOLVED** to approve this for continued use and Councillors noted that they would be asked to attend training and sign a document to confirm that they had received, read, understood and would abide by the policy.

**T95. Next Meeting**

The Council considered arrangements for a December meeting and it was proposed, seconded and **RESOLVED** not to hold a meeting in December.

**T96. Any Other Business**

Cllr. Hind enquired as to when the replacement speed sign battery would be received. The Clerk did not have an answer save, presumably after the cheque had been banked.

The meeting closed at 7.57pm

Signed \_\_\_\_\_ (Chairman) Dated \_\_\_\_\_

## Financial Report - December 2025

			£	£
Opening balance as at 14th October 2025				78,297.88
ADD receipts				
	FPI	Smith YC	Pavilion Rent September	56.00
				<u>78,353.88</u>
LESS payments				
1549	D&D Engineering (Lincs) Ltd		Repair to 2 x grids at play park	96.00
1574	PKF Littlejohn LLP		External Audit	252.00
1575	G&MI		Employer Costs September	705.40
1576	HMRC		Employer Costs September	246.12
1577	Mr. K. Towler		Village Maintenance September	555.00
1578	Manby Football Club		Grass Cutting of Football Field x 4	80.00
1579	SCIS UK Ltd		Annual Antivirus Licence Renewal	44.99
1580	Mr. T. Knowles		Reimburse re. Pavilion Equipment	101.51
1581	G&MI		Employer Costs October	705.40
1582	HMRC		Employer Costs October	246.12
1583	Mr. K. Towler		Village Maintenance October	520.00
1584	MG Ubique Ltd		Allotment Fence	321.60
1585	Dave Skells TM Ltd		October Amenity Grass Cut	246.00
1586	Adrip Plumbing Ltd		Boiler Service	85.00
1587	Mr. T. Knowles		Wreaths	50.00
1588	Mr. T. Knowles		GRS Signs	150.00
1589	Unipart Rail Ltd		Replacement Speed Sign Battery	338.40
1590	G&MI		Employee Costs November	705.40
1591	HMRC		Employee Costs November	246.12
1592	Mr. K. Towler		Village Maintenance November	520.00
1593	British Gas Trading Ltd		Pavilion Electricity	121.15
	Lloyds		Bank Charges Ref: 469299374	8.75
				<u>6,344.96</u>
				<u>72,008.92</u>
ADD Uncleared Cheques				
1549	D&D Engineering (Lincs) Ltd		Repair to 2 x grids at play park	96.00
1576	HMRC		Employer Costs September	246.12
1577	Mr. K. Towler		Village Maintenance September	555.00
1578	Manby Football Club		Grass Cutting of Football Field x 4	80.00
1579	SCIS UK Ltd		Annual Antivirus Licence Renewal	44.99
1581	G&MI		Employer Costs October	705.40
1582	HMRC		Employer Costs October	246.12
1583	Mr. K. Towler		Village Maintenance October	520.00
1584	MG Ubique Ltd		Allotment Fence	321.60
1585	Dave Skells TM Ltd		October Amenity Grass Cut	246.00
1586	Adrip Plumbing Ltd		Boiler Service	85.00
1587	Mr. T. Knowles		Wreaths	50.00
1588	Mr. T. Knowles		GRS Signs	150.00
1589	Unipart Rail Ltd		Replacement Speed Sign Battery	338.40
1590	G&MI		Employee Costs November	705.40
1591	HMRC		Employee Costs November	246.12
1592	Mr. K. Towler		Village Maintenance November	520.00
1593	British Gas Trading Ltd		Pavilion Electricity	121.15
				<u>5,277.30</u>
Closing balance as at 4th November 2025				<u>77,286.22</u>

## Financial Report - January 2026

			£	£
Opening balance as at 14th November 2025				77,286.22
ADD receipts				
FPI	Smith YC	Pavilion Rent September		42.00
DEP	Honeysuckle Club	Pavilion Rent		250.00
				<u>77,578.22</u>
LESS payments				
1549	D&D Engineering (Lincs) Ltd	Repair to 2 x grids at play park	96.00	
1576	HMRC	Employer Costs September	246.12	
1577	Mr. K. Towler	Village Maintenance September	555.00	
1578	Manby Football Club	Grass Cutting of Football Field x 4	80.00	
1579	SCIS UK Ltd	Annual Antivirus Licence Renewal	44.99	
1581	G&M1	Employer Costs October	705.40	
1582	HMRC	Employer Costs October	246.12	
1583	Mr. K. Towler	Village Maintenance October	520.00	
1584	MG Ubique Ltd	Allotment Fence	321.60	
1585	Dave Skells TM Ltd	October Amenity Grass Cut	246.00	
1586	Adrip Plumbing Ltd	Boiler Service	85.00	
1587	Mr. T. Knowles	Wreaths	50.00	
1588	Mr. T. Knowles	GRS Signs	150.00	
1589	Unipart Rail Ltd	Replacement Speed Sign Battery	338.40	
1590	G&M1	Employee Costs November	705.40	
1591	HMRC	Employee Costs November	246.12	
1592	Mr. K. Towler	Village Maintenance November	520.00	
1593	British Gas Trading Ltd	Pavilion Electricity	121.15	
1594	G&M1	Employee Costs December	705.40	
1595	HMRC	Employee Costs December	246.12	
1596	Mr. K. Towler	Village Maintenance December	520.00	
1597	Mrs. L. Phillips	Reimbursement for Defibrillator Pads and Battery	131.64	
1598	SLCC	Annual Membership	379.00	
	Lloyds	Bank Charges Ref: 471751275	5.75	
			<u>7,265.21</u>	<u>70,313.01</u>
ADD Uncleared Cheques				
1549	D&D Engineering (Lincs) Ltd	Repair to 2 x grids at play park	96.00	
1582	HMRC	Employer Costs October	246.12	
1583	Mr. K. Towler	Village Maintenance October	520.00	
1584	MG Ubique Ltd	Allotment Fence	321.60	
1585	Dave Skells TM Ltd	October Amenity Grass Cut	246.00	
1586	Adrip Plumbing Ltd	Boiler Service	85.00	
1589	Unipart Rail Ltd	Replacement Speed Sign Battery	338.40	
1590	G&M1	Employee Costs November	705.40	
1591	HMRC	Employee Costs November	246.12	
1592	Mr. K. Towler	Village Maintenance November	520.00	
1593	British Gas Trading Ltd	Pavilion Electricity	121.15	
1594	G&M1	Employee Costs December	705.40	
1595	HMRC	Employee Costs December	246.12	
1596	Mr. K. Towler	Village Maintenance December	520.00	
1597	Mrs. L. Phillips	Reimbursement for Defibrillator Pads and Battery	131.64	
1598	SLCC	Annual Membership	379.00	
			5,427.95	
Closing balance as at 8th December 2025				<u>75,740.96</u>

## Cheque Schedule 012126

November 2025							
Cheque No.	Supplier / Payee	Details	Cheque Total	Invoice Total	VAT	Net	Ref
1587	Mr. T. Knowles	Wreaths	50.00	50.00	-	50.00	
1588	Mr. T. Knowles	GRS Signs	150.00	150.00	25.00	125.00	
1589	Unipart Rail Ltd	Replacement Speed Sign Battery	338.40	338.40	56.40	282.00	DC00GR60
<b>TOTAL</b>			<b>538.40</b>	<b>538.40</b>	<b>81.40</b>	<b>457.00</b>	

December 2025							
Cheque No.	Supplier / Payee	Details	Cheque Total	Invoice Total	VAT	Net	Ref
1590	G&M1	Employee Costs November	705.40	705.40	-	705.40	
1591	HMRC	Employee Costs November	246.12	246.12	-	246.12	
1592	Mr. K. Towler	Village Maintenance November	520.00	520.00	-	520.00	
1593	British Gas Trading Ltd	Pavilion Electricity	121.15	121.15	5.77	115.38	A14081741
<b>TOTAL</b>			<b>1,592.67</b>	<b>1,592.67</b>	<b>5.77</b>	<b>1,586.90</b>	

January 2026							
Cheque No.	Supplier / Payee	Details	Cheque Total	Invoice Total	VAT	Net	Ref
1594	G&M1	Employee Costs December	705.40	705.40	-	705.40	
1595	HMRC	Employee Costs December	246.12	246.12	-	246.12	
1596	Mr. K. Towler	Village Maintenance December	520.00	520.00	-	520.00	
1597	Mrs. L. Phillips	Reimbursement for Defibrillator Pads and Battery	131.64	131.64	21.94	109.70	8000205696
1598	SLCC	Annual Membership	379.00	379.00	-	379.00	Mem256798-1
<b>TOTAL</b>			<b>1,982.16</b>	<b>1,982.16</b>	<b>21.94</b>	<b>1,960.22</b>	

<b>TOTALS</b>			<b>4,113.23</b>	<b>4,113.23</b>	<b>109.11</b>	<b>4,004.12</b>	
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Cashbook 2025/26

		OUT				IN				
Chq. No.	Date	PAYEE	Cheque Total	Total	VAT	Net	Ref	Date	PAYEE	Amount
			£	£	£	£				£
1539	01/04/2025	Lloyds	6.75	6.75	-	6.75	FPI	01/04/2025	Plot 5	25.00
1540	16/04/2025	G&M1	683.66	683.66	-	683.66	FPI	01/04/2025	Plot 2	25.00
1541	16/04/2025	HMRC	236.42	236.42	-	236.42	FPI	01/04/2025	Plot 10	25.00
1542	16/04/2025	Mr. K. Towler	433.33	433.33	-	433.33	FPI	02/04/2025	Plots 7 & 8	50.00
1543	16/04/2025	Mr. K. Towler (replacing uncashed chq 1494)	433.33	433.33	-	433.33	FPI	03/04/2025	Plot 3	25.00
1544	16/04/2025	Mr. K. Towler (replacing uncashed chq 1526)	433.33	433.33	-	433.33	FPI	04/04/2025	Plot 1	25.00
		LALC	539.88	539.88	12.00	527.88	FPI	04/04/2025	Plot 9	25.00
		D&O Engineering Ltd	96.00	96.00	16.00	80.00	FPI	07/04/2025	Plot 6	30.00
			7.25	7.25	-	7.25	BGC	09/04/2025	LCC	2,510.65
			683.46	683.46	-	683.46	FPI	14/04/2025	Plot 4	25.00
			236.62	236.62	-	236.62	BGC	08/04/2025	EDC	10,817.00
			120.32	120.32	5.73	114.59		01/04/2025	Write back of cheques 1492	865.66
			520.00	520.00	-	520.00			F433 33 and 1526 F433 33	14,449.31
			492.00	492.00	-	492.00				126.00
			1,402.35	1,402.35	-	1,402.35				56.00
			40.00	40.00	-	40.00				
			3,502.00	3,502.00	87.73	3,414.27	FPI	01/07/2025	Smith YC	56.00
1550	16/07/2025	Lloyds	6.75	6.75	-	6.75	FPI	01/07/2025	Smith YC	56.00
1551	16/07/2025	G&M1	683.66	683.66	-	683.66				
1552	16/07/2025	HMRC	236.42	236.42	-	236.42				
1553	16/07/2025	Mr. K. Towler	520.00	520.00	-	520.00				
1554	16/07/2025	British Gas Trading Ltd	448.60	448.60	74.77	373.83				
1555	16/07/2025	Mr. K. Towler	492.00	492.00	-	492.00				
1556	16/07/2025	Dave Skells Traffic Management Ltd	1,402.35	1,402.35	-	1,402.35				
		Zurich Municipal	40.00	40.00	-	40.00				
		J. Cooper	40.00	40.00	-	40.00				
			3,502.00	3,502.00	87.73	3,414.27	FPI	04/08/2025	Smith YC	56.00
1557	01/08/2025	Lloyds	6.75	6.75	-	6.75				
1558	16/07/2025	G&M1	683.66	683.66	-	683.66				
1559	16/07/2025	HMRC	236.42	236.42	-	236.42				
1560	16/07/2025	Mr. K. Towler	520.00	520.00	-	520.00				
		SCS UK Ltd	448.60	448.60	74.77	373.83				
			1,402.35	1,402.35	-	1,402.35				
			40.00	40.00	-	40.00				
			3,502.00	3,502.00	87.73	3,414.27	FPI	04/08/2025	Smith YC	56.00
1561	16/07/2025	Lloyds	6.75	6.75	-	6.75				
1562	16/07/2025	G&M1	683.66	683.66	-	683.66				
1563	16/07/2025	HMRC	236.42	236.42	-	236.42				
1564	16/07/2025	Mr. K. Towler	520.00	520.00	-	520.00				
1565	16/07/2025	Manby FC	60.00	60.00	-	60.00				
		Hampton's Digger Services	485.00	485.00	-	485.00				
			1,993.83	1,993.83	-	1,993.83				
1566	01/09/2025	Lloyds	5.75	5.75	-	5.75				
1567	17/09/2025	G&M1	814.91	814.91	-	814.91				
1568	17/09/2025	HMRC	293.83	293.83	-	293.83				
1569	17/09/2025	Mr. K. Towler	520.00	520.00	-	520.00				
		SCS UK Ltd	735.84	735.84	122.64	613.20				
1570	17/09/2025	Mr. T. Knowles re. GRS Signs	222.00	222.00	-	222.00				
1571	17/09/2025	Dave Skells Traffic Management Ltd	984.00	984.00	164.00	820.00				
1572	17/09/2025	W.A. Hennessy	2,995.00	2,995.00	-	2,995.00				
1573	17/09/2025	British Gas Trading Ltd	307.88	307.88	5.14	302.74				
1574	17/09/2025	PKF Littlejohn LLP	252.00	252.00	42.00	210.00				
		Lloyds	7.25	7.25	-	7.25				
			6,938.46	6,938.46	370.76	6,567.70				
			705.40	705.40	-	705.40				
			246.12	246.12	-	246.12				
			555.00	555.00	-	555.00				
			80.00	80.00	-	80.00				
			44.99	44.99	7.50	37.49				
			101.51	101.51	-	101.51				
			1,333.02	1,333.02	7.50	1,325.52				
			705.40	705.40	-	705.40				
			246.12	246.12	-	246.12				
			321.60	321.60	53.60	268.00				
			246.00	246.00	41.00	205.00				
			85.00	85.00	14.17	70.83				
			50.00	50.00	-	50.00				
			150.00	150.00	25.00	125.00				
			338.40	338.40	56.40	282.00				
			2,871.27	2,871.27	190.17	2,681.10				
			5.75	5.75	-	5.75				
			705.40	705.40	-	705.40				
			246.12	246.12	-	246.12				
			520.00	520.00	-	520.00				
			121.15	121.15	5.77	115.38				
			7.75	7.75	-	7.75				
			1,906.37	1,906.37	5.77	1,900.60				
			24,251.21	24,251.21	764.23	23,486.98				
			3,506.37	3,506.37	5.77	3,500.60				
			24,251.21	24,251.21	764.23	23,486.98				
			3,506.37	3,506.37	5.77	3,500.60				
			24,251.21	24,251.21	764.23	23,486.98				
			3,506.37	3,506.37	5.77	3,500.60				
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			24,251.21	24,251.21	764.23	23,486.98				

Planning Schedule  
21st January 2026

Our Ref	Authority	Application No.	Type	Applicant	Proposal	Location	Comments	Deadline for Comments
13/25	ELDC	0364/1/25/FUL	Planning Permission	Mrs Fiona Lawrie	Erection of a dwelling	Land At Hail Farm, Church Lane, Manby	<p>G&amp;M PC Planning Working Group submit the following unratified comments: Despite the applicant seemingly receiving support for this development in pre-application enquiries there are still some reservations :</p> <p>1 - the Ecological Appraisal has sections 'blacked out' and so preventing the making of observations. There may be good reasons for this but we should have clarification. 2- the maps attached to the Appraisal are copied in reverse/transposed and are confusing - please rectify. 3- the proposed site is outside and beyond the established development in Church Lane and projects and encroaches into the open countryside. It may be considered that the development will have a detrimental effect on the rural character. 4- the bungalow design is modest and will provide limited contribution to the local housing supply and will not outweigh the adverse effect on the rural setting. 5- the proposed screening method is vague and no guarantee it will prove to be effective or at all. 6- this is tandem development with a potentially inadequate access. 7- given the proximity of historical buildings there should be a full archaeological survey undertaken beforehand. 8- we have not seen the responses of other consultees as yet.</p> <p>The application cannot be supported at this time.</p> <p>In the event of planning permission being granted appropriate conditions should be imposed given its unusual position and additionally to ensure the screening is in place and adequately maintained at the start and in the future.</p>	15/12/2025
14/25	ELDC	03699/25/FUL	Planning Permission	Mr. Nigel Peart	Erection of a dwelling and construction of a vehicular access with gates.	Land adjacent The Gables, Middlesykes Lane, Grimoldby		22/01/2026

**Lynda Phillips**

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**From:** Parish.Agreements <Parish.Agreements@lincolnshire.gov.uk>  
**Sent:** 13 January 2026 15:01  
**Subject:** Parish Grass Cutting Agreement

Dear Clerk

I am writing to inform you of several changes to the Parish Grass Cutting Agreement and the associated application process.

We have updated the terms and conditions of the agreement.

In summary, the changes seek to ensure that grass cutting undertaken by yourselves is carried out at around the same time that our grass cuts are carried out. The cutting windows are intentionally wide and are designed to achieve best value from our three annual cuts. Details of the cutting windows are available on our website. Dates for the 2026 season will be published in February.

As the agreement has changed we will be re-issuing all agreements for you to sign and return.

We are also moving to an online system for new applications and for managing agreements. This will streamline the process and provide automated email updates at key stages.

As part of this move we will need you to access our system and make an application before 15<sup>th</sup> February 2026.

The application form will request the following information:-

- Parish name
- Clerk name
- Contact telephone number
- Contact email address
- VAT registration status-
- Public Liability expiry date
- An electronic copy of your public liability insurance

Please note that once accessed, the form must be completed within 20 minutes to avoid timing out. We therefore recommend having the above information available before you begin.

**Here is the link to the application form <https://www.lincolnshire.gov.uk/xfp/form/1114>**

Finally, our contact email address has changed. While most documentation will be shared through the new online system, any enquiries can be sent to:

[Parish.Agreements@lincolnshire.gov.uk](mailto:Parish.Agreements@lincolnshire.gov.uk)

Thank you for taking the time to read our email. We look forward to receiving your applications and continuing to work with you.

Countywide Highways Programme Manager  
Lincolnshire County Council  
Lancaster House, 36 Orchard Street, Lincoln, LN1 1XX

Customer Service Centre contact number: 01522 782070

Website: [www.lincolnshire.gov.uk](http://www.lincolnshire.gov.uk)

**GRIMOLDBY AND MANBY PARISH COUNCIL**

**TENANCY AGREEMENT FOR ALLOTMENT HOLDERS  
(For domestic cultivation only)**

THIS AGREEMENT made on this FIRST DAY OF APRIL TWO THOUSAND AND TWENTY FIVE  
BETWEEN the Grimoldby and Manby Parish Council (hereinafter called the Council) and  
..... of .....Grimoldby/Manby  
(hereinafter called the Tenant) by which it is agreed that:

- 1: The Council agrees to let and the Tenant agrees to hire, as a Tenant from 1<sup>st</sup> April 2025 the Allotment Garden, the area being Standard and part of the Allotment Gardens provided by the Council at Manby Fields, Manby, LN11 8FA and at the current rent of £25 and numbered .... on the attached plan.
- 2: The Tenant shall pay a yearly rental on the commencement of the Tenancy and thereafter on the 1<sup>st</sup> day of April in each year.

**2. PAYMENT OF RENT**

2.1 The Council shall let the Allotment Garden to the Tenant for an initial term of not more than 12 months commencing on the 1<sup>st</sup> day of April 2025 and thereafter from year to year (1<sup>st</sup> April – 31<sup>st</sup> March) unless determined in accordance with the terms of this Tenancy.

a. The tenant shall pay a yearly rent as set by the Council and published in January of each year on the Council's website, whether demanded or not, which shall be payable in four equal instalments due no later than:

- First day of April
- First day of July
- First day of October
- First day of January

Where a new Tenancy is granted, the pro-rata amount from the date of the Tenancy to the next quarter date shall be payable immediately and further instalments on the quarter dates set out above.

- b. Alternatively, the Tenant may pay the annual charge by the first quarter date.
- c. Additionally, the Tenant shall pay to the Council a levy for the provision of water on to the site.

**3. TERMS OF USE**

- 3.1 The Tenant shall use the Allotment Garden only for the cultivation of fruit, vegetable and flowers for use and consumption by them/their family.
- 3.2 The Tenant shall not permit the Allotment to be used for the purpose of any overnight accommodation, trade, business or any activity incompatible with allotment gardening.
- 3.3 The Tenant shall not sell or undertake a business in respect of the cultivation and production of fruit, vegetable and flowers in the Allotment Garden.
- 3.4 The Tenant shall reside within the Parish boundary of Grimoldby and Manby during the Tenancy.

- 3.5 The Tenant may nominate in writing a “Co-Worker” being a person who is authorised to work on the allotment garden. Co-workers and the Council will record this and the date of receipt of nomination. The Tenant shall be responsible to the Council for the acts or defaults of any such agreed Co-worker or visitor they allow onto the Allotment. In the event of Tenancy Termination, death or inability through ill-health or age of a Tenant to comply with the conditions of this Agreement, no rights associated with the Tenancy shall pass to the Co-worker and the Council shall re-enter the Allotment and re-let it or deal with the matter as it thinks fit, giving consideration to the Council agreed and named Co-worker alongside those on the waiting list in accordance with the date they first appeared on the list.
- 3.6 During the Tenancy, the Tenant shall:
- a. Keep the Allotment in “Cultivation” as defined in clause 3.6b below to the reasonable satisfaction of the Council and must keep weeds under control and maintain the soil in a healthy and fertile state at all times.
  - b. Cultivation shall mean;
    - i. Weed vegetation cleared and under control, and soil dug over, and/or growing fruits, flowers and vegetables, and/or growing green manure crops, and
    - ii. Not less than 75% of the plot may be under cultivation
  - c. Report any damage to the Council’s infrastructure to the Council, which includes the hard-surfaces, water supplies, fences and gates.
  - d. Shut and lock the gates at all times.
  - e. Not start or allow to be started any fire on the site.
  - f. Not cause a nuisance or annoyance to the owners or occupiers of land adjoining the Allotment Garden.
  - g. Not keep livestock or poultry in the Allotment Garden.
  - h. Not bring to or keep animals in the Allotment Garden or site except for guide/assistance dogs.
  - i. Not assign the Tenancy nor sub-let or part with the possession of any part of the Allotment Garden.
  - j. Not erect a shed, greenhouse or other building or structure on the Allotment Garden without first obtaining the Council’s written consent and if appropriate planning permission and where this is permitted it must be sited so as not to block light or to cast shade upon another Allotment Garden.
  - k. Not fence the Allotment Garden without first obtaining the Council’s written consent and where this is permitted it must be sited so as not to block light or to cast shade upon another Allotment Garden.
  - l. Maintain and keep in repair, to the satisfaction of the Council such fences and gates forming part of the Allotment Garden. The Council will maintain the roadside fence.
  - m. Not site any items such as greenhouses, water butts, composters etc., against the fence adjacent to the Pavilion where they might cause a nuisance to other users by blocking the perimeter pathway.

- n. Trim and keep in satisfactory order all hedges forming part of the Allotment Garden.
- o. Not plant any tree, shrub, hedge or bush without first obtaining the Council's written permission.
- p. Not allow any tree, shrub or hedge permitted under 36. o above to grow over 5ft in height.
- q. Not cut, lop or fell any existing tree growing on the Allotment Garden without first obtaining the Council's written consent and if appropriate local authority permission.
- r. Be responsible for the health and safety of any person present in the Allotment Garden (with or without the Tenant's permission) and ensure that no act or omission causes the suffering or personal injury or damage to his/her property.
- s. Permit an inspection of the Allotment Garden at any time by the Council's employees or agents.

### **3.7 PATHS**

- a. The Tenant shall not cause or permit to be obstructed or cut into any paths.
- b. The Tenant shall not site any items such as greenhouses, water butts, composters etc., on perimeter pathways.
- c. The Tenant is responsible for maintaining in an accessible and good condition any pathway or hedge included in their Allotment and the half width of any pathway or hedge around their Allotment.
- d. The minimum half-width of a path between adjacent Allotment plots will be approximately 0.25m and minimum total width of 0.5m.
- e. Perimeter pathways shall be a minimum of 1m width.

3.8 The Tenant agrees that failure to obtain the Council's prior written consent for any matter requiring this may result in the Council taking remedial action at the Tenant's own expense.

### **4. CONSERVATION OF WATER**

- a. The Tenant shall assist in the conservation of water by exercising economy by;
  - i. Using a watering can when watering wherever possible; and
  - ii. Using hand-held hoses which must not be left on unattended, for example a hose may not be left propped up on a plot with a sprinkler nozzle attached.
  - iii. Not leaving hoses attached to taps when not in use, and not leave hoses on for long periods or unattended when in use.
  - iv. Complying with water restriction notices when imposed.
- b. The Tenant shall report any leaks to the Council as soon as possible.
- c. The Tenant may install a water butt in a position that does not cause a nuisance to other users or block pathways. This should also not be placed against the perimeter fence adjacent to the Pavilion.

## 5. ACCESS TO SITE

- a. The Tenant shall enter the Allotment by using the proper roads, paths and gates and shall not cause damage to any roads, paths, gates or fences.
- b. Access to the site is via a padlocked gate and the Tenant will be issued with a gate key for which the Tenant will be charged. The Tenant acknowledges that failure to return the key on Termination of the Tenancy, howsoever determined, may lead to the Council seeking costs from the Tenant for replacing Tenants' keys and locks for the site. Lost keys will be replaced by the Council on payment in accordance with the key charges as agreed by Council from time to time.
- c. No vehicles should be brought into the allotments except in emergencies or unless previously authorised by the Parish Council.

## 6. WASTE AND THE ENVIRONMENT

- a. Tenants shall recycle and/or re-use material in an environmentally friendly manner, for example composting green, organic waste and avoid using compost containing peat. (To this end, Tenants may install a composter but this must not be sited where it might cause a nuisance to other allotment holders or where it might obstruct a pathway. It should also not be sited against the fence adjacent to the Pavilion where it might obstruct the perimeter pathway).
- b. Materials brought on to the site must be kept within the confines of the Tenant's own Allotment plot and be for use in allotment gardening only and in such quantities as may reasonably be required for use in cultivation.
- c. The Tenant must not bring onto the site or allow other persons to bring onto the site, any refuse, commercial or household waste including carpets.
- d. The Tenant shall remove any waste or refuse on the Allotment during the Tenancy or on the termination of the Tenancy, howsoever determined, failing which the Council may seek to recover the costs of removal from the Tenant.
- e. The Tenant shall not burn any materials or waste on site.
- f. The Tenant shall endeavor to use organic methods of pest and weed control and plant and soil improvers wherever possible. For example companion planting reduces the need for chemical pest control.
- g. If the Tenant uses chemicals, they shall not contain neonicotinoid insecticides. The Tenant shall use legally approved chemicals in accordance with the manufacturer's instructions and shall take all reasonable care to ensure such chemicals do not spread beyond the host Allotment Plot and will not cause harm to members of the public, water supplies, animals including bees, cats and wildlife, other than vermin or pests.
- h. The Tenant shall store any chemicals safely and securely and in accordance with the manufacturer's guidelines and shall dispose of them properly and not on site.

## 7. VISITORS

- a. Only the Tenant or person(s) authorised by the Tenant, including Co-workers are allowed on the site and while on site the Tenant is responsible for their conduct and supervision, particularly in the case of children.

- b. The Tenant acknowledges that the Council and any Member Officer or Agent of the Council reserves the right to enter and inspect the Allotment at any time.

## 8. TENANTS CODE OF CONDUCT

The Tenant shall:

- a. Treat others with respect and understand all views are important even if they are not the same as their own.
  - b. Respect individuals rights to manage their plot and grow the produce they wish as long as it is within the rules of the established Tenancy Agreement and the Allotments Legislation.
  - c. Not use any form of violence on the site whether physical and/or verbal.
  - d. Not cause or permit any nuisance or annoyance to the occupier of any other allotment on the site or the residents of any premises in the vicinity either by action or inaction, or by rude or offensive behavior, whether through carelessness, ignorance or persistent or deliberate action.
  - e. Not commit any acts of discrimination against any person or body on grounds of their race, religion, gender, sexuality, gender assignment, age or disability and understand that all forms of discrimination, including bullying and harassment are unacceptable.
  - f. Not trespass or cause damage to other Tenants' Allotments or crops or take other Tenant's crops without that Tenant's prior permission.
  - g. Not photograph or film other persons on the site without such persons expressed prior permission.
  - h. At all times during the Tenancy observe and comply with all enactments, statutory instruments, local, parochial or other byelaws, orders, statutes or regulations affecting the Allotment.
  - i. Agree that in any case of dispute between the Tenant and any other occupier of an Allotment on the site which cannot be resolved shall be referred to the Council, whose decision shall be final and binding on all parties involved in the dispute.
  - j. Agree that where any behaviour could be considered a Criminal Offence, to report it both to the Council and the Police. The Council and/or Police would have the final say in any disagreements.
  - k. The Council reserves the right to amend the Code of Conduct from time to time and any amended Code of Conduct shall be binding upon the Tenant following the service of a copy of the amended Code of Conduct on the Tenant.
9. The Tenant shall observe any additional rules that the Council may make or revise for the regulation and management of the Allotment Garden and other Allotment Gardens let by the Council as determined from time to time.
10. The Council shall pay all rates, taxes, dues or other assessments, which may at any time be levied or charged upon the Allotment Garden.

## 11. TERMINATION OF TENANCY

The Tenancy may be terminated by the Council serving on the Tenant not less than twelve months' written notice to quit expiring on or before the 6<sup>th</sup> day of April or on or after the 29<sup>th</sup> day of September in any year.

12. The Tenancy may be terminated by the Council by service of one month's written notice on the Tenant if:
  - a. The rent is in arrears 40 days or more after it has become due, whether demanded or not; or
  - b. The Tenant breaches any of the terms and conditions of this Tenancy; or
  - c. The Tenant does not live within the Parish of Grimoldby or Manby.
13. If the Tenant shall have been in breach of any of the foregoing clauses or on account of the Tenant becoming bankrupt, the Council may re-enter the Allotment Garden and the Tenancy shall thereupon terminate but without prejudice to any right of the Council to claim damages for any such breach or to recover any rent already due before the time of such re-entry but remaining unpaid.
14. If the Tenant dies, the Council automatically has a right of re-entry and to re-let the Allotment. See also the Co-Worker clause 3.5.
15. The Council will not be liable for injury/loss and the Tenant should effect his own insurance.
16. In the event of the Allotment not being sufficiently Cultivated, but not earlier than 3 months following the date of this Agreement, the Council shall issue a non-cultivation notice giving 1 month for the Tenant to comply and cultivate. If the Tenant does not comply by the end of this notice period, the Council will serve a 1 month Termination Notice – see Termination Procedures clause 12.b and Cultivation clause 3.6.a-b.
17. In the event of Non-Payment of rent as given in Payment of Rent clause 2, the Council shall issue a Non-Payment of Rent Notice giving 1 month for the Tenant to comply. If the Tenant does not comply by the end of this notice period, the Council will serve a 1 month Termination Notice – see Termination Procedures clause 12.a.
18. The Tenancy may be terminated by the Tenant by serving on the Council not less than two months written notice to quit.
19. On the termination of the Tenancy, the Tenant shall remove any shed, greenhouse or other building or structure erected in the Allotment Garden unless the Council agrees otherwise which shall be confirmed in writing to the Tenant.
20. Any notice required to be given by the Council to the Tenant shall be sufficiently served on the Tenant either by handing it to the Tenant personally or by leaving it at or sending it by ordinary post to the Tenant at the last known address of the Tenant or by affixing the same in some conspicuous manner on the Allotment Plot. Any notice required to be given by the Tenant to the Council shall be sufficiently given if signed by the Tenant and sent by recorded post to the Council's Clerk.

**21. DECLARATION**

**By signing this agreement I agree:**

- a. to my personal details being held by Grimoldby and Manby Parish Council as set out in the data protection statement below:**

Any personal information you give to us will be processed in accordance with the General Data Protection Regulation (GDPR) 2016 and the Data Protection Act (DPA) 2018. Grimoldby and Manby Parish Council will use the information to process your request, contact you regarding this and other services provided by Grimoldby and Manby Parish Council and to provide any relevant further information (for example key facts and details about the service including fees). In some circumstances it may be necessary to pass information to third parties, where this is required for the purpose of delivering the service or for the Council to meet its statutory obligations. The information which you give will be used for the following purposes: to enable the Council to create a computer and paper record of your application to join the waiting list; to enable the application to be processed; to enable a Tenancy agreement to be drawn up; to enable rents, fees and charges to be invoiced and assigned to an account held in your name; to enable the Council to compile statistics, or to assist other organisations to do so, provided that no statistical information that would identify you as an individual will be published. The information will be kept securely, and will be kept no longer than necessary.

- b. to abide by the terms as set out in the agreement above.**

**Signed by:.....The Tenant**

**Signed by:.....The Council’s Proper Officer**