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**OLD LEAKE PARISH COUNCIL**  
**Wednesday 10<sup>th</sup> September 2025**  
**Old Leake Community Centre**

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Dear Councillor

You are hereby summoned to attend the next meeting of Old Leake Parish Council, which will be held on Wednesday 10<sup>th</sup> September commencing at 7:00 pm at Old Leake Community Centre. The business to be dealt with at the meeting is listed in the agenda. If you are unable to attend, please notify me of your apology.

There will be a Public Forum commencing at 7:00pm when members of the public may ask questions or make short statements to the Council. After which Parish Council business will be conducted. The Parish Council meeting will commence at 7:15pm or at the closure of the Public Forum, whichever is the sooner.

Signature: *R J Herberts – Clerk to the Council*

Date: *03 September 2025*

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**AGENDA**

1. To receive and accept apologies and approve reasons for absence
2. To receive reports from representatives on outside bodies:
  - a. Borough Councillors
  - b. County Councillor
3. To receive declarations of interest under the Localism Act 2011 and consider any requests for dispensations
4. Notes of the Parish Council meeting held on 09 July 2025 to be approved and signed as the minutes
5. Clerk's Report
6. Chair's announcements and any relevant updates
7. To consider applicants for co-option onto the Parish Council
8. Financial matters:
  - a. Payments to be authorised
  - b. To report balances in the bank
  - c. To discuss the bank mandate
9. Audit for the year ended 31 March 2025
10. To note CCTV updates & Image requests
11. To receive a report from the Recreational Area Working Group, resolve actions and expenditure for issues raised:
  - a. Washdyke
  - b. Furlongs
  - c. Enos Wood
12. Highways Matters:
  - a. Receive issues requiring maintenance/repair
  - b. To receive reactive speed sign data
  - c. To discuss setting up a Community Speed Watch scheme
  - d. Cowbroads Lane
13. To note an update regarding the young people's service provided by OLPC
14. To note an update regarding Old Main Road MUGA
15. To consider the village maintenance schedule of works to go out to tender
16. To note an update regarding the co-op building
17. To discuss a Skateboard Park
18. To consider a shelter for the Play Area on Furlongs Lane
19. To discuss grass and hedge cutting contracts
20. To discuss the mosaic in the Bus Shelter on Church Road
21. To review and adopt the Grant Awarding Policy and Application
22. To review and adopt GDPR Policies
  - a. Record Retention Schedule
  - b. Data Breach Assessment
  - c. Process for dealing with a Subject Access Request

- d. Complete the Security Compliance Checklist
- 23. To discuss Storage options for records/paperwork
- 24. To discuss setting up gov.uk email addresses
- 25. To discuss the noticeboards
- 26. To receive and approve adoption of the NJC/NALC pay scales effective 01/04/25 and apply to salaries
- 27. Planning applications received for a decision at this meeting (All plans can be viewed at [www.mybostonuk.com](http://www.mybostonuk.com))
- 28. Planning Decisions received from Boston Borough Council
- 29. Correspondence received, not covered on the agenda
- 30. Matters for next agenda
- 31. Date of next meeting – 08 October 2025
- 32. To resolve on whether the Council will move into closed session to consider the following confidential staffing matters in accordance with the Public Bodies (Admission to Meetings) Act 1960. (Should this resolution be passed the public and press will be required to leave the meeting at this stage)
- 33. To review the Clerk's hours, pay and pension
- 34. To discuss the Clerk's training and development