

ST. LEONARD'S CHURCH GLAPTHORN
Minutes of Parochial Church Council Meeting
Monday 1st June 2026 at 7 p.m. in Church.

Present:	
Rev. Stephen Webster	Ursula Wide
Sid Charlton	Brigitte Hilton
Anne Cashmore	Philip Hilton
Tricia Newton	Penny Reading
Stephen Dickenson	

Agenda Item	Content	Who
06/26.28	<p>Opening Prayers:</p> <p>The meeting opened with prayers led by the Vicar.</p>	
06/26.29	<p>Apologies:</p> <p>Annabel Copeland, Richard Stark</p>	
06/26.30	<p>Minutes of the P.C.C. meeting dated 15th April 2026 and 30th April 2026:</p> <p>These were approved by all present (proposed by Philip, seconded by Brigitte and all present voted in favour) and signed by Sid.</p>	
06/26.31	<p>Matters Arising from the Minutes of 15th and 30th April 2026 and preceding Minutes:</p> <p>The following items have been completed, or no further action is required:</p> <ul style="list-style-type: none"> • 04/26.20 Treasurer - The accounts for 2025 have been completed and reviewed by Carrie Ann Gates – Income for the year is £30,017, with expenditure totalling £22,797, leaving a surplus of £7,220. There was a query over the Tearfund Quiz <i>which Richard will clarify with Sid.</i> • 04/26.20 Treasurer - Ursula proposed that a £25 gift voucher be given to Carrie Ann for her work on the accounts and this was agreed by all present. 	<p>Clarified and no change</p> <p>Done</p>

	<ul style="list-style-type: none"> • <u>04/26.18 Oundle Deanery Parish Questionnaire</u> An anonymised summary of responses, and a proposed draft of a final version had been circulated before the meeting. <i>The PCC agreed changes to the wording in Question 1.9 and then approved the draft for Anne to send off to the Deanery Lay Chair.</i> • <u>04/26.21 Safeguarding</u> - the Vicar, who will also check out a couple of scenarios with Louise regarding the school and Teas and Toys in the Village Hall – <i>The Vicar has spoken to the Safeguarding Officer and as something like this is a church activity, then certain safeguarding measures need to be addressed; for example, safeguarding training and DBS status for the activity leader, risk assessment, appropriate insurance, role description etc. At the moment, this is an infrequent activity and can be covered by ensuring the Associate Vicar is present as the designated activity leader, as she has the appropriate checks in place.</i> <p>The following items are carried forward:</p> <ul style="list-style-type: none"> • <u>10/22.05 Assessment of unsafe kerbstones and uneven flagstones at front of church</u> - unsafe kerbstones will be moved to the side of the wall and photos and notes taken and kept with burial book in the safe, in case of any future queries. <i>Richard and Brigitte (plus others) to examine and remove kerbstones where appropriate.</i> • <u>02/25.05 Church Matters: Churchyard Plan</u> – at the last meeting, the PCC resolved that any future expression of wishes to be buried in a specific plot, should be kept in the book in the safe, so that a record can be passed on to future vicars and PCC members. At this meeting, it was also agreed that every application for a specific burial plot will be considered on its own merits, but preference will be given to those with the strongest connection to Glapthorn. Latest action – this was amended to “we have noted your request (specific burial plot and/or ashes) and will endeavour to comply with it.” <i>Stephen and Philip to draft a procedure and letter, to go out if any enquiry is made.</i> • <u>08/25.42 Church Matters</u> There are a number of trees/hedges in the churchyard that need some attention- Mike Newton has offered to tidy them up. <i>Ursula will review them with Mike and provide the PCC with her view on what action should be taken with them.</i> • <u>04/26.20 Treasurer</u> - There is a requirement to keep the accounts for six years after year end – the PCC agreed that those up to year end 2019 should be securely disposed of and <i>Richard will look into a company that provides that service.</i> 	<p>Done</p> <p>Done</p> <p>All, ongoing</p> <p>Draft completed for Vicar and Philip to meet and review.</p> <p>Ursula to organise small working party for this and kerbstones</p> <p>RS</p>
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	<ul style="list-style-type: none"> • <u>04/26.23 Health and Safety Report:</u> The PCC agreed that after the next service by Vulcana in the autumn, Laury Hales should be contracted to do the LPG servicing. <i>Ursula will send Sid the contact details for him to take this forward.</i> • <u>04/26.23 Health and Safety Report:</u> New Welcome sign for outside of the church - Mike Wilmore has offered to make a new board with a metal frame. <i>This is currently being made, at no cost, apart from the lettering which will cost around £70. The PCC thanked Mike Wilmore for his work on this.</i> • <u>04/26.25 Any Other Business</u> Church rules regarding tenure of PCC members <i>to be clarified by Vicar.</i> • <u>04/26.25 Any Other Business</u> Ursula has included a section in the Church report for the annual Parish Council meeting, asking villagers not to put plastic flowers in the churchyard as it makes maintenance more difficult. Ursula will get some cards printed with notes regarding this. <i>Ursula will also put a notice on the lych gate.</i> 	<p>SC</p> <p>BH</p> <p>SW</p> <p>UW</p>
06/26.32	<p>Church Matters:</p> <p><u>Quinquennial Report</u></p> <ul style="list-style-type: none"> • A comprehensive report has been received from Caroe Architecture, detailing the importance and urgency of works identified. • The key areas for attention are: <ol style="list-style-type: none"> 1) South aisle lead roof – immediate holding repairs approximately £3k (prior to a new roof being fitted) 2) North Aisle and Vestry – localised repairs approximately £750 3) Scrutiny of Nave and Tower roofs (currently inaccessible) 4) Drainage problems - need clearing and a survey and plan of the drains produced. Approximately £3k. <i>Ursula to clarify the rating for urgency on the report with Gethin Harvey</i> 5) Fire Risk assessment – <i>Richard to ascertain if one exists, and if not, organise one to be done.</i> • It was agreed that where possible, works should be “rolled up “and not done piecemeal, to keep costs down. <i>Ursula will approach various contractors to start getting quotes for the above list and ask Gethin Harvey for help as appropriate.</i> • In terms of costs for this work, (much of which will be temporary repairs and identification of repairs needed in areas that are 	<p>UW</p> <p>UW</p> <p>RS</p> <p>UW</p>

	<p>currently inaccessible), the PCC agreed to seek to fund the work from the ordinary account and not from the interest bearing account – if there is a need to use funds from the interest bearing account then this will need to be referred back to the PCC first. <i>This was proposed by Penny and seconded by Stephen and all present voted in favour. Ursula will speak to Richard once the quotes are received.</i></p> <ul style="list-style-type: none"> • There is a query over the lightning conductor certification <i>and this will be followed up.</i> • In terms of the wall paintings, it was felt a specialist grant for any work needed would be appropriate – <i>Ursula will ask Gethin to detail the specific problem.</i> • The final version of the Quinquennial Report will be received shortly – <i>the PCC will review and hopefully sign it off at the next meeting.</i> <p><u>Places of Worship Renewal Fund</u></p> <ul style="list-style-type: none"> • This fund is administered by English Heritage and designed to support the repair of England’s treasured places of worship and targeted at places of most need. A total of £92 million has been allocated to the fund over a 4-year period, with £23 million per annum. Grants range between £10k and £1 million for urgent repairs and essential improvements. Priority will be given to projects in areas of England with the greatest need for investment, and those that bring most community benefit. <i>The PCC agreed that this would be a good opportunity and to apply when we are in a position to raise money for permanent repairs e.g. new roof.</i> <p><u>Mound in churchyard corner</u></p> <ul style="list-style-type: none"> • This borders the land with the Readings and is the result of grass cuttings, rubble and some soil from graves building up. <i>The Readings request to lower the mound and seed the area was accepted – proposed by Philip and seconded by Tricia with all those present voting in favour.</i> The PCC thanked Penny and Bernard for doing this, and also for renovating the church wall adjacent to their land. 	<p>UW/RS</p> <p>UW/BH</p> <p>UW</p> <p>All</p> <p>Readings</p>
<p>06/26.33</p>	<p>Vicar’s Report and Services:</p> <ul style="list-style-type: none"> • <u>Promoting Church Growth</u> Welcome Pack: this continues to be work in progress. • Children in Church – the Vicar has held informal conversations with three members of the congregation, with a view to ensuring there are age-appropriate activities for children to do when attending 	<p>Vicar</p> <p>Vicar/ Helen C</p>

	<p>services.</p> <ul style="list-style-type: none"> • <i>Services</i> – Glapthorn was well represented at the recent confirmation service held at St Peter’s, where Orathai and Caven Gardner were confirmed. • <i>Appointments</i> – Jessica Newlove will be ordained at Peterborough Cathedral on 28th June and then join the Oundle benefice team for 3 years. A new Youth Minister for the benefice s in the process of being appointed and will start in the summer. It was noted that there is also a lay chaplain who makes house visits for the elderly and infirm. • The Pilgrim Group session on the fifth Sunday continues to be successful with good attendance – the PCC would like to thank Charles Wide for his commitment and effort in leading this group session. 	
06/26.34	<p>Treasurer’s Report:</p> <ul style="list-style-type: none"> • The total bank balances at 31 May 2026 were £46546, including £2374 Gift Aid received from HMRC. The interest-bearing account stood at £20052, and the Gift Aid has now been added to this account. • As Tracey Kerr is no longer on the PCC, it would be helpful to have another bank signatory to replace her in this role. Philip Hilton has agreed to do this role. Therefore, it was resolved that Tracey Kerr be removed as an authorised signatory and that Phillip Hilton be added as an authorised signatory for the PCC NatWest bank accounts. <i>This appointment was proposed by Ursula and seconded by Anne and all present voted in favour.</i> 	<p>RS</p> <p>RS/PH</p>
06/26.35	<p>Safeguarding Report:</p> <p>The PCC reviewed the proposal to move away from the Benefice Safeguarding Policy to adopt the Church of England Safeguarding Policy and this was felt to be a sensible move. <i>Move proposed by Philip and seconded by Brigitte and all present voted in favour.</i></p>	<p>SC</p> <p>AEC to</p> <p>update</p> <p>Parish S’G</p> <p>Officer</p>

06/26.36	<p>Deanery Synod Report:</p> <ul style="list-style-type: none"> • The latest Deanery Synod meeting notes were circulated prior to this meeting. Some key points: the Diocesan Vision and Strategy presentation was about achieving growth in church numbers, a key focus being on children and young people as they are the “missing” category; there is a drive to streamline governance in the diocese; the Parish Share is to be renamed the Common Fund and proposed changes will come into effect from 2027, based on 2025 accounts and statistics. • The next meeting is on 8th July, and Treasurers are being invited to this meeting. Any questions for the next Deanery Synod meeting should be given to Philip. 	PH
06/26.37	<p>Health and Safety Report:</p> <ul style="list-style-type: none"> • Sid has met with Tracey Kerr for a handover; nothing to report at the moment. • There have been no accidents since the last meeting. 	SC
06/26.38	<p>Social Committee Report:</p> <ul style="list-style-type: none"> • Many thanks to Tricia and the team who helped with Bluebell Teas in May. £496 was raised. • Tricia started by thanking her team of nine for all they have done and contributed so far. • Tuesday afternoon teas in Church start Tuesday 2nd June. • 18th July 11 a.m. – 4.00 p.m. (approximately) – “Tunes, Teas and Table Tops”. Stephn Dickenson is kindly doing a sponsored sing in the Church (with Sid and Helen present to validate it). This will be advertised in the village newsletter, which will include a sponsorship form. The Table Tops will include books, toys, cakes, preserves etc. and refreshments will be available in church. • Autumn – Kate Bateman from Bateman’s Auctioneers in Stamford, has offered to come and run an event – for example, an antiques roadshow, talk etc. She will kindly do this free of charge. • Sid mentioned a contact of his (singer and two guitarists) who is also 	PN

	willing to come and run an event – again, kindly doing this free of charge.	
06/26.39	<p>Any Other Business:</p> <ul style="list-style-type: none"> Village Hall bookings for future events: <ul style="list-style-type: none"> - Tearfund Quiz Saturday 14th November, hall to be booked 6.00 – 10.00 p.m. - Harvest Lunch Sunday 20th September – after service at 11 a.m. Hall to be booked 10.30 a.m. – 2.00 p.m. There was some discussion around using the Village Hall as a back up plan for outdoor events, if it is wet on the day. <i>Anne has contacted the bookings officer to see if we can do this without incurring a charge for the hall, if it ends up not being used on the day.</i> 	AEC
06/26.40	<p>Date of next P.C.C. meeting:</p> <p>The next PCC meeting will be on <u>Tuesday 8th September 2026 at 7.00 p.m. in Church.</u></p> <p>The meeting closed with prayers, at 21.00</p>	