

ST. LEONARD'S CHURCH GLAPTHORN
Minutes of Parochial Church Council Meeting
Tuesday 27th January 2026 at 7 p.m. at Church Cottage.

Present:	
Rev. Stephen Webster	Ursula Wide
Tracey Kerr	Sid Charlton
Anne Cashmore	Philip Hilton
Brigitte Hilton	Tricia Newton
Penny Reading	Richard Stark

Agenda Item	Content	Who
01/26.01	<p>Opening Prayers:</p> <p>The meeting opened with prayers led by Sid.</p>	
01/26.02	<p>Apologies:</p> <p>Annabel Copeland, Stephen Dickenson</p>	
01/26.03	<p>Minutes of the P.C.C. meeting dated 21st October 2025:</p> <p>These were approved by all present (having been previously agreed by email) and signed by Sid Charlton.</p>	
01/26.04	<p>Matters Arising from the Minutes of 21st October 2025 and preceding Minutes:</p> <p>The following items have been completed or no further action is required:</p> <ul style="list-style-type: none"> • <u>10/22.05 Assessment of unsafe kerbstones and uneven flagstones at front of church</u> – Brigitte will ask a local builder to repair uneven flagstones (inside church). • <u>11/24.57 Church Matters: Training</u> - Ursula will run some sessions (probably in January) for anyone who is interested in the PCC, in the workings of the church e.g. lights, heating, alarm, audio, keys, serving at Communion etc. This will help to reduce the reliance on one person. • <u>08/25.42 Church Matters</u> - The PCC thanked the Crosbys for their generous donation to the Church – Anne has sent a letter of thanks to them. The PCC are also minded to support the Crosby's request 	<p>Flagstones and wooden blocks now all repaired/replaced.</p> <p>Done</p> <p>Vicar has met with Crosbys and paperwork/</p>

	<p>to install a small army memorial stone in the churchyard, in memory of their son, Henry, and Stephen will investigate how this can be done.</p> <ul style="list-style-type: none"> • <u>08/25.62 Any Other Business</u> – Cards for life events now being sent by Vicar. <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. <i>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 made. • <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. Ursula will review them with Mike and provide the PCC with her view on what action should be taken with them. • <u>08/25.45 Safeguarding Report:</u> A reminder to the PCC to send their DBS form to Louise Foote at St. Peter’s or contact Louise if they need any help with completing it. <p>New Items from 21st October 2025 meeting:</p> <ul style="list-style-type: none"> • <i>All on this agenda</i> 	<p>process in hand</p> <p>Done</p> <p>Richard and Brigitte</p> <p>Draft completed for SW to review.</p> <p>Ursula and Mike - Work in progress over the winter</p> <p>In progress</p>
01/26.05	<p>Church Matters:</p> <ul style="list-style-type: none"> • <u>Church Architect</u> <p>Jeremy Lander (current architect) is retiring at the end of this year. Given this, Ursula contacted Jon Breckon (Diocesan Churches Support Officer) for the names of some architects that could be approached with a view to replacing Jeremy. Five architects were contacted and two came back in time for the interview process, which was conducted by Ursula, Richard and Anne – Gethin Harvey from Caroe Architecture and Stephen Oliver and Lewis Hobbs from Oliver Architecture. Both companies interviewed well and were similar on pricing, but those</p>	

	<p>interviewing favoured Caroe Architecture given they also provide architect services to St Peter's Church and there may be some economies of scale going forward.</p> <p>Following discussion, Ursula proposed the appointment of Gethin Harvey from Caroe Architecture – this was seconded by Tricia and unanimously approved by those present. It was also agreed that the PCC should ask Gethin to do the next Quinquennial this summer, but undertake the roof assessment part of the Quinquennial now, as the temporary roof repairs are still causing some concern with ongoing leaks occurring. Penny confirmed that the Readings have the Church's long ladders which will be needed for Gethin to access the roof.</p> <p>Anne will draft a letter of thanks for Jeremy Lander, and emails as appropriate for Oliver Architecture and Caroe Architecture</p> <p>Ursula thanked Brigitte for all of the other work arising from the 2021 Quinquennial, which has now been completed.</p> <ul style="list-style-type: none"> • <u>Oundle Deanery Parish Questionnaire</u> This needs to be completed and returned to the Deanery Lay Chair by Tuesday 26th May. The questionnaire looks at how churches currently operate and how we may want them to operate in the future. All PCC members are invited to complete the questionnaire with their own thoughts and send them to Anne by Friday 27th February. Anne will then collate the "raw" responses anonymously, as well as start and put together a draft of a final version for discussion by the PCC at the next meeting. 	<p>Anne</p> <p>ALL</p> <p>Anne</p>
<p>01/26.06</p>	<p>Vicar's Report and Services:</p> <ul style="list-style-type: none"> • <u>Church Services</u> The pattern of Christmas services worked well, with Carols in the Churchyard attracting approximately 60 people. <p>Edgar Gardner's baptism will take place at Morning Worship on Sunday 15th February. Refreshments will be provided.</p> <p>Ash Wednesday – there may be an evening service of communion in Glapthorn.</p> <p>Mothering Sunday – will be celebrated as part of the morning service as usual.</p> • <u>Promoting Church Growth</u> Welcome Pack: the subgroup (Vicar, Ursula, Pauline Davidson and Helen Charlton) has met and is in the process of developing an A5 folder with inserts about the Church and activities, which can be easily updated. This will include such things as key personnel, times of services, activities in the church community etc. 	<p>SW to confirm</p> <p>Subgroup to develop pack content</p>

01/26.07	<p>Treasurer's Report:</p> <ul style="list-style-type: none"> • As at end December 2025, the balance across all accounts was £43,539 (end December 2024 £36,320) indicating a surplus of around £7k. • In January, Carters (electrics) and gas bills have been paid out (£955 and £275 respectively). • In the 30-day account, there is currently £14,918. 	
01/26.08	<p>Safeguarding Report:</p> <ul style="list-style-type: none"> • The PCC reviewed the Level 3 Safeguarding Action Plan: <ul style="list-style-type: none"> - PCC members are reminded to undertake the required safeguarding training. - The PCC reviewed their list of Church Activities and Non- Church Activities. There have been some new activities – for example Tuesday tea and cakes, and soup lunches, and fundraising concerts etc. It was not clear which category these activities fall into, and so Sid will discuss and clarify with St Peter's Safeguarding Officer, before seeking approval of the Level 3 Safeguarding Action Plan from the PCC. 	Sid to speak to Louise
01/26.09	<p>Deanery Synod Report:</p> <ul style="list-style-type: none"> • The latest Deanery Synod Report had been circulated prior to the meeting. Philip will pursue the issue around transparency of voting information (point 5 in the report). • Sid will attend the next meeting on 11th February. <i>(Post meeting note – this has been cancelled).</i> 	
01/26.10	<p>Health and Safety Report:</p> <p><u>Electrical Works:</u></p> <ul style="list-style-type: none"> - The items listed as 'potentially dangerous-urgent remedial action required' from the Fixed Electrical Appliances Report have now been fixed and the few follow-up points (more labelling and mending the coach light on the gate) have been addressed. The next inspection is due in November 2026, when the contractor will be asked to label items they have checked, in the same way as done for PAT. - The Portable Appliances Inspection has been done, with the next one due in December 2026 – one minor amendment in that the battery charger for the microphones is now on the list, to be checked regularly. <ul style="list-style-type: none"> • There have not been any reported accidents since the last meeting. Tracey will print off some more accident report forms and update the notes regarding retention of completed forms etc. • LPG servicing – it appears from the documentation that only 3 out 	Tracey

	<p>of 5 heaters have been serviced. Ursula will speak to Vulcana about this. <i>Post meeting note: Ursula has spoken to Vulcana and discovered that the 6 heaters were all serviced – the worksheet is written up in an obscure way.</i> The PCC agreed to find an alternative contractor – Tracey will contact Calor to see if they could assist and Anne will add this agenda item to a summer meeting agenda.</p> <ul style="list-style-type: none"> • The First Aid box will be replaced by Tracey. • Tracey will print off some more COSH forms. • Roy Kerr is kindly going to fix the bolts on the doors in the toilet and fix the “No unauthorised entry” sign in the appropriate place. • The handrail in the toilet has come away from the wall – Ursula will ask Kevin from Buildlink to repair this. 	<p>Tracey Anne</p> <p>Tracey Tracey Roy</p> <p>Ursula</p>
01/26.11	<p>Social Committee Report:</p> <ul style="list-style-type: none"> • Many thanks to those who have organised and supported recent events – the Musical Quiz evening, the Tearfund Quiz, the Christmas table decoration craft afternoon, and the soup lunches. • Bridge Drive, Wednesday 25th March, £20 p.p. including afternoon tea. There will also be a raffle and prizes for the winners/losers. 12 tables have been sold already, with one remaining table to sell. Anne has booked the Village Hall for this. • Bluebell Teas – will revert to Bank Holiday Monday again, 4th May, 2.00-5.00 pm. Anne will book the Village Hall from 1.00-6.00 pm. • Future events: <ul style="list-style-type: none"> - Tea and cakes in Church on a Tuesday will recommence once the weather is warmer. - “Cow Drop” – a fundraising game that should appeal to all ages. - Tearfund Quiz in November – date TBC. 	Anne
01/26.12	<p>Any Other Business:</p> <ul style="list-style-type: none"> • The 2025 Parish Statistics for Mission have been submitted. • The Church “Open” sandwich board has broken. Ursula will ask Kevin from Buildlink if he can make a replacement. 	Ursula
01/26.13	<p>Date of next P.C.C. meeting: The next PCC meeting will be on <u>Wednesday 15th April 2026 at 7.00 p.m. in Church.</u> The Annual Parochial Church meeting and meeting for Election of Churchwardens will take place <u>in Church on Thursday 30th April 2026 at 7.00 pm.</u></p> <p>The meeting closed with prayers, at 21.15</p>	