

MESSINGHAM PARISH COUNCIL

Clerk: Tracey Black

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NOTICE OF MESSINGHAM ANNUAL PARISH COUNCIL MEETING

To All Councillors

You are hereby summoned to attend a meeting of Messingham Parish Council, on **Monday 13th May 2019 at 7pm** in Messingham Village Hall, Orchard Close, Messingham, for the purpose of transacting the following business.

Tracey Black

Clerk to the Parish Council

8th May 2019

AGENDA

1. **Election of Chairman**
To elect the Chairman and to sign the declaration of acceptance of office.
2. **Election of Vice Chairman**
To elect the Vice Chairman and to sign the declaration of acceptance of office.
3. **Declarations of Office of members**
To receive signed Declarations of Office from members.
To agree a date for signed declarations of members not in attendance.
4. **Register of Interests forms**
To remind all members Register of Interests forms to be completed and returned within 28 days of taking office.
5. **Co-option of Councillor to fill vacancy**
To agree date to co-opt to fill vacancy
6. **Apologies of Absence**
To receive apologies for absence
7. **Declarations of Interest**
 - a) To record declarations of interest by any member of the council in respect of the agenda items listed below.
Members declaring an interest should identify the agenda item and type of interest being declared.
 - b) To note dispensations given to any member of the council in respect of the agenda items listed below.
8. **Public Forum**
 - a) Chairman to propose to suspend Standing Orders to allow the public to address the Council for a maximum of 15 minutes. *Members of the public may make representations, answer questions and give evidence in respect of business on the agenda. A question shall not require a response or start a debate. Decisions relating to items on the agenda will be made within the agenda item.*
 - b) Chairman to reconvene the meeting.
9. **Review of Committees**
To elect members to serve on Committees;
 - a) Planning Committee
 - b) Leisure & Recreation Committee
 - c) Web Site Committee
 - d) Allotments Advisory Committee
 - e) Personnel & Finance Committee
 - f) **To review and approve the terms of reference of each committee**
10. **Election of Representatives onto outside bodies**
To appoint representatives onto outside bodies;
 - a) ERNLLCA district committee meetings
 - b) Playing Field Representatives
 - c) Village Hall Representative
 - d) Lincolnshire Wildlife Trust – Nature Reserve Representative
 - e) Sibelco Liaison Committee Representative

11. To appoint an Internal Auditor for 2019/20

To appoint an internal auditor for 2019/20

12. Regular Meeting Dates

To agree the dates and place of Full Council and committee meetings – see attached schedule

13. Review of Policies & Procedures

- a) To review and approve the Standing Orders
- b) To review and approve the Financial Regulations
- c) To review and approve the Child Protection/Safe Guarding policy
- d) To review and approve the Equality policy
- e) To review and approve the Health & Safety policy
- f) To review and approve the Complaints procedure policy
- g) To review and approve the Emergency Plan policy
- h) To review and approve the GDPR policy
- i) To review and approve the Subject Access Request policy
- j) To review and approve the Grievance policy
- k) To review and approve the Retention schedule policy
- l) To review and approve the Publication scheme policy
- m) To review and approve the Recording of Meetings policy
- n) To review and approve the Scale of Charges – Miscellaneous
- o) To consider to adopt the model Adult Safe Guarding policy – a requirement of the NLC grant conditions

14. Minutes of previous Parish Council meeting

- a) To approve and sign the Minutes of the last Full Council meeting on Monday 8th April 2019
- b) To receive an update from the Clerk on items from the minutes not shown separately on the agenda (see attached schedule)

15. Police Matters/Crime report/Nat Report

To receive a crime report and other information

16. Planning

a) To resolve the planning applications

- i) PA/2019/657 – The Pink Pig, Holme Hall, Holme Lane- to erect a play tower
- ii) PA/2019/846 – S Kirby, Messingham Farm Shop-to vary cond.6 of PA/2015/0796 for change of use of part of former school to form 3 shops and café with associated parking-to change the opening hours.
- iii) PA/2019/538 – Mr & Mrs G Parkes, Hop Villa, 6 Well Street-two storey side extension and two-storey and single-storey rear extensions-**Amended Plans**

b) To receive any decisions made by North Lincolnshire Council

- i) PA/2019/200-Messingham Parish Council-to extend car park at Village Hall-Granted
- ii) PA/2019/244-L Whorton, 58 Brigg Road-to erect entrance porch and create vehicular access-Granted
- iii) PA/2019/338-Mr & Mrs Smith, Fairholme, Northfield Road-single storey side and rear extension-Granted
- iv) PA/2019/391-Mr & Mrs Chapman,15 Well Street-ground floor and first floor rear extension-Granted
- v) PA/2019/411-E Foster, adjacent Woodside, Butterwick Road-2 dwellings all matters reserved-Refused
- vi) PA/2019/431-Ongo Homes,46 Brigg Road-parking bay to front garden from highway-Granted

17. Finance

- a) **Payments** - To approve payments *as per the attached schedule*
- b) **Receipts** – To note receipt of income as per attached schedule
- c) **To receive the Annual Internal Audit report and consider the findings of the review.**
- d) **Annual Governance & Accountability return for year ended 31 March 2019**
 - i. **To consider and resolve assertions of Section 1 - Annual Governance Statement 2018/19**
 - ii. **To approve, sign and date Section 1 - Annual Governance Statement 2018/19 - of the Annual return for financial year ended 31 March 2019**
 - iii. **To consider Section 2 - Accounting Statements for 2018/19**
 - iv. **To approve, sign and date Section 2 - Accounting Statements 2018/19 - of the Annual Return for financial year ended 31 March 2019**
- e) **To agree schedule of regular payments**
- f) **To review and agree the Bank mandate signatories**
- g) **Passwords & PINS** – Chairman to receive and confirm acceptance of sealed details
- h) **Insurance** – to receive and consider charge to add new tiered planter to Insurance policy

18. General Items of Business

19 Leisure & Recreation items

- a) **Holme Meadow** – to receive advice from MKS Groundcare of weeds/plantain. To consider action.
- b) **Holme Meadow** – overgrown trees on northern side preventing grass cutting and dyke cutting

20 Ridge Ward Councillor report

21. Councillor Reports

To receive any reports from Councillors who have attended a meeting representing Messingham Parish Council.

22. Correspondence for Discussion/Decision

- a) ERNLLCA – Resolutions invited for the 2019 AGM by 22 July 2019. To consider any resolutions
- b) Messingham Village Hall – response re. request to attend Messingham Parish meeting to provide update of extension progress.
- c) Messingham Village Hall - new website www.messinghamvillagehall.org

23. Correspondence for Information

- a) To note correspondence received *per the attached schedule*.
- b) To note any correspondence received after the agenda was posted.

24. Village Complaints/Compliments

To receive and consider any Village complaints and compliments from members

25. Date/Time/Venue Of Next Meeting

- a) To confirm the date and time of the next Parish Council meeting on Monday 10th June 2019 7pm in the Village Hall, Messingham.

26. Confidential Items

To consider the exclusion of the public and press for the following items of business in accordance with the Public Bodies (Admission to meetings) Act 1960 s1(2) due to the confidential nature of the items to be discussed

27. To receive and consider quotations for cleaning of the War Memorial (Min. 226 fi)

28. To receive and consider quotations for removal of moss at the War Memorial (Min. 226 fii)

Existing Committees and Representatives

Planning Committee: Full Council

Leisure & Recreation Committee: Chairman, Vice Chairman, Cllrs. Elsome, England, Foster, Sherwood, Skelton, Todd, Wright

Web Site Committee: Chairman, Cllrs. England, Foster, McKellarMain, Sherwood.

Allotments Advisory Committee: Chairman, Vice-Chairman, Cllrs Briggs, England, Foster, Skelton, Todd, Barry Ross (1/2 acre rep) Pete Chapman & Chris Scott (Garden reps)

Personnel & Finance Committee: Councillors Clark, Holmes, McKellar Main, Skelton, Todd

ERNLLCA – to elect two Councillors to represent at ERNLLCA district committee meetings-see ERNLLCA newsletter

Playing Field Representatives: Councillors Hunt and Sherwood

Village Hall Representative: Councillor Skelton

Lincolnshire Wildlife Trust – Nature Reserve Representative: Councillor Clark

Sibelco Liaison Committee Representative: Councillor Poole

Regular Meeting Dates - Suggestions

Allotment Advisory Committee: Quarterly – June, September, *December* & March– third Monday

Leisure & Recreation Committee: Agreed at March PC meeting that L&Rec meetings not presently required

Personnel & Finance Committee: At least Annual – October (Salary & Wages Review)

Web Site Committee: Annual – when required (Website Review)

Clerk’s Report - Matters from previous Minutes

Min 233d – High Street bins-update from NLC

Min 233g – Public Footpath – update from NLC re. diversion of path FP203/FP206 -NLC to contact to Mr Anderson to progress his requested diversion.

Accounts - To be passed for Payment:

Ref.	Payee	Details	Vat	Total	Pay method
17	Three.co.uk	Clerk mobile contract	0	9.00	dd
18	Public Works Loan Board	Loan repayment	0	1464.61	dd
19	1 st Messingham Guides	Precept grant	0	200.00	Cheque 002797
20	ICO	Data protection fee	0	40.00	*Cheque 002798
21	Messingham Village Hall	Monthly rent	0	282.50	online
22	Sissons Gardening Services	Gardening contract	0	521.30	Online
23	MKS Groundcare Ltd	Grass cutting contract	148.24	889.44	Online
24	Gains Pest & Environment	Mole Control contract	0	70.00	Online
25	Lawn N Order	Verge cutting contract	152.00	912.00	Online
26	Public Sector Audit	Internal Audit	0	500.00	online
27	Office Friends	Paper/inks	10.34	62.06	Online
28	J Black & Son Ltd	Drain jetting-Holme Meadow	10.00	60.00	online
29-30	Salaries & Wages	Salaries & Wages	0	1373.56	Online

*£5 reduction for direct debit

Monies Received

Ref.	Received from	Details	Amount	Method
1	Parnham	Allotment 19A-annual rent	15.50	cheque
2	Dixon	Allotment 11D-Annual rent	15.50	online
3	B Ross	Small Holding-Spring rent	496.00	cheque
4	Various-Allotment holders	Annual rent collection	408.50	cash
5	Various-Allotment holders	Annual rent collection	92.75	cheque
6	Moore/Bowers(new)	Allotments-annual/new rent	66.50	cheque
7	Martin/Antcliffe	Allotments-annual rent	28.50	cash
8	Gondwe	Allotment-18B annual rent	15.50	online
9	Hesp	Allotment-46A-rent/deposit	40.00*	Online *(50p short)
10	NLC	Precept & Grant	30833.00	online
11	Benson/Young	Allotments-annual rent	25.75	cash
12	Messingham Scouts	Annual rent West View	1.00	cheque

13	Gould	Allotment 19B-rent/deposit	40.50	online
14	Northern Powergrid	Wayleave	88.06	cheque
15	Horne	Allotment 38A-rent/deposit	40.50	online
16	Nicholson/Coulman	Allots. 4A/4B-annual rent	31.00	cheque

Correspondence

- a) NLC forthcoming meetings in May
- b) ERNLLCA April newsletter
- c) ERNLLCA – Development Programme ‘Chairmanship’ Thursday 11th July 2019 – The Angel Suite, Brigg.
- d) North Lincs Business connect – Volunteer showcase event for Voluntary & Community organisations– 6th June at Ancholme Leisure Centre 9am-12:30pm
- e) CPRE Best Kept Village competition posters
- f) VE Day 75 – 75th Anniversary of VE Day – 8-10th May 2020
- g) Appleby Village Fayre – Sunday 16th June 2019 11am-5pm

Correspondence after the Agenda