

Minutes of the **Annual Parish Council** meeting held on Monday **14th May 2018** in Messingham Village Hall commencing at 7.15pm.

Present: Councillors N Poole (Chair), Mrs J Briggs, A Clark, W Elsome, J England, T Foster, A Holmes, Mrs P Hunt, J McKellar Main, M Proctor, Mrs P Skelton, P Wright

In Attendance: Tracey Black, Parish Clerk

Also Present: 10 members of the public

The Council voted to temporarily suspend the meeting to allow the public to speak on items on the agenda.

PUBLIC FORUM

Mr Radford requested that agendas be placed as low as possible on the notice board.

Mr Davidson asked if there was a review of the grant award policy to organisations.

The meeting reconvened.

1. Election of Chairman

Councillor N Poole was nominated by Councillor England and seconded by Councillor Wright. There being no other nominations, Councillor Poole was unanimously elected as Chairman and signed the Declaration of Acceptance.

2. Election of Vice Chairman

Councillor J McKellar Main was nominated by Councillor England and seconded by Councillor Holmes. There being no other nominations, Councillor J McKellar Main was unanimously elected as Vice-Chairman and signed the Declaration of Acceptance.

3. Apologies for Absence

Apologies were received from Councillors Mrs G Sherwood, K Sylvester and Mrs B Todd

4. Declarations of Interest

Cllr A Holmes – PA/2017/836 – declared a personal interest as known to the applicant

Cllr B Elsome – PA/2017/836 – declared a personal interest as near property

Cllr M Proctor – PA/2017/836 – declared a personal as near neighbour

Cllr N Poole – PA/2017/836 – declared a personal interest as a licence holder

5. Review of Committees

a) To elect members to serve on Committees

Planning Committee

Full Council

Leisure & Recreation Committee

The existing committee of the Chairman, Vice-Chairman, Cllrs. J England, Mrs G Sherwood, T Foster, P Wright, Mrs B Todd, Mrs P Skelton & W Elsome were re-elected en bloc.

Web Site Committee

Mrs G Sherwood had given prior notice to stand down from the website committee. The committee of the Chairman, Cllrs. T Foster, J England, J McKellar Main were re-elected en bloc.

Allotments Advisory Committee

Mr J Walker (Parish Council representative) had given prior notice to stand down from this committee. A verbal application had been received from Mr C Scott, an allotment holder, to serve as joint garden representative. The committee of the Chairman, Vice-Chairman, Cllrs J England, Mrs J Briggs, M Proctor, Mrs B Todd and T Foster, Barry Ross (Half Acre representative) P Chapman & C Scott (Garden representatives) were elected en bloc.

Signature

Date

Personnel & Finance Committee

The existing committee of Councillors J McKellar Main, M Proctor, A Clark, Mrs P Skelton, K. Sylvester were re-elected en bloc

b) To review and approve the terms of reference of each committee

The terms of reference of the Leisure & Recreation, Allotment Advisory and Personnel & Finance committees had been circulated in advance – it was agreed to accept these.

6. Election of Representatives onto Outside BodiesPlaying Field Representatives

Councillors Mrs G Sherwood & M Proctor were re-elected

Village Hall Representative

Councillor M Proctor was re-elected

Lincolnshire Wildlife Trust Representative

Councillor A Clark was re-elected

Sibelco Liaison Committee Representative

Councillor N Poole was re-elected

7. To appoint an Internal Auditor for 2018/19

It was agreed to re-appoint the existing Internal Auditor Mr Richard Dixon.

8. Regular Meeting Dates

Allotment Advisory Committee: Quarterly meetings set for the third Monday in June, September, December 2018, and February 2019

Leisure & Recreation Committee:

Quarterly meetings set for the third Monday in June, September, December 2018, and February 2019

Personnel & Finance Committee: Minimum of one meeting per year to be held in October for the salary and wages review.

Website Committee: Annual or when required

9. Review of Policies & Procedures**a) To consider adoption of updated Standing orders**

It was resolved that that the standing orders would be reviewed when the replacement model standing orders had been received to accommodate the new GDPR.

b) To review and approve the Financial Regulations

It was resolved to approve the financial regulations.

c) To review and approve the Child Protection/Safe Guarding policy

It was resolved to approve the Child protection/Safe Guarding policy.

d) To review and approve the Equality policy

It was resolved to approve the Equality policy.

e) To review and approve the Health & Safety policy

It was resolved to approve the Health & Safety policy.

f) The review and approve the Publication Scheme policy

Following the recommended updates from the clerk it was resolved to approve the Publication scheme policy.

g) To review and approve the Recording of Meetings policy

It was resolved to approve the Recording of Meetings policy.

h) To review and approve the Scale of Charges – Miscellaneous

It was resolved to approve the scale of charges-Miscellaneous

i) To consider adoption of the Reserves policy – to meet Local Authority grant conditions

It was agreed to adopt the new Reserves policy.

Signature

Date

j) To confirm all members have reviewed their Register of Interests

Members were reminded to review their register of interests and that any changes to their declared financial and other interests should be given to the Clerk as they occur.

10. Minutes of the previous Parish Council meeting on Monday 9th April 2018.

The minutes were circulated to all members prior to the meeting. The minutes were agreed to be a true record and duly signed by the Chairman.

11. Clerk's Report

- a) Min 197c) – Holme Lane traffic monitoring to take place late June early July
- b) Min 197d) – Holme Lane bus stop signage – NLC responded that this is classed as a 'custom and practice' stop, and does not have enough use to warrant infrastructure.
- c) Min 199f – Twigmoor side road flytipping, CCTV request – NLC had responded insufficient evidence of reporting – Cllr A Clark had forwarded previously reported information to NLC.

12. Police Matters/NAT report

- a) A crime report had not been received prior to the meeting. Clerk to circulate on receipt.

13. Planning

- a) To receive any decisions made by North Lincolnshire Council - none
- b) To resolve the planning applications received
PA/2017/836 – Mr S Kirby, Messingham Farm Shop - Amended description – permission to vary condition 6 of PA/2015/0796 to amend the opening hours to 10:00 - 22:30 Monday to Saturday and 10:00 - 18:00 on Sundays
Cllr J McKellarMain abstained due to a conflict of interest as serving police officer.
It was resolved No objections.

14. Finance

a) Passed For Payment:

Ref. No.

18.	Messingham Junior Cricket Club – precept grant	500.00 cheque
19.	Public Works Loan – repayment	1464.61 dd
20.	Three.co.uk – mobile contract clerk	21.54 dd
21.	Messingham Village Hall – monthly rent	282.50 online
22.	D Jacklin Ltd – mole control	240.00 online
23.	A Sissons – Gardening contract	528.91 online
24.	MKS Groundcare Ltd-grass cutting contract	1637.33 online
25.	Digitech – Copying	16.48 online
26.	R Dixon – Internal Auditor	475.00 online
27.	Greenbarnes – notice board for Holme	1141.33 online
28.	Container King – changing room door/roof repairs	276.00 online
29.	PDH – Allotment plumbing work	270.00 online
30.	T Black – clerk – stamp reimbursement	13.92 online
31-33	Salaries and wages as per schedule	1204.93 online*

*NALC national salary scale received- increase wef 1 April 2018

The clerk reported that two allotment rents were outstanding.

The notice board is awaiting installation by NLC

Signature

Date

b) Monies received	
Allotment Spring collection	1075.00
Scunthorpe Pony Club - hire/rent	201.00
NLC Annual precept – half year payment	28500.00
NLC Local Authority Grant	2710.00
NLC Holme Notice Board Grant	850.00
Northern Powergrid – wayleave	88.06
HMRC – VAT repayment	7180.62

It was resolved that the payments be approved.

c) Internal Audit Report

It was noted that the recommendations comprise advisory notes only;

1. PAYMENT CONTROLS – VAT – note for information – Recommended that advice be sought from HMRC when new projects are undertaken, significant capital expenditure, or any new matters.
2. ASSESSMENT OF SIGNIFICANT RISKS – GDPR wef 25 May 2018.
 - i) Undertake an audit of all personal data-*clerk advised this has been completed*
 - ii) Appoint a DPO-*clerk advised no longer a requirement as per min.15b*
3. BUDGETARY PROCESS – NLC Council Tax grant – to consider legal and financial implications.
It was noted that Messingham Parish Council agreed to the conditions on 12 February 2018 minute ref. 1373/168g
4. PETTY CASH CONTROLS –The Council may wish to discontinue the petty cash and pay the balance into the bank. Balance 43p.

SUMMARY – *The accounts and governance arrangements of the council have been maintained to the highest of standards and the assistance of the Clerk of the council in the completion of this audit was much appreciated.*

The financial control environment within the council is excellent and the recommendations comprise only advisory notes.

The clerk is to be congratulated on achieving such high standards of governance and financial control since commencing her employment.

d) Annual Audit return for year ended 31 March 2018

- i. **To consider the Annual Governance statement/assertions and agree a response**
The Clerk read out the assertions and the Council agreed the response.
- ii. **To approve, sign and date Section 1 (Annual Governance Statement 2017/18) of the Annual return for financial year ended 31 March 2018**
It was agreed that the Chairman and Clerk duly sign and date Section 1.
- iii. **To consider the Accounting Statements**
The clerk confirmed that the figures had been agreed by the Internal Auditor, along with the explanation of variances for submission.
- iv. **To approve, sign and date Section 2 (Account Statements 2017/18) of the Annual Return for financial year ended 31 March 2018**
It was agreed that the Chairman and Clerk duly sign and date Section 2.

Clerk to submit Annual Return to the External Auditor.

e) Schedule of regular payments

It was agreed to approve the schedule of regular payments.

f) Parish Path Contract Min 201

The clerk reported that Mill View Fencing, Alkborough, had been appointed as contractor for the Parish path maintenance.

Signature

Date

g) Holme Meadow changing container

- i) The clerk reported that the blank door on the rear of the changing container had fallen off and emergency work had been required to secure and make safe. Container King had visited the following day to secure and repaint. The leak on the roof was repaired at the same time.
- ii) Advice was received from Container King that prompt attention is required to the repainting of the container to extend its life.

As two quotations had been received for this work it was agreed this item should be discussed with the exclusion of the public, due to commercially sensitive information.

h) Messingham Show donation request

Cllr England, Cllr Holmes & Cllr Foster declared a personal and prejudicial interest as members of Messingham Show committee, and left the room

It was resolved that the Parish Council would provide the field for the show free of charge.

Cllr England, Cllr Holmes & Cllr Foster returned to the room

15. General items of Business

- a) Min 198d) Playground inspection report received from NLC carried out in March. The following comment was noted;
Igloo safety tiles – monitor for further shrinkage
- b) GDPR – notification had been received from ERNLLCA to advise that Parish Councils would be exempt from the requirement to appoint a Data Protection Officer.
- c) Allotment taps - Notification received from Prince Build Ltd that following the required compliance work at the Allotments, the re-inspection had been passed.

16. Councillors Reports

The Chairman reported that he and the Clerk had attended the NLC liaison meeting on 25th April which included GDPR and Highways update/potholes.

17. Correspondence for Discussion/Decision

- a) **New Row**-Concerns received from Resident on New Row regarding two SORN vehicles and a skip on piece of land south of road and adjacent to Village Hall boundary hedge. Response from solicitor that a first registration application had been made with the Land Registry.
It was resolved to contact the Solicitor regarding an application to register the land by the Parish Council.

18. Correspondence for Information**To note correspondence received for information**

- a) NLC forthcoming meetings in May – noted - to place on the PC notice board
- b) Messingham Ladies netball team – A thank you for the netball markings on the MUGA-noted
- c) Notification of on-going neighbourhood disputes on The Meadows – reported to Police on 101.
- d) Concerns from resident regarding over hanging trees and shrubs on paths of Wendover Road and Leaburn Road-reported to NLC for investigation.
- e) Concern from resident on Northfield Road regarding overflowing dyke in field towards playing field – NLC enforcement and environment to inspect.
- f) Messingham Show –Gerrard Parkes-Scarecrow competition – permission requested to place Scarecrows at Village entry signs – advised permission required from NLC.
- g) NLC – Childminding briefing poster – noted to place on Village notice board.

To note correspondence after agenda was posted

- h) MJFC – Presentation to be held 10th June – playing field extension to be roped off to prevent parking.

Signature

Date

- i) Mrs S O'Neil, Temperance Avenue – parking on access land by Oliver's salon staff and abusive response.
- j) Mrs S Hansford, Temperance Avenue – parking on double yellow lines by building site traffic; sections of road dug up blocking pavement, use of drive problematic. Parking by Oliver's salon staff on playing field access land; customers parking on double yellow lines.
The clerk reported that NLC community warden officers have found nothing they are able to enforce but do make frequent visits.
NLC Highways are reviewing the traffic restrictions, extending the lines to the north and outside the Farm Shop. The Parish Council had been asked to discuss and comment. It was agreed to respond that the area outside the Farm shop should be restricted to loading and unloading only.
- k) Sibelco – prior notice of proposed revised planning application to consist of a direct crossing of Brigg Road linking to the existing internal haul road. Circulated prior to the meeting.

19. Village Complaints/Compliments

- a) A159 NORTHFIELD ROAD –Holme Lane roundabout to Bird in the Barley – road requires sweeping.
- b) Compliment – Bollard replaced at Trentholme junction.
- c) Compliment – litter/cigarette ends cleaned up outside the Crown.
- d) Compliment – Scarecrows going up around the village.
- e) HIGH STREET 34-44 – Weed growth on path alongside buildings.
- f) HOLME PARISH – following the amalgamation with Holme Parish, Cllr England would like the council to receive information of the area covered and additional responsibilities. Agreed to place on the next agenda.

20. Date/Time/Venue of next meeting

The next meeting was confirmed as Monday 11th June 2018 at 7.15pm in the Village Hall, Messingham.

21. 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 business to be discussed.

It was resolved that the press and public be excluded.

Full Minutes recorded as separate confidential minutes

22. NLC Highways Verges Grass Cutting Pilot

Three quotations were reported.

The length of grass at the Church yard and outstanding spraying was discussed. A specified length of 10mm was agreed.

Contractor agreed subject to conditions.

23. Holme Meadow Changing room Container – painting of exterior

Two quotations were reported to paint the exterior of the changing room container.

It was resolved the clerk determine the paint specification, and Chairman and clerk to have delegated powers to agree contractor.

24. Handyman Application received

Cllrs J England, A Holmes, T Foster declared a personal and prejudicial interest and left the room.

A list of duties was discussed, it was agreed this would not include grass cutting and strimming.

Following discussion an hourly rate was agreed and to guarantee a minimum two hours work per week. Clerk to draw up a list of duties and offer position to applicant.

This concluded the business of the meeting. Meeting closed at 8:58pm.

Signature

Date