

# MESSINGHAM PARISH COUNCIL

Clerk: Tracey Black

Black Bank Farm, Black Bank, Susworth, Scunthorpe, North Lincolnshire, DN17 3AX

Tel: 07397 571469 email: [clerk@messinghamparishcouncil.co.uk](mailto:clerk@messinghamparishcouncil.co.uk)

## **NOTICE OF MESSINGHAM PARISH COUNCIL** **ANNUAL PARISH COUNCIL MEETING**

To All Councillors,

You are hereby summoned to attend a meeting of Messingham Parish Council on **Monday 13<sup>th</sup> July 2020 at 7pm** for the purpose of transacting the following business. Due to Covid-19 restrictions the meeting will be held remotely via Zoom. Details of the zoom meeting link , meeting id and password will be emailed separately.

Tracey Black

Clerk to the Parish Council

8<sup>th</sup> July 2020

Any members of the public who wish to attend, should contact the Clerk before 5pm on the day of the meeting for details of how to access the meeting.

### **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. **Register of interest forms** – to remind all members to review their Register of Interests
4. **Apologies for absence** To receive apologies for absence.
5. **Councillor Leave of Absence** – To consider granting leave of absence requests in accordance with Section 85 of the Local Government Act 1972.
6. **Declarations of interest**  
To record declarations of interest by any member of the council in respect of the agenda items listed below. Members declaring interest should identify the agenda item and type of interest being declared.  
To note dispensations given to any member of the council in respect of the agenda items listed below.
7. **Public Forum**  
To resolve if necessary, to temporarily suspend the meeting for a period of no more than 15 minutes to allow for a period of public participation.  
*Members of the public may raise questions, make representations and give evidence in respect of business on the agenda. Decisions relating to items on the agenda will be made within the agenda item. Items not on this agenda will be answered in writing or as a future agenda item.*
8. **Review of Committees**
  - a) **To elect members to serve on Committees;**
    - i) Planning committee
    - ii) Leisure & Recreation committee
    - iii) Website committee
    - iv) Allotments Advisory committee
    - v) Personnel & Finance committee
  - b) **To review and approve the terms of reference of each committee**

**9. Election of representatives onto outside bodies**

To appoint representatives onto outside bodies;

- a) ERNLLCA district committee meetings representatives
- b) Play field representatives
- c) Village Hall representatives
- d) Lincolnshire Wildlife Trust – Nature Reserve Representative
- e) Sibelco Liaison Representative

**10. To appoint an internal auditor for 2020/21**

**11. To agree Regular meeting dates** (see attached)

**12. Minutes of previous meeting**

- a) To resolve the minutes of the Full Parish Council meeting on Monday 9<sup>th</sup> March 2020 be approved and signed.
- b) To resolve to adopt the minutes of the Allotment Advisory committee meeting held Monday 16<sup>th</sup> March 2020.
- c) To resolve the minutes of the Extraordinary meeting of Full Council on 23<sup>rd</sup> March 2020 be approved and signed.
- d) To resolve to adopt the minutes of the Allotment Advisory committee meeting held on Monday 22<sup>nd</sup> June 2020.
- e) To approve the report of information and business transacted under delegated authority.

**13. Clerks report**

To receive an update on items from the minutes which are not shown on the agenda (attached)

**14. Police matters/Neighbourhood Action Team (NAT) report**

To receive a crime report for previous month.

**15. Planning**

**a) To receive planning applications from NLC and resolve a response**

PA/2020/764 – Mrs Smith, Butterwick Road – change of use of paddock to Childrens Eco-nursery to include the erection of office, teaching lodge and polytunnel and other associated alterations.

**b) To receive decisions made by NLC**

**16. Finance**

- a) **Payments** – to approve payments *as per attached schedule*
- b) **Receipts** – to note receipt of income *as per attached schedule*
- c) **Bank reconciliation** – to approve the bank reconciliation as at 30 June 2020
- d) **Budget Summary** – to receive and approve the summary as at 30 June 2020 and note any variances
- e) **Reserves statement** – to review and approve the reserves statement
- f) **To receive the Annual Internal Audit report and consider the findings of the review.**
  - i) **To consider updating Standing Orders to include NALC L09-18 amendment** (circulated)
- g) **Annual Governance & Accountability Return (AGAR) for year ended 31 March 2020**
  - i. **To consider and resolve assertions of Section 1 – Annual Governance statement 2019/20**
  - ii. **To approve, sign and date Section 1 – Annual Governance Statement 2019/20 – of the Annual return for financial year ended 31 March 2020.**
  - iii. **To consider Section 2 – Accounting Statements for 2019/20**
  - iv. **To approve Section 2 – Accounting Statements 2019/20 of the Annual return for financial year ended 31 March 2020.**
  - v. **Chairman to sign and date Section 2 – Accounting Statements for 2019/20**
- h) **To agree schedule of regular payments**
- i) **To review and agree the Bank mandate signatories**
- j) **Insurance renewal** – to receive quotations and resolve Insurance Company and term of policy
- k) **Prizes for Best Kept front garden and Allotment competitions** – to approve annual prize money

**17. General items of business**

- a) Village Car Park update
- b) To consider removal of recycling bins in the car park at rear of the library.

**18. Leisure & Recreation items**

- a) To consider issues arising on Northfield Road after daily closures
- b) To consider additional bin near the MUGA

**19. Ridge Ward Councillor report** - To receive a report from Ridge Ward Councillors on NLC matters

**20. Councillor reports**

To receive reports from Councillors/Clerk who have attended meetings representing Parish Council.

**21. Correspondence for discussion/decision**

**22. Correspondence for information**

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

**23. Village complaints/compliments** - To receive and consider any Village complaints and compliments

**24. Date/Time/Venue of Next Meeting**

- a) To confirm date and time of next Full Parish Council meeting on 10<sup>th</sup> August 2020

**25. To consider the exclusion of the press and public 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 of business to be discussed.**

**26. To receive quotations to replace electricity & water meter cabinet meter at Holme Meadow Recreation field**

**Existing Committees**

**Planning Committee:** Full Council

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

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

**Allotments Advisory Committee:** Chairman, Vice-Chairman, Cllrs Briggs, England, Foster, Skelton, Todd, Barry Ross (1/2 acre rep) Chris Scott (Garden rep) Peter Chapman (Allotment liaison officer)

**Personnel & Finance Committee:** Vice Chairman, Cllrs Clark, Coggon, Skelton, Todd

**Existing Representatives**

**ERNLLCA:** Cllr N Poole, Cllr T Foster

**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:** held as required

**Personnel & Finance Committee:** At least Annual – October / November prior to precept (Salary & Wages Review)

**Web Site Committee:** Annual or when required (Website Review)

**Clerk's Report**

Min 198c – Asset register annual review. Cricket Club are happy to continue storage of the lawnmower in their container.

**Accounts - To be passed for Payment:**

Ref	Date	Payee	Details	Vat	Total	Method
56	13/7/20	Three.co.uk	Clerk mobile	0	7.19	Dd
57	15/7/20	Messingham Village Hall	Monthly rent	0	226.00	online
58	15/7/20	MKS Groundcare Ltd	Grass cutting contract	186.09	1116.53	online
59	15/7/20	MKS Groundcare Ltd	Verge cutting contract	179.60	1077.60	Online
60	15/7/20	Sissons Gardening Services	Gardening contract Selective weed killer–War Memorial grass Instalment–Summer bedding/wild flower	0	474.44 18.00 705.20	online
61	15/7/20	Gains Pest & Environment	Mole Control contract	0	75.00	online
62	15/7/20	N Drinkall	Handyman services *Inc. materials £40	0	359.50	Online
63	15/7/20	HMRC	PAYE/NI quarterly	0	1067.61	online
64	15/7/20	Skuma Timba	Posts – Allotment & Holme Meadow	5.09	30.53	Online
65	19/7/20	British Gas	Electric – MUGA, Northfield Road	0.39	8.14	Dd
66	20/7/20	British Gas	Electric – War Memorial	0.45	9.53	Dd
67	20/7/20	British Gas	Electric – Holme Meadow Recreation field	0.38	7.98	Dd
68	15/7/20	Salaries & wages	Salaries & Wages	0	1357.47	online
69	31/7/20		(separate confidential schedule)			

**Receipts**

Ref.	Date	Received from	Details	Amount	Method
20	15/6/20	Waddingham S	Allotment 42B-additional	3.75	online
21	18/6/20	HMRC	VAT repayment 2019/20	3188.28	online
22	30/6/20	NLC	50% Grass cutting Verges & Public Right of Ways	9006.00	online
23	6/7/20	Martin R&M	Allotment 2B-deposit/rent/expenses	40.00	online

**Correspondence for information**

CPRE – In bloom judging to take place end of July