

Minutes of **Messingham Annual Parish Council** meeting held on Monday **13<sup>th</sup> July 2020** at 7pm held remotely via Zoom due to Covid-19 restrictions.

**Present:** Councillors N Poole (Chair), Mrs J Briggs, A Clark, A Coggon, W Elsome, J England, Mrs J Fenwick (joined 19:10), T Foster, A Holmes, J McKellar Main, Mrs P Skelton, Mrs B Todd (joined 19:10), P Wright (joined 19:08).

**In Attendance:** Tracey Black, Parish Clerk  
No members of the public were present

**1. Election of Chairman**

Councillor N Poole was elected as Chairman. Due to being a virtual meeting the Declaration of Acceptance to be signed and witnessed when convenient to both the Chairman and Clerk prior to the next meeting.

**2. Election of Vice Chairman**

Councillor J McKellar Main was elected as Vice-Chairman. Due to being a virtual meeting the Declaration of Acceptance to be signed and witnessed when convenient to both the Vice-Chairman and Clerk prior to the next meeting.

**3. Register of Interests forms**

Members were reminded to review their Register of Interest declarations and any changes to be given to the Clerk as they occur.

**4. Apologies of Absence**

Apologies were received from Cllr. Mrs P Hunt.

**5. Councillor Leave of Absence – To consider granting leave of absence requests in accordance with Section 85 of the Local Government Act 1972.** It was resolved to grant a dispensation to Cllr. P Hunt.

**Resignation** - The Clerk advised the meeting that a resignation had been received from Cllr. G Sherwood on 10<sup>th</sup> July 2020. NLC had been informed of the vacancy. It was noted that if an election is called this will be held in May 2021.

It was resolved to write to thank Cllr. Sherwood for her services and wish her well for the future.

**6. Declarations of Interest** – none declared

**7. Public Forum** – no public were present

**8. Review of Committees**

**To elect members to serve on Committees;**

a) Planning Committee – Full Council

b) Leisure & Recreation Committee

It was resolved to re-elect en-bloc the existing committee of the Chairman, Vice Chairman, Cllrs W Elsome, J England, T Foster, Mrs P Skelton Mrs B Todd and P Wright. It was resolved to elect Cllr. A Clark on the committee to replace Cllr. Sherwood.

c) Web Site Committee

It was resolved to re-elect en-bloc the existing committee of Chairman, Cllrs J England, T Foster, J McKellar Main.

d) Allotments Advisory Committee

The committee of the Chairman, Vice Chairman and the existing Cllrs Mrs J Briggs, J England, T Foster, P Skelton, Mrs B Todd were re-elected en bloc. The ½ acre representative Mr B. Ross; garden allotment rep. - Mr C Scott; Allotment liaison officer – Mr P Chapman were re-elected.

e) Personnel & Finance Committee

It was resolved to re-elect the existing committee of the Vice Chairman, Cllrs A Clark, A Coggon, Mrs P Skelton and Mrs B Todd.

Signature

Date

**f) To review and approve the terms of reference of each committee**

- i) Personnel and Finance committee - It was resolved to accept the existing terms of reference.
- ii) Allotment Advisory committee - It was resolved accept the existing terms of reference.
- iii) Leisure & Recreation committee – It was resolved to accept the existing terms of reference.

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

To appoint representatives onto outside bodies;

- a) ERNLLCA District Committee meetings Representative – It was resolved to re-elect Cllrs. N Poole & T Foster
- b) Playing Field Representatives – It was resolved to re-elect Cllr Mrs P Hunt and elect Cllr A Holmes.
- c) Village Hall Representative – It was resolved to re-elect Cllr Mrs P Skelton
- d) Lincolnshire Wildlife Trust – Nature Reserve Representative – It was resolved to re-elect Cllr A Clark
- e) Sibelco Liaison Committee Representative-it was resolved to re-elect Cllr N Poole

**10. To appoint an Internal Auditor for 2020/21**

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

**11. Regular Meeting Dates**

**To agree the dates and place of Full Council and committee meetings**

- a) Allotment Advisory Committee: Resolved: Quarterly meetings set for the third Monday in June, September, December (if required), February.
- b) Leisure & Recreation committee: Resolved to be held as required
- c) Personnel & Finance committee: Resolved: Minimum of one meeting per year for the salary and wages review prior to the Precept meeting being held.
- d) Website committee: Resolved: Annual or when required.

**12. Minutes of previous Parish Council meeting**

- a) The minutes of the Full Parish Council meeting on Monday 9<sup>th</sup> March 2020 were circulated to all members prior to the meeting. The minutes were agreed to be a true record and duly signed by the Chairman.
- b) The minutes of the Allotment Advisory committee meeting on Monday 16<sup>th</sup> March 2020 were circulated to all members prior to the meeting. The minutes were agreed to be a true record and duly adopted and signed by the Chairman.
- c) The minutes of the Extraordinary meeting on Monday 23<sup>rd</sup> March 2020 were circulated to all members prior to the meeting. The minutes were agreed to be a true record and duly signed by the Chairman.
- d) The minutes of the Allotment Advisory committee meeting on Monday 22<sup>nd</sup> June 2020 were circulated to all members prior to the meeting. The minutes were agreed to be a true record and duly adopted and signed by the Chairman.
- e) The report of information and business transacted under delegated authority due to Covid-19 pandemic were circulated to all members prior to the meeting. The report was approved and signed by the Chairman.

**13. Clerks update**

- i) Min 198c – Asset register annual review. The Clerk reported that the Cricket Club were happy to continue to store the lawnmower in their container.

**14. Police Matters/Crime report/Neighbourhood Action Team (NAT) Report**

The crime report for June 2020 had been circulated prior to the meeting. 19 crimes had been reported; 3 arson & criminal damage; 3 residential burglaries; 3 burglary business and community; 1 theft offence; 2 violence against the person; 7 anti-social behaviour.

PC Pearson had advised that issues witnessed by residents are going unreported and stressed the importance of calling the police when something is seen taking place using 101 or 999 depending on the incident. The police can then target their patrols more effectively.

NAT meetings have been cancelled until further notice due to officers being assigned to Covid-19 work.

Signature

Date

**15. Planning**a) To resolve the planning applications

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.

It was resolved **No Objections** but to request that consideration be given to the impact on neighboring residents and due regard to highway safety issues.

**16. Finance**a) **Payments - To approve the payments**

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 mix	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)			

**It was resolved that the payments be approved**

b) **Receipts – To note receipt of income as per attached schedule**

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

c) **Bank reconciliation – to approve the bank reconciliation as at 30 June 2020**

The Bank reconciliation as at 30 June 2020 was approved. There were no questions.

d) **Budget Summary – to receive and approve the summary as at 30 June 2020 and note any variances**

The budget as at 30 June 2020 and variances were noted. There were no questions, it was resolved to accept the budget.

e) **Reserves statement – to review and approve the reserves statement**

The reserves policy was circulated prior to the meeting. It was resolved to update section 6.1 of the policy with the figures agreed at the Precept meeting. *The 2020/21 Precept of £69,500 was agreed at the Annual Precept meeting against a budget of £67,717 and a predicted year end bank balance of £33,904.78. The surplus precept of £1,783 to be placed in a Projects budget.*

It was resolved to update section 6.2 - Car Park - £10,000. The closing Bank balance for 2019/20 of £44,806.11 included a precept amount of £10,000 for the Car Park project.

Signature

Date

- f) **To receive the Annual Internal Audit report and consider the findings of the review;**
- Adherence to Financial Regulations and Standing Orders
    - i) To consider updating Standing Orders to reflect NALC-L09-18 Amendment to model Standing orders. It was resolved to update standing orders with amendment.**

Summary – *The accounts and governance arrangements of the council have again been maintained to a very high standard and the co-operation of the Clerk in completion of this audit was much appreciated. The internal financial control environment with the council is excellent and the adoption of the one minor recommendation will update the council's Standing Orders to the latest NALC model and strengthen its governance arrangements already in place.*

**It was resolved to approve the Internal Audit Report**

The Clerk was thanked for her work.
- g) **Annual Governance & Accountability return for year ended 31 March 2020**
- i. **To consider and resolve assertions of Section 1 - Annual Governance Statement 2019/20**  
The Clerk read out the assertions and the Council resolved each response.
  - ii. **To approve, sign and date Section 1 - Annual Governance Statement 2019/20 - of the Annual return for financial year ended 31 March 2020**  
It was resolved that the Clerk & Chairman duly sign and date Section 1.
  - iii. **To consider Section 2 - Accounting Statements for 2019/20**  
The Clerk confirmed the figures had been agreed by the Internal Auditor along with the required explanation between current and prior year variances.
  - iv. **To approve Section 2 - Accounting Statements 2019/20 - of the Annual Return for financial year ended 31 March 2020**  
It was resolved to approve Section 2.
  - v. **Chairman to sign and date Section 2 – Accounting statements for 2019/20**  
In accordance with AGAR instructions this document had been signed by the clerk prior to submission for approval. It was resolved that the Chairman sign and date section 2.
- The clerk advised that the AGAR return would be duly submitted to the External Auditor.
- h) **To agree schedule of regular payments**  
It was resolved to approve the updated schedule of regular payments.
- i) **To review and agree the Bank mandate signatories**  
It was resolved no change to the existing bank mandate.
- j) **Insurance renewal – to receive quotations and resolve Insurance Company and term of policy**  
The Clerk submitted quotations from three Insurance companies. It was resolved to accept the quotation from BHIB Insurance on a 3 year term.
- k) **Prizes for Best Kept front garden and Allotment competitions – to approve annual prize money**  
It was resolved to provide prizes for each competition as previous years £50/£30/£20 and £20 newcomer, being a total of £220. The Clerk to purchase garden gift vouchers.
17. **General Items of Business**
- a) **Village Car Park update**  
The Clerk reported;
- NLC had agreed a grant to the maximum of £70,000
  - Lighting – NLC suggested solar lighting would be more suitable than LED. NLC had supplied a lighting plan. Clerk advised presently waiting for comments from NLC Environmental Protection, quotations would then be obtained. Following discussion it was resolved that consideration be given to the specification being suitable during winter months.
  - Signage – Proposal received from NLC for signage on posts on High Street and Wendover Road.
  - Lease amendment – The clerk reported that the Solicitors require a precise plan to prepare the Deed of surrender. NLC had been asked if they could supply this, alternatively this would need to be drawn up by another source. Village Hall committee to be consulted with proposed area.

Signature

Date

- White lines – it was resolved to request that the white lines on the existing car park be renewed by the contractor at the same time as the new car park.
- Height Barrier – It was resolved to obtain quotations for a height barrier and Chairman and Clerk have delegated authority to agree. Additionally it was resolved to obtain quotations for a pedestrian and vehicle access gate at Holme Meadow recreation field for consideration at next Parish Council meeting.

**b) To consider removal of recycling bins in the car park at rear of the library following complaints**

The Chairman reported a number of complaints from nearby residents regarding the recycling bins. These have become an eyesore to this focal part of Messingham with material being left alongside the bins and found on the road. Clerk to place article in the Village magazine for residents comments and decision at the next meeting.

**18. Leisure & Recreation items**

**a) To consider issues arising on Northfield Road after daily closures**

The Clerk reported;

- i. people gaining access from the north side of the field following evening locking of the gates. It was noted that sightings need to be reported to the police when seen.
- ii. increase in litter being left on the field which is not in the remit of the Play area/MUGA attendant to collect.

It was reported that tenant clubs are also collecting litter and that the bins are often full. (see min. 18b)

**b) To consider additional bin Northfield Road near the MUGA**

It was noted the current amount of litter in and around the bins. It was resolved to purchase and install a new bin near the MUGA to match the existing.

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

It was reported NLC is continuing to operate, although some staff had been redeployed to support the vulnerable during the Coronavirus pandemic.

**20. Councillor / Clerk Reports on meetings attended - No reports**

**21. Correspondence for Discussion/Decision – none received**

**22. Correspondence for Information**

**a) To note correspondence received**

- i) CPRE Best Kept Village competition to be judged 17<sup>th</sup> July – 1 August and presentation 12<sup>th</sup> October 2020. It was resolved to inform the grass cutting and gardening contractors.

**b) To note any correspondence received after the agenda was posted.**

- i) ERNLLCA-Newsletter – emailed to members on receipt

**23. Village Complaints/Compliments**

- a) Holme Meadow recreation field – overgrown dykes. The Clerk reported these are flail mowed annually in October and there are 3 signs warning of water. It was resolved no further action.
- b) 44 Kealhome Road – erection of high fence previously refused by NLC planning. Clerk to refer to NLC planning enforcement.
- c) Northfield Road – parked vehicles on faded yellow lines near War Memorial. Clerk to refer to NLC for remarking.
- d) Compliment – to the summer bedding plants in the village
- e) Compliment – to the resurfacing on Park Street – awaiting yellow line re-marking. Suggested Northfield Road (min 23c) be carried out at the same time.
- f) Compliment - Leaburn Road/Hall Rise hedge cut back – previously reported blocking line of sight at junction.
- g) Wendover Road – Willow tree overhanging path – Clerk advised this had been reported to NLC
- h) Brigg Road – 107-128, overhanging trees and hedges onto path. Clerk to report NLC.

Signature

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- i) Butterwick Road hill – hedge encroaching on to footpath. Clerk to report NLC.
- j) Compliment – to NLC officer redeployed to litter picking in the village.
- k) Compliment – to grass verge cutting
- l) Compliment – to the volunteer work during the Covid-19 pandemic. It was recognised all the good work that had taken place in the Village by residents and businesses. Clerk to include in the next village magazine report, a thank you to everyone and a recognition of the community spirit.

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

- a) The next Parish Council meeting was confirmed as Monday 10<sup>th</sup> August 2020 at 7pm and would be held in accordance with prevailing Government Covid-19 advice.

**25. 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**

**No public were present**

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

The Clerk reported only one quotation had been received to date. It was resolved the Chairman and Clerk have delegated authority following consultation by email with Councillors.

This concluded the business of the meeting. Meeting closed at 20:37.

Signature

Date