

MESSINGHAM PARISH COUNCIL

Parish Clerk: Tracey Black

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

To All Councillors,

You are hereby summoned to attend the Annual meeting of Messingham Parish Council on **Monday 10th May 2021 at 7pm** at Messingham Village Hall, Orchard Close, for the purpose of transacting the following business.

Tracey Black

Clerk to the Parish Council

5th May 2021

AGENDA

1. **Election of Chairman** – to elect a Chairman for 2021-22 and to sign the Declaration of Acceptance of Office.
2. **Election of Vice Chairman** – to elect a Vice Chairman for 2021-22 and sign the Declaration of Acceptance of Office.
3. **Register of interest forms** – to inform all members to review their Register of Interests.
4. **Apologies for absence** - To receive apologies for absence.
5. **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.
6. **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.
7. **Review of Committees – Appendix A**
 - 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**
8. **Election of representatives onto outside bodies - Appendix B**
To appoint representatives onto outside bodies;
 - a) ERNLLCA District Committee meetings representatives
 - b) Messingham Memorial Play field committee representatives
 - c) Messingham Village Hall committee representatives
 - d) Lincolnshire Wildlife Trust – Nature Reserve Representative
 - e) Sibelco Liaison Representative
9. **To appoint an internal auditor for 2021/22**
10. **To agree Regular meeting and committee meeting dates - Appendix C**
11. **Minutes of previous Full Council meeting**
 - a) To resolve to approve as a correct record the minutes of the Full Parish Council meeting on Monday 12 April 2021.
12. **Clerks report**
To receive an update from the Clerk on items from the minutes not shown on this agenda - ***Appendix D***

13. Planning

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

PA/2021/701 – Mr & Mrs I Thompson, 2-4 Hewson Street – to erect a single-storey side extension.

b) To receive determination of requirement for prior approval from NLC and resolve comments

PA/2021/784 – B Jackson, Greenwood Pig unit, Tripling Hows Farm – proposed circular slurry store

c) To receive decisions made by NLC

i) PA/2021/96 – G Parkes, 6 Well Street – to erect three terrace dwellings – Refused

ii) PA/2021/186 – N Fowler, 28 the Meadows – to erect a single-storey extension to the front and rear – Granted

iii) PA/2021/201 – S Burr, 16 Aysgarth Avenue – to erect single-storey side, rear extension and loft conversion – Granted

iv) PA/2021/341 – S Dalton, 19 Aysgarth Avenue – to erect a single-storey ground floor extension – Granted

v) PA/2021/396 – C Jeans, 25 Wendover Road – remove existing wall and erect boundary fence in its place – Refused

vi) PA/2021/554 – N Green, 50 Leaburn Road – to erect a single-storey ground floor extension – Granted

i) To receive appeal decisions

PA/2020/672 – P Jackson, land off Scotter Road – erect up to 30 dwellings all matters reserved – Appeal dismissed.

14. Finance

a) Payments – to approve payments – *Appendix E*

b) Receipts – to note receipt of income – *Appendix F*

c) To receive the Annual Internal Audit report and consider any recommendations.

d) Annual Governance & Accountability Return (AGAR) for year ended 31 March 2021

i. To consider and resolve assertions of Section 1 – Annual Governance statement 2020/21

ii. To approve, sign and date Section 1 – Annual Governance Statement 2020/21 – of the Annual return for financial year ended 31 March 2021.

iii. To consider Section 2 – Accounting Statements for 2020/21.

iv. To approve Section 2 – Accounting Statements 2020/21 of the Annual return for financial year ended 31 March 2021.

v. Chairman to sign and date Section 2 – Accounting Statements for 2020/21.

e) To agree schedule of regular payments.

f) To review and agree the Bank mandate signatories.

15. General items of business

a) Car Park signage-Min 216- – To consider signage proposal from NLC

16. Ridge Ward Councillor report - To receive a report from Ridge Ward Councillors on NLC activities

17. Police matters / Neighbourhood Action Team (NAT) / Office of Police & Crime Commissioner reports

18. Councillor reports - To receive reports from Councillors/Clerk on meetings attended representing Parish Council.

19. Correspondence for discussion/decision

a) ERNLLCA – to receive training course dates and costs (circulated) and consider attendance.

20. Correspondence for information

a) To note correspondence received for information. *Appendix G*

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

21. Village complaints/compliments - To receive and consider any Village complaints and compliments

22. Date/Time/Venue of Next Meeting

a) To note Annual Parish meeting on Monday 24th May 2021 at 7.15pm.

b) To confirm date and time of next Full Parish Council meeting on Monday 14th June 2021 at 7pm.

Meetings to be held in the Village Hall, Messingham, subject to any change in circumstances including changes to legislation and any public health restrictions.

c) To consider holding a virtual Horticultural Show working group meeting.

23. 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.

24. Community Hub.

25. Min 230 - Employee matters – to receive NLC response and resolve decision.

List of Committees & Existing members – Appendix A

Planning Committee: Full Council

Leisure & Recreation Committee: Chairman, Vice Chair, Cllrs. Clark, Elsome, England, Foster, 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, Skelton, Todd, + 1 vacancy

List of Outside Bodies & Existing Representatives – Appendix B

ERNLLCA: Cllr N Poole, Cllr T Foster

Messingham Memorial Playing Field Representatives: Councillors Holmes and Hunt

Messingham Village Hall Representative: Councillor Holmes and Scott

Lincolnshire Wildlife Trust – Nature Reserve Representative: Councillor Clark

Sibelco Liaison Committee Representative: Councillor Poole

Regular Meeting Dates – Suggestions – Appendix C

Full Council – Second Monday of each month

Allotment Advisory Committee: Quarterly – June, September, *December if required* & 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: Held when required (Website Review)

Clerk’s Report - Appendix D

Min213 – Car Park drainage work commenced by PBS Construction w/c 26/4/21 - All project under control of NLC

Min 226 – Lighting proposal on Open Space nr. Kealholme - update

Accounts - To be passed for Payment – Appendix E

Ref	Date	Payee	Details	Vat	Total	Method
23	25/4/21	British Gas	Electric-War Memorial	0.60	12.66	Dd
24	4/5/21	British Gas	Electric – MUGA	0.86	17.99	Dd
25	12/5/21	Three.co.uk	Clerk mobile	0	6.00	dd
26	11/5/21	Public Works Loan Board	Half yearly loan repayment	0	1464.61	Dd
27	12/5/21	Messingham Village Hall	Monthly rent	0	245.00	online
28	12/5/21	Sissons Gardening Services	Gardening contract	0	474.44	online
29	12/5/21	Gainsborough Pest & Environment	Mole control contract	0	75.00	Online
30	12/5/21	N Drinkall	Handyman services	0	521.50	Online
31	12/5/21	MKS Groundcare Ltd	Grass cutting contract	131.40	788.40	online
32	12/5/21	MKS Groundcare Ltd	Verge cutting contract-Messingham	179.60	1077.60	online
33	12/5/21	R Dixon-Public Sector Audit	Internal Audit	0	550.00	online
34	12/5/21	Builders Merchant	MUGA lock – twin pack	2.98	17.90	online
35	12/5/21	Scunthorpe Signs	Allotment number signs-new allots 12no. Zero Tolerance signs 2 no.	14.00	84.00	online
36	12/5/21	NLC-Trade Waste 2021-22	Trade waste Temperance Avenue	0	217.10	online
37	12/5/21	Messingham Cricket club	Precept grant	0	1600.00	online
38	12/5/21	TP Black - Clerk	Reimbursement - zoom	2.40	14.39	online
39	12/4/21	Salaries & wages	Salaries & Wages	0	1349.50	online
40	28/5/21		(separate confidential schedule)			

Receipts - Appendix F

Ref.	Date	Received from	Details	Amount	Method
2	8/4/21	S Hindley	New Tenant - Allotment 35-deposit/rent/expenses	49.00	cheque
3	9/4/21	NLC	Covid-Grant	8000.00	online
4	12/4/21	Gelder & Johnson	New Tennant-Allotment 3-Deposit/rent/expenses	39.50	online
5	12/4/21	K Follan	New Tennant-Allot. 41B - Deposit/rent/expenses	49.00	online
6	20/4/21	NLC	Precept 1 st instalment Precept Grant	31000.00 2320.00	online
7	30/4/21	Northern Powergrid	Wayleave	92.60	cheque
8	April	Various	Allotment Annual rent collection	480.75	online
9	April	Various	Allotment Annual rent collection	647.50	cheque
10	April	Various	Allotment Annual rent collection	39.00	cash
11	12/5/21	Messingham Village Hall	Annual ground rent - credit raised against payment ref. 27	1.00	online

Correspondence for information – Appendix G

NLC forthcoming meetings

ERNLLCA newsletter

PLEASE NOTE; Due to the May Parish Council meeting being the Annual Parish Council Meeting and the return to physical meetings some items have been deferred until the June meeting.