

Minutes of **Messingham Parish Council** meeting held on **Monday 12th April 2021** at 7pm held remotely via Zoom due to Covid-19 restrictions.

Present: Councillors N Poole (Chair), Mrs J Briggs, A Clark, W Elsome, J England, Mrs J Fenwick, T Foster, A Holmes, Mrs P Hunt, J McKellarMain, C Scott, Mrs P Skelton, Mrs B Todd, P Wright.

In Attendance: Tracey Black, Parish Clerk
2 members of the public were present

The Chairman opened the meeting at 7pm

**A minutes silence was held in memory of His Royal Highness The Prince Philip, Duke Of Edinburgh
10 June 1921 – 9 April 2021.**

209. Apologies of Absence

Apologies were received from Cllr. J Oatridge

210. Declarations of Interest

Cllr J Fenwick – PA/2021/1340 – declared a personal interest as work for a competitor.

211. Public Forum

The Council voted to suspend the meeting to allow the public to speak

Mrs Grindrod-Smith addressed the members present as a neighbouring resident to the Children's play area on Northfield Road and that area being considered by the Parish Council for an extension to the play area. Mrs Grindrod-Smith reported that she had spoken with a Play Area equipment representative whilst on his site visit. Concerns were raised regarding the close proximity to her property; noise impact; visual impact; drainage; well-being of family. Mrs Grindrod-Smith asked for the Parish Council to give consideration to alternative options and locations.

The meeting reconvened

212. Minutes of the previous meetings

- a) The minutes of the Full Parish Council meeting on Monday 8th March 2021 were circulated to all members prior to the meeting. The minutes were approved to be signed by the Chairman.
- b) The Confidential minutes of the Personnel Committee meeting held on Monday 8th March 2021 were circulated to all members prior to the meeting. The minutes were approved to be adopted by the Parish Council and to be signed by the Chairman.
- c) The minutes of the Planning meeting held on Monday 22nd March 2021 were circulated to all members prior to the meeting. The minutes were approved to be signed by the Chairman.
Cllrs B Todd and P Hunt advised that they had been unable to access the Planning meeting via the link and gave their apologies.

213. Clerks update

- a) **Min 188c – Standing water in car park at Village Hall – NLC update**
Report had been received from NLC officer advising their proposed French drain system had been agreed with NLC Drainage team. NLC to contact the original contractors to ascertain their availability to undertake the necessary work.
- b) **Min 190g – NLC Community Spring in Bloom grant – to receive update**
The Clerk reported that the NLC In Bloom Grant had been received in full and the planters ordered.

Signature

Date

c) Min 196a/202 – Boundary hedge maintenance work at the Village Hall & Car park – MVH response - booked 16/8/21

Response received from Messingham Village Hall Committee of their agreement to pay the Parish Council the cost of cutting their portion of the perimeter hedge being £850. The contractor had been booked for 16 August 2021 due to presently being in the nesting season

214. Planning

a) To resolve the planning applications

- i) PA/2021/213 – A Carpenter, Play Avenue Ltd, Kirton Road – for outdoor children’s climbing frame, food kiosk, children’s racetrack with canopy roof and hardcore parking with lighting.

Resolved; No Objections.

- ii) PA/2021/340 – P Semiante, Kierdan Park – for change of use to incorporate a school/educational facility including construction of proposed classrooms.

Resolved; No Objections.

- iii) PA/2021/326 – M Chantry, field north of Brigg Road – to install a dropped kerb to provide field access.

Resolved; No Objections.

- iv) PA/2021/502 – K Boswell, 37 Butterwick Road – to erect a single-storey ground floor side extension and make alterations to incorporate two dwellings in to one, and erect a single-storey detached garage.

Resolved; No Objections.

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

Resolved; No Objections.

b) To receive decisions made by NLC

- i) PA/2020/764 – field south-east Catchwater Farm, Butterwick Road – to change the use of paddock to Children’s Eco-Nursery to include the rection of office, teaching lodge and polytunnel and other associated alterations – Granted with conditions.

- ii) PA/2021/179 – Application to prune and fell several trees identified as A2, A3, & A4, subject to and within the Tree Preservation (Holme) Order 1965 – Granted.

c) To receive Appeal decisions

- i) PA/2020/1360 – M Withers, 44 Knightsbridge Road – to erect a boundary fence and gate –Appeal allowed.

215. Finance

a) Payments - To approve the payments

Ref	Date	Payee	Details	Vat	Total	Method
217	23/3/21	British Gas	Electric – Holme Meadow recreation field	0.42	8.76	dd
218	25/3/21	British Gas	Electric – War Memorial	0.69	14.42	dd
219	29/3/21	Amberol	No.3 Entrance planters*	96.90	581.40	online
1	3/4/21	British Gas	Electric – MUGA	1.01	21.30	dd
2	12/4/21	Three.co.uk	Clerk mobile	0	6.00	dd
3	14/4/21	Messingham Village Hall	Monthly rent	0	245.00	online
4	14/4/21	Sissons Gardening Services	Gardening contract	0	474.44	online
5	14/4/21	Gains Pest & Environment	Mole Control contract	0	75.00	online
6	14/4/21	N Drinkall	Handyman services	0	562.50	online
7	14/4/21	MKS Groundcare Ltd	Grass cutting contract	147.00	882.00	online
8	14/4/21	MKS Groundcare Ltd	Verge cutting contract-Messingham	89.80	538.80	online
9	14/4/21	HMRC	Quarterly PAYE/NI	0	1068.01	online
10	14/4/21	CPRE	Best Kept Village competition entry	0	25.00	online

Signature

Date

11	14/4/21	ERNLLCA	Annual membership	0	993.87	Online
12	14/4/21	Office Friends	Replacement inks	5.36	32.16	online
13	14/4/21	S Pollard	Allotment 3A terminated – Deposit refund	0	25.00	online
14	14/4/21	M May	Allotment 35A terminated-Deposit refund	0	25.00	online
15	14/4/21	Humb & Wolds Rural Action	Membership renewal	0	25.00	Online
16	14/4/21	TP Black – Clerk	Reimbursement – zoom	2.40	14.39	online
17			Reimburse –Earnshaws-stakes for trees			
18			and allotment signs	8.41	50.42	online
19			Reimbursement –Elixir- Tree guards	2.00	11.98	online
			Reimbursement-Screwfix-Allotment lock	2.59	15.59	online
20	20/4/21	British Gas	Electricity – Holme Meadow rec. field	0.37	7.78	dd
21	14/4/21	Salaries & wages	Salaries & Wages	0	1349.50	online
22	30/4/21		(separate confidential schedule)			

Resolved: to approve the above payments

***Resolved:** to update the asset register as circulated with the net cost of the Village entry planters.

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

Ref.	Date	Received from	Details	Amount	Method
36	22/3/21	NLC	Covid-19 Grant	10732.00	online
37	26/3/21	NLC	Spring In Bloom Grant	484.50	Online
1	6/4/21	Chesman & Akester	Allotment 3A-Deposit/rent/expenses	49.00	online

c) Bank reconciliation – to approve the year end bank reconciliation circulated prior to the meeting as at 31 March 2021.

The Chairman had been provided with a bank statement showing the year-end balance of £53,152.68. There were no questions.

Resolved: to approve the year end bank reconciliation as at 31 March 2021.

d) Budget / Receipts & Payments – to approve the year end summary circulated prior to the meeting as at 31 March 2021 and note any variances.

The Clerk gave an explanation of variances. The figures had been agreed to the Bank reconciliation. There were no questions. The members had also been provided with a breakdown of the grass cutting for the 2020 season.

Resolved: to approve the year end budget summary as at 31 March 2021.

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

Resolved: to update;

- i) Section 6.1 – General reserves - with the figures agreed at the Precept meeting.
The 2021/22 Precept of £62,000 was agreed at the Annual Precept meeting against a budget of £67,152 and a predicted year-end balance of £41,912, with the shortfall to be met from reserves.
- ii) Section 6.2 – Ear marked reserves – It was noted that the year-end balance at 31/3/21 was £53,152.68 due to the recent receipt of a Covid-19 Grant for £10,732 (Min. 215b).
Resolved; in principle to allocate reserves for proposal of lighting columns on the piece of Open Space land near Kealholme Road when the quotations are received and considered on the Agenda (Minute 227).

Signature

Date

216. General Items of Business

- a) **Messingham Village Hall representative – Min 195a – to ratify Cllr C Scott as PC representative on MVH committee.**

Resolved: to elect Cllr C Scott as Parish Council representative on Messingham Village Hall Committee.

- b) **Car park signage – separate signage – to receive any response from NLC and agree action.**

The Clerk reported that despite chasing NLC several times for a response to the Parish Council request for separate signage for the Car Park none had been received. It was agreed that separate signage was needed to clearly define and encourage usage of the new car park.

Resolved: Parish Council to cover the cost of signage if required. Clerk to chase NLC.

- c) **Horticultural Show**

Cllr Foster reported that the two people previously responsible for organising Messingham Horticultural Show for a good number of years had both reluctantly taken the decision to retire. It was noted that the show did not take place in 2020 due to Covid-19 restrictions.

Resolved: Following discussions the Parish Council to take on the responsibility to organise the Horticultural Show in 2021 and then review. A working group to include all Councillors.

217. Leisure & Recreation items

- a) **Resident Northfield Road – to receive concerns of proposal to extend existing Children’s play area**

A copy of the letter had been circulated to members prior to the meeting. The resident had provided an account of her concerns during the Public forum.

At the previous meeting it had been agreed to consider the cost to extend the existing Children’s play area. It was noted that indicative costs for this work were due to be received in the confidential part of the meeting Agenda item 20.

Resolved: consideration be given to suitability of any alternative locations and type of equipment at the next meeting.

218. Ridge Ward Councillor report – To receive a report from Ridge Ward Councillors on NLC activities

- Leisure and business re-opening following the next step of the easing of Covid-19 restrictions.

219. Police Matters/Neighbourhood Action Team (NAT)/Office of Police & Crime Commissioner (OPCC)

- Cllr J McKellarMain to chase crime reports.
- Ridge to investigate recommencement of NAT meetings virtually.

220. Councillor / Clerk Reports on meetings attended

- a) Cllr A Holmes gave a report on Messingham Village Hall committee meeting held on 17th March 2021.

221. Correspondence for Discussion/Decision

- a) **Resident – to receive request from resident for a sheltered garden or park with benches and views.**

It was noted there were already a number of benches in Messingham. The clerk reported that the resident had been made aware of these in the meantime.

Resolved: to place on May agenda for any suggested locations for consideration. Clerk to advise resident.

222. Correspondence for Information

- a) **To note correspondence received**

- i) NLC – Forthcoming meetings – placed on notice board
- ii) ERNLLCA – newsletter, circulated to Councillors on receipt

Signature

Date

- iii) ERNLLCA – North Lincolnshire District Committee meeting – Thursday 15 April 2021 at 7pm via zoom-link available from the Clerk.
- iv) NLC – Great British Spring Clean – 28 May – 13 June 2021
The Chairman reported that several residents in Messingham and Holme had come forward to volunteer with litter picking and had already filled many bags which had been collected by NLC.
The Parish Council appreciates the community spirit and recognises the difference this has made visually to the Parish.
- b) **To note any correspondence received after the agenda was posted** – none received

223. Village Complaints/Compliments

- a) NORTHFIELD ROAD / HIGHGROVE near the bus stop – damaged litter bin. Clerk to report to NLC.
- b) VERGE PARKING – Chairman to provide Councillor/s with NLC officer contact details to report directly.

224. Date/Time/Venue Of Next Meeting

To date the Government has not extended the use of virtual meetings beyond 7 May 2021. Noted that due to a leak at the Village Hall the main room is not available and the Trinity suite is not available until after 7pm due to Covid cleaning from previous users.

- a) The next full Parish Council meeting was confirmed as Monday 10th May 2021.
- b) The Annual Parish meeting was confirmed as Monday 24th May 2021.
Clerk to arrange Covid secure venue and time for the meetings.

225. 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

It is the responsibility of each member of the Council in attendance to make sure that confidential discussion cannot be overheard / seen / recorded by other persons.

Resolved: to exclude the public – The two members of the public left the meeting.

226. Kealholme open space – lighting Min 158d Jan20 – update and quotations.

The clerk reported that planning permission would be required as the proposed columns were over 4 metres high. A design had been carried out by the lighting consultant recommended by NLC who carried out the recent lighting project at the new Car Park at the Village Hall site.

The Clerk provided three quotations for no.6 solar lighting units on 6 metre raise and lower columns.

Resolved: to proceed with application for planning permission. To accept the quotation from Lighting & Designs based on the previous lighting work carried out at the car park subject to planning permission.

20:50 Cllr J England gave his apologies and left the meeting.

227. Holme Meadow electric meter and water housing– Min 199a Mar20 & Min26 Jul20 - to receive and consider quotations for cabinets.

The clerk reminded members of the necessity to replace the present brick housing due to the continued issue of moisture.

The Clerk provided three quotations to replace the existing brick housing with two cabinets – one for the electricity meter and one for the water supply.

Resolved: to accept the quotation from Bowness Electrical contractors.

Signature

Date

- 228. Play area – Min 192a - to receive indicative costs to extend the current Children’s play area**
Resolved: as per Minute 217, consideration be given to alternative locations and type of equipment at the next meeting.
- 229. Community Hub update**
The Chairman reported that a site visit had taken place with the NLC project manager / civil engineer. Discussions at the visit covered - Library stocks; design and layout; sustainability; business rate relief; Wi-Fi provision. Currently awaiting terms of proposed lease agreement for consideration.
- 230. Employee matters update re. Personnel minutes**
Cllr McKellar Main as Chairman of the Personnel committee gave an update. ERNLLCA had advised consideration be given to; a) the work involved with the adoption of Body Worn Video cameras prior to a decision b) the ICO data protection code of practice for surveillance cameras prior to a decision and c) adoption of a zero tolerance approach with notices displayed. The ICO information provides guidance on compliance with data protection and legal obligations, it advises that prior to such a system users need to justify its use and consider whether or not it is proportionate, necessary and as a consequence does not expose to other risks. The Clerk reported that signage had been ordered to be displayed at the Play Area and MUGA stating that ‘Physical or Verbal abuse towards employees will not be tolerated’. The same has also been placed on the noticeboards and website.
Resolved: prior to a decision on Body Worn Video cameras, Clerk to determine the measures NLC has in place to protect employees.

This concluded the business of the meeting. Meeting closed at 21:32.