

Minutes of **Messingham Annual Parish Council** meeting held on Monday **10<sup>th</sup> May 2021** at 7pm held in Messingham Village Hall.

**Present:** Councillors N Poole (Chair), J Briggs, W Elsome, J England, J Fenwick, T Foster, A Holmes, J McKellar Main, J Oatridge, C Scott, P Skelton, B Todd, P Wright.

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

**1. Election of Chairman**

Councillor N Poole was elected as Chairman and signed the Declaration of Acceptance.

**2. Election of Vice Chairman**

Councillor J McKellar Main was elected as Vice-Chairman and signed the Declaration of Acceptance.

**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 Cllrs. A Clark and P Hunt.

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

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

**7. 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 A Clark, W Elsome, J England, T Foster, P Skelton B Todd and P Wright.

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

It was resolved to re-elect en-bloc the existing committee of the Chairman, Vice Chairman, Cllrs J Briggs, J England, T Foster, P Skelton, B Todd, ½ acre representative Mr B. Ross, Allotment liaison officer Mr P Chapman.

Garden allotment rep. – It was noted that C Scott had become a Councillor and was resolved to elect onto the committee as a Councillor. The Clerk reported that the vacancy had been advertised on a newsletter to all allotment holders but no response had been received.

e) Personnel & Finance Committee

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

**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.

Signature

Date

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

To appoint representatives onto outside bodies;

- a) ERNLLCA District Committee meetings Representative. Resolved to re-elect Cllrs. N Poole & T Foster.
- b) Messingham Memorial Playing Field Representatives – Cllr P Hunt advised the Clerk prior to the meeting of resignation from the committee. Resolved to re-elect Cllr A Holmes and elect Cllr J Oatridge.
- c) Messingham Village Hall Representative – Resolved to re-elect Cllrs A Holmes and C Scott.
- d) Lincolnshire Wildlife Trust – Nature Reserve Representative – Resolved to re-elect Cllr A Clark.
- e) Sibelco Liaison Committee Representative - Resolved to re-elect Cllr N Poole.

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

Resolved: to re-appoint the existing Internal Auditor Mr Richard Dixon.

**10. Regular Meeting Dates**

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

- a) Allotment Advisory Committee: Resolved: Quarterly meetings 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.

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

- a) The minutes of the Full Parish Council meeting on Monday 12th April 2021 were circulated to all members prior to the meeting. The minutes were agreed to be a true record and duly signed by the Chairman.

**12. Clerks update**

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

The Clerk reported that the remedial drainage work had been completed. The previous swale drainage system which was unable to cope had been replaced with a perforated pipe into a newly installed man-hole and connected into the existing drain on Orchard Close. The Parish Council would need to jet the drain at regular intervals to keep it clear. NLC had advised they would cover the cost of this work.

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

The Clerk advised that there had been a delay in submitting the planning application as the proposed plan showed a column on land not belonging to the Parish Council. The designer had produced a new illuminance plan for 5 columns instead of the original 6. There had also been waiting a response from NLC to determine the fee.

**13. Planning**

- a) **To resolve the planning applications**

*Cllr J England declared a Personal interest prior to discussion of the following item.*

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

**Resolved:** No Objection.

- 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.

**Resolved:** No Objection but consideration be given to appropriate environmental measures being in place to avoid unpleasant odours to neighbouring properties and villages.

Signature

Date

**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

**d) 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 the payments**

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 & Environ.	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)			

**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
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 <sup>st</sup> instalment Precept Grant	31000.00 2320.00	online
7	30/4/21	Northern Powergrid	Wayleave	92.60	cheque

Signature

Date

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

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

Summary – *The accounts and governance arrangements of the council have continued to be maintained to a very high standard indeed and the assistance of the Clerk of the Council in the completion of this audit was much appreciated.*

*The internal financial control environment within the council is excellent and the Clerk is to be congratulated on the continuing maintenance of high standards of governance and financial control whilst operating under very difficult circumstances during the current pandemic.*

**Recommendations:** It was noted that there were no recommendations on the report.

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

The Clerk was thanked for her work.

**d) Annual Governance & Accountability return for year ended 31 March 2021**

**i. To consider and resolve assertions of Section 1 - Annual Governance Statement 2020/21**

The Clerk read out the assertions and the Council resolved each response.

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

It was resolved that the Clerk & Chairman duly sign and date Section 1.

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

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 2020/21 - of the Annual Return for financial year ended 31 March 2021**

It was resolved to approve Section 2.

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

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.

**e) To agree schedule of regular payments**

The proposed schedule of regular payments had been circulated prior to the meeting.

**Resolved:** to approve the updated schedule of regular payments.

**f) To review and agree the Bank mandate signatories**

**Resolved:** no change to the existing bank mandate.

**15. General Items of Business**

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

Response received from NLC to the request from the Parish Council for clear signage for the new Car Park. NLC suggested replacing the existing sign showing a 'P' symbol and Village Hall with one saying 'Village Hall & Public Car Park'.

**Resolved:** to accept the new signage design.

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

- Reported decreased activity during the recent election period.
- The Mayor making would be scaled down due to Covid-19 restrictions.

Signature

Date

- 17. Police Matters/Crime report/Neighbourhood Action Team (NAT)/Office Police & Crime Commissioner**  
There have been a number of instances of quad bikes causing damage and danger in and around Messingham.  
**Resolved:** Parish Council to ask the local policing team of the steps being taken to locate the riders.  
Clerk to place article in the parish magazine asking that anyone who sees anything to report it directly to the Police on 101 or alternatively it can be reported to Crime Stoppers anonymously.
- 18. Councillor / Clerk Reports on meetings attended**
- a) Cllrs A Holmes & C Scott gave a report on the Messingham Village Hall Committee meeting.  
Car Park Height barrier – The Parish Council was informed that due to safety concerns the clerk had emailed the Village Hall Committee as the height barrier in the car park had been found left unsecured during a weekly inspection. It was requested that everyone with knowledge of the combination for the padlock be informed as a matter of urgency to refrain from this and that the committee would be held responsible for any injury / damage incurred as a result of the barrier being left unsecured. It was reiterated to the committee that the height barrier must remain locked in the closed position unless there is a need to open it. Whilst the barrier is open for however long it must be locked back to the post with the padlock. The committee had also been advised they would be responsible for any cost in removing unwanted vehicles and materials.  
It was noted that the committee had been advised on several previous occasions that the height barrier had been left open overnight.  
**Resolved:** to change the combination on the padlock and inform the village hall committee that they would need to nominate a person to take responsibility for the new code to be provided.
- b) Cllr A Holmes gave a report on the Messingham Memorial Playing Field committee meeting.
- 19. Correspondence for Discussion/Decision**
- a) **ERNLLCA – to receive training course dates and costs (circulated) and consider attendance.**  
**Resolved:** to fund Councillors wishing to attend courses and those wishing to attend to contact the Clerk to arrange.  
The Clerk is due to attend the free course ‘Building an effective communications strategy’ on 11/5/21.
- 20. Correspondence for Information**
- a) **To note correspondence received**
- i) NLC forthcoming meetings – noted and placed on notice board.  
ii) ERNLLCA newsletter – emailed to members on receipt.
- b) **To note any correspondence received after the agenda was posted.**
- i) NLC – Foster carer poster – to be placed on the Village notice board.  
ii) KCOM – Bringing Full Fibre infrastructure to Messingham. Offer to engage with PC to inform what to expect and what can be offered.  
**Resolved:** to thank KCOM for notification; request expected dates of commencement; request that all reinstatement work be carried out to an acceptable level.
- 21. Village Complaints/Compliments**
- a) Brigg Road – residential boundary wall constructed on Highways verge. Noted that NLC is aware and taking appropriate steps to address the issue.
- b) Litter pickers on Brigg Road – A resident had informed a member that his concerns of volunteers not wearing hi-vis tops had been wrongly interpreted by the volunteers. The Chairman reported hi-vis tops are available.

Signature

Date

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

- a) To note Annual Parish meeting on Monday 24<sup>th</sup> May 2021 at 7.15pm.
- b) The next Parish Council meeting was confirmed as Monday 21st June 2021 at 7pm. Note - This meeting has been deferred a week to the date the Government predicts a lifting of Covid-19 restrictions. 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.**  
One of the previous organisers had offered to produce some notes. A meeting to be arranged in due course.

**23. 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**

**24. Community Hub.**

A proposed Head of Terms for a Lease agreement and Service Level agreement had been received from NLC and circulated to all members prior to the meeting.

**Resolved:** unanimously to take the opportunity to work with North Lincolnshire Council in developing a Community Hub. The Hub to include a Library Service; Wi-Fi; Social Space; Kitchen & Toilet facilities.

Future agenda item to consider the operation.

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

NLC had responded that their Play Attendants check the park prior to closing time and lock if empty, anyone present is asked to leave, when this is unsuccessful or verbal abuse is used it is reported to the Neighborhood police. NLC adopt a strict walk away and don't engage and if anything untoward the Park remains open. Any incessant abuse is logged with the Local Policing team.

**Resolved:** to adopt a walk-away / non-confrontational / report to the Police policy. A mobile phone is provided and to be carried at all times. All employees and contractors to be informed.

This concluded the business of the meeting. Meeting closed at 20:39.