

Minutes of **Messingham Parish Council** meeting held on **Monday 13th June 2022** at 7pm in Messingham Community Hub, Wendover Road, Messingham.

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

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

The Chairman opened the meeting at 7pm

25. **Apologies of Absence** - Cllrs. A Clark, J McKellarMain (leave of absence granted), S Pollard, P Wright.
26. **Co-option of Councillor** – The Clerk reported that following the 14 day notice of vacancy, no election was called and the vacant post had been advertised for co-option at the meeting on Monday 11th July 2022.
27. **Declarations of Interest**
No declarations of interest were declared.
28. **Public Forum**
No members of the public were present
29. **Minutes of the previous meeting**
a) The minutes of the Annual Parish Council meeting held on Tuesday 10th May 2022 had been circulated to all members prior to the meeting. Minute 8b) – Messingham Memorial Playing Field Representatives should read to re-elect Cllr J Oatridge not Cllr C Scott. Following the amendment it was resolved to approve the minutes to be signed by the Chairman.
30. **Clerks update**
a) Min 24a – Park View – NLC had advised that the work is due to take place Autumn 2022. The resident had been informed and responded that this was not acceptable and dangerous for users of the path. It was noted that NLC had carried out an inspection and prioritised the work according to the condition.
b) Min 24b – Football coaching taking place on Holme Meadow Recreation field – The Clerk reported that the coach, Nathan Stanton had been under the assumption that it was a public field and had been carrying out coaching on Tuesdays, Wednesdays and occasional Sundays for 1 hour at no charge. The coaching is independent from Messingham Junior Football Club.
Resolved: to allow this coaching to continue and to monitor.
31. **Planning**
a) **To resolve the planning applications**
i) PA/2022/833 – P Trevethan, 66 Trentholme, High Street – to permanently divide the existing house into two joined properties by bricking in five existing doorways connecting the houses.
Resolved – No Objections.
b) **To receive decisions made by NLC**
i) PA/2022/10 – The Pink Pig Farm, Holme Hall, Holme – permission for the change of an agricultural barn to a wedding venue – Granted.

Signature

Date

c) **To receive appeal decisions made by the planning inspectorate**

- i) PA/2020/2063 – TG Sowerby Developments Ltd – land north of Egton Avenue – outline permission for a residential development of up to 16 dwellings with all matters reserved for subsequent consideration – Appeal dismissed.
- ii) PA/2021/727 – G Parkes, Hop Villa, 6 Well Street – to erect 3 dwellings – Appeal dismissed.

32. **Finance**

a) **Payments - To approve the payments**

Ref	Date	Payee	Details	Vat	Total	Method
37	17/5/22	Wave	Water – Holme Meadow recreation field	0	10.77	dd
38	17/5/22	Wave	Water – Allotments	0	55.55	dd
39	17/5/22	Wave	Water – Allotments	0	9.52	dd
40	20/5/22	British Gas	Electric – MUGA	0.40	8.30	Dd
41	25/5/22	British Gas	Electric - War Memorial	0.35	7.40	dd
42	25/5/22	British Gas	Electric – Holme Meadow Recreation field	0.74	15.51	dd
43	13/6/22	Three.co.uk	Clerk mobile	0	6.28	dd
44	14/6/22	Information Commissioners Office (ICO)	Annual data protection fee	0	35.00	dd
45	15/6/22	Sissons Gardening Services	Gardening contract	0	544.44	online
46	15/6/22	Gainsborough Pest & Environ.	Mole control contract	0	80.00	online
47	15/6/22	N Drinkall	Handyman services	0	241.00	online
48	15/6/22	MKS Groundcare Ltd	Grass cutting contract	220.00	1320.00	online
49	15/6/22	MKS Groundcare Ltd	Verge cutting contract-Messingham	179.60	1077.60	online
50	15/6/22	No Worries Cleaning Services	Contract Cleaning – Community Hub	36.00	216.00	online
51	15/6/22	Websters Nursery	Summer bedding plants	0	1461.80	online
52	15/6/22	Messingham Cricket Club	Precept grant	0	1500.00	online
53	15/6/22	T Black – Clerk reimbursement	Zoom – May Parish Council meeting	2.40	14.39	online
			Wilko – 10 additional plates	2.08	12.50	online
54	15/6/22 30/6/22	Salaries & wages	See separate schedule	0	1378.02	online
55	20/6/22	British Gas	Electric – MUGA	0.41	8.55	dd

The Clerk reported that monthly invoices had not been received for Npower – electric for Community Hub and Corona Energy – Gas for Community Hub.

Resolved: to approve the above payments and Clerk to make the payments to Npower and Corona Energy if payment is due prior to the next meeting.

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

Ref.	Date	Received from	Details	Amount	Method
12	9/5/22	Craft Group	Community Hub use (6 weeks)	39.00	cash
13	12/5/22	HMRC	VAT 2021/22 repayment	8951.54	online
14	May	Various	Allotment annual rent – online	168.00	Online
15	May	Various	Allotment Annual rent - cheque	24.00	Cheque

Signature

Date

- c) **Electricity contract – 3 year contract for Holme Meadow; Northfield Road; War Memorial due to expire on 11/8/22. To consider authority to Clerk to agree best price contract.**

The Clerk reported that electricity prices were rapidly changing and could not be held to agree at a future meeting.

Resolved: to give the Clerk authority to agree the best price contract.

- d) **NLC devolved grass cutting for Messingham; Holme; East Butterwick; Manton – to receive NLC offer and consider acceptance to extend arrangement for further 3 years.**

Resolved: Clerk to determine with the present contractors any likely increase they would tender for 2023/2024/2025 seasons and circulate to members for a decision prior to the NLC deadline of 30 June 2022.

- e) **Passwords & PINS – Chairman to receive and confirm acceptance of sealed details.**

The Clerk passed the Chairman up to date passwords and PINS in a sealed dated envelope, in accordance with section 6.11 of the Financial regulations.

33. General Items of Business

- a) **To review policies and procedures – (Appendix E)**

a) To review and approve the Standing Orders

Resolved: no amendments and to approve the Standing Orders

b) To review and approve the Financial Regulations

Resolved: no amendments and to approve the Financial Regulations.

c) To review and approve the Child Protection policy

Resolved: no amendments and to approve the Child Protection policy

d) To review and approve the Adult Safeguarding policy

Resolved: no amendments and to approve the Adult Safeguarding policy

e) To review and approve the Equality policy

Resolved: no amendments and to approve the Equality policy

f) To review and approve the Health & Safety policy

Resolved: no amendments and to approve the Health & Safety policy

g) To review and approve the Complaints procedure policy

Resolved: no amendments and to approve the Complaints policy

h) To review and approve the Emergency Plan policy

Resolved: to update the Village Hall contacts and approve the Emergency Plan policy

i) To review and approve the GDPR policy

Resolved: to update that all files are automatically backed up to Microsoft One drive and approve the GDPR policy.

j) To review and approve the Subject Access Request policy

Resolved: no amendments and to approve the Subject Access Request policy

k) To review and approve the Grievance policy

Resolved: no amendments and to approve the Grievance policy

l) To review and approve the Retention schedule policy

Resolved: no amendments and to approve the Retention schedule policy

m) To review and approve the Publication scheme policy

Resolved: to add the Community Hub to the 'Community Centre and Village Hall' section and to approve the Publication scheme policy

n) To review and approve the Recording of Meetings policy

Resolved: no amendments and to approve the Recording of meeting policy

o) To review and approve the Social Media policy

Resolved: no amendments and to approve the Social Media policy

p) To review and approve the Media policy

Resolved: no amendments and to approve the Media policy

q) To review and approve the Zero Tolerance policy

Resolved: no amendments and to approve the Zero Tolerance policy

Signature

Date

b) Horticultural Show – 3 September 2022 – to consider involvement of the organisation of the Horticultural Show.

Resolved: Messingham Parish Council to organise the Horticultural Show on 3 September 2022 and to agree a working group at the July meeting. Competition schedule to re-introduce classes omitted in 2021.

34. Community Hub – to receive updates

a) Food Safety update – to receive update following inspection.

Cllr J Fenwick reported that NLC Food & Safety Team had inspected both the Community Hub kitchen and her home kitchen where food is made and served and a food hygiene rating of 5 had been given.

Areas requiring attention were;

- Signage to be displayed advising how to obtain allergen information – Signage had been placed at the entrance to the kitchen facilities at the Community Hub.
- Information available to provide accurate allergen information - List of ingredients had been produced for each cake and will be added to as new cakes introduced – kept at the Community Hub.
- Records or documented food safety management system – NLC recommended a food safety document which had been completed and shared with WI volunteers.

b) Scale of Charges - Min17b – to consider Scale of Charges for hire of the Community Hub for non-village hire.

Resolved: Non-village charge £15 / hour.

35. Leisure & Recreation items

a) Play Area proposal at Butterwick Road – to receive the NLC pre-application planning response from NLC for rustic play-area at Allotment site and consider action.

The Clerk reported that the pre-application planning advice from NLC for a rustic play area and woodland was considered acceptable in principle.

Resolved: to explore funding opportunities from the Levelling up fund.

b) Holme Meadow Recreation field – to discuss the facilities.

Resolved: In conjunction with item 35a to explore funding opportunities from the Levelling up fund for a permanent brick, vandal proof toilet and changing block on Holme Meadow recreation field.

Resolved: to place future provision of play equipment at Northfield Road on the next agenda for consideration.

c) Children’s play area Roundabout – failure of the wet pour surface had been brought to the attention of the Clerk on 13th June 2022. The Clerk had reported this directly to Playdale with photographic evidence. The area had been swept of loose grains and the play area attendant asked to monitor daily for safety and sweep as required.

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

- Messingham Show - attendance was disappointing due to inclement weather and would result in a financial loss.

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

a) PC Pearson had reported a delay in the recent Crime reports due to retirement of data analyst and change to computer system. Clerk to circulate on receipt.

b) Caravans on land on Butterwick Road – investigations on-going with NLC planning enforcement.

Signature

Date

38. Councillor / Clerk Reports on meetings attended – no reports.**39. Correspondence for Discussion/Decision**

- a) A. Longmate – to receive the following concerns and consider action.
- i) speed of vehicles at Northfield Road playing field from car park to pavilion.
Resolved: advise resident that concerns are to be directed to Messingham Memorial Playing Field Association.
- ii) speed of vehicles at Holme Meadow recreational field entrance and Northfield Road playing field entrance.
Resolved: to ask NLC Highways to consider extending the 30mph speed limit to include the entrance of Holme Meadow recreation field.
- iii) safety concerns of children walking to and from school
Resolved: to advise the resident to direct concerns to Messingham Primary School.

40. a) Correspondence for Information

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

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

- i) ERNLLCA – Being a Good Councillor Training – 19th & 20th July 2022 £30+VAT per attendee.
Resolved: to provide the information to Cllr S Pollard being a new Councillor.
- ii) P Shaw – Resident unsatisfied with response from NLC regarding lack of signage for Public Footpath FP206. Resident had lodged complaint with NLC customer services with a copy to Messingham Parish Council for information.

41. Village Complaints/Compliments

- a) BENSON CLOSE bench - verbal request for bench received by Cllr Todd. It was noted that this area had previously been considered and agreed not to install in this location. Resident to be asked to place request in writing for a response.
- b) Flashing School sign on Wendover Road opposite Benson Close not working – previously reported, Clerk to chase.
- c) CROSS TREE LANE potholes – previously reported and advised by NLC all the road placed on re-surfacing programme. Clerk had reported that the substantial potholes had been reported on two subsequent occasions and awaiting a response.
- d) VERGE PARKING – Clerk to email NLC Highway enforcement for update on rollout of enforcement programme.
- e) Junction Holme Lane and B1398 – overgrown highway verges. Clerk to report to NLC.
- f) Kerb weeds – Benson Close layby / Wendover Road / Brigg Road / High Street / Danby Road – Clerk to report to NLC.

42. Date/Time/Venue Of Next Meeting

- a) The Allotment Advisory Committee meeting was confirmed as Monday 11th July 2022 at 6:30pm.
- b) The next Full Parish Council meeting was confirmed as Monday 11th July 2022 at 7pm.
All meetings to be held in the Community Hub, Messingham, subject to any changes in circumstances including changes to Government legislation and any public health restrictions.

This concluded the business of the meeting. Meeting closed at 20:25.

Signature

Date