

Minutes of the **Annual Parish Council** meeting held on Monday **8th May 2017** in Messingham Village Hall commencing at 7.15pm.

PRESENT: Councillors N Poole (Chair), Mrs J Briggs, W Elsome, J England, A Holmes, Mrs P Hunt, J McKellar Main, M Proctor, Mrs P Skelton, K Sylvester, Mrs B Todd, P Wright

IN ATTENDANCE: Tracey Black, Parish Clerk

Also Present: 13 members of the public

PUBLIC FORUM

Mr Booth addressed the members present regarding planning application PA/2017/644, to request deferral of decision to allow time for consultations.

Mr Hutson spoke regarding the item concerning LC11 – area of amenity importance land.

Mr Radford spoke regarding planning application PA/2017/644 in particular the lease agreement of 1980.

1. ELECTION OF CHAIRMAN

Councillor N Poole was nominated by Councillor Todd and seconded by Councillor Elsome. There being no other nominations, Councillor Poole was unanimously elected as Chairman and signed the Declaration of Acceptance.

2. ELECTION OF VICE CHAIRMAN

Councillor J McKellar Main was nominated by Councillor Todd and seconded by Councillor Holmes. There being no other nominations, Councillor J McKellar Main was unanimously elected as Vice-Chairman and signed the Declaration of Acceptance.

3. APOLOGIES FOR ABSENCE

Apologies were received from Councillors A Clark, T Foster, Mrs G Sherwood

4. DECLARATIONS OF INTEREST

Cllr M Proctor – PA/2017/644 declared a personal and prejudicial interest being the Parish Council representative on the Village Hall committee.

Cllr A Holmes-LC11, declared a personal and prejudicial interest as owner of land

Cllr J McKellar Main- LC11 declared a personal and prejudicial interest as near neighbour

Cllrs Poole, Briggs, Elsome, England, Holmes, Hunt, McKellar Main, Skelton, Sylvester, Todd and Wright, declared a personal interest as the Parish Council are owners of the land.

5. REVIEW OF COMMITTEES

a) To elect members to serve on Committees

Planning Committee

Full Council

Leisure & Recreation Committee

The existing committee of the Chairman, Vice-Chairman, Cllrs. J England, Mrs G Sherwood, T Foster, P Wright, Mrs B Todd, Mrs P Skelton & W Elsome were re-elected en bloc.

Web Site Committee

The existing committee of the Chairman, Cllrs. T Foster, J England, J McKellar Main and Mrs G Sherwood were re-elected en bloc.

Allotments Advisory Committee

The existing committee of the Chairman, Vice-Chairman, Cllrs J England, Mrs J Briggs, M Proctor, Mrs B Todd and T Foster, John Walker (Parish Council Representative) Barry Ross (Half Acre representative) P Chapman (Garden representative) were re-elected en bloc.

Signature

Date

Personnel & Finance Committee

The existing committee of Councillors J McKellar Main, M Proctor, A Clark, Mrs P Skelton, K. Sylvester were re-elected en bloc

b) To review and approve the terms of reference of each committee

The terms of reference of the Leisure & Recreation, Allotment Advisory and Personnel & Finance committees had been circulated in advance – it was agreed to accept these.

6. ELECTION OF REPRESENTATIVES ONTO OUTSIDE BODIES

Playing Field Representatives

Councillors Mrs G Sherwood & M Proctor were re-elected

Village Hall Representative

Councillor M Proctor was re-elected

Lincolnshire Wildlife Trust Representative

Councillor A Clark was re-elected

Sibelco Liaison Committee Representative

Councillor N Poole was re-elected

7. REGULAR MEETING DATES

Allotment Advisory Committee: Quarterly meetings set for the third Monday in June, September & December 2017, and February 2018

Leisure & Recreation Committee: Quarterly meetings set for May, August & November 2017 & February 2018 on the third Monday where possible.

Personnel & Finance Committee: Minimum of one meeting per year to be held in October for the salary and wages review.

Website Committee: Minimum of one meeting per year to be held in October for a website review.

8. REVIEW OF POLICIES & PROCEDURES

a) To Approve and review Standing orders

It was resolved that the standing orders are approved.

b) To approve and review Financial Regulations

It was resolved that the financial regulations are approved.

c) To confirm all members have reviewed their Register of Interests

Members were reminded to review their register of interests and that any changes to their declared financial and other interests should be given to the Clerk as they occur.

9. MINUTES OF THE LAST MEETING 10TH APRIL 2017

The minutes were circulated to all members prior to the meeting. The minutes were agreed to be a true record and duly signed by the Chairman.

10. CLERK'S REPORT

a) Min 204d – Church Street – planning permission query

NLC planning enforcement has visited but not spoken to the resident. It appears this may need approval, NLC have written to the owner to arrange a site visit.

b) Min 206f – Northfield Road parking

NLC planning enforcement has advised that Oliver's beauty salon is not in breach of the planning conditions. The conditions are informative (which is not enforceable) and seek to encourage the proprietor to advise the customers of the facility but cannot be compelled to do so.

It was noted the tree stump had been removed from outside the salon.

Clerk to contact NLC highways for an update of the proposed parking restrictions.

c) Min 210d – Twigmoor side Road Flytipping

The clerk reported that NLC will deploy covert cameras in the near future.

Signature

Date

d) Min 210e – Ashberry Drive – Dead Tree

The clerk reported that NLC Arbor team advised that the tree would be removed in the next few weeks and a replacement would be planted in the Winter 2017/18.

11. MINUTES OF PLANNING MEETING 18TH APRIL 2017

The minutes of the planning meeting 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. POLICE MATTERS/NATs

- a) A crime report had not been received prior to the meeting
- b) NAT's – the next meeting is 17th May 2017 at Scawby Village Hall
- c) Allotment burglary – the Clerk reported that the Parish Council storage building at the Allotment site on West View had been broken into during the night of Friday 7th May. They had taken a lawnmower, a hedge cutter and 2 strimmer's – one being an old one. A metal bar and cutters had been used to gain access. Access appeared to have been through the adjacent field. The clerk is to complete an Insurance claim. Allotment sheds were also been broken into.

13. PLANNING**a) Planning Decisions by NLC**

PA/2016/2033 – Walkers, Off Temperance Avenue – to erect five dwellings and one pair of semi-detached dwellings – APPROVED.

b) Planning Applications before NLC

Cllr Proctor left the room prior to discussions

Correspondence had been received from Mr Radford, which had been circulated to members prior to the meeting, regarding the lease agreement of 1980, and reference to the last meeting when Cllr Poole circulated the proposed alterations, for reference. Cllr Poole informed the members that he had spoken to the senior solicitor at NLC who advised that there was no breach of regulation.

PA/2017/644 – Village Hall, to erect single-storey side and rear extension together with car parking spaces – Following discussions it was resolved NO OBJECTIONS.

PA/2017/632 – A& J Robinson and Pacey, 67 Kealholme Road – to erect a first floor extension – Resolved NO OBJECTIONS.

c) Planning withdrawn for information only.

PA/2017/188 – W Smith, Bridge Farm – to plant hawthorn hedge to site perimeter – WITHDRAWN

Cllrs A Holmes and J McKellar Main left the room prior to discussions

- d)** Land LC11 enquiry – Members discussed their position on LC11, area of amenity importance land. It was agreed to defend the development line. There was one objection.

14. FINANCE**a) Passed For Payment:**

1.	Salaries & Wages	1074.09
2.	D Jacklin – mole control	240.00 online
3.	Messingham Village Hall – monthly rent	282.50 online
4.	Three.co.uk – mobile contract clerk	21.00 dd
5.	Glendale – Grass cutting	1340.37 online
6.	Digitech – copying	46.21 online
7.	R Dixon – Internal Auditor	450.00 online
8.	ERNLLCA – Annual membership fee	875.57 online
9.	Public Works Loan	1464.61 dd

Signature

Date

b) Monies received

1.	Allotment – Spring collection	876.00
2.	A Moore – Allotment rent	11.50
3.	Leaper/Leaning – Allotment rent	25.00
4.	Foster/Martin – Allotment rent	25.00
5.	Scott – new allotment/deposit	38.50
6.	Moore – new allotment/deposit	38.50
7.	Scunthorpe Pony club – hire/rent	101.00
8.	Strong – allotment rent	13.50
9.	Annual precept – half year payment	27750.00

It was resolved that the payments be approved.

c) Internal Audit Report

The recommendations arising from the audit were noted and recorded as follows;

1. ACCOUNTING RECORDS – Suggest analyse the Home Allowance figure under ‘Admin’ instead of ‘payroll’ in the cash book to facilitate the completion of the Annual return. *Amendment made.*
2. STANDING ORDERS & FINANCIAL REGUALTIONS should be reviewed and approved by the Council annually. *Agenda item 8a)/8b)*
3. PAYMENT CONTROLS -VAT should be identified from invoice payments, recorded and reclaimed from HMRC. *Noted for future.*
Ensure all Council payments are submitted to council for review and authorisation.*Noted for future*
VAT - Advice should be sought from HMRC when any new projects are undertaken, significant capital expenditure is considered for any new matters. *Noted for future.*
4. ICO – As the Council holds or uses personal information about the public, employees or other people, it is legally obliged to protect that information under the Data Protection Act. The Council should check that it is registered with the ICO and has paid the standard registration fee of £35. *The clerk had investigated and registration required. Agreed to register.*
5. ASSESSMENT OF SIGNIFICANT RISKS – The record of the clerk’s main duties should be maintained and updated as and when needed. *Review and update as necessary*
6. ADEQUATE BUDGET PROCESS – Budget monitoring and reports should be reviewed and approved at least quarterly.
7. INCOME CONTROLS – Formally review charges for the use of the recreation field. *Include on next Leisure & Recreation meeting agenda.*
Review miscellaneous charges and formalise in document with other council charges. *Include on next agenda.*
8. PETTY CASH expenditure should be reported to the council for approval. *Note for future.*
9. PAYROLL – HMRC requires employers to submit annual declarations of certain expenses and benefits. *Clerk investigated and to report at Agenda item 23.*
10. BANK RECONCILIATION - Interim bank reconciliations should be reported and approved quarterly.
11. ANNUAL RETURN – Section 2 Accounting statement figures, in boxes 4 and 6 needs to be amended to reflect the External Auditors Guidance. *Clerk amended figures prior to approval by Council.*

Cllr. England congratulated the current and previous clerk on the internal audit result.

SUMMARY – *The finance and governance arrangements of the council have continued to be maintained to a high standard under the stewardship of the new Clerk whose assistance in the completion of this audit was much appreciated.*

The internal financial control environment within the council is good and the adoption of the above recommendations will serve to further enhance and strengthen the systems, procedure and governance

Signature

Date

arrangements already in place.

d) Annual Audit return for year ended 31 March 2017

- i. The Accounting statements and assertions were read out. The Council agreed response, the clerk completed section 1 – Annual governance statement.
- ii. To approve and sign Section 1 (Annual Governance Statement 2017/18) of the Annual return. It was agreed that the Chairman and Clerk duly sign and date Section 1.
- iii. To approve and sign Section 2 (Account Statements 2017/18) of the Annual return. It was agreed the Chairman and Clerk duly sign and date Section 2. Clerk to submit Annual return to the external Auditor.

e) Schedule of regular payments

It was agreed to approve the schedule of regular payments.

f) Passwords and PINS

The clerk passed the Chairman up to date passwords and PINS in a sealed dated envelope, in accordance with section 6.10 of the Financial regulations.

g) Play area quotation Min 205d

Quotations received from NLC;

Repairs to slide and play spinner £280 ex VAT

To investigate crazy twist and ascertain problem £560 plus cost of bearing (unknown).

The chairman and clerk had agreed this work under the delegated powers approved at the last meeting.

h) Glendale quotation for spraying play area boundary Min 205e

Quotation received of £30/occasion. Agreed to accept this quotation and request that the work is carried out on 3 occasions, to coincide with the Churchyard spraying. This work to be included on the yearly contract tender.

i) Playing field Access Road Min 214

A price had been received for the additional work - to tarmac the edging strip up to the south boundary fence, of £698 + Vat. It was agreed to accept the total cost of £5473 + VAT, and request that the work be carried out on Wednesday 24th May 2017.

j) Planting & Maintenance Min 215

The clerk advised receipt of Public liability Insurance from Sissons Gardening Services.

A revised quotation had been received to include some grass cutting, and planting around the village entry signs. Clerk to confirm with the W.I. if they would be continuing to plant these areas. It was noted that Benson Close grass required cutting-clerk to contact Andy Sissons.

The clerk reported that the irrigation system at the memorial required replacement stop ends.

Agreed to obtain a price for this work.

Cllr Holmes suggested sponsorship of flower beds – Agreed to place on the next agenda.

k) ERNLLCA – Good Councillor Courses

Members to contact the clerk if they wish to attend.

l) MUGA – Floodlights faulty

The clerk had met with Mick Wright electrician to look at the MUGA floodlights which weren't working. The timer was reset, and may require a new backup battery-monitor.

It was reported that one of the floodlight columns requires tightening, and several clamps were missing again. It was agreed to contact Wicksteeds to arrange the column work and request a visit from the representative to report grievances.

m) Telephone Kiosk

The clerk advised that the contract confirming ownership had been received. It was agreed that the kiosk requires refurbishment, clerk to obtain prices to paint and replace 3 glass panels. Sponsorship was suggested.

Signature

Date

n) Min 205c – Goal post funding application

Confirmation has been received of grant of 50% of total cost. This can be claimed on receipt of invoice and photographic evidence. It was agreed that the clerk place the order for the two sets of goalposts. Total cost of both sets £1759.94.

15. GENERAL ITEMS OF BUSINESS

None

16. COUNCILLORS REPORTS

The clerk reported she had attended the ERNLLCA new clerk course

17. RIDGE WARD COUNCILLOR REPORTS

a) Brigg Road bus stop – Cllr Poole reported installation of new bus stop on Brigg Road.

18. CORRESPONDENCE FOR DISCUSSION/DECISION**a) Holme Meadow Horse Fouling**

Two complaints had been received of horse fouling following a recent pony club event. The clerk had visited the site with the pony club organiser but there was no evidence.

b) Allotment Small Holdings

Termination notice received on small holdings 12/13/14/15 (2 acres) with effect from October 2017. Agreed that the clerk advertise the plots.

c) NLC – Licencing policy review

Business compliance and support policy, taxi licencing policy and animal welfare charter review. Comments invited. Noted.

19. CORRESPONDENCE FOR INFORMATION

a) ERNLLCA – newsletter – circulated prior to the meeting

b) NLC – Cycle Tour of Britain official launch 6 May 2017. It was reported that the route on 5th September would be travelling through Messingham.

c) NLC – CallConnect – request for events and activities to attract prospective passengers to the village.

d) NLC – Motor Neurone Disease information – noted

e) Lincolnshire County Council – A159 Blyton-Laughton Wood Corner resurfacing, road closure 5th June for 2 weeks. Noted

f) NLC – notice of election – Brigg & Goole/Scunthorpe

g) Humberside Police – Remembrance Sunday request for details of event – clerk to respond with required information. Road closure requires application to Highways.

20. VILLAGE COMPLAINTS/COMPLIMENTS

a) WENDOVER ROAD – overhanging trees opposite the shops

b) HOLME MEADOW – Weed and Feed – clerk to contact Glendale to ascertain planned timing

c) 7b HIGH STREET – blocked gully – still waiting – NLC require traffic management

d) PLAYING FIELD – concealed exit from playing field onto A159 signage required. Clerk to investigate from Highways.

e) EAST GREEN – reports of youths crossing rear of residents' properties on Friday evenings. Cllr McKellar Main has responded to this.

21. DATE/TIME/VENUE OF NEXT MEETING

a) The Annual Parish Meeting was noted as Wednesday 17th May 2017 at 7pm in the Village Hall, Messingham

Signature

Date

- b) The Parish Council meeting date was confirmed as Monday 12th June 2017 at 7.15pm in the Village Hall.
- c) The necessity of a Leisure & Recreation meeting in May was discussed. It was agreed that items had been covered at this meeting. The chairman asked for any other matters;
 - i) Painting of the play area equipment – clerk to request price from NLC and place on next agenda.

22. 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 business to be discussed.

It was resolved that the press and public be excluded.

Minutes recorded as separate confidential minutes

- 23. Clerk** – ILCA qualification/Home Allowance review
- 24. Play Area Attendant** – sick leave and contracts
- 25. Handyman Min 213** – vacant position - inspections
- 26. Allotment Small Holdings Dyke Min 205h** – quotations for dyke repair work

THIS CONCLUDED THE BUSINESS OF THE MEETING. Meeting closed at 9:12pm

Signature

Date