

Minutes of the **Annual Parish Council** meeting held on Monday **13th May 2019** in Messingham Village Hall commencing at 7pm.

Present: Councillors N Poole (Chair), Mrs J Briggs, A Clark, A Coggon, W Elsome, J England, Mrs J Fenwick (arrived 7:35pm), Mrs P Hunt, J McKellar Main, Mrs P Skelton, Mrs B Todd, P Wright

In Attendance: Tracey Black, Parish Clerk

Also Present: 11 members of the public

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. Declaration of Acceptance of Office of Members

Declarations of Acceptance of Office had been signed by the members present prior to the meeting in the presence of the clerk who duly countersigned the forms.

It was resolved that forms must be with the Clerk by Monday 27th May 2019.

4. Register of Interests forms

Members were reminded that completed Register of Interests forms are to be returned to the Clerk within 28 days of taking office.

5. Co-option of Councillor to fill vacancy

It was resolved to co-opt to fill the vacancy at the Parish Council meeting on Monday 10th June 2019.

6. Apologies of Absence

Apologies were received from Cllrs. T Foster, Mrs G Sherwood

7. Declarations of Interest

Cllr J England - PA/2019/538 – declared a personal and prejudicial interest as known to the applicant

8. Public Forum

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

Mr Boswell addressed the members present regarding a flyer received for proposed Children and Adult fun days to be held in a field on Butterwick Road west of Catchwater crossroads. Concerns were raised of type of events to be held.

Mr Sargeant spoke to raise concerns of same proposal on Butterwick Road including, storage; caravans; requirement for insurance; awareness of landowner; six incidents recently in area and lack of policing.

The Chairman responded that this had been reported to the Enforcement Officer at NLC who had made contact with both the land owner and applicant named on the flyer. No application to date had been made to NLC. The Chairman made the NLC Officer contact details available to all present.

All members of the public left the meeting. The meeting reconvened.

9. Review of Committees

To elect members to serve on Committees;

a) Planning Committee – Full Council

b) Leisure & Recreation Committee

It was resolved to elect en-bloc the existing committee of the Chairman, Vice Chairman, Cllrs W Elsome, J England, T Foster, Mrs G Sherwood, Mrs P Skelton Mrs B Todd and P Wright.

Signature

Date

- c) Web Site Committee
It was resolved to elect en-bloc the existing committee of Chairman, Cllrs J England, T Foster, J McKellar Main.
- d) Allotments Advisory Committee
The committee of the Chairman, Vice Chairman and the existing Cllrs Mrs J Briggs, J England, T Foster, P Skelton, Mrs B Todd were re-elected en bloc. The ½ acre representative Mr B. Ross was re-elected. It was agreed for one garden allotment rep. - Mr C Scott was re-elected, and a new Allotment liaison officer – Mr P Chapman was elected.
- e) Personnel & Finance Committee
The existing committee of the Vice Chairman, Cllrs A Clark, Mrs P Skelton and Mrs B Todd were re-elected en bloc. It was resolved to elect Cllr A Coggon on to the committee.
- 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 to amend item 2 – to delete one independent representative and add one liaison officer.
 - iii) Leisure & Recreation committee – It was resolved to amend item 5 – Meetings of the committee will be held when requested by Full Council.

10. Election of Representatives onto outside bodies

To appoint representatives onto outside bodies;

- a) ERNLLCA District Committee meetings Representative – It was resolved to elect Cllrs. N Poole and T Foster
- b) Playing Field Representatives – It was resolved to re-elect Cllrs Mrs P Hunt and Mrs G Sherwood
- c) Village Hall Representative – It was resolved to re-elect Cllr Mrs P Skelton
- d) Lincolnshire Wildlife Trust – Nature Reserve Representative – It was resolved to re-elect Cllr A Clark
- e) Sibelco Liaison Committee Representative-it was resolved to re-elect Cllr N Poole

11. To appoint an Internal Auditor for 2019/20

It was agreed to re-appoint the existing Internal Auditor Mr Richard Dixon.

12. Regular Meeting Dates

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

- a) Allotment Advisory Committee: Resolved: Quarterly meetings set for the third Monday in June, September 2019 and February 2020.
- b) Leisure & Recreation committee: Resolved to be held as required
- c) Personnel & Finance committee: Resolved: Minimum of one meeting per year to be held prior to the Precept meeting for the salary and wages review.
- d) Website committee: Resolved: Annual or when required.

13. Review of Policies & Procedures

- a) **To review and approve the Standing Orders**
It was resolved to approve the Standing Orders
- b) **To review and approve the Financial Regulations**
It was resolved to approve the Financial Regulations
- c) **To review and approve the Child Protection/Safe Guarding policy**
It was resolved to accept the amendments on p6 and p13 to insert the Clerks name/telephone no. to the Child Protection/Safe Guarding policy as requested by NLC to meet the requirements of the grant application and approve the policy.
- d) **To review and approve the Equality policy**
It was resolved to approve the Equality policy
- e) **To review and approve the Health & Safety policy**
It was resolved to approve the Health & Safety policy
- f) **To review and approve the Complaints procedure policy**
It was resolved to approve the Complaints procedure policy

Signature

Date

- g) **To review and approve the Emergency Plan policy**
It was resolved to accept the amendment to replace Cllr Sylvester with Cllr A Coggon and add 1 defibrillator at Holme Meadow and approve the Emergency Plan policy.
- h) **To review and approve the GDPR policy**
It was resolved to approve the GDPR policy
- i) **To review and approve the Subject Access Request policy**
It was resolved to approve the Subject Access Request policy
- j) **To review and approve the Grievance policy**
It was resolved to approve the Grievance policy
- k) **To review and approve the Retention schedule policy**
It was resolved to approve the Retention schedule policy
- l) **To review and approve the Publication scheme policy**
It was resolved to accept the amendment on p1 to 1 Recreation area attendant and approve the Publication scheme policy.
- m) **To review and approve the Recording of Meetings policy**
It was resolved to approve the Recording of Meetings policy
- n) **To review and approve the Scale of Charges – Miscellaneous**
It was resolved to approve the Scale of Charges-Miscellaneous
- o) **To consider to adopt the model Adult Safe Guarding policy**
It was resolved to adopt the model Adult Safe Guarding policy to meet the requirement of the NLC grant condition.
- p) The Chairman requested that the Clerk seek advice from ERNLLCA for the requirement of a Social Media policy.

14. Minutes of previous Parish Council meeting

- a) 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.
- b) **Clerks update**
 - i) Min 233d – High Street bins-The clerk reported that an update had not been received from NLC.
 - ii) Min 233g – Public Footpath – update received from NLC re. diversion of path FP203/FP206 -NLC to contact Mr Anderson to progress his requested diversion.

Cllr Mrs J Fenwick entered the meeting at 7:35pm

15. Police Matters/Crime report/Neighbourhood Action Team (NAT) Report

The crime report for April had been received and circulated prior to the meeting. 6 crimes had been reported;
2 burglary business and community; 1 miscellaneous crime against society; 1 theft offence; 1 violence against the person; 1 anti-social behaviour.
It was noted that NLC Wardens had been in attendance and placed tickets on vehicles on the High Street

16. Planning

- a) To resolve the planning applications
 - i) PA/2019/657 – The Pink Pig, Holme Hall, Holme Lane- to erect a play tower.
Cllr J McKellar Main abstained due to a conflict of interest as a serving police officer.
It was resolved No Objections.
 - ii) PA/2019/846 – S Kirby, Messingham Farm Shop-to vary cond.6 of PA/2015/0796 for change of use of part of former school to form 3 shops and café with associated parking-to change the opening hours.
Cllr J McKellar Main abstained due to a conflict of interest as a serving police officer.
It was resolved No Objections.
Cllr J England left the room prior to the following item
 - iii) PA/2019/538 – Mr & Mrs G Parkes, Hop Villa, 6 Well Street-two storey side extension and two-storey and single-storey rear extensions-**Amended Plans**
It was resolved to Object-The minor alteration has not mitigated the impact on the neighbouring property.

Signature

Date

Cllr J England returned to the room.

- b) To receive any decisions made by North Lincolnshire Council
- i) PA/2019/200-Messingham Parish Council-to extend car park at Village Hall-Granted
 - ii) PA/2019/244-L Whorton, 58 Brigg Road-to erect entrance porch and create vehicular access-Granted
 - iii) PA/2019/338-Mr & Mrs Smith, Fairholme, Northfield Road-single storey side and rear extension-Granted
 - iv) PA/2019/391-Mr & Mrs Chapman,15 Well Street-ground floor and first floor rear extension-Granted
 - v) PA/2019/411-E Foster, adjacent Woodside, Butterwick Road-2 dwellings all matters reserved-Refused
 - vi) PA/2019/431-Ongo Homes,46 Brigg Road-parking bay to front garden from highway-Granted

17. Finance

a) Payments - To approve the payments

Ref.	Payee	Details	Vat	Total	Pay method
17	Three.co.uk	Clerk mobile contract	0	9.00	dd
18	Public Works Loan Board	Loan repayment	0	1464.61	dd
19	1 st Messingham Guides	Precept grant – S137	0	200.00	Cheque 002797
20	ICO	Data protection fee	0	40.00	*Cheque 002798
21	Messingham Village Hall	Monthly rent	0	282.50	online
22	Sissons Gardening Services	Gardening contract	0	521.30	Online
23	MKS Groundcare Ltd	Grass cutting contract	148.24	889.44	Online
24	Gains Pest & Environment	Mole Control contract	0	70.00	Online
25	Lawn N Order	Verge cutting contract	152.00	912.00	Online
26	Public Sector Audit	Internal Audit	0	500.00	online
27	Office Friends	Paper/inks	10.34	62.06	Online
28	J Black & Son Ltd	Drain jetting-Holme Meadow	10.00	60.00	online
29-31	Salaries & Wages	Salaries & Wages	0	1373.56	Online

*ICO - £5 reduction for direct debit-**It was resolved payment be made by direct debit-the direct debit mandate was completed.**

It was resolved that the payments be approved

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

Ref.	Received from	Details	Amount	Method
1	Parnham	Allotment 19A-annual rent	15.50	cheque
2	Dixon	Allotment 11D-Annual rent	15.50	online
3	B Ross	Small Holding-Spring rent	496.00	cheque
4	Various-Allotment holders	Annual rent collection	408.50	cash
5	Various-Allotment holders	Annual rent collection	92.75	cheque
6	Moore/Bowers(new)	Allotments-annual/new rent	66.50	cheque
7	Martin/Antcliffe	Allotments-annual rent	28.50	cash
8	Gondwe	Allotment-18B annual rent	15.50	online
9	Hesp	Allotment-46A-rent/deposit	40.00*	Online *(50p short)
10	NLC	Precept & Grant	30833.00	online
11	Benson/Young	Allotments-annual rent	25.75	cash
12	Messingham Scouts	Annual rent West View	1.00	cheque
13	Gould	Allotment 19B-rent/deposit	40.50	online
14	Northern Powergrid	Wayleave	88.06	cheque
15	Horne	Allotment 38A-rent/deposit	40.50	online
16	Nicholson/Coulman	Allots. 4A/4B-annual rent	31.00	cheque

The clerk reported that all the annual allotment rent had been received.

Signature

Date

c) To receive the Annual Internal Audit report and consider the findings of the review.

1. **PAYMENT CONTROLS** – If the Council plays recorded music in public a licence fee may be payable to PPS PRS Ltd.

The Clerk reported that PPS PRS Ltd had confirmed this is not required for a home office. To note for future events held.

VAT – never assume all VAT can be recovered-recommend advice be sought from HMRC for new projects, significant capital expenditure or new matters.

The clerk reported that advice would be required for registration for VAT for the proposed Car Park project.

2. **ASSESSMENT OF SIGNIFICANT RISKS** – Play Area/MUGA timesheets-amend to provide for recording of actions taken to remedy faults and dates action taken.

The clerk reported that the sheets had now been updated and handed to the attendant. The attendant was reminded to report all safety issues/concerns as they occur.

3. **ADEQUATE INCOME CONTROLS** – Allotment Rent collection sheet – review to provide comprehensive audit trail to cash book.

The clerk has updated the sheet to include reference numbers and an additional cross reference to the paying-in-book.

VAT- if in any doubt about correct VAT treatment seek advice from HMRC-Noted

4. **ADEQUATE PAYROLL CONTROLS** – Pension contributions – to be aware of increase to minimum contributions wef. 6 April 2019.

There are currently no employees in the pension scheme-Noted

Summary – The accounts and governance arrangements of the council have been maintained to a very high standard and the co-operation of the Clerk in completion of this audit was much appreciated.

The internal financial environment with the council is excellent and the adoption of the recommendations and advisory notes will serve to further enhance and strengthen the systems, procedure and governance already in place.

It was resolved to approve the Internal Audit Report

d) Annual Governance & Accountability return for year ended 31 March 2019

- i. **To consider and resolve assertions of Section 1 - Annual Governance Statement 2018/19**

The Clerk read out the assertions and the Council agreed the response.

- ii. **To approve, sign and date Section 1 - Annual Governance Statement 2018/19 - of the Annual return for financial year ended 31 March 2019**

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

- iii. **To consider Section 2 - Accounting Statements for 2018/19**

The Clerk confirmed the figures had been agreed by the Internal Auditor along with the explanation between current and prior year variances.

- iv. **To approve, sign and date Section 2 - Accounting Statements 2018/19 - of the Annual Return for financial year ended 31 March 2019**

It was agreed that the Clerk and Chairman duly sign and date Section 2.

The clerk advised that the return would be duly submitted to the External Auditor.

e) To agree schedule of regular payments

It was resolved to approve the updated schedule of regular payments.

f) To review and agree the Bank mandate signatories

It was resolved no change to the existing bank mandate.

g) Passwords & PINS

The clerk handed the Chairman a sealed envelope of updated passwords and PINs in accordance with standing order 6.10.

h) Insurance – to receive and consider charge to add new tiered planter to Insurance policy

Zurich Insurance had quoted a charge of £1.56 agreeable to waive and an expected increase of £3.46 at renewal. It was resolved to add the planter to the insurance policy.

18. General Items of Business - none

Signature

Date

19. Leisure & Recreation items

- a) **Holme Meadow** – to receive advice from MKS Groundcare of weeds/plantain. To consider action. It was agreed that the Clerk obtain a quotation and the Chairman and clerk have delegated powers to agree the work.
- b) **Holme Meadow** – overgrown trees on northern side preventing grass cutting and dyke cutting. It was resolved that the Chairman and clerk inspect and have delegated powers to agree minimal action required to enable access for work to be carried out.
- c) **MJFC** – The Chairman showed the members 2 steel bars and a further number of steel pegs that had been left by MJFC on Northfield Road playing field. It was noted that no change had been made following the letter sent to MJFC in April. Following the Summer Tournament Holme Meadow had been left with litter and 4 steel pegs. Goal posts left in the north east corner previously reported still remain. It was resolved the Chairman meet on site with the chairman of MJFC to discuss.

20. Ridge Ward Councillor report

Cllr England reported that Cllrs Poole, Foster and England had been re-elected to serve as the Ridge Ward Councillors.

Cllr Poole reported that with effect from the Annual meeting of NLC on 20th May 2019 the Community funding would be available.

21. Councillor Reports - No reports**22. Correspondence for Discussion/Decision**

- a) ERNLLCA – Resolutions invited for the 2019 AGM by 22 July 2019 – It was resolved no resolution.
- b) Messingham Village Hall – response re. request to attend Messingham Parish meeting to provide update of extension progress.
MVH unable to attend the Parish meeting. Invitation for members of the public to attend the Village Hall committee meeting on Wednesday 15th May when an update will be given prior to commencement of the meeting.
- c) Messingham Village Hall - new website www.messinghamvillagehall.org
It was noted that photographs and text had been extracted from the Parish Council website. It was discussed the requirement to update the Parish Council website. To defer to the next Parish Council meeting.

23. Correspondence for Information**a) To note correspondence received**

- i) NLC forthcoming meetings in May-circulated and place in Parish Council notice board.
- ii) ERNLLCA April newsletter-circulated on receipt
- iii) ERNLLCA – Development Programme ‘Chairmanship’ Thursday 11th July 2019 – The Angel Suite, Brigg.
- iv) North Lincs Business connect – Volunteer showcase event for Voluntary & Community organisations– 6th June at Ancholme Leisure Centre 9am-12:30pm
- v) CPRE Best Kept Village competition posters-to place in PC and village noticeboards
- vi) VE Day 75 – 75th Anniversary of VE Day – 8-10th May 2020-noted
- vii) Appleby Village Fayre – Sunday 16th June 2019 11am-5pm-place in Village noticeboard.

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

- i) ERNLLCA-Development programme ‘Being a Good Councillor’ – circulated for consideration
- ii) NLC-volunteer showcase event-Thursday 6th June 2019 Ancholme Leisure Centre, 9am-12.30pm
- iii) NLC-Walking the way to Health Scheme-Volunteer walk leaders required-training available.
- iii) NLC-Childminding briefings poster-place in Village noticeboard.
- iv) Radio Humber-side outside broadcast from the Old School on Friday 17th May-volunteers required with history of Messingham and Old School. Cllr J England was suggested -clerk to obtain more information
- v) Mrs Levitt-various concerns-It was resolved that the clerk seek advice from ERNLLCA prior to a response.
- vi) M May-Allotment 35B-concerns of overgrown neighbouring allotment 35A.
It was resolved that the Chairman and Clerk inspect and agree action.

Signature

Date

24. Village Complaints/Compliments

- a) West View/Park Street path- fence installed at rear of property-Chairman to inspect.
- b) Highgrove – concerns regarding traffic turning right into Highgrove from Northfield Road. The Chairman advised that a review would be carried out two years after the instated yellow lines on Northfield Road.

25. Date/Time/Venue Of Next Meeting

- a) The next Parish Council meeting was confirmed as Monday 10th June 2019 7pm in the Village Hall, Messingham.

26. 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

27. To receive and consider quotations for cleaning of the War Memorial (Min. 226 fi)

It was resolved to accept the quotation from Samuel Jacob Memorials and to include the work to carry out full safety inspection and assessment.

28. To receive and consider quotations for removal of moss at the War Memorial (Min. 226 fii)

It was resolved to accept the quotation from Sissons Gardening Services.

This concluded the business of the meeting. Meeting closed at 8:40pm.