

Minutes of **Messingham Parish Council** meeting held on **Monday 14th February 2022** at 7pm held in Messingham Community Hub, Wendover Road, Messingham.

Present: Councillors N Poole (Chair), J Briggs, A Clark, W Elsome, J England, J Fenwick, J McKellarMain, S Pollard, C Scott, P Skelton, B Todd, P Wright.

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

The Chairman opened the meeting at 7pm

216. Apologies of Absence - Cllrs. T Foster, A Holmes, J Oatridge.

217. Declarations of Interest

Cllr P Skelton – Agenda item 10b MJFC – declared a personal and prejudicial interest as elected officer of MJFC committee.

218. Public Forum

No members of the public were present.

219. Minutes of the previous meetings

- a) The minutes of the Full Parish Council meeting held on Monday 10th January 2022 were circulated to all members prior to the meeting. The minutes were approved to be signed by the Chairman.
- b) The minutes of the Planning meeting held on Monday 31st January 2022 were circulated to all members prior to the meeting. The minutes were approved to be signed by the Chairman.

220. Clerks update

- a) **Min197c** – Salt Bin, 3 Cross Tree Lane. NLC had advised that they would need to determine ownership of the verge in the first instance and confirmation of this had not been received from NLC.
- b) **Min 197d** – Tree planting update. The Clerk advised that tree planting had taken place on 11th January 2022 by the Conservation volunteers. A mixture of 375 trees had been planted at Holme Meadow recreation field and 35 trees / bushes on Kealhome open space land. The additional 15 fruit trees had all now been planted at the Allotment site.
- c) **Min 208a** – Car park pedestrian access – NLC had advised that a path was not in the scope/brief of the project and the existing path had been removed at the Parish Council request to widen the access. NLC suggested white lining a designated pedestrian walkway, thus retaining the width of access whilst highlighting a defined pedestrian route to vehicles. **Resolved:** to note the response.

221. Planning

a) To resolve the planning applications

- i) PA/2022/10 – S Jackson, The Pink Pig, Holme Lane, Holme – permission for the change of use of an agricultural barn to wedding venue.

Resolved: No objections.

b) To receive decisions made by NLC

- i) PA/2021/2034 – L Hopkins, Woodlands House, West Common North Road – to erect a single-storey rear extension, porch, carport/workshop/log store and outdoor kitchen and terrace – Granted.

Signature

Date

222. Finance**a) Payments - To approve the payments**

Ref	Date	Payee	Details	Vat	Total	Method
206	13/1/22	Hedges Direct	5 bare root Crab Apple – Allotments	2.90	17.44	online
207	17/1/22	RV Roger Nurseyman	5 Fruit Trees – Allotments	0	134.00	online
208	21/1/22	British Gas	Electric – Holme Meadow Recreation field	0.36	7.59	dd
209	25/1/22	British Gas	Electric – War Memorial	0.82	17.15	Dd
210	25/1/22	The Safe Shop Ltd	Fireproof storage cabinet – Hub	196.65	1179.90	online
211	3/2/22	British Gas	Electric – MUGA	1.28	26.86	Dd
212	11/2/22	Three.co.uk	Clerk mobile contract	0	6.00	Dd
213	16/2/22	N Power	Electric – Community Hub	1.59	33.35	online
214	16/2/22	Corona Energy	Gas – Community Hub	3.21	67.45	online
215	16/2/22	Messingham Village Hall	Monthly rent	0	245.00	online
216	16/2/22	Sissons Gardening services	Gardening contract	0	474.44	online
217	16/2/22	Gainsborough Pest & Environ.	Mole control contract	0	75.00	online
218	16/2/22	N Drinkall	Handyman services	0	263.50	online
219	16/2/22	No Worries Cleaning	Community Hub contract cleaning	28.80	172.80	online
220	16/2/22	NLC	Trade waste to 31/3/22 (6 collect.) – Hub Duty of care	0 0	50.10 10.00	online
221	16/2/22	Stylux Blinds	Vertical & roller blinds Community Hub	135.83	815.00	Online
222	16/2/22	Office Friends	* see below	88.41	530.47	Online
223	16/2/22	ERNLLCA	Allotment training course x 2	20.00	120.00	Online
224	16/2/22	ERNLLCA	Being a Good Councillor course	12.00	72.00	Online
225	16/2/22	Holy Trinity Church	Precept Grant	0	1500.00	Online
226	16/2/22	T Black (Clerk) –	Amazon-carbon monoxide detector	2.32	13.90	online
227		reimbursements	Amazon-Toilet roll holder(2)/coat hooks	4.93	29.49	
228			Amazon-Lanyard for Volunteers	2.17	12.99	
229			Trophies Plus–Plaque Christmas Comp.	6.16	36.98	
230			Asda – Toilet rolls/toilet brush/bins x2	0	13.00	
231			Amazon – Fridge Thermometer	0.67	3.99	
232	17/2/22	Wave	Water-Holme Meadow recreation field	0	78.41	dd
233	17/2/22	Wave	Water-Allotments	0	11.09	dd
234	17/2/22	Wave	Water-Allotments	0	6.60	Dd
235	16/2/22	Salaries & wages	Salaries & Wages	0.00	1349.50	online
236	28/2/22		(separate confidential schedule)			

***Office Friends Invoice:**

Admin. – Ink / punched document covers / laminating pouches / binder = £31.32 + VAT

Community Hub – Paper Towel dispenser (3) / Hand towels / Tea towels / Bin bags / Tape dispenser & tape / Stapler & staples / Cleaning kit / First Aid kit / Accident book / Medical mask / Hand sanitiser / Swing bin / Bisley locker / Shredder. =£410.74 + VAT

Item 215 – The Clerk reported that work had been completed to remove all Parish Council contents from Messingham Village Hall store room on 12th February 2022 and the keys had been returned to the Chair of Messingham Village Hall Committee.

Item 225 – Holy Trinity Church – grant payment pending receipt of final invoice.

Resolved: to approve the above payments.

Signature

Date

- b) **Receipts – To note receipt of income as per attached schedule.**
There were no receipts this month.
- c) **Bank reconciliation – to receive and approve the bank reconciliation as at 31 January 2022.**
The bank reconciliation as at 31 January 2022 had been circulated prior to the meeting. There were no questions. **Resolved:** to accept the bank reconciliation.
- d) **Budget Summary – to received and approve the cumulative summary as at 31 January 2022 and note any variances.**
The budget summary as at 31 January 2022 had been circulated prior to the meeting. The variances and outstanding significant spends were noted and there were no questions. **Resolved:** to accept the budget.
- e) **NLC In Bloom Grant;**
i) **to receive notification of NLC grant for barrier planter** – The Clerk reported a grant offer from NLC of £251 (74%) against an application of £338.90 for no.2 barrier planters. **Resolved:** to accept the grant.
ii) **to consider agreement to NLC conditions** – The Clerk read out the NLC Highway conditions. **Resolved:** to accept the conditions.
iii) **to agree purchase of planter/s** – **Resolved:** to purchase 2no. barrier planters.

223. General Items of Business

Cllr N Poole declared a Personal interest prior to the next item as Chair of NLC Standards Committee.

- a) **Code of Conduct – to consider adoption of NLC revised Code of Conduct.**
The amendments by NLC seek to clarify that members may be bound by the Code when engaged in on-line meetings and communicating via social media as well as strengthening the provisions concerning participation in standards investigations and declarations concerning gifts and hospitality. The NLC updated Code of Conduct had been circulated prior to the meeting.
Resolved: to adopt the updated NLC Code of Conduct.
- b) **Bench-Northfield Road / Holme Lane (min197e) – to receive update and consider agreement to NLC conditions.**
The Clerk reported that a site visit had taken place with NLC and Mr & Mrs Gillyon. NLC were agreeable to the preferred location of the family.
A concern was raised by a member as to the safety of the location being in close proximity to the mini roundabout when vehicles are travelling with too much speed to complete the manoeuvre.
Resolved: to agree to the NLC conditions pending confirmation from NLC Highways of the safety of the proposed bench location.
- c) **War Memorial – to agree a date for removal of wreaths and storage of steel poppies.**
Resolved: to remove the wreaths at a time each year to coincide with the changing of the clocks in March. Cllr P Wright to remove and safely store the four new steel poppies and the Handyman to remove the frame and store in the Allotment shed.

224. Community Hub – to receive updates

- a) **Documents / Policies – to consider circulated documents, agree amendments and consider adoption.**
The Clerk had circulated the following draft documents to all members prior to the meeting;
Fire Risk assessment; Fire procedure; Fire safety checklist; Generic Emergency Evacuation Plan (GEEP); Water Hygiene Risk Assessment; Building risk assessment; Volunteer entry / exit procedure; Volunteer training and information checklist; Site Inspection sheet; Booking form.

Signature

Date

The following points were discussed;

Entry / Exit procedure - Concerns were raised as to how a lone volunteer would be reached in an emergency if the door was locked on arrival of the first volunteer and the key kept in it.

Resolved: The first volunteer to lock the door and place the key on the adjacent hook. When the second person arrives the door is to be locked and the key placed in the lock to aid speed of exit in an emergency situation.

Two duplicate keys to be cut – 1 to be kept in the key safe for emergencies and 1 to be kept in the Chairman's possession. It was noted that the Clerk already holds a spare key.

Risk Assessment – Car park – **Resolved:** to purchase disclaimer signage the same as other car parks.

Risk Assessment – Violence from members of the public – panic button goes through to NLC Control Centre but does not automatically alert the Police.

Resolved: to annotate the Risk assessment and state Police to be alerted by dialling 999.

Risk Assessment – Violence from members of the public - states 'recommend that Volunteers work in pairs'. **Resolved:** Parish Council policy to be 'Volunteers to work in pairs'.

Booking form - **Resolved:** to be considered at March meeting of the Parish Council.

Resolved: to adopt all the documents following the above amendments.

b) Inspections & Tests – to resolve arrangements.

Resolved: Building inspections / Fire tests / Water hygiene tests to be carried out by a Councillor Library Volunteer during their session. Cover to be provided by the Clerk or Handyman.

c) WI refreshments – to resolve arrangements for provision of refreshments by WI during Library opening times.

Resolved: WI to commence provision of refreshments during opening hours of the Community Hub. Supplies to be provided and monitored by WI and a nominal charge to be made. Arrangements to be kept under review. Clerk to determine from NLC Environmental Health if a Food Hygiene certificate is required as food would not be prepared on site.

d) Website – to consider a page on the Parish Council website for the Community Hub.

The Clerk reported Kyanite had quoted a one off fee of £15 (inc. VAT) for an additional page on the Parish Council website. This would enable access of documents for the public relating to the Community Hub. **Resolved:** to arrange for Kyanite to set this up.

e) Library Volunteer report – Cllr J Fenwick gave a report as a Library Volunteer. The two sessions are being attended by 15-20 people and the times of use within these sessions is being monitored.

Resolved: to consider at March meeting to open on an additional session on Monday morning if there is a demand and resources to staff.

NLC has spare bookcases, it was agreed that these were not presently required at Messingham.

225. Leisure & Recreation items

a) Children's Play Area – To receive the half yearly inspection report from NLC and resolve any action.

The Clerk advised the inspection reported the following defects;

i) Flat & Cradle swings – oilite bushes worn – recommend renew bushes. The Clerk reminded members that when Streetscape had replaced the swing seats and chains in May 2021, they had not replaced the bushes as they could no longer source them and advised the wear to the pivot would be minimal.

NLC had quoted £120 + VAT to carry out the work.

Resolved: To arrange for NLC to carry out the work.

ii) Safety surfacing – shrinkage in tile areas – recommend infill. **Resolved:** to monitor.

Signature

Date

Cllr P Skelton left the room prior to discussion of the following item

b) MJFC – to be notified of rabbit problem on Northfield Road and consider any action.

The Clerk reported the options suggested by Gainsborough Pest & Environmental Services to control the increasing rabbit population.

Resolved: Clerk to arrange a joint meeting with representatives of Messingham Memorial Playing Field Association and Holy Trinity Church to collectively consider any solution and report to next meeting. Clerk to seek attendance by the pest contractor.

In the meantime holes to be monitored and filled by the Handyman and MJFC to inspect and fill prior to each use.

Cllr P Skelton returned to the room.

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

NLC budget planning for 2022/23. NLC public Budget meeting Thursday 24 February in the Pods.

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

Crime report for January;

1 report of hare coursing on Black Bank; 1 report of quad bike being ridden on Butterwick Road.

Members complimented the prompt action and Police presence during a recent missing vulnerable person.

228. Councillor / Clerk Reports on meetings attended

No reports.

229. Correspondence for Discussion/Decision

a) Resident Russell Walk - to consider request for tarmacked path from Allison Close on adjacent Open Space land.

Resolved: to place on March agenda for consideration.

b) Messingham Village Hall – to receive changes to Lease/Constitution agreement.

Messingham Village Hall committee had reported the following amendments to the Lease/Constitution agreement had been made and lodged with the Charities Commission;

3.1 'The Committee shall consist of a minimum of five trustees/committee members. If the number falls below five, the committee will actively try to find additional members'.

8. 'The Committee shall hold at least six ordinary meetings in each year. A Special meeting may be summoned at any time by the Chairman or any three committee members or trustees'.

Resolved: Noted.

230. 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) NLC Community Grants for Queens Platinum Jubilee – The Clerk reported a Grant offer of maximum £189 had been awarded for Union Jack bunting and tableware.

231. Village Complaints/Compliments

a) Butterwick Road – inhabited caravans on land on Butterwick Road. The Chairman reported that NLC planning enforcement had visited the site and investigations are ongoing.

Signature

Date

- b) Compliments and thanks to all those involved in bringing to fruition the opening of the new Community Hub.
- c) Resident, P Nottingham – Complaint of water spray blowing across the road when walking / driving past the Car wash on Northfield Road, screen suggested to prevent water spray.
Resolved: matter for NLC planning enforcement, Clerk to forward for investigation.

232. Date/Time/Venue Of Next Meeting

- a) The Allotment & Advisory Committee meeting was confirmed as Monday 7th March 2022 at 7pm.
- b) The next full Parish Council meeting was confirmed as Monday 14th March 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.

233. To consider the exclusion of the press and public 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 of business to be discussed.

There were no members of the public present.

234. Mole Contract – to consider annual renewal quotation.

Resolved: to accept the renewal quotation from Gainsborough Pest & Environmental Services of £80/month for a 1 year contract.

This concluded the business of the meeting. Meeting closed at 20:40.

Signature

Date