

MESSINGHAM PARISH COUNCIL

Parish Clerk: Tracey Black
Black Bank Farm, Black Bank, Susworth, Scunthorpe, North Lincolnshire, DN17 3AX
Tel: 07397 571469 email: clerk@messinghamparishcouncil.co.uk



NOTICE OF MESSINGHAM PARISH COUNCIL **ANNUAL PARISH COUNCIL MEETING**

To All Councillors,

You are hereby summoned to attend the Annual meeting of Messingham Parish Council on **Tuesday 10th May 2022 at 7pm** at Messingham Community Hub, Wendover Road, for the purpose of transacting the following business.

Tracey Black
Clerk to the Parish Council

5th May 2022

AGENDA

1. **Election of Chairman** – to elect a Chairman for 2022-23 and to sign the Declaration of Acceptance of Office.
2. **Election of Vice Chairman** – to elect a Vice Chairman for 2022-23 and sign the Declaration of Acceptance of Office.
3. **Register of interest forms** – to inform all members to review their Register of Interests.
4. **Apologies for absence** - To receive apologies for absence.
5. **Declarations of interest**
To record declarations of interest by any member of the council in respect of the agenda items listed below.
Members declaring interest should identify the agenda item and type of interest being declared.
To note dispensations given to any member of the council in respect of the agenda items listed below.
6. **Public Forum**
To resolve if necessary, to temporarily suspend the meeting for a period of no more than 15 minutes to allow for a period of public participation.
Members of the public may raise subjects they wish to bring to the attention of the Parish Council, make representations and give evidence in respect of business on the agenda. Decisions relating to items on the agenda will be made within the agenda item. Items not on this agenda will be answered in writing or as a future agenda item.
7. **Review of Committees – Appendix A**
 - a) To elect members to serve on Committees.
 - b) To review and approve the terms of reference of each committee.
8. **Election of representatives onto outside bodies - Appendix B**
 - a) To appoint representatives onto outside bodies.
9. **To appoint an internal auditor for 2022/23**
10. **To agree Regular meeting and committee meeting dates - Appendix C**
11. **To Review Policies & Procedures – Appendix D**
12. **Minutes of previous Full Council meeting**
 - a) To resolve to approve as a correct record the minutes of the Full Parish Council meeting on Monday 11th April 2022.
13. **Clerks report**
To receive an update from the Clerk on items from the minutes not shown on this agenda - **Appendix E**
14. **Planning**
 - a) **To receive planning applications from NLC and resolve a response**
 - i) PA/2022/397 – P Ricketts, 2 Gelder Beck Road – change of use of domestic swimming pool to be used by a swimming school and domestic use.

- ii) PA/2022/582 – Mr Taylor, 22 Holme Lane – to erect a two storey extension.
- iii) PA/2022/688 – C Walters, Scallow Grove Farm, Kirton Road – erect a two storey side extension with pitched roof, first floor rear extension with a flat roof and a new boundary wall with dropped kerb vehicle access to B1400.

b) To receive decisions made by NLC

- i) PA/2022/466 – Mr & Mrs K Thew, Gooseacres, 2 Gooseacre – non-material amendment to PA/2020/1036 to amend the roof to create a gable facing at the rear extension – Granted.

15. Finance

- a) **Payments** – to review and approve monthly payments – *Appendix F*
- b) **Receipts** – to note receipt of income – *Appendix G*
- c) **To receive the Annual Internal Audit report and consider any recommendations.**
- d) **Annual Governance & Accountability Return (AGAR) for year ended 31 March 2022**
 - i. **To consider and resolve assertions of Section 1 – Annual Governance statement 2021/22**
 - ii. **To approve, sign and date Section 1 – Annual Governance Statement 2021/22 – of the Annual return for financial year ended 31 March 2022.**
 - iii. **To consider Section 2 – Accounting Statements for 2021/22.**
 - iv. **To approve Section 2 – Accounting Statements 2021/22 of the Annual return for financial year ended 31/3/22.**
 - v. **Chairman to sign and date Section 2 – Accounting Statements for 2021/22.**
- e) **To agree schedule of regular payments.**
- f) **To review and agree the Bank mandate signatories.**
- g) **Passwords & PINS** – Chairman to receive and confirm acceptance of sealed details.
- h) **Allotments** – to consider purchase of chicken wire to protect fruit trees from deer damage

16. General items of business

- a) **Memorial bench corner of Northfield Road and Highgrove min 261** – to receive any responses from the resident consultation and consider location.

17. Community Hub

- a) **Official opening of Community Hub** – to receive and consider information from NLC.
- b) **Scale of Charges** – to agree and adopt Scale of Charges for hire of the Community Hub.
- c) **Letter box** – to consider installing a letter box at the Community Hub

18. Leisure & Recreation items

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

20. Police matters / Neighbourhood Action Team (NAT) / Office of Police & Crime Commissioner (OPCC) reports

- 21. **Councillor reports** - To receive reports from Councillors / Clerk on meetings attended representing Parish Council.

22. Correspondence for discussion/decision

23. Correspondence for information

- a) To note correspondence received for information - *Appendix H*
- b) To note any correspondence received after the agenda was posted.

24. Village complaints/compliments - To receive and consider any Village complaints and compliments

- a) Park View – condition of paths

25. Date/Time/Venue of Next Meeting

- a) To note Annual Parish meeting on Monday 23rd May 2022 at 7pm.
- b) To confirm date and time of next Full Parish Council meeting on Monday 13th June 2022 at 7pm.
Meetings to be held in the Community Hub, Messingham.

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.

- 26. **Path Kealhome Open Space min 272** – to receive and consider alternative suggestions and quotations for path.

List of Committees & Existing members – Appendix A

Planning Committee: Full Council

Leisure & Recreation Committee: Chairman, Vice Chair, Cllrs. Clark, Elsome, England, Foster, Skelton, Todd, Wright

Web Site Committee: Chairman, Cllrs. England, Foster, McKellarMain

Allotments Advisory Committee: Chairman, Vice-Chairman, Cllrs Briggs, England, Foster, Scott, Skelton, Todd, Barry Ross (1/2 acre rep) Chris Scott (Garden rep), Peter Chapman (Allotment liaison officer)

Personnel & Finance Committee: Vice Chairman, Cllrs Clark, Fenwick, Skelton, Todd

List of Outside Bodies & Existing Representatives – Appendix B

ERNLLCA: Cllr N Poole, Cllr T Foster

Messingham Memorial Playing Field Representatives: Councillors Holmes and Oatridge

Messingham Village Hall Representative: Councillor Holmes and Scott

Lincolnshire Wildlife Trust – Nature Reserve Representative: Councillor Clark

Sibelco Liaison Committee Representative: Councillor Poole

Regular Meeting Dates – Suggestions – Appendix C

Full Council – Second Monday of each month

Allotment Advisory Committee: Quarterly – June, September, *December if required* & March

Leisure & Recreation Committee: held as required

Personnel & Finance Committee: At least Annual – October / November prior to precept (Salary & Wages Review)

Web Site Committee: Held when required (Website Review)

Review of Polices & Procedures – Appendix D

- a) To review and approve the Standing Orders
- b) To review and approve the Financial Regulations
- c) To review and approve the Child Protection policy
- d) To review and approve the Adult Safeguarding policy
- e) To review and approve the Equality policy
- f) To review and approve the Health & Safety policy
- g) To review and approve the Complaints procedure policy
- h) To review and approve the Emergency Plan policy
- i) To review and approve the GDPR policy
- j) To review and approve the Subject Access Request policy
- k) To review and approve the Grievance policy
- l) To review and approve the Retention schedule policy
- m) To review and approve the Publication scheme policy
- n) To review and approve the Recording of Meetings policy
- o) To review and approve the Social Media policy
- p) To review and approve the Media policy
- q) To review and approve the Zero Tolerance policy

Clerk's Report - Appendix E

Min.

Accounts - To be passed for Payment – Appendix F

Ref	Date	Payee	Details	Vat	Total	Method
19	25/4/22	British Gas	Electric–Holme Meadow recreation field	0.99	20.76	Dd
20	26/4/22	British Gas	Electric-War Memorial	0.73	15.36	Dd
21	10/5/22	Public Works Loan Board	Half yearly loan repayment	0	1464.61	Dd
22	12/5/22	Three.co.uk	Clerk mobile	0	6.28	dd
23	12/5/22	Sissons Gardening Services	Gardening contract	0	474.44	online
24	12/5/22	Gainsborough Pest & Environ.	Mole control contract	0	80.00	Online
25	12/5/22	N Drinkall	Handyman services	0	523.00	Online
26	12/5/22	MKS Groundcare Ltd	Grass cutting contract	227.20	1363.20	online

27	12/5/22	MKS Groundcare Ltd	Verge cutting contract-Messingham	179.60	1077.60	online
28	12/5/22	R Dixon-Public Sector Audit	Internal Audit	0	590.00	online
29	12/5/22	No Worries Cleaning services	Contract cleaning at Community Hub	28.80	172.80	online
30	12/5/22	Corona Energy	Gas – Community Hub	2.87	60.20	online
31	12/5/22	nPower	Electric – Community Hub	1.37	28.85	online
32	12/5/22	NLC-Trade Waste 2022-23	Trade waste - Temperance Avenue	0	233.60	online
			Trade waste – Community Hub	0	233.60	
33	12/5/22	Messingham Bowls Club	Precept Grant	0	792.50	online
34	12/5/22	T Black – Clerk reimbursement	Teaspoons	0.38	2.25	online
			12 Mugs	0	15.00	
35	12/5/22	Salaries & wages	Salaries & Wages	0	1378.22	online
36	31/5/22		(separate confidential schedule)			

Receipts - Appendix G

Ref.	Date	Received from	Details	Amount	Method
1	April	Various	Allotment annual rent collection	690.00	online
2	April	Various	Allotment annual rent collection	736.00	cheque
3	April	Various	Allotment annual rent collection	48.00	cash
4	13/4/22	Cash sale at Hub	History books	10.00	cash
5	14/4/22	Messingham Junior FC	Season charge 2021-22/annual rent	739.00	online
6	25/4/22	Messingham Village Hall	Annual rent	1.00	online
7	29/4/22	NLC	Platinum Jubilee grant	157.87	online
			Precept 50% grant	36053.50	
			Precept Support Grant	1771.00	
8	29/4/22	Northern Powergrid	Wayleave	92.60	cheque
9	3/5/22	Messingham Scout Group	Annual rent	1.00	cheque
10	4/5/22	NLC	Spring in Bloom Grant	251.00	online

Correspondence for information – Appendix H

NLC forthcoming meetings

ERNLLCA newsletter

ERNLLCA – Clerk training day 16th June 2022 – Ropewalk, Barton