

Minutes of **Messingham Annual Parish Council** meeting held on **Tuesday 10th May 2022** at 7pm held in Messingham Community Hub and remotely via zoom.

Present: Councillors N Poole (Chair), J Briggs, W Elsome, J England, J Fenwick, J Oatridge, S Pollard, C Scott, P Skelton.

In Attendance: Tracey Black, Parish Clerk (via zoom)

Cllr P Wright attended the meeting via zoom and took no part in the meeting.

No members of the public were present

1. **Election of Chairman** - to elect a Chairman for 2022-23 and sign the Declaration of Acceptance of Office. Councillor N Poole was elected as Chairman. The Declaration of Acceptance to be signed and witnessed prior to the next meeting.
2. **Election of Vice Chairman** – to elect a Vice Chairman for 2022-23 and sign the Declaration of Acceptance of Office. Councillor J McKellar Main was elected as Vice-Chairman. The Declaration of Acceptance to be signed and witnessed prior to the next meeting.
3. **Register of Interests forms** – to inform all members to review their Register of Interests. Members were reminded to review their Register of Interest declarations and any changes to be given to the Clerk.
4. **Apologies of Absence**
Apologies were received from Cllrs. A Clark, T Foster, J McKellar Main (leave of absence granted), B Todd.
5. **Declarations of Interest** – none declared
6. **Public Forum** – no public were present
7. **Review of Committees**
To elect members to serve on Committees;
 - a) **Planning Committee** – Full Council
 - b) **Leisure & Recreation Committee**
Resolved: to re-elect en-bloc the existing committee of the Chairman, Vice Chairman, Cllrs A Clark, W Elsome, J England, T Foster, P Skelton B Todd and P Wright.
 - c) **Web Site Committee**
Resolved: to re-elect en-bloc the existing committee of Chairman, Cllrs J England, T Foster, J McKellar Main.
 - d) **Allotments Advisory Committee**
Resolved: to re-elect en-bloc the existing committee of the Chairman, Vice Chairman, Cllrs J Briggs, J England, T Foster, C Scott, P Skelton, B Todd, ½ acre representative - Mr B. Ross, Allotment liaison officer Mr P Chapman. Garden rep - Vacant
The Clerk reported that the vacancy for an Allotment garden rep. had been advertised on a newsletter to all allotment holders but no response had been received.
 - e) **Personnel & Finance Committee**
Resolved: to re-elect the existing committee of the Vice Chairman, Cllrs A Clark, J Fenwick, P Skelton, B Todd.
 - f) **To review and approve the terms of reference of each committee**
 - i) **Personnel and Finance committee** – **Resolved:** no changes to the existing terms of reference.
 - ii) **Allotment Advisory committee** – **Resolved:** no changes to the existing terms of reference.
 - iii) **Leisure & Recreation committee** – **Resolved:** no changes to the existing terms of reference.

Signature

Date

8. Election of Representatives onto outside bodies

To appoint representatives onto outside bodies;

- a) ERNLLCA District Committee meetings Representative. **Resolved:** to re-elect Cllrs. N Poole & T Foster.
- b) Messingham Memorial Playing Field Representatives – **Resolved:** to re-elect Cllr J Oatridge and elect Cllr S Pollard.
- c) Messingham Village Hall Representative – **Resolved:** to re-elect Cllr C Scott and elect Cllr S Pollard.
- d) Lincolnshire Wildlife Trust – Nature Reserve Representative – **Resolved:** to re-elect Cllr A Clark.
- e) Sibelco Liaison Committee Representative – **Resolved:** to re-elect Cllr N Poole.

9. To appoint an Internal Auditor for 2022/23

Resolved: to re-appoint the existing Internal Auditor Mr Richard Dixon.

10. Regular Meeting Dates

To agree regular meeting and committee meeting dates

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

11. To review Policies & Procedures

Review to take place at next meeting.

12. Minutes of previous Parish Council meeting

- a) The minutes of the Full Parish Council meeting on Monday 11th April 2022 were circulated to all members prior to the meeting. The minutes were agreed to be a true record and duly signed by the Chairman.

13. Clerks update – to receive an update from the Clerk on items not shown on this agenda

There were no items raised by the Clerk or any members.

14. Planning**a) To resolve the planning applications**

- 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.
Resolved: to Object for the following reasons;
 - The proposal is a commercial enterprise in a residential development.
 - Concerns of the loss of residential amenity of neighbouring properties.
 - There is very little on street parking which could result in neighbouring properties being adversely affected and giving rise to highway safety concerns.
 - The site is adjacent to the busy A159. Increased parking in this area would cause issues when leaving and entering the estate.
- ii) PA/2022/582 – Mr Taylor, 22 Holme Lane – to erect a two storey extension.
Resolved: No Objections.
- 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.
Resolved: No Objections.

Signature

Date

c) **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 approve the payments**

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 for Hub	0.38	2.25	online
			12 Mugs for Hub	0	15.00	
35	12/5/22	Salaries & wages	Salaries & Wages	0	1378.22	online
36	31/5/22		(separate confidential schedule)			

Resolved: to approve the payments.

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

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	23/4/22	Cash sale at Hub	History books	5.00	cash
7	25/4/22	Messingham Village Hall	Annual rent	1.00	online
8	29/4/22	NLC	Platinum Jubilee grant	157.87	online
			Precept 50% grant	36053.50	
			Precept Support Grant	1771.00	
9	29/4/22	Northern Powergrid	Wayleave	92.60	cheque
10	3/5/22	Messingham Scout Group	Annual rent	1.00	cheque
11	4/5/22	NLC	Spring in Bloom Grant	251.00	online

Signature

Date

- c) **To receive the Annual Internal Audit report and consider any recommendations;**
 The report had been circulated to all members prior to the meeting.
Summary – “The accounts and governance arrangements of the council have continued to be maintained to a very high standard and the internal financial control environment within the council is excellent. The assistance of the Clerk of the Council in the completion of this audit was much appreciated”.
Recommendations: there were no recommendations raised on the report.
- d) **Annual Governance & Accountability return (AGAR) for year ended 31 March 2022**
- i. **To consider and resolve assertions of Section 1 - Annual Governance Statement 2020/21**
 The Chairman read out the assertions and the Council resolved each response.
 - ii. **To approve, sign and date Section 1 - Annual Governance Statement 2021/22 - of the Annual return for financial year ended 31 March 2022.**
Resolved: Clerk & Chairman to duly sign and date Section 1.
 - iii. **To consider Section 2 - Accounting Statements for 2021/22**
 The Clerk confirmed the figures had been agreed by the Internal Auditor. The Chairman read out the figures.
 - iv. **To approve Section 2 - Accounting Statements 2021/22 - of the Annual Return for financial year ended 31 March 2022.**
Resolved: to approve Section 2.
 - v. **Chairman to sign and date Section 2 – Accounting statements for 2021/22**
 In accordance with AGAR instructions this document had been signed by the Clerk prior to submission for approval. **Resolved:** that the Chairman sign and date section 2.

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

- e) **To agree schedule of regular payments**
 The proposed schedule of regular payments had been circulated prior to the meeting.
Resolved: to approve the updated schedule of regular payments.
- f) **To review and agree the Bank mandate signatories**
Resolved: no change to the existing bank mandate.
- g) **Passwords & PINS – Chairman to receive and confirm acceptance of sealed details.**
 As the Clerk was not physically in attendance this would be carried forward to the next meeting.
- h) **Allotments – to consider purchase of chicken wire to protect fruit trees from deer damage.**
Resolved: to purchase wire when required, it was noted that this may not be required until Autumn.

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 approval of this location.**
 The Clerk reported that no objections or comments had been received from the nearby residents.
Resolved: to approve this location for the bench. Clerk to determine with NLC the procedure and approval for the exact location.

17. Community Hub

- a) **Official opening of Community Hub – to receive and consider information from NLC.**
 The Chairman reported that NLC would like to hold an official opening of the Hub on Friday 10th June 2022 2-3pm. Clerk to liaise with NLC regarding arrangements.
- b) **Scale of Charges – to agree and adopt Scale of Charges for hire of the Community Hub.**
Resolved: £1 / person for all Village non-profit organisations / Community groups.
 £10 / hour for Village commercial hire.
 Clerk to seek charging structure from neighbouring Town / Parish Councils prior to considering the charge for non-Village hire.

Signature

Date

- c) **Letter box – to consider installing a letter box at the Community Hub.**
Resolved: to purchase an external locking post box and place on the rear of the building to reduce the risk of misuse.
- d) **Bean bags** – suggestion from library volunteers for bean bags for the adults to accompany their children in the Children’s area of the library. Clerk to determine if NLC Library services have any bean bags available.
- e) **Damage to building roof corner.**
The Chairman reported that damage to the guttering, fascia and roof tiles at the corner of the roof had been incurred by a delivery driver to a nearby business whilst reversing. The company has accepted responsibility and approved the quotation to remedy. Clerk to arrange for the work to take place.
18. **Leisure & Recreation items**
- a) **MJFC – request to store goal posts on playing field extension on Northfield Road.**
Resolved: goal posts to be removed from site between each use.
19. **Ridge Ward Councillor report - To receive a report from Ridge Ward Councillors on NLC activities**
- 18 May 2022 – 10:30am Mayor making at Normanby Hall & 1:30pm formal business at the Pods.
20. **Police Matters/Crime report/Neighbourhood Action Team (NAT)/Office Police & Crime Commissioner**
The clerk reported that the Crime report had not been received and would circulate on receipt.
21. **Councillor / Clerk Reports – To receive reports on meetings attended representing the Parish Council.**
- a) It was reported that a new fence along the side of the field at Northfield Road had been installed to prevent access by nuisance quad bikes.
22. **Correspondence for Discussion/Decision** - none received
23. **Correspondence for Information**
- a) **To note correspondence received for information.**
- i) NLC forthcoming meetings – noted and placed on notice board.
- ii) ERNLLCA newsletter – emailed to members on receipt.
- iii) ERNLLCA – Clerk get together and training day 16th June 2022 – Ropewalk, Barton. The Clerk reported that she would unfortunately be unable to attend on this occasion.
- b) **To note any correspondence received after the agenda was posted.**
- i) NLC Standards Training – the Clerk has slides and YouTube link from the course in March.
- ii) Holy Trinity Church – Platinum Jubilee Community Service – Thursday 2nd June 2022 at 2pm followed by refreshments. The Clerk advised that the jubilee merchandise had arrived and would pass some on to the Church as previously agreed. Bunting to also be put up at the Community Hub.
24. **Village Complaints/Compliments – to receive and consider any Village complaints and compliments.**
- a) Park View – poor condition of paths reported by a resident. Clerk to report to NLC and Ward Councillors.
- b) It was noted that private football coaching was taking place on Holme Meadow recreation field. The Clerk reported that this had been investigated previously when MJFC had advised that they were involved with the sessions.
Resolved: to ascertain if the coach is making a charge for his services.
25. **Date/Time/Venue Of Next Meeting**
- a) To note Annual Parish meeting on Monday 23rd May 2022 at 7pm.
- b) The next Parish Council meeting was confirmed as Monday 13th June 2022 at 7pm.
Meetings to be held in the Community Hub, Messingham.

Signature

Date

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

24. **Path at Kealholme Open Space Min. 272 – to receive and consider alternative suggestions and quotations for path.**

The Clerk reported that two of the three original contractors had provided alternative suggestions to reduce the cost, which involved timber edging or no edging.

Resolved: to apply for £3,000 grant from NLC towards the cheapest quotation of £6,120.

This concluded the business of the meeting. Meeting closed at 20:06