

# MESSINGHAM PARISH COUNCIL

Parish Clerk: Tracey Black  
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## **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 **Monday 15<sup>th</sup> May 2023 at 7pm** in Messingham Community Hub, Wendover Road, for the purpose of transacting the following business.

Tracey Black  
Clerk to the Parish Council

10<sup>th</sup> May 2023

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### **AGENDA**

1. **Election of Chairman** – to elect a Chairman for 2023-24 and to sign the Declaration of Acceptance of Office.
2. **Election of Vice Chairman** – to elect a Vice Chairman for 2023-24.
3. **Declaration of Acceptance of Office of Members**
  - i) To receive signed Declarations of Office from members.
  - ii) To agree a date for signed declarations of office of members not in attendance.
4. **Register of interest forms**  
To remind all members Register of Interest forms to be completed and returned within 28 days of taking office.
5. **Co-option of councillor to fill vacancy**  
To be notified vacant post being advertised for co-option at meeting on 12<sup>th</sup> June 2023.
6. **Apologies of absence**  
To receive apologies for absence.
7. **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.
8. **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.*
9. **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.
10. **Election of representatives onto outside bodies - Appendix B**
  - a) To appoint representatives onto outside bodies.
11. **To appoint an internal auditor for 2023/24**
12. **To agree Regular meeting and committee meeting dates - Appendix C**
13. **To Review Policies & Procedures – Appendix D**
14. **Minutes of previous Full Council meeting**
  - a) To resolve to approve as a correct record the minutes of the Full Parish Council meeting on Tuesday 11<sup>th</sup> April 2023.

**15. Clerks report**

To receive an update from the Clerk on items from the minutes not shown on this agenda - **Appendix E**

**16. Planning**

**a) To receive planning applications from NLC and resolve a response**

i) PA/2023/667 – P Sembiante, Kieradan Park, North Moor Road - to erect a new classroom.

**b) To receive decisions made by NLC**

i) PA/2023/100 – J Martin, 14 Cherry Way – to erect a single-storey rear extension - Granted

**17. 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 2023**

i. **To consider and resolve assertions of Section 1 – Annual Governance statement 2022/23**

ii. **To approve, sign and date Section 1 – Annual Governance Statement 2022/23 – of the Annual return for financial year ended 31 March 2023.**

iii. **To consider Section 2 – Accounting Statements for 2022/23.**

iv. **To approve Section 2 – Accounting Statements 2022/23 of the Annual return for financial year ended 31/3/23.**

v. **Chairman to sign and date Section 2 – Accounting Statements for 2022/23.**

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) **Friends of Messingham School** – to agree a donation towards transport of Messingham School to Wembley.

i) **Holme Meadow height barrier / gate** – to be notified of damage caused by vehicle and quotation to rectify.

**18. General items of business**

**19. Community Hub**

a) **Gas contract - Min 246iii)** – to receive new rates from NLC against comparison prices and agree any action.

**20. Leisure & Recreation items**

**21. Allotment items**

a) **Rabbit population causing damage** – to consider action.

**22. Messingham Ward Councillor report** - To receive a report from Messingham Ward Councillor on NLC activities

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

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

**25. Correspondence for discussion/decision**

**26. Correspondence for information**

a) To note correspondence received for information - **Appendix H**

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

**27. Village complaints/compliments** - To receive and consider any Village complaints and compliments

**28. Date/Time/Venue of Next Meeting**

a) To confirm date and time of next Full Parish Council meeting on Monday 12th June 2023 at 7pm.

b) To confirm date and time of the Allotment Advisory Committee meeting on Monday 19<sup>th</sup> June 2023 at 7pm.

c) To agree a meeting of a working group for the Horticultural Show.

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.**

**29. Vacant Small Holding plots – Min 263** – to receive advice received from Whitaker Land Agency and consider action.

**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), Steve Waddingham (Garden rep)

**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:** Cllr J Oatridge, *Cllr S Pollard*

**Messingham Village Hall Representative:** Cllr C Scott, *Cllr S Pollard*

**Lincolnshire Wildlife Trust – Nature Reserve Representative:** Cllr A Clark

**Sibelco Liaison Committee Representative:** Cllr. N 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 Policies & 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 Equality policy
- d) To review and approve the Health & Safety policy
- e) To review and approve the Complaints procedure policy
- f) To review and approve the Emergency Plan policy
- g) To review and approve the GDPR policy
- h) To review and approve the Subject Access Request policy
- i) To review and approve the Grievance policy
- j) To review and approve the Retention schedule policy
- k) To review and approve the Publication scheme policy
- l) To review and approve the Recording of Meetings policy
- m) To review and approve the Social Media policy
- n) To review and approve the Media policy
- o) To review and approve the Zero Tolerance policy

**Clerk's Report - Appendix E**

Min 246ii) – Orchard Close – parked vehicles on double yellow line opposite Community Hub-update.

Min 246vi) – Advertisement boards on roundabout on Wendover Road-receive update from NLC planning.

Min 249c) – Devolution of bus shelter and sign cleaning – informal meeting arranged for Weds. 31<sup>st</sup> May at 1pm in the Hub.

Min 252b) – MJFC request for Holme Meadow Field – to receive update from MJFC of age group being U12's (Year 7).

Min 258i) – Verge parking - to receive update from NLC.

## Accounts - To be passed for Payment – Appendix F

Ref	Date	Payee	Details	Vat	Total	Method
16	26/4/23	British Gas	Electric-War Memorial	0.92	19.32	Dd
17	5/5/23	British Gas	Electric–Holme Meadow recreation field	0.94	19.84	Dd
18	10/5/23	Public Works Loan Board	Half yearly loan repayment	0	1464.61	Dd
19	12/5/23	Three.co.uk	Clerk mobile	0	6.28	dd
20	17/5/23	Sissons Gardening Services	Gardening contract	0	474.44	online
21	17/5/23	Gainsborough Pest & Environ.	Mole control contract	0	80.00	Online
22	17/5/23	N Drinkall	Handyman services	0	612.00	Online
23	17/5/23	R Dixon-Public Sector Audit	Internal Audit	0	650.00	online
24	17/5/23	No Worries Cleaning services	Contract cleaning at Community Hub	30.40	182.40	online
25	17/5/23	Corona Energy	Gas – Community Hub	10.72	225.05	online
26	17/5/23	nPower	Electric – Community Hub	2.92	61.32	online
27	17/5/23	NLC-Trade Waste 2022-23	Trade waste - Temperance Avenue Trade waste – Community Hub	0 0	259.60 259.60	online
28	17/5/23	Messingham Junior Football Club	Precept Grant	0	1895.00	online
29	17/5/23	Messingham Cricket Club	Precept Grant	0	1600.00	Online
30	17/5/23	Office Friends	Printing paper / envelopes	3.62	21.72	online
31	17/5/23	Chubb Fire & Security Ltd	Fire extinguisher servicing	11.60	69.60	online
32	17/5/23	T Clark (Clerk) – reimbursement	Key cut for Holme Meadow – MHFS	2.25	13.50	online
33	17/5/23	Wave	Water – Allotments	0	12.71	Dd
34	17/5/23	Wave	Water – Holme Meadow recreation field	0	17.77	Dd
35	17/5/23	British Gas	Electric – War Memorial	0.90	18.98	Dd
36	19/5/23	Wave	Water – War Memorial	0	99.08	online
37	22/5/23	British Gas	Electric-MUGA	0.82	17.17	Dd
38	17/5/23	Salaries & wages	Salaries & Wages	0	1452.85	online
39	31/5/23		(separate confidential schedule)			

## Receipts - Appendix G

Ref.	Date	Received from	Details	Amount	Method
1	April	Various	Allotment annual rent collection	884.50	online
2	April	Various	Allotment annual rent collection	72.50	cheque
3	April	Various	Allotment annual rent collection	101.50	cash
4	17/4/23	Aviva	Lawn mower insurance claim	495.83	online
5	17/4/23	Sandelands J&J	New Allotment 13A-deposit/rent/expenses	59.00	online
6	17/4/23	NLC	Coronation grant	178.00	online
7	24/4/23	Messingham Scout Group	Annual rent	1.00	online
8	25/4/23	NLC	Precept 50% grant Precept Support Grant	35,500.00 1771.00	online
9	28/4/23	Messingham Junior FC	Season charge 2022-23/annual rent	695.00	online
10	28/4/23	Messingham Village Hall	Annual rent	1.00	online
11	29/4/23	Northern Powergrid	Wayleave	90.48	cheque

## Correspondence for information – Appendix H

NLC forthcoming meetings  
ERNLLCA newsletter