

Minutes of **Messingham Parish Council Annual** meeting held on **Monday 15th May 2023** at 7pm held in Messingham Community Hub.

Present: Councillors N Poole (Chair), J Briggs, A Clark, W Elsome, J England, J Fenwick, J McKellar Main, C Scott, S Shaw, P Skelton, A Tasker, P Wright.

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

1. **Election of Chairman** - to elect a Chairman for 2023-24 and sign the Declaration of Acceptance of Office. Councillor N Poole was re-elected as Chairman and signed the Declaration of Acceptance.
2. **Election of Vice Chairman** – to elect a Vice Chairman for 2023-24. Councillor J McKellar Main was re-elected as Vice-Chairman.

3. **Declaration of Acceptance of Office of Members**
Declarations of Acceptance of Office had been signed by the members present, immediately prior to the meeting in the presence of the Clerk who had duly countersigned the forms.
Resolved: members not present to complete the Declaration of Acceptance by 11th June 2023.

The Chairman welcomed Cllr Simon Shaw on to Messingham Parish Council.

4. **Register of Interests forms**
Members were reminded that outstanding Register of Interest declarations are to be returned to the Clerk within 28 days of taking office.
5. **Co-option of councillor to fill vacancy**
The Clerk reported that following the Local Parish elections there was a vacancy for one Councillor. On the instructions of NLC this has been advertised and co-option will at the meeting on 12th June 2023.
6. **Apologies of Absence**
Apologies were received from Cllrs. T Foster and J Oatridge.
7. **Declarations of Interest**
Cllr P Skelton – Agenda item 15d – declared a prejudicial interest as the Treasurer of MJFC.
8. **Public Forum** – no public were present
9. **Review of Committees**
To elect members to serve on Committees;
 - a) **Planning Committee** – **Resolved:** Full Council
 - b) **Leisure & Recreation Committee**
Resolved: to re-elect the Chairman, Vice Chairman, Cllrs A Clark, W Elsome, J England, T Foster, P Skelton, 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 the Chairman, Vice Chairman, Cllrs J Briggs, J England, T Foster, C Scott, P Skelton, and to elect Cllr A Tasker.
Garden rep – Mr S. Waddingham. There would not be a ½ acre rep. due to retirement of the tenant.

Signature

Date

- e) Personnel & Finance Committee
Resolved: to re-elect the Vice Chairman, Cllrs A Clark, J Fenwick, P Skelton and to elect Cllr A Tasker.
- 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:** to remove Half Acre Smallholding representative from point 2 and approve.
- iii) Leisure & Recreation committee – **Resolved:** to remove the Churchyard from point 8e) and approve.

10. 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 P Wright.
- c) Messingham Village Hall Representative – **Resolved:** to re-elect Cllr C Scott.
- 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.

11. To appoint an Internal Auditor for 2023/24

Resolved: to re-appoint the existing Internal Auditor Mr Richard Dixon, Public Sector Audit.

12. Regular Meeting Dates

To agree regular meeting and committee meeting dates

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

13. To review Policies & Procedures – Appendix E

- a) To review and approve the Standing Orders
 The Clerk reported that the threshold for Contracts Finder had increased to £30,000. Advice received from ERNLLCA to update when NALC releases new Model Standing Orders.
Resolved: no amendments and to approve the Standing Orders
- b) To review and approve the Financial Regulations
 The Clerk reported that the threshold for Contracts Finder had increased to £30,000. Advice received from ERNLLCA to update when NALC releases new Model Financial Regulations.
Resolved: no amendments and to approve the Financial Regulations.
- c) To review and approve the Equality policy
Resolved: no amendments and to approve the Equality policy
- d) To review and approve the Health & Safety policy
Resolved: no amendments and to approve the Health & Safety policy
- e) To review and approve the Complaints procedure policy
Resolved: no amendments and to approve the Complaints policy
- f) To review and approve the Emergency Plan policy
Resolved: to update the Village Hall contacts & Ward contacts and approve the Emergency Plan policy
- g) To review and approve the GDPR policy
Resolved: no amendments and to approve the GDPR policy

Signature

Date

- h) To review and approve the Subject Access Request policy
Resolved: no amendments and to approve the Subject Access Request policy
- i) To review and approve the Grievance policy
Resolved: no amendments and to approve the Grievance policy
- j) To review and approve the Retention schedule policy
Resolved: no amendments and to approve the Retention schedule policy
- k) To review and approve the Publication scheme policy
Resolved: to remove Handyman from 'Staffing' section and to approve the Publication scheme policy
- l) To review and approve the Recording of Meetings policy
Resolved: no amendments and to approve the Recording of meeting policy
- m) To review and approve the Social Media policy
Resolved: no amendments and to approve the Social Media policy
- n) To review and approve the Media policy
Resolved: no amendments and to approve the Media policy
- o) To review and approve the Zero Tolerance policy
Resolved: no amendments and to approve the Zero Tolerance policy
14. **Minutes of previous Parish Council meeting**
- a) The minutes of the Full Parish Council meeting on Tuesday 11th April 2023 had been circulated to all members prior to the meeting.
Resolved: to approve the minutes to be signed by the Chairman.
15. **Clerks update – to receive an update from the Clerk on items not shown on this agenda**
- a) **Min 246ii) – Orchard Close – parked vehicles on double yellow line opposite Community Hub-update.**
NLC Parking & Community Wardens Team Leader had responded that they have not witnessed the vehicle and had not had a late night patrol.
The Clerk reported that the vehicle had been reported to the vehicle owners - Office Friends, who had spoken with the driver and had advised the employee will refrain from illegally parking.
- b) **Min 246vi) – Vacant Advertisement boards on roundabout on Wendover Road - receive update from NLC planning.**
Response from NLC planning that despite a 5 year consent the use can continue until NLC take discontinuation action due to danger to the public or substantial injury to the amenity of the locality.
Resolved: to respond that as the advertisement boards have been vacant for some time this would indicate that there is no requirement for them and they only serve to pose an additional hazard for motorists by reducing the visibility when negotiating the roundabout.
- c) **Min 249c) – Devolution of bus shelter and sign cleaning – informal meeting arranged for Weds. 31st May at 1pm in the Hub – Noted – to report back to next meeting.**
- Cllr P Skelton left the room prior to the following item*
- d) **Min 252b) – MJFC request for Holme Meadow Field – to receive update from MJFC of age group being the U12's (Year 7).**
Resolved: agreeable to the use of the field.
- i) **Steel U peg in mower**
The Clerk reported that the grass cutter had got a steel peg lodged in the cylinder of his mower and had to grind it out to remove and also found 2 additional pegs whilst cutting. The Clerk had reminded MJFC of their agreement to mark the pegs in a bright colour or place a ribbon on the pegs to identify - of which the pegs weren't - and importantly to count the pegs out and in. It was reiterated to MJFC that they would be liable for any cost incurred to the mower due to damage caused by steel pegs. No response had been received.

Signature

Date

Resolved: to write to MJFC to advice disappointment of no response to the severity of the issue; to determine the proposed action to prevent reoccurrences; relay the concern of refusal by the contractor to cut due to risk of damage to his mower; consideration may need to be given to the requirement of a Bond in the future. It was also agreed to request a practice and fixture list.

Cllr P Skelton returned to the meeting room

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

NLC Parking & Community Wardens Team Leader had reported that NLC do not have the power to enforce verge and footway parking. They can put in place traffic regulation orders but a long process. The Clerk had queried this as had previously been informed by NLC of the enforcement process. No response received.

Resolved: to forward the response to the Chairman as Ward Councillor.

16. Planning

a) To resolve the planning applications

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

Resolved: No Objections.

c) 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 approve the payments

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	0	259.60	online
			Trade waste – Community Hub	0	259.60	
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 Black (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

Signature

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38	17/5/23	Salaries & wages	Salaries & Wages	0	1452.85	online
39	31/5/23		(separate confidential schedule)			

*Item 31 - The Clerk reported the invoice from Chubb included an Attendance Fee of £25 ex. Vat instead of £21.90 and the invoice had been placed on hold with Chubb until rectified.

Resolved: to approve the payments with item 31 to be paid when rectified.

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	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

c) To receive the Annual Internal Audit report and consider any recommendations;

The report had been circulated to all members prior to the meeting.

1. ADHERENCE TO FINANCIAL REGS. & STANDING ORDERS

- PC may wish to update Standing Orders (18a.c) and Financial Regs. (11.1.b) to reflect increase in Government procurement threshold under Public Contract Regulations.
Action – as per Minute 13a & 13b.

2. ADEQUATE PAYMENT CONTROLS

- All VAT incurred by PC, when in possession of a valid VAT receipt/invoice should be reclaimed.
Action – £2.50 unclaimed in 2022/23. All future VAT to be reclaimed on payments where there is a VAT number but no amount. See payment ref. 32 above.
- All donations to Registered Charities to be identified in accounts as s.137 expenditure.
Note - The Clerk reported that ERNLLCA had advised in the past that the donation for the wreath to Royal British Legion could be paid from the Chairmans allowance.
Action – all future payments to Registered Charities to be paid from s.137.

3. ADEQUATE INCOME CONTROLS

- The Allotment Scale of Charges should include the charge for deposits.
Action – Deposit amount to be included in future reviews of Allotment charges.
- To maintain a periodical receipts control that identifies the date(s) on which income is due and actually received/banked. Income received without the need to raise an invoice or other document to request payment from a third party, such as wayleaves, should be recorded.
- The periodical control record to be provided to audit for review and verification income due and received.
Action – Clerk reported that a record for monitoring is kept and will submit this with future audits.

4. ADEQUATE BANK RECONCILIATIONS

- The Chairman to sign against the month end balance of the bank statement to confirm that the bank reconciliation agrees to the bank statement.
Action – Chairman to sign future bank statements as proof of check.

Signature

Date

Summary – “The accounts and governance arrangements of the council have again been maintained to a very high standard and the assistance of the Clerk of the Council in the completion of this audit was much appreciated. The internal financial control environment within the council is excellent and the consideration and adoption of the above recommendations and advisory note with strengthen the systems, procedures and governance arrangements already in place”.

The Clerk was thanked for her work with the annual audit.

Resolved: to adopt the agreed actions and approve the audit.

- 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**
The Chairman read out the assertions and the Council resolved each response.
 - ii. **To approve, sign and date Section 1 - Annual Governance Statement 2022/23 - of the Annual return for financial year ended 31 March 2023.**
Resolved: Clerk & Chairman to duly sign and date Section 1.
 - iii. **To consider Section 2 - Accounting Statements for 2022/23**
The Clerk circulated a copy of Section 2 and confirmed the figures had been agreed by the Internal Auditor.
 - iv. **To approve Section 2 - Accounting Statements 2022/23 - of the Annual Return for financial year ended 31 March 2023.**
Resolved: to approve Section 2.
 - v. **Chairman to sign and date Section 2 – Accounting statements for 2022/23**
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: to REMOVE Cllr Barbara Todd and Cllr John England from the Bank mandate to ADD Cllr James McKellar Main and Cllr Andrew Clark to the Bank mandate.
All other signatories of Cllr N Poole; Cllr Julia Briggs; Cllr Trevor Foster; Tracey Black (Clerk) to remain the same. Signing by any two signatories to remain the same.
- g) **Passwords & PINS – Chairman to receive and confirm acceptance of sealed details.**
The Clerk handed the Chairman a sealed envelope of updated passwords and PINs in accordance with 6.11 of the Financial Regulations.
- h) **To agree a donation towards transport of Messingham School to Wembley.**
The Clerk reported that a Just Giving Page had been set up.
Resolved: £100 donation from the Chairmans Allowance. Clerk to arrange payment to the Fund raising organisor.
- i) **Holme Meadow height barrier / gate – to be notified of damage caused by vehicle and quotation to rectify.**
The Clerk reported that a stolen vehicle had collided with the height barrier / gate / fencing on 28/29 April 2023 and caused damage. The incident had been reported by the public to the Police.
Resolved: to move the item to Confidential part of the meeting due to the confidential nature of the quotation received.

Signature

Date

18. **General Items of Business** - no items
19. **Community Hub**
- a) **Gas contract - Min 246iii) – to receive new rates from NLC against comparison prices and agree any action.**
The Clerk reported that NLC had circulated the new Gas rates for 2023/24. The unit rate is variable each month and will be subject to market changes. Based on the 'cash out' calculation the process reconciles forward purchased price with the final price achieved. Both the average cost per kwh and standing charge to remain on the NLC contract with Corona Energy are more than the fixed priced contracts quoted by Bionic Business.
Resolved: to terminate the contract through NLC and transfer to British Gas Lite on a 1 year contract.
- b) **Remote thermostat – Min 246iii).**
The Clerk reported that the Gas engineer had quoted £255 inc. VAT to supply and fit either a Hive system or a Honeywell system.
Resolved: to install the remotely operated system recommended by the engineer.
20. **Leisure & Recreation items** – no items
21. **Allotment items**
- a) **Rabbit population causing damage – to consider action.**
The Clerk reported that an Allotment holder had reported an issue with the number of rabbits at the bottom of the site and asked permission to use firearms as hold relevant qualifications.
Resolved: For the safety of the public the Parish Council cannot allow the use of firearms. On-going action is being taken to control the problem in the village.
22. **Messingham Ward Councillor report**
18 May 2023 – Mayor making at Normanby Hall 10:30am and Councillors to be sworn in.
23. **Police Matters/Crime report/Neighbourhood Action Team (NAT)/Office Police & Crime Commissioner**
Resolved: next meeting of NAT could be held at Community Hub and be Free Of Charge.
24. **Councillor / Clerk Reports** – none received.
25. **Correspondence for Discussion/Decision** - none received
26. **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.
- b) **To note any correspondence received after the agenda was posted.**
- i) ERNLLCA – Councillor networking event on Thursday 25 May 2023 10–12pm, Waters Edge, Barton, Free. Clerk to circulate.
27. **Village Complaints/Compliments** – to receive and consider any Village complaints and compliments.
- a) War Memorial floodlighting – complaint from adjacent neighbour of glare.
Resolved: Chairman to visit property to determine problem / solution.
- b) War Memorial grass overgrown
Resolved: additional weekly cuts to be carried out when required on all areas in Messingham.

Signature

Date

- c) Ashlin Court – requires strimming
Resolved: Clerk to contact contractor.
- d) Blocked drainage grips on Brigg Road between the Sand Quarry and Bellevue Farm.
Resolved: Clerk to report to NLC.
- e) Blocked drain on Ashberry Drive by tree root.
Resolved: Clerk to report to NLC.
- f) Blocked drain on junction of Scotter Road & Brigg Road.
Resolved: Clerk to report to NLC.
- g) Blocked drainage grip on Holme Lane between 30mph sign and recreation field
Resolved: Clerk to report to NLC.
- h) 1 Brigg Road – derelict property – concerns of safety as site not always secure.
Resolved: Clerk to report to NLC planning enforcement officer.
- i) Butterwick Road hill and West View – speeding vehicles.
Resolved: Clerk to chase progress with NLC of the speed limit review.
- j) Butterwick Road hill – encroaching verges.
Resolved: Clerk to chase with NLC.
- k) High Street – Weed growth in kerbside from Cross Tree Lane to Fish & Chip shop.
Resolved: Clerk to report to NLC.
- l) Butterwick Road hill – overgrown hedge blocking visibility of 30 mph signs.
Resolved: Clerk to report to NLC.
- m) Mini-roundabout Northfield Road / Holme Lane junction – Cracked and crumbling.
Resolved: Clerk to report to NLC.

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.**
Resolved: to hold next Full Parish Council meeting on Monday 12th June 2023 at 7pm.
- b) **To confirm date and time of Allotment Advisory Committee meeting on Monday 19 June 2023 7pm.**
Resolved: to hold Allotment Advisory Committee meeting on Monday 19 June 2023 at 7pm.
- c) **To agree a meeting of a working group for the Horticultural Show.**
Resolved: to hold a working group meeting. Clerk to circulate a date.
Meetings to be held in the Community Hub, Messingham.

29. 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

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

The Clerk had circulated the Land Appraisal document prior to the meeting. The various options were discussed.

Resolved: Farm Business Tenancy for 3 years. Delegate Chairman and Clerk to agree Terms & Conditions with Whitaker Land Agency.

Signature

Date

31. Holme Meadow height barrier / gate / palisade fencing – to be notified of damage caused by vehicle and quotation to rectify. (see Minute 17i)

The Clerk reported that Messingham Show Committee had advised that their insurance may be void if they are unable to secure the field around Messingham Show period of 10th June 2023.

It was noted that the height barrier and gate had been a bespoke fabrication by Quibell Fabrications Ltd in January 2021.

Resolved: To submit an Insurance claim. Agreed the work must be carried out to make safe and secure the field regardless of the success of the Insurance Claim. To accept the quotation from Quibell Fabrications Ltd of £1900 + VAT and proceed with the work.

This concluded the business of the meeting. Meeting closed at 20:33.

Signature

Date