

# 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 13<sup>th</sup> May 2024 at 7pm** in Messingham Community Hub, Wendover Road, for the purpose of transacting the following business.

Tracey Black  
Clerk to the Parish Council

8<sup>th</sup> May 2024

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### **AGENDA**

1. **Election of Chairman** – to elect a Chairman for 2024-25 and to sign the Declaration of Acceptance of Office.
2. **Election of Vice Chairman** – to elect a Vice Chairman for 2024-25.
3. **Register of interest forms** - to inform all members to review their Register of Interests.
4. **Apologies of 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 2024/25.**
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 Tuesday 8<sup>th</sup> April 2024.
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/2024/453–Mr & Mrs G Parkes, 6 Well Street–to erect 1.5 storey side, two-storey and single storey rear extensions.
    - ii) PA/2024/467 – E Brasier, 3 Kealholme Road–demolition of existing conservatory and flat roof extension and replacement with new pitched roof extension.
    - iii) PA/2024/499 – L Abrams, 64 Brigg Road – permission to install dropped kerb on property front.

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

- i) PA/2024/56 – L White, North Moor Road - use of land for commercial fishing and erect single-storey brick messroom/storeroom – Granted.
  - ii) PA/2024/69 – S Davidos, Hawthorn Cottage, Butterwick Road – to erect two-storey extension, garage and alterations- Granted.
  - iii) PA/2024/155 – G Parkes, 39A Knightsbridge Road – to erect two-storey and single-storey side/front extensions, construct a ‘wrap around’ balcony at first-floor level to side/front and install doors/spiral staircase and side extension to existing swimming pool – Granted.
  - iv) PA/2024/200 – T Woollass, 19 Well Street – to erect a single-storey rear extension and front porch – Granted.
  - v) PA/2024/201 – A Brown, Edgewood, Holme Lane – to erect double garage and extend existing double garage by 2.7m to provide home office, studio space, tea point/kitchenette, also guest bedroom and shower room – Granted.
  - vi) PA/2024/243 – Mr & Mrs A Thomas, Amazing Grace, Butterwick Road – to vary cond. 2 of PA/2022/1626 add. Material details, changes to roof and inclusion of entrance gates and walls – Granted.
  - vii) PA/2024/283 – V Bolger, 14 Allison Close – to erect a single-storey rear extension and alterations – Granted.
- c) To receive appeal decisions**
- i) PA/2023/1208 – M Smith, land south off Butterwick Road – to erect dwelling with all matters reserved – Appeal dismissed.

**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 2024**
  - i. **To consider and resolve assertions of Section 1 – Annual Governance statement 2023/24**
  - ii. **To approve, sign and date Section 1 – Annual Governance Statement 2023/24 – of the Annual return for financial year ended 31 March 2024.**
  - iii. **To consider Section 2 – Accounting Statements for 2023/24.**
  - iv. **To approve Section 2 – Accounting Statements 2023/24 of the Annual return for financial year ended 31/3/24.**
  - v. **Chairman to sign and date Section 2 – Accounting Statements for 2023/24.**
- e) **To agree schedule of regular payments.**
- f) **To review and agree the Bank mandate signatories.**

**16. General items of business**

- a) **Speed Indicator Display (SID) min. 247** – to receive response from NLC Community Grants to change of specification of SID and subsequent comments from NLC Highways and Morelock signs. Agree action.
- b) **Height barrier at car park at Village Hall** – to be notified of damage by vehicle and action taken.

**17. Community Hub**

- a) To receive request for copying / printing facility at the Community Hub and consider purchase.

**18. Leisure & Recreation items**

- a) **Play Area Swings** – to receive response from NLC regarding the head casting and action taken.

**19. Messingham Ward Councillor report** - To receive a report from Messingham Ward Councillor 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

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

- a) To confirm date and time of next Full Parish Council meeting on Monday 10<sup>th</sup> June 2024 at 7pm.
- b) To agree date and time of the Allotment Advisory Committee meeting.
- c) To agree a meeting of a working group for the Horticultural Show.  
Meetings to be held in the Community Hub, Messingham.

- 26. 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.**
- 27. Children's Play Area – Northfield Road**  
To receive and consider the alternatives and quotations to replace / repair MUGA post.
- 28. Changing room, Toilets & Storage Facility – Holme Meadow Recreation Field –** to receive progress report following meeting.

**List of Committees & Existing members – Appendix A**

**Planning Committee:** Full Council

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

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

**Allotments Advisory Committee:** Chairman, Vice-Chairman, Cllrs Briggs, England, Foster, Scott, Skelton, Tasker  
Steve Waddingham (Garden rep)

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

**Horticultural Show working group:** *Cllr Poole, Cllr McKellar Main, Cllr Foster, Cllr Scott, Angela Foster, Clerk*

**List of Outside Bodies & Existing Representatives – Appendix B**

**ERNLLCA:** Cllr N Poole, Cllr T Foster

**Messingham Memorial Playing Field Representatives:** Cllr J Oatridge, Cllr P Wright

**Messingham Village Hall Representative:** Cllr C Scott

**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 Equality policy
- b) To review and approve the Health & Safety policy
- c) To review and approve the Complaints procedure policy
- d) To review and approve the Emergency Plan policy
- e) To review and approve the GDPR policy
- f) To review and approve the Subject Access Request policy
- g) To review and approve the Grievance policy
- h) To review and approve the Retention schedule policy
- i) To review and approve the Publication scheme policy
- j) To review and approve the Recording of Meetings policy
- k) To review and approve the Social Media policy
- l) To review and approve the Media policy
- m) To review and approve the Zero Tolerance policy

**Clerk's Report - Appendix E**

Min. 253 – Childrens Play Area – to receive update on moss work and cleaning of equipment.

Min 258 – Christmas tree at War Memorial – work carried out to reduce height and re-shape. Light sets had become detached but all now working. Platform not used by contractor but flag pole cleaned to height of reach of ladder.

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

Ref	Date	Payee	Details	Vat	Total	Method
15	18/4/24	British Gas	Electric-War Memorial	1.04	22.01	dd
16	19/4/24	David Austin Roses	Roses – new Queen Elizabeth mem. garden	16.96	101.70	d.card
17	23/4/24	British Gas	Electric–Holme Meadow recreation field	0.72	15.25	dd
18	23/4/24	Edf energy	Gas – Community Hub	7.19	150.97	dd
19	10/5/24	Public Works Loan Board	Half yearly loan repayment	0	1464.61	dd
20	13/5/24	Three.co.uk	Clerk mobile	1.09	6.55	dd
21	14/5/24	British Gas	Electric – MUGA	0.96	20.32	dd
22	15/5/24	Sissons Gardening Services	Gardening contract	0	474.44	online
23	15/5/24	Gainsborough Pest & Environ.	Mole control contract	0	85.00	Online
24	15/5/24	N Drinkall	Handyman services	0	620.50	Online
25	15/5/24	No Worries Cleaning services	Contract cleaning at Community Hub	40.00	240.00	online
26	15/5/24	LA Slingsby	Contract – verge cutting	0	1481.70	online
27	15/5/24	LA Slingsby	Contract – grass cutting	0	1026.30	Online
28	15/5/24	Wave	Water – Community Hub	0	13.30	online
29	15/5/24	nPower	Electric – Community Hub	3.05	63.98	online
30	15/5/24	NLC-Trade Waste 2022-23	Trade waste - Temperance Avenue Trade waste – Community Hub	0 0	280.00 280.00	online
31	15/5/24	Office Friends	Printing paper / envelopes / hand towels	8.30	49.81	online
32	15/5/24	R Dixon-Public Sector Audit	Internal Audit	0	689.00	online
33	15/5/24	JRB Enterprise Ltd.	Dog waste bags (delivery 1 of 2)	10.87	65.22	online
34	15/5/24	Great Oak Tree Services Ltd.	Christmas tree – height reduction & reshape	0	195.00	Online
35	15/5/24	NLC	Electrical PAT testing – Community Hub	8.00	48.00	online
36	18/5/24	Wave	Water – Allotments	0	63.50	dd
37	18/5/24	Wave	Water – Allotments	0	45.93	dd
38	18/5/24	Wave	Water – Holme Meadow Recreation field	0	20.22	Dd
39	21/5/24	British Gas	Electric – War Memorial	0.88	18.60	dd
40	21/5/24	British Gas	Electric – Holme Meadow Recreation field	0.72	15.22	dd
41	22/5/24	Edf energy	Gas – Community Hub	1.33	27.98	Dd
42	15/5/24	Salaries & wages	Salaries & Wages	0	1575.40	online
43	31/5/24		(separate confidential schedule)			

## Receipts - Appendix G

Ref.	Date	Received from	Details	Amount	Method
1		Various	Allotment annual rent collection	677.60	online
2		Various	Allotment annual rent collection	108.90	cheque
3		Various	Allotment annual rent collection	36.30	cash
4	2/4/24	Virgin money	Debit card – cash back	2.26	Online
5	4/4/24	Messingham Junior FC	Season charge 2023/24 & annual rent	651.00	Online
6	9/4/24	Messingham Village Hall	Annual rent	1.00	online
7	9/4/24	MMPFA	Community Hub – hire for meeting	5.00	online
8	16/4/24	A Ward & M Cook	Allot. 11G – rent / deposit / expenses	42.00	online
9	26/4/24	NLC	Precept 50% grant	35500.00	online
10			Precept Support Grant	1771.00	

## Correspondence for information – Appendix H

NLC forthcoming meetings

ERNLLCA newsletter

