

Minutes of **Messingham Parish Council** meeting held on **Monday 8<sup>th</sup> April 2024** at 7pm in Messingham Community Hub, Wendover Road, Messingham.

**Present:** Councillors J McKellar Main (Chair), A Clark, W Elsome, J England, T Foster, J Oatridge, N Poole, S Shaw, P Skelton, A Tasker, P Wright.

**In Attendance:** Tracey Black, Parish Clerk

**The Chairman opened the meeting at 7pm**

**240. Apologies of Absence:** Councillors J Briggs, SA Cowley, J Fenwick, C Scott.

**241. Declarations of Interest**

Cllr J McKellarMain – PA/2024/250 – declared a Personal interest as property on adjacent development.

Cllr J Oatridge – monies received ref.54 – declared a Personal & Prejudicial interest as payer.

**242. Public Forum** - there were no members of the public present.

**243. Minutes of the previous meeting**

**a) To resolve to approve the minutes of the Full Parish Council meeting on Monday 11<sup>th</sup> March 2024.**

**Resolved:** to approve the minutes to be signed by the Chairman.

**b) To resolve to approve and adopt the minutes of the Allotment Advisory Committee meeting on 11<sup>th</sup> March 2024.**

It was noted that the financial recommendations of the Committee had been adopted on 11 March 2024 min. ref. 1792 230a.

**Resolved:** to approve and adopt the minutes to be signed by the Chairman.

**244. Clerks update**

i) Min. 201iii) – The Chairman reported being contacted by the owner of the Fuel Station to update that NLC had not been in contact regarding potential suggestions to alleviate traffic issues when waiting to enter / exit the forecourt.

In the meantime, they propose to trial an advise only one-way system to exit onto Butterwick Road.

Concerns were also raised of the location of the air pump causing traffic congestion.

**Resolved:** Clerk to chase NLC officer to contact the business owner and mention the air pump location.

i) Min 223 vi) – Bin on High Street – NLC update.

NLC had informed that no bins are currently available or being replaced in North Lincolnshire unless there are health and safety issues – Noted.

ii) Allotment Min. 699b – The Clerk advised that the prospective applicant is no longer in a position to apply.

iii) Allotment Min. 701ii – Allotment 49A – The Clerk reported that the tenant had subsequently terminated.

iv) Allotment Min 702ii – The Clerk reported having spoken to the landowner of the adjacent field on the northern boundary of the allotments. The ownership of the hedge had not been confirmed. The landowner is agreeable for the Parish Council to plant hedging to infill the gaps to prevent access between the field and allotment site. The hedging had been purchased and planted – noted.

**245. Planning**

**a) To resolve the planning applications**

i) PA/2024/250 – P Jackson, rear of Manor Farm, High Street – outline planning to erect 9 dwellings with all matters reserved for subsequent consideration.

**Resolved:** Object for the following reasons;

Signature

Date

- Insufficient information provided to give reassurance of a sympathetic development to retain the design and appearance of the historical barns.
- Highway concerns due to the close proximity of the proposed site access to the junction of B1400 Brigg Road.
- Concerns of the safe egress from the proposed development due to the obstructed visibility created by the close proximity of neighbouring roadside properties and a current bus stop close to the entrance.
- Lack of future parking for the restaurant as it is proposed that the car park is to become the site access.

*Cllr P Wright declared a personal interest prior to discussion of the following item, as known to applicant.*

- ii) PA/2024/283 – V Bolger, 14 Allison Close – to erect a single-storey rear extension and alterations.

**Resolved:** No Objections.

- iii) PA/2024/304 – M Stamp, Highfield Farm, Butterwick Road – to erect extension and alterations.

**Resolved:** No Objections.

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

- i) PA/2024/118 – P Sembiente, Kieradan Park, North Moor Road – to erect replacement illuminated sign – Granted.

- ii) PA/2024/156 – Mr & Mrs G Parkes, 6 Well Street – to erect two-storey side extension and two-storey and single-storey rear extension – Refused.

**246. Finance**

**a) Payments - To approve the payments**

*Cllr N Poole declared an interest in payment ref. 269, prior to discussion of the following item and left the room.*

Ref	Date	Payee	Details	Vat	Total	Method
268	11/3/24	Currys	HP Laptop	79.83	479.00	d.card
269	15/3/24	David Austin roses	Get Well Gift (Chairmans Allowance)	3.26	25.50	d.card
270	18/3/24	Hedges Direct	Hawthorn mix (100) - Allotments	21.20	127.19	d.card
271	19/3/24	British Gas	Electric – War Memorial	1.14	24.05	dd
272	22/3/24	British Gas	Electric – Holme Meadow recreation field	0.47	9.94	dd
273	25/3/24	Co-operative Store	Toilet rolls/wash up liquid - Community Hub	1.78	10.65	d.card
274	26/3/24	Edf energy	Gas – Community Hub	6.06	127.34	dd
1	10/4/24	nPower	Electric – Community Hub	3.46	72.72	online
2	10/4/24	Gainsborough Pest & Environ.	Mole control contract	0	85.00	online
3	10/4/24	No Worries Cleaning Services	Contract Cleaning – Community Hub	32.00	192.00	online
4	10/4/24	Sissons Gardening Services	Gardening contract	0	474.44	online
5	10/4/24	N Drinkall	Handyman services	0	489.50	online
6	10/4/24	Wave	Water – Community Hub	0	15.35	online
7	10/4/24	HMRC	Quarterly PAYE/NI	0	1181.69	online
8	10/4/24	North Lincolnshire Council	Wet pour repair - Children's Play Area	0	600.00	online
9	10/4/24	ERNLLCA	Annual membership fee	0	1071.76	online
10	10/4/24	M McLoughlin	Allotment 49A – Allotment Deposit refund	0	25.00	online
11	10/4/24	Salaries & wages	See separate schedule	0	1575.60	online
12	30/4/24					
13	11/4/24	Three.co.uk	Clerk mobile	1.05	6.28	dd
14	16/4/24	British Gas	Electric – MUGA	1.84	38.83	dd

**Resolved:** to approve the above listed payments.

*Cllr N Poole returned to the room*

Signature

Date

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

Ref.	Date	Received from	Details	Amount	Method
53	4/3/24	Virgin money	Debit card – cash back	0.31	online
54	20/3/24	Oatridge Coaching	Hire of Community Hub	30.00	online
55	28/3/24	Craft Club	Community Hub use – 6 weeks	25.00	cash
56	28/3/24	History Books	Cash sale at Community Hub	5.00	cash
57	28/3/24	Virgin money	Cash Management Interest	47.38	online
58	31/3/24	Charity Bank	Credit interest	123.52	online

**c) Bank reconciliation – to approve the year end bank reconciliation as at 31 March 2024, circulated prior to the meeting.**

The Bank reconciliation as at 31 March 2024 had been circulated prior to the meeting. The Chairman was provided with the bank statements of accounts to agree the balance as at 31 March 2024.

**Resolved:** to accept the bank reconciliation.

**d) Budget Summary – to approve the year end summary as at 31 March 2024 and note any variances.**

The budget summary as at 31 March 2024 had been circulated prior to the meeting. The variations were noted and no questions were raised.

**Resolved:** to accept the budget summary.

**e) Reserves Policy – to review and approve the reserves policy.**

**Resolved:** to update the policy as follows;

- i) Section 6.1 – General Reserves – with the figures agreed at the Precept meeting;  
The 2024/25 Precept of £71,000 was agreed at the Annual Precept meeting against a budget of £79,742.93 and predicted year-end balance of £46,124.24 with the shortfall to be met by accumulated reserves.
- ii) Section 6.2 – Earmarked Reserves;
  - War Memorial: work to remove moss in grass - agreed 2022/23 budget – Min. 1691 135 **£640**
  - Allotments: work to repoint the allotment shed – agreed 2023/24 - Min. 1722 261 **£300**
  - Play Area: work to infill safety tile surfacing with wet pour - agreed 2023/24 – Min. 1759 126a) **£600**
  - Miscellaneous: Speed Indicator Sign – agreed 2023/24 - Min. 1709 201e) – shortfall of grant **£1,000**
  - Projects: Changing room/toilets/storage facility – agreed 2023/24 budget - Min.1696 151c) **£22,000**
  - Projects: Surplus from devolved grass cutting – agreed in 2023/24 to changing room project  
Min 1792 234a) **£6,795**

**f) Devolved Grass Cutting – to receive the breakdown of the devolved grass cutting for 2023-24.**

The Clerk circulated a breakdown showing the NLC Grants received against payments for grass cutting of the verges in Messingham and East Butterwick and the Public Rights of Way in Messingham, Holme, Manton and East Butterwick.

It was noted a surplus of £6,795.20. NLC had been advised of the amount as requested per min. 234a.

**g) NLC Community Grant - In Bloom (Sustainable Planting Scheme) – to be notified the grant application was successful and to agree acceptance.**

**Resolved:** to accept the grant of up to £300 and proceed with a memorial garden to HM Queen Elizabeth II (per minute 1778 186d). Clerk to arrange purchase of rose trees with a connection to HM Queen Elizabeth II and a mixture of perennial plants.

Signature

Date

**h) Standing Orders – to consider updating Standing Orders with procurement thresholds that took effect from 1/1/24.**

**Resolved:** to update Standing Orders 18a & 18c with the amount of £30,000 inc. VAT.

The Clerk reported that figures require updating in the Financial Regulations, but new model Financial Regulations are expected from NALC in May. It was agreed to wait until these are received.

**247. General Items of Business**

**a) Speed Indicator Display (SID) Min. 204a – to receive update following meeting and demonstration with supplier and consider purchase of device.**

A representative from Morelock Signs had travelled up to meet with Cllr Poole, Cllr Clark and the Clerk, to show and demonstrate the battery-operated SID. Recommendations from the meeting were to purchase 2 additional mounting kits to enable efficient transfer between the 3 current posts and an additional battery. A basic laptop or android phone is required to transfer data on site. Morelock can provide a risk assessment for erecting and transferring the device on posts.

**Resolved:** to purchase the SID / 2 additional mounting kits / 1 additional battery / basic laptop.

Clerk to draft a policy to include the monitoring arrangements and operative procedures.

**248. Community Hub – to receive updates - No reports.**

**249. Leisure & Recreation items - No reports.**

**250. Messingham Ward Councillor report – To receive a report on NLC activities.**

- Bin collections – NLC have purchased new refuse collection vehicles to replace an aged fleet along with operator recruitment.
- Car parking machines – new cashless and ticketless parking machines have been rolled out across North Lincolnshire.

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

No reports.

**252. Councillor / Clerk Reports on meetings attended**

i) Messingham Memorial Playing Field Association – Adult football teams are using the pitches through Messingham Junior Football Club. Discussed if adult teams should request use of the pitches independently.

ii) Messingham Show Committee – question raised at meeting does Messingham Parish Council support the Show. It was reported that the Parish Council supports this village event and provides the field free of charge.

**253. Correspondence for Discussion/Decision**

**a) Resident – M Crosbie – to receive complaint regarding the condition of the equipment in the Children’s Play Area and access gates locked from the Churchyard.**

The Chair reported meeting with the Clerk at the play area to inspect. Previously agreed work to clean out and fill gaps with wet pour had been carried out, moss under equipment removed and the grass cut. It was noted that some of the equipment was in need of re-painting and some equipment and paths/surfacing in need of pressure washing.

**Resolved:** Clerk to seek price to have areas pressure washed as required, by means of a self-contained pressure washer with water tank.

**Resolved:** Handyman to paint equipment as necessary.

Signature

Date

**254. a) Correspondence for Information**

- i) NLC – Forthcoming meetings – Clerk placed on notice boards.
- ii) ERNLLCA – newsletter - Clerk circulated on receipt.
- iii) NLC – Workers Memorial Day – Monday 29<sup>th</sup> April 2024.

**b) To note any correspondence received after the agenda had been posted. - none**

i)

**255. Village Complaints/Compliments**

- i) Brick wall of the flower bed outside the doctor's surgery requires attention.  
**Resolved:** Clerk to inspect and bring to the attention of the doctor's surgery.
- ii) Rabbits on the bowling green.
- iii) Coat of Arms – Clerk to chase with Messingham Village Hall Committee to locate.

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

- a) **To approve date and time of the Annual Parish Council meeting on Monday 13<sup>th</sup> May 2024 at 7pm.**

**Resolved:** to hold the Annual Parish Council meeting on Monday 13<sup>th</sup> May 2024 at 7pm.

- b) **To remind the date and time of the Annual Parish meeting on Monday 20<sup>th</sup> May 2024 at 7pm.**

**Resolved:** to note.

Meetings to be held in the Community Hub, Messingham.

**257. 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.**

No public were present.

**258. Christmas Tree at War Memorial – Min. 236 iii) – to receive quotations to carry out pruning work.**

The Clerk reported two quotations had been received to; remove lights / re-shape tree / replace lights. The Clerk reported that some of the sets of lights on the tree were not working.

**Resolved:** Great Oak Tree Services Ltd - £195.

**Resolved:** Chairman and Clerk to have delegated authority to purchase additional sets of lights as required.

**Resolved:** to determine if contractor could clean the flag pole whilst platform in place. Chairman and Clerk to have delegated authority to agree work.

**259. Changing room, Toilets & Storage Facility – Holme Meadow Recreation Field – to receive progress report.**

The specification had insufficient detail to accurately tender. The Parish Council had previously agreed to pursue the services of the NLC framework for the procurement and management of the build.

**Resolved:** Clerk to arrange a meeting with relevant NLC officer/s dealing with procurement and tendering. Cllr McKellar Main, Cllr Poole, Cllr Foster and the Clerk to attend.

This concluded the business of the meeting. Meeting closed at 20:34.

Signature

Date