

Minutes of **Messingham Parish Council Annual** meeting held on **Monday 13th May 2024** at 7pm held in Messingham Community Hub.

Present: Councillors N Poole (Chair), J Briggs, SA Cowley, W Elsome, J England, T Foster, J McKellar Main, C Scott, P Skelton.

In Attendance: Tracey Black, Parish Clerk

No members of the public were present

1. **Election of Chairman** - to elect a Chairman for 2024-25 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 2024-25. Councillor J McKellar Main was re-elected as Vice-Chairman.
3. **Register of Interest Forms** – to inform all members to review their Register of Interests. Members were reminded to review their Register of Interests declarations and any changes are to be given to the Clerk.
4. **Apologies of Absence**
Apologies were received from Cllrs. A Clark, J Fenwick, J Oatridge, S Shaw, A Tasker, P Wright.
5. **Declarations of Interest**
Cllr P Skelton – monies received ref. 5 - declared a personal and prejudicial interest as elected officer of MJFC.
Cllr P Skelton – monies received ref. 7 - declared a personal and prejudicial interest as elected officer of MMPFA.
6. **Public Forum** – no public were present
7. **Review of Committees**
 - a) **To elect members to serve on Committees;**
 - i) Planning Committee – **Resolved:** Full Council
 - ii) Leisure & Recreation Committee
Resolved: to re-elect en-bloc the Chairman, Vice Chairman, Cllrs A Clark, W Elsome, J England, T Foster, P Skelton, P Wright.
 - iii) Web Site Committee
Resolved: to re-elect en-bloc the Chairman, Cllrs J England, T Foster, J McKellar Main.
 - iv) Allotments Advisory Committee
Resolved: to re-elect en-bloc the Chairman, Vice Chairman, Cllrs J Briggs, J England, T Foster, C Scott, P Skelton, A Tasker.
Garden rep – Mr S. Waddingham.
 - v) Personnel & Finance Committee
Resolved: to re-elect en-bloc the Vice Chairman, Cllrs A Clark, J Fenwick, P Skelton, A Tasker.
 - vi) Horticultural Show working group
Resolved: Cllrs N Poole, J McKellar Main, T Foster, C Scott and Mrs. A Foster.
 - b) **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;

- i) ERNLLCA District Committee meetings Representative. **Resolved:** to re-elect Cllrs. N Poole & T Foster.
- ii) Messingham Memorial Playing Field Representatives – **Resolved:** to re-elect Cllrs J Oatridge & P Wright.
- iii) Messingham Village Hall Representative – **Resolved:** to consider at next Full Council meeting.
- iv) Lincolnshire Wildlife Trust – Nature Reserve Representative – **Resolved:** to re-elect Cllr A Clark.
- v) Sibelco Liaison Committee Representative – **Resolved:** to re-elect Cllr N Poole.

9. To appoint an Internal Auditor for 2024/25.

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

10. Regular Meeting Dates

To agree regular meeting and committee meeting dates

- i) Full Council – Second Monday of each month
- ii) Allotment Advisory Committee: **Resolved:** Quarterly meetings in June, September, December (if required) and February.
- iii) Leisure & Recreation committee: **Resolved:** to be held as required.
- iv) Personnel & Finance committee: **Resolved:** Minimum of one meeting per year for the salary and wages review prior to the Precept meeting being held.
- v) Website committee: **Resolved:** as and when required.
- vi) Planning committee: **Resolved:** as and when required.

11. To review Policies & Procedures – Appendix E

- a) To review and approve the Equality policy
Resolved: no amendments and to approve the Equality policy
- b) To review and approve the Health & Safety policy
Resolved: no amendments and to approve the Health & Safety policy
- c) To review and approve the Complaints procedure policy
Resolved: no amendments and to approve the Complaints policy
- d) To review and approve the Emergency Plan policy
Resolved: no amendments and to approve the Emergency Plan policy
- e) To review and approve the GDPR policy
Resolved: no amendments and to approve the GDPR policy
- f) To review and approve the Subject Access Request policy
Resolved: no amendments and to approve the Subject Access Request policy
- g) To review and approve the Grievance policy
Resolved: no amendments and to approve the Grievance policy
- h) To review and approve the Retention schedule policy
Resolved: no amendments and to approve the Retention schedule policy
- i) To review and approve the Publication scheme policy
Resolved: no amendments and to approve the Publication scheme policy
- j) To review and approve the Recording of Meetings policy
Resolved: no amendments and to approve the Recording of meeting policy
- k) To review and approve the Social Media policy
Resolved: no amendments and to approve the Social Media policy
- l) To review and approve the Media policy
Resolved: no amendments and to approve the Media policy
- m) To review and approve the Zero Tolerance policy
Resolved: no amendments and to approve the Zero Tolerance policy

Signature

Date

12. Minutes of previous Parish Council meeting

- a) The minutes of the Full Parish Council meeting on Monday 8th April 2024 had been circulated to all members prior to the meeting.
Resolved: to approve the minutes to be signed by the Chairman.

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

- i) Min. 253 – Childrens Play Area – to receive update on moss work and cleaning of equipment.
The clerk reported having had no success in finding a contractor with a pressure washer and tank due to the amount of water required. NLC did not have the capacity to carry out the work.
The handyman had removed the moss from the safety surface and washed down the equipment as necessary.
- ii) Min. 258 – Christmas tree work at the War Memorial.
The clerk reported the work had been carried out to reduce the height and re-shape the tree. The light sets had become detached and are now all working. A platform had not been used but the flag pole had been cleaned to the height accessible from the ladder.

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

Cllr N Poole declared a Personal interest prior to the following item as resident on same road.

Cllrs SA Cowley, J England, T Foster declared a Personal interest prior to the following item as known to the applicant.

- i) PA/2024/453–Mr & Mrs G Parkes, 6 Well Street–to erect 1.5 storey side, two-storey and single storey rear extensions.
Resolved: No Objection subject to the proposal not being overbearing and having a detrimental impact of residential amenity on neighbouring properties.
- ii) PA/2024/467 – E Brasier, 3 Kealholme Road-demolition of existing conservatory and flat roof extension and replacement with new pitched roof extension.
Resolved: No Objection.
- iii) PA/2024/499 – L Abrams, 64 Brigg Road – permission to install dropped kerb on property front.
Resolved: No Objection.

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.

Signature

Date

15. Finance**a) Payments - To approve the payments**

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)			

Resolved: to approve the payments.

Cllr P Skelton left the room prior to the following item.

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

Ref.	Date	Received from	Details	Amount	Method
1	April	Various allotment holders	Allotment annual rent collection	677.60	online
2	April	Various allotment holders	Allotment annual rent collection	108.90	cheque
3	April	Various allotment holders	Allotment annual rent collection	36.30	cash
4	2/4/24	Virgin money	Debit card-cash back - 0.35% March spend	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

Signature

Date

9	26/4/24	NLC	Precept 50% grant	35500.00	online
10			Precept Support Grant	1771.00	

Resolved: receipts noted.

Cllr P Skelton returned to the room.

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 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 only advisory note confirms the updating of the legal position in relation to funding the affairs of the Church”.

The Clerk reported that the Auditor had provided the advisory note to all councils and that this information had been reported to council at the meeting on 8th January 2024 – Min. ref. 1779 187b).

The Clerk was thanked for her work on a successful internal audit.

Resolved: to approve and accept the internal audit.

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.

The Clerk read out the assertions and the Council resolved each response.

ii. To approve, sign and date Section 1 - Annual Governance Statement 2023/24 - of the Annual return for financial year ended 31 March 2024.

Resolved: The Clerk & Chairman to duly sign and date Section 1.

iii. To consider Section 2 - Accounting Statements for 2023/24.

The Clerk confirmed that the figures in Section 2 had been agreed by the Internal Auditor.

iv. To approve Section 2 - Accounting Statements 2023/24 - of the Annual Return for financial year ended 31 March 2024.

Resolved: to approve Section 2.

v. Chairman to sign and date Section 2 – Accounting statements for 2023/24.

In accordance with the AGAR instructions this document had been signed by the Clerk prior to submission for approval. **Resolved:** The Chairman to 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.

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.

In order to amend the specified device on the NLC Community Grant application from a solar-powered SID to a battery-powered SID, NLC would require confirmation that a battery-operated device would have sufficient power to supply the unit for the required period of time and evidence of recommendation by NLC Highways. NLC Highways had supplied the most recent traffic volume data. Morelock signs had advised a battery life of approx. only 13 days.

Resolved: to consider and discuss at the next meeting.

Signature

Date

- b) **Height barrier at car park at Village Hall – to be notified of damage by vehicle and action taken.**
The clerk reported damage had been incurred to the height barrier by a vehicle attending a class at the Village Hall. The driver had apologised and met with the Clerk on site. He had assured the damage would be rectified and the council are awaiting course of action. Noted.
17. **Community Hub**
- a) **To receive request for copying / printing facility at the Community Hub and consider purchase.**
Resolved: the purchase of a printer was considered unviable. No further action.
- b) **King Charles III portrait** – An official portrait for use in public places had been received.
Resolved: to hang inside the Community Hub on the end wall.
18. **Leisure & Recreation items**
- a) **Play Area Swings – to receive response from NLC regarding the head casting and action taken.**
NLC maintenance inspector could not tighten the head casting. The advised to completely remove the two swings furthest from the gate and monitor regularly for any change. As and when any change the swing set will need to be condemned and replaced. The clerk had informed the Chair and Vice Chair on receipt of the information and the handyman had removed the two swing seats and will monitor.
Resolved: Clerk to determine if the head casting can be replaced and obtain quotations from 3 suppliers to replace the swing set with like for like and any alternative materials.
19. **Messingham Ward Councillor report**
- 16th May 2024 – NLC Annual meeting to elect the Mayor and committees.
20. **Police Matters/Crime report/Neighbourhood Action Team (NAT)/Office Police & Crime Commissioner**
- NAT meeting held on 17 April 2024;
On-going nuisance quad bike activity – The message is ‘See it – Report it’.
21. **Councillor / Clerk Reports**
Messingham Village Hall committee
- Cllr Scott to retire as Chairman of the Village Hall committee in June.
 - Roof has been inspected and requires work. To post-pone solar panel application for funding until roof issues have been addressed.
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.
- b) **To note any correspondence received after the agenda was posted.**
- i) No Worries Cleaning has become No Worries Commercial Cleaning Ltd – new bank details and VAT no.
24. **Village Complaints/Compliments** – to receive and consider any Village complaints and compliments.
- i) Wendover Road – damage to the tactile pavement at the entrance to the Co-operative car park. Previously reported to NLC – Clerk to chase.
- ii) Park Street to Well Street path – Cycle course dug out by youths creating holes and ramps. Safety concerns for pedestrians. It was noted that this is unadopted land. Clerk to request an urgent meeting with NLC.

Signature

Date

25. Date/Time/Venue of Next Meeting

a) **To confirm date and time of next Full Parish Council meeting on Monday 10th June 2024 at 7pm.**

Resolved: to hold next Full Parish Council meeting on Monday 10th June 2024 at 7pm.

b) **To agree date and time of Allotment Advisory Committee meeting.**

Resolved: Cllr Scott to inspect allotments and a meeting to be called if required.

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

Resolved: to hold a working group meeting. Clerk to circulate possible dates to the group.

All meetings to be held in the Community Hub, Messingham.

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.

27. MUGA – Northfield Road

To receive and consider the alternatives and quotations to replace / repair MUGA fence post.

The Clerk reported two alternatives;

i) To remove and replace the old post with new post and repair the tarmac surface - £1,365.37 + VAT.

ii) To dig out ground, fabricate sleeving or bracing to repair crack, reweld, galvanise spray and repaint - £285 + VAT.

Resolved: to accept option ii) received from Quibell Fabrications Ltd.

28. Changing room, Toilets & Storage Facility – Holme Meadow Recreation Field – to receive progress report following meeting.

A report was given by the Chairman on the meeting. It was agreed that a tender received is compliant with the specification and in line with NLC budget requirements.

The NLC representative agreed to process and support the Parish Councils grant request for part funding. Awaiting outcome.

29. It was noted the condition of the new tree areas at Holme Meadow Recreation field.

Resolved: to inspect the trees and remove those that are not growing to enable these areas to be cut and tidied by the grass cutting contractor.

This concluded the business of the meeting. Meeting closed at 20:25.

Signature

Date