

Minutes of **Messingham Parish Council** meeting held on **Monday 8th July 2024** at 7pm in Messingham Community Hub, Wendover Road, Messingham.

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

In Attendance: Tracey Black, Parish Clerk

The Chairman opened the meeting at 7pm

52. Apologies of Absence: Councillors SA Cowley, T Foster.

53. Declarations of Interest

Cllr P Skelton – Payment ref. 80 – declared a personal & prejudicial interest as elected officer of MJFC.

Cllr P Skelton–Monies received ref. 21-declared a personal & prejudicial interest as elected officer of MJFC

Cllr A Clark – Payment ref. 79 – declared a personal & prejudicial interest as elected officer of Bowls Club.

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

55. Minutes of the previous meeting

a) **To resolve to approve the minutes of the Annual Parish Council meeting on Monday 10th June 2024.**

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

56. Clerks update

i) Min. 16a - Speed Indicator Device (SID) – to receive response from NLC Community Grants and action taken.

The Clerk reported that NLC Community Grants had agreed for the purchase of a battery-operated device.

The Clerk had spoken with Morelock signs and payment is required to enable the order to be processed.

Resolved: to approve payment.

ii) Min. 46i) – Dog waste bins – to receive response from NLC regarding the collection frequency.

NLC had advised that the dog waste bins in the village are emptied at least once a week. The more frequently used bins often get emptied twice weekly but this is dependent on bank holidays and annual leave.

Resolved: to monitor the collections.

iii) Min. 46ii) – Butterwick Road hedge – to receive response from NLC re. hedge cutting during the nesting season and action taken.

NLC had advised that they interpret the rules/exemptions that hedges can be cut during the nesting season if there is a risk to human or animal health.

The Clerk reported the part of the hedge concerned on Butterwick had subsequently been cut back.

iv) Min. 46 viii) – East Green overgrown tree – to receive response from NLC.

The Clerk reported that NLC had inspected the tree and there were no concerns. Although branches may overhang into gardens, this is not in itself sufficient to trigger a request to prune. Residents have a common law right to cut branches to the boundary line at their own cost. NLC would not wish to retain the branches and request that residents organise for these to be removed responsibly.

Resolved: NLC are responsible for maintenance of trees and should not transfer to resident. The branches block the vision of the resident when reversing from their drive. Clerk to respond and request NLC to cut.

Signature

Date

- v) Min. 34 - Trees on Holme Meadow – NLC had advised that they hope to be able to replace some of the unsuccessful trees in the autumn. Clerk to monitor and follow up.

57. **Planning**

- a) **To resolve the planning applications** – there were no planning applications.
- b) **To receive decisions made by NLC**
- i) PA/2024/304 – M Stamp, Highfield Farm, Butterwick Road – to erect extension and alterations – Granted.
- ii) PA/2024/467 – E Brasier, 3 Kealholme Road – demolition of existing conservatory and flat roof extension and replace with new pitched roof extension – Granted.

58. **Finance**

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

Cllr Clark & Cllr Skelton left the meeting room prior to the following item

Cllr N Poole declared a personal interest in payment ref. 79.

| Ref | Date | Payee | Details | Vat | Total | Method |
|-----|---------|----------------------------------|--|--------|--------------|--------|
| 61 | 14/6/24 | Information Commissioners Office | Data Protection renewal fee | 0 | 35.00 | Dd |
| 62 | 18/6/24 | British Gas | Electric – War Memorial | 0.90 | 19.06 | Dd |
| 63 | 21/6/24 | Edf Energy | Gas – Community Hub | 2.55 | 53.59 | Dd |
| 64 | 26/6/24 | British Gas | Electric – Holme Meadow Recreation Field | 1.05 | 22.19 | Dd |
| 65 | 9/7/24 | British Gas | Electric – MUGA | 0.76 | 16.10 | Dd |
| 66 | 10/7/24 | nPower | Electric – Community Hub | 1.86 | 39.01 | online |
| 67 | 10/7/24 | Wave | Water – Community Hub | 0 | 0.56 | online |
| 68 | 10/7/24 | Gainsborough Pest & Environ. | Mole control contract | 0 | 85.00 | online |
| 69 | 10/7/24 | No Worries Cleaning Services | Contract Cleaning – Community Hub | 32.00 | 192.00 | online |
| 70 | 10/7/24 | Sissons Gardening Services | Gardening contract | 0 | 750.44 | online |
| 71 | 10/7/24 | N Drinkall | Handyman services | 0 | 611.50 | online |
| 72 | 10/7/24 | Lee Slingsby | Contract Verge cutting | 0 | 493.90 | online |
| 73 | 10/7/24 | Lee Slingsby | Contract village grass cutting | 0 | 702.90 | online |
| 74 | 10/7/24 | Mill View Fencing & Maintenance | PROW's – Messingham & Holme – 1 st cut | 0 | 908.40 | online |
| 75 | | | PROW's – Manton – 1 st cut | 0 | 449.40 | |
| 76 | | | PROW's – East Butterwick – 1 st cut | 0 | 194.40 | |
| 77 | | | Verges – East Butterwick – 3 cuts | 0 | 255.00 | |
| 78 | 10/7/24 | HMRC | Quarterly PAYE / NI | 0 | 1338.50 | online |
| 79 | 10/7/24 | Messingham Bowls Club | Precept Grant | 0 | 500.00 | online |
| 80 | 10/7/24 | Messingham Football Club | Precept Grant | 0 | 1103.93 | Online |
| 81 | 10/7/24 | BW Ross | Allotment – grounds maintenance | 0 | 81.00 | online |
| 82 | 10/7/24 | North Lincs Council | Trade Waste – Temperance Avenue | 0 | 230.00 | online |
| 83 | 10/7/24 | Quibell Fabrications Ltd | MUGA fence post repair | 57.00 | 342.00 | Online |
| 84 | 10/7/24 | J Black & Son Ltd | 4 new drains – Holme Meadow Rec. Field | 240.00 | 1440.00 | online |
| 85 | 10/7/24 | Morelock Signs Ltd | Speed Indicator Display / mounting kit / Additional battery / delivery | 581.60 | 3489.60 * | online |
| 86 | 10/7/24 | Salaries & wages | See separate schedule | 0 | 1575.40 | online |
| 87 | 31/7/24 | | | | | |
| 88 | 12/7/24 | Three.co.uk | Clerk mobile | 1.09 | 6.55 | dd |
| 89 | 17/7/24 | British Gas | Electric – War Memorial | 0.84 | 17.75 | dd |

* Ref.85 – includes £1,000 from ear-marked reserves.

Resolved: to approve the above listed payments.

Signature

Date

Cllr A Clark & Cllr P Skelton returned to the meeting room

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

| Ref. | Date | Received from | Details | Amount | Method |
|------|---------|---------------------|---|--------|--------|
| 19 | 3/6/24 | Virgin Money | Debit card-cashback – 0.35% May spend | 0.57 | online |
| 20 | 7/6/24 | Craft Club | Community Hub use – 9 weeks | 42.00 | Cash |
| 21 | 20/6/24 | MJFC | Community Hub Hire | 5.00 | Online |
| 22 | 21/6/24 | North Lincs Council | In Bloom Sustainable planting grant | 209.60 | online |
| 23 | 28/6/24 | Virgin Money | Cash Management – Gross Credit Interest | 101.91 | Online |
| 24 | 28/6/24 | Charity Bank | Gross Credit Interest | 161.55 | online |

c) Bank reconciliation - to receive and approve the bank reconciliation as at 30 June 2024.

The bank reconciliation as at 30 June 2024 had been circulated prior to the meeting. The Clerk provided copies of the bank statements to verify the balances to the bank reconciliation.

Resolved: to accept the bank reconciliation. The Chairman signed the bank reconciliation and statements.

d) Budget Summary – to receive and approve the cumulative summary as at 30 June 2024 and note any variances.

The budget summary as at 30 June 2024 had been circulated prior to the meeting along with a summary of the ear-marked reserves. The variations were noted and no questions were raised.

Resolved: to accept the budget summary.

e) Queen Elizabeth II Memorial Garden – to receive progress update of a plaque.

The Clerk reported a price for an A4 stand-off acrylic sign and fittings of £60 + VAT from Scunthorpe Signs.

Resolved: to purchase the sign and handyman to fit.

59. General Items of Business

a) To review and approve the new model Financial Regulations.

The Clerk reported that the new model Financial Regulations document had been received from the National Association of Local Councils. The Clerk reported attendance at a Financial Regulations zoom training on 18th June arranged by ERNLLCA. The model is a template for councils of all sizes to use to develop their own financial regulations, suitable for the size of the council and the activities it undertakes. Bold text indicates legal requirements which a council cannot change and other text is guidance, to enable the regulations to be adapted to suit the Council's way of working. The model document requires the insertion of agreed choices and values. The Clerk had updated the model document with current arrangements. Values for delegated authority were considered.

Resolved: values and to adopt the new Financial Regulations.

b) Messingham Village Hall Representative –Min 36c) - to appoint a representative to MVH committee.

Resolved: to rotate the attendance at MVH committee meetings around all the councillors in alphabetical order of surnames. In the case of unavailability, the councillor to swap with the next person. Clerk to advise the Village Hall Committee and arrange to receive the meeting agenda and minutes to provide to the appropriate representative.

c) Public Rights of Way – Min 44a) – to receive response from resident and consider any action.

Resolved: to carry out additional grass cuts if required, due to seasonal growth on the Public Rights of Way, pending the capacity of the contractor. Cost to be met from any surplus of funding received from NLC for the grass cutting.

Signature

Date

d) Permissive Path – Min.44a) – to receive response from the landowner and consider action.

The landowner had responded that the permissive path from Church Street to the rear of Holy Trinity Church, where it joins with the public footpath, is still operational. The landowner was informed that the permissive path is currently overgrown and inaccessible.

The landowner also reported that the public are also walking on their land from the rear of Chancel Barn to the allotments which has no permissive or public footpath and are therefore trespassing. They have tried persistently and unsuccessfully to prevent this and request the Parish Council to consider erecting a no entry / right of way sign at the allotments.

Resolved: the members noted that previous attempts of the Parish Council to place signage to block the access from the allotment site to the field had been unsuccessful. No present action to be taken.

e) Website – to receive the benefits and cost to move website to an upgraded server.

The Clerk reported the recent loss of data when amending a page of the website. The website host had only been able to reinstate the page from a dated back up on the server. Moving to an upgraded server would offer the benefits of - daily backups for the purpose of disaster recovery; improved website performance; SSL certificate. The Clerk also informed council that there are impending website accessibility requirements and also NALC proposals for councils to have a .gov.uk website and email addresses.

Resolved: to move the website to an upgraded server.

f) Park Street to Well Street path – Min. 50 – to receive update from NLC.

The Chairman reported that NLC intend to erect a hoop kissing gate on the path adjacent to the lighting column. The cost to the Parish Council for NLC to supply an additional kissing gate further along the path would be £300-£500 depending on auxiliary fencing. NLC would install the gate free of charge.

Resolved: to arrange for NLC to order and install an additional gate, and invoice the Parish Council the cost of the gate.

Resolved: to proceed with the process to adopt the path from the lighting column to the path entrance at Well Street. The boundary line to exclude the trees and to be on the south side of the tree line.

60. Community Hub – to receive updates

- a) The Clerk reported that NLC had installed a new upgraded public IT system at the Community Hub.

61. Leisure & Recreation items

- a) Children's Play Area updates – Min. 49 – to receive update from NLC & Wicksteed play equipment.**

NLC had advised to speak with Wicksteed play equipment regarding the head casting on the swing frame. Wicksteed playgrounds had been unable to arrange for a site visit by an engineer and suggested quoting for parts required in the worst-case scenario.

Resolved: to accept the quotation of £1,329.65 + VAT on the condition that any used parts are not charged / credited.

- b) Rabbit population at Northfield Road - Min. 46iv) – to receive response from ERNLLCA re. the use of firearms. To agree course of action.**

ERNLLCA had referred council to the Gov.uk advice on how to control rabbits on your property. ERNLLCA advised that there is considerable risk involved with firearms and to contact the insurance company.

The Insurance company had stated that any contractor shooting rabbits must do so under their own insurance. The Parish Council would not be covered on the council policy.

Signature

Date

Resolved: to determine the capacity to increase the frequency of visits to determine if the services of an additional contractor are required.

c) **Holme Meadow recreation field – football event held without permission – to be notified of action taken.**

The Clerk had been made aware that a fund-raising football event had taken place on the field on the weekend of 29/30 June 2024, organised by Alex Thompson. Permission had not been applied for from the Parish Council for this event. Mr Thompson had been informed on a number of previous occasions that permission must be applied for and the relevant documents supplied.

A letter had been sent to Mr Thompson by email and 1st class signed for delivery.

62. **Allotments**

a) **Vacant plots - To consider course of action for maintenance of vacant plots.**

The Clerk reported having inspected the vacant plots with the Handyman.

Resolved: to ask the Handyman to apply a weedkiller by means of a knapsack sprayer to the vacant plots at the bottom of the site and to strim 3A/4A ready for prospective applicants.

b) **Youths lighting fires on the allotment site.**

Resolved: any sightings of misconduct to be reported to the police.

c) **Community Orchard – Cllr Scott reported that 3 of the trees were looking unwell – 1 had been vandalised.**

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

- LiveWell, North Lincolnshire – an online information hub provided by NLC and voluntary sector partners, to provide one point source to inform residents of activities in the local area.

The Clerk reported having received the details along with a request for organisations to supply information. Clerk to circulate to groups and organisations.

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

No reports.

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

a) **Messingham Village Hall Committee;**

- Cllr Scott to retire as Chair of the Village Hall Committee meeting at the AGM on 4 September 2024.
- Roof has been inspected and requires work. The application for funding for solar panels has been placed on hold.

b) **Messingham Memorial Playing Field Committee;**

- Playing field is in excellent condition following recent ground work.
- Rabbit population – see minute 61b.

66. **Correspondence for Discussion/Decision**

a) **ERNLLCA Annual Conference Tuesday 24 September 2024 9:30-14:45 – £80 +VAT / attendee - to consider attendance.**

Resolved: no attendance at the present time.

b) **NLC – Changes to business food waste and recycling.**

NLC had issued a legislation fact sheet. Businesses need to have arrangements in place for the collection of food waste by 31 March 2025 if 10 or more full time employees or 31 March 2027 if fewer than 10 full-time employees. **Resolved:** to note and monitor for future details.

67. a) Correspondence for Information

- i) NLC – Forthcoming meetings – Clerk placed on notice boards.
- ii) ERNLLCA – newsletter - Clerk circulated on receipt.
- iii) Resident – Paramotor activity on airfield Northmoor Road. Complaint received regarding the noise nuisance, flying at ground level and over property, daily flying and suspect a school is operating. Northmoor airfield have subsequently contacted the resident to inform they have ceased their permission to allow paramotors – Noted.

b) To note any correspondence received after the agenda had been posted

- i) Resident – Brigg Road – concerns and experience of speeding vehicles.
The Clerk had acknowledged and advised of the impending Speed Indicator Device.
Resolved: Clerk to request speed monitoring by NLC safety partnership.
Resolved: Clerk to request results of recent speed monitoring on Northfield Road.
- ii) Kirton Town Council – Annual Civic Service – Sunday 22 September 2024 at 3pm in St Andrew’s Church.

68. Village Complaints/Compliments

- i) Memorial Garden – compliments to the planting of the raised bed.
- ii) Litter bin outside the shops on the High Street – insufficient size to cope with volume of litter.
It was noted that NLC had previously reported, that following a site visit the existing provision is sufficient.
Resolved: to ask NLC if the existing post mounted bin, adjacent to the telephone kiosk, could be re-located in the vicinity of the shops.
- iii) Elm Way open space land – request for children’s play equipment.
It was noted that this is NLC owned land and they had been asked to consider in the past.
Resolved: to ask NLC to consider play equipment on this piece of land.
It was noted that there are overgrown areas on the open space. The clerk reported that NLC had previously advised that they would address the condition.
Resolved: Clerk to remind NLC.

69. Date/Time/Venue of Next Meeting

- a) **To approve date and time of the Full Parish Council meeting on Monday 12th August 2024 at 7pm.**
Resolved: to hold the Full Parish Council meeting on Monday 12th August 2024 at 7pm.
Meeting to be held in the Community Hub, Messingham.

This concluded the business of the meeting. Meeting closed at 20:30.