

MESSINGHAM PARISH COUNCIL

Parish Clerk: Tracey Black

Black Bank Farm, Black Bank, Susworth, Scunthorpe, North Lincolnshire, DN17 3AX

Tel: 07397 571469 email: clerk@messinghamparishcouncil.co.uk



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 12th May 2025 at 7pm** in Messingham Community Hub, Wendover Road, for the purpose of transacting the following business.

Tracey Black

Clerk to the Parish Council

7th May 2025

AGENDA

1. **Election of Chair** – to elect a Chair for 2025-26 and to sign the Declaration of Acceptance of Office.
2. **Election of Vice Chair** – to elect a Vice Chair for 2025-26.
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 an 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 2025/26.**
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 and adopt the minutes of the Allotment Advisory Committee held on Monday 10th March 2025.
Note: the financial recommendations of the committee were adopted on 10/3/25 minute ref. 1863 234a).
 - b) To resolve to approve as a correct record the minutes of the Full Parish Council meeting on Monday 14th April 2025.
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/2025/538** – A Sykes, 6 Ashberry Drive—to demolish existing single-storey extension and erect a two-storey side extension

- ii) PA/2025/539 – D Smith, Wellholme House, Holme Lane, Holme – to erect a two-store extension to front, external cladding to existing house and new boundary wall and gates.
- iii) PA/2025/548 – J Richardson, Mendle Farm, Holme Lane, Holme – to erect a single-storey farm office building.
- iv) PA/2025/554 – C Gibala, Fire Tree Cottage, Butterwick Road – to erect a double and single-storey rear extension.
- c) **To receive decisions made by NLC**
- d) **To receive appeal decisions**
- i) PA/2023/781 – A Smith, land at former site of Priesthows, Butterwick Road – to change use and alteration/extension of the accommodation building – Appeal dismissed.

15. **Finance**

- a) **Payments** – to review and approve monthly payments – ***Appendix F***
- b) **Receipts** – to note receipt of income – ***Appendix G***
- c) **Bank Transfers** – to note monthly bank transfers – ***Appendix H***
- d) **To receive the Annual Internal Audit report and consider any recommendations.**
- e) **Annual Governance & Accountability Return (AGAR) for year ended 31 March 2025**
 - i. **To consider and resolve assertions of Section 1 – Annual Governance statement 2024/25**
 - ii. **To approve, sign and date Section 1 – Annual Governance Statement 2024/25 of the AGAR**
 - iii. **To consider Section 2 – Accounting Statements for 2024/25.**
 - iv. **To approve Section 2 – Accounting Statements 2024/25 of the Annual return for financial year ended 31/3/25.**
 - v. **Chair to sign and date Section 2 – Accounting Statements for 2024/25.**
- f) **To agree the schedule of regular payments.**
- g) **To review and agree the Bank mandate signatories.**
- h) **Messingham Memorial Playing Field Association** – to consider request for change of use of agreed Precept Grant.

16. **General items of business**

- a) **VJ Day Min. 249i)** – to consider arrangements for VJ Day – Friday 15th August 2025.
- b) **Park Street to Well Street path** – min 59f – to be notified of installation of one kissing gate on path. To consider any need for the second gate and level of adoption of the path.

17. **Community Hub** – to receive any updates.

- a) **NLC Library Services** – invitation to volunteers to attend ‘Volunteer Celebration Event’ on 5/6/25 in recognition of support
- b) **Vegetation in the guttering** – to consider action.
- c) **Bicycle stand** – to consider the purchase of a bicycle stand at the Community Hub.

18. **Leisure & Recreation items**

Holme Meadow Recreation field;

- a) **New Build Project** – Changing Facility / Toilets / Store – to receive progress report.
- b) **Terms & Conditions of Hire** – to consider and approve the updated Terms & Conditions of Hire.
- c) **MJFC Chair** – Min 254d – feedback re. request for 4g (artificial) pitch.
- d) **Childrens’ Play Area** – cracking in wet pour at See Saw and shrinkage at Slide – to consider purchase of wet pour repair kit.

19. **Messingham Ward Councillor report** - To receive a report on activities within North Lincolnshire Council.

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 the Parish Council.

22. **Correspondence for discussion/decision**

23. **Correspondence for information**

- a) To note correspondence received for information - ***Appendix I***
- 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 the next Full Parish Council meeting on Monday 9th June 2025 at 7pm.
- b) To agree date and time of the Allotment Advisory Committee meeting.
- c) To agree a meeting of the 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. War Memorial flower beds** – to consider quotation to replace topsoil.
- 28. Removal of redundant changing container at Holme Meadow Recreation Field** – to consider quotations.
- 29. Changing facilities building** – to consider quotations for benches and hooks in both changing rooms.

List of Committees & Existing members – Appendix A

Planning Committee: Full Council

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

Web Site Committee: Chair, Cllrs. England, Foster, McKellarMain

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

Personnel & Finance Committee: Vice Chair, 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: rotation in alphabetical order.

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 – March, June, September, *December if required*

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 NALC amendments to the Financial Regulations
- b) To review and approve the NALC amendment to the Standing Orders
- c) To review and approve the Adult Safeguarding policy
- d) To review and approve the Children Safeguarding policy
- e) To review and approve the Debit Card policy
- f) To review and approve the Equality policy
- g) To review and approve the Health & Safety policy
- h) To review and approve the Complaints procedure policy
- i) To review and approve the Emergency Plan policy
- j) To review and approve the GDPR policy
- k) To review and approve the Subject Access Request policy
- l) To review and approve the Retention schedule policy
- m) To review and approve the Publication Scheme policy
- n) To review and approve the Recording of Meetings policy
- o) To review and approve the Social Media policy
- p) To review and approve the Media policy
- q) To review and approve the Environmental & Sustainability Policy
- r) To review and approve the Zero Tolerance policy
- s) To receive update on progress of Sexual Harassment / Bullying Policy and agree action

Clerk's Report - Appendix E

Min. 252ii) – NLC In Bloom Scheme 2025/26 – Grant submitted for Summer bedding plants at the War Memorial £270.

Min. 255 – M181 link road to Burringham Road progress update from NLC.

Min. 257c) – Rabbit damage on Playing field extension – update on meeting with resident and Holy Trinity Church.

Min. 258ii) – Hedge on Village Hall site / New Row – to receive update following inspection.

Accounts - To be passed for Payment – Appendix F

Ref	Date	Payee	Details	Vat	Total	Method
21	16/4/25	Morelock Signs Ltd.	1no SID mounting kit	14.20	85.20	online
22	17/4/25	Wave	Water – War Memorial	0	16.16	Dd
23	24/4/25	J Gondwe	Allot. 18B refund of duplicate payment	0	24.20	online
24	25/4/25	British Gas	Electric – Holme Meadow recreation field	152.89	902.88	dd
25	29/4/25	British Gas	Electric – War Memorial	0.91	19.13	Dd
26	30/4/25	Party Packs Ltd.	VE Day – Tableware & Bunting	10.48	62.82	d.card
27	11/5/25	Yu Energy	Electric – Community Hub – 1 st invoice	0.82	17.28	Dd
28	12/5/25	Public Works Loan Board	Half yearly loan repayment	0	1464.61	dd
29	12/5/25	Three.co.uk	Clerk mobile	1.14	6.84	dd
30	14/5/25	Sissons Gardening Services	Gardening contract	0	494.44	online
31	14/5/25	Gainsborough Pest & Environ.	Mole control contract	0	85.00	Online
32	14/5/25	N Drinkall	Handyman services	0	814.50	Online
33	14/5/25	No Worries Cleaning services	Community Hub Contract cleaning	42.00	252.00	online
34	14/5/25	LA Slingsby	Verge cutting contract	0	987.50	online
35	14/5/25	LA Slingsby	Grass cutting contract	0	1100.10	Online
36	14/5/25	Wave	Water – Community Hub	0	16.89	online
37	14/5/25	nPower	Gas – Community Hub – Final invoice	2.61	54.82	online
38	14/5/25	JEM Management Services	Project Management services	0	206.25	online
39	14/5/25	John Martin-Hoyes Ltd	New Build – Holme Meadow	4346.19	26077.12	online
40	14/5/25	R Dixon-Public Sector Audit	Internal Audit	0	742.00	online
41	14/5/25	Royal British Legion	VE Day wreath	0	50.00	cheque
42	14/5/25	TP Black – Clerk reimbursement	VE Day – Food	0	161.00	online
43	15/5/25	British Gas	Electric – MUGA	0.67	14.07	dd
44	21/5/25	Edf energy	Gas – Community Hub	3.20	67.16	Dd
45	14/5/25	Salaries & wages	Salaries & Wages	0	1624.42	online
46	30/5/25		(separate confidential schedule)			

Receipts - Appendix G

Ref.	Date	Received from	Details	Amount	Method
1	3/4/25	Virgin Money	Debit card cashback	0.01	Online
2	8/4/25	J Oatridge Coaching Ltd	Community Hub hire	70.00	Online
3	18/4/25	NLC	Grant Newbuild Holme Meadow	25439.20	online
4	9/4/25	A Wykes	Allot. 12E – Deposit / Rent / Expenses	54.20	Online
5	16/4/25	Northern Powergrid	Wayleave	97.39	cheque
6	17/4/25	Messingham Scouts	Annual rent	1.00	online
7	22/4/25	Mess. Horse & Foal Show	Annual rent	1.00	Online
8	22/4/25	Messingham Village Hall	Annual rent	1.00	Online
9	22/4/25	Police & Crime Commissioner	Grant for SID post	360.00	Online
10	22/4/25	HMRC	VAT claim 1 March - 31March 2025	5822.54	Online
11	23/4/25	S Ombler	Allot. 16B – Deposit / Rent / Expenses	42.10	Online
12	25/4/25	NLC	Precept 50% instalment	37500.00	Online
			Precept Grant	1217.00	online
13	30/4/25	Mess Memorial Playing Field	Community Hub hire	5.00	Online
14	30/4/25	Messingham Junior FC	Annual Season Charge 2024/25	651.00	Online
15	Various	Various	Allotment Annual Rent collection	36.30	Cash
16	Various	Various	Allotment annual rent collection	121.00	Cheque
17	Various	Various	Allotment annual rent collection	629.20	online

Transfers – Appendix H

Ref.	Date	Account from	Account to	Amount	Method
T1	22/4/25	Virgin Money Management	Virgin Current Account	4000.00	online

Correspondence for information – Appendix I

- NLC forthcoming meetings
- ERNLLCA newsletter
- NLC Standards & Code of Conduct training – 16 May & 5 June 2025. In-person and MS Teams. Circulated to Councillors.
- Resident reported High Street to Orchard Close Pathway – litter / drug paraphernalia / condition of brickwork and steps – Clerk reported to NLC for attention.
- NLC Notice of Definitive Map Modification (Restrictive Byway 1, Manton) Order 2024(1).