

Minutes of **Messingham Parish Council Annual** meeting held on **Monday 12th May 2025** at 7pm held in Messingham Community Hub.

Present: Cllrs. N Poole (Chair), J Briggs, A Clark, SA Cowley, W Elsome, J England, S Shaw, A Tasker, P Wright

In Attendance: Tracey Black, Parish Clerk

No members of the public were present

1. **Election of Chair** - to elect a Chair for 2025-26 and sign the Declaration of Acceptance of Office.
Councillor N Poole was re-elected as Chair and signed the Declaration of Acceptance.
2. **Election of Vice Chair** – to elect a Vice Chair for 2025-26.
Councillor J McKellar Main was re-elected as Vice-Chair.
3. **Register of Interest Forms** – to inform all members to review their Register of Interests.
Members were reminded to review their Register of Interests and submit any changes to the Clerk to notify NLC.
4. **Apologies of Absence**
Apologies were received from Cllrs. J Fenwick, J McKellar Main, J Oatridge, P Skelton.
5. **Declarations of Interest** – none declared.
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 Chair, Vice Chair, Cllrs A Clark, W Elsome, J England, T Foster, P Skelton, P Wright.
 - iii) **Web Site Committee**
Resolved: to re-elect en-bloc the Chair, Cllrs J England, T Foster, J McKellar Main.
 - iv) **Allotments Advisory Committee**
Resolved: to re-elect en-bloc the Chair, Vice Chair, 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 Chair, 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, 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:** amend minimum number of members from ten to nine.
 - iii) **Leisure & Recreation committee** – **Resolved:** amend minimum number of members from nine to eight.
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.

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- ii) Messingham Memorial Playing Field Representatives
The Chair reported MMPA had notified the council of the less frequent attendance of Parish Council representatives at their meetings.
Resolved: All representatives on **all** outside bodies, to inform the Clerk if unable to attend to enable a replacement to be appointed.
Resolved: To re-elect Cllrs J Oatridge & P Wright.
- iii) Messingham Village Hall Representative – **Resolved:** Cllr SA Cowley.
- 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 2025/26.**

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 March, June, September, December (if required)
- 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 NALC amendments to the Financial Regulations
Resolved: to update with the NALC amendments to Section 5 and approve the Financial Regulations.
- b) To review and approve the NALC amendments to the Standing Orders
Resolved: to update with the NALC amendments to Section 14, 18, change the language to gender neutral and approve the Standing Orders.
- c) To review and approve the Adult Safeguarding policy
Resolved: no amendments and to approve the Adult Safeguarding policy
- d) To review and approve the Children Safeguarding policy
Resolved: no amendments and to approve the Children Safeguarding policy
- e) To review and approve the Equality policy
Resolved: no amendments and to approve the Equality policy
- f) To review and approve the Health & Safety policy
Resolved: no amendments and to approve the Health & Safety policy
- g) To review and approve the Complaints procedure policy
Resolved: no amendments and to approve the Complaints policy
- h) To review and approve the Emergency Plan policy
Resolved: to update to the Holme Meadow building; Village Hall contact details and to approve the Emergency Plan policy
- i) To review and approve the GDPR policy
Resolved: no amendments and to approve the GDPR policy
- j) To review and approve the Subject Access Request policy
Resolved: no amendments and to approve the Subject Access Request policy
- k) To review and approve the Retention schedule policy
Resolved: no amendments and to approve the Retention schedule policy
- l) To review and approve the Publication Scheme policy
Resolved: to delete Minutes held in the Library Section 4 and to approve the Publication scheme policy

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- m) To review and approve the Recording of Meetings policy
Resolved: no amendments and to approve the Recording of meeting policy
- n) To review and approve the Social Media policy
Resolved: no amendments and to approve the Social Media policy
- o) To review and approve the Media policy
Resolved: no amendments and to approve the Media policy
- p) To review and approve the Zero Tolerance policy
Resolved: no amendments and to approve the Zero Tolerance policy
- q) To receive update on progress of Sexual Harassment / Bullying Policy and agree action
The Clerk reported ERNLLCA had updated their advice to adopt the NALC policy produced by WorkNest.
Resolved: Delegate the Chair of the Personnel Committee & Clerk to work on the policy produced by WorkNest, to make it relevant to the Council and to submit to the next meeting for consideration.
- 12. Minutes of previous Parish Council meeting**
- a) **To resolve to approve and adopt the minutes of the Allotment Advisory Committee held on Monday 10th March 2025, circulated to all members prior to the meeting.**
Note: the financial recommendations of the committee were adopted on 10/3/25 min. 1863 234a).
Resolved: to approve the minutes to be adopted by Full Council and signed by the Chair.
- b) **To resolve to approve as a correct record the minutes of the Full Parish Council meeting on Monday 14th April 2025, circulated to all members prior to the meeting.**
Resolved: to approve the minutes to be signed by the Chair.
- 13. Clerks update – to receive an update from the Clerk on items not shown on this agenda**
- a) Min. 252ii – NLC In Bloom Scheme 2025/26 – The Clerk reported a grant had been submitted to NLC for Summer bedding plants at the War Memorial for the cost quoted of £270.
- b) Min. 255 – M181 link road to Burringham Road progress update from NLC.
NLC had informed, the new link road to connect M181/A1077 to Burringham Road is to be delivered by the developer. Draft planning conditions on PA/2023/1124, state the connection must be constructed, operational and accessible to vehicles prior to commencement of the 250th dwelling (599 total).
Resolved: to submit a letter to the developers to determine the timescales to deliver the link road.
- c) Min. 257c – Rabbit damage on Playing field extension – update on meeting with resident and Holy Trinity Church.
Resident reported past action had been taken for rabbit control and will pursue further action.
Holy Trinity Church confirmed agreement to meet with the pest controller contracted by MMPFA.
- d) Min. 258ii – Hedge on the Village Hall site / New Row – to receive update following inspection.
The Clerk reported the hedge had been inspected with the Chair, and the Clerk had spoken with the Chair of the Village Hall committee. It was agreed to seek 3 quotations for the work and inform MVH of the cost of that part of the hedge under their responsibility, for their consideration.
- 14. Planning**
- a) **To resolve the planning applications**
- i) PA/2025/538 – A Sykes, 6 Ashberry Drive—to demolish existing single-storey extension and erect a two-storey side extension.
Resolved: No Objections.
- 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.
Resolved: No Objections.

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- iii) PA/2025/548 – J Richardson, Mendle Farm, Holme Lane, Holme – to erect a single-storey farm office building.

Resolved: No Objections.

- iv) PA/2025/554 – C Gibala, Fire Tree Cottage, Butterwick Road – to erect a double and single-storey rear extension.

Resolved: No Objections.

b) To receive decisions made by NLC

c) 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 approve the payments

Ref.	Date	Payee	Details	Vat	Total	Method
21	16/4/25	Morelock Signs Ltd.	1 no. 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	Gains. Pest & Environmental	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 Service	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 Poppy wreath	0	50.00	cheque
42	14/5/25	TP Black – Clerk reimburse.	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)			

Resolved: to approve the payments.

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

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

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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

Resolved: receipts noted.

c) Bank Transfers – to note monthly bank transfers

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

Resolved: Bank transfers noted.

VE Day - The Chair reported the Union Jack was raised and a VE Day poppy wreath was laid at the War Memorial on VE Day. Also in attendance was Harry May, representing the Royal British Legion. A successful VE Day event had been held at the Village Hall.

Resolved: Clerk to correspond to Messingham Village Hall Committee to thank and congratulate on an excellent village feel event to commemorate this special day.

d) 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 again been 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. The only recommendation covers the newly released Model Standing Orders and an advisory note relates to the addition of the council’s additional laptop to the Asset Register, if the council so wishes.

It was noted that both the Standing Orders and Financial Regulations had been updated at this meeting in accordance with NALCs recommendations - see. Min. 11a & 11b.

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

Resolved: to add the laptop purchase price of £123 to the Asset Register and accept the internal audit.

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.

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

ii. To approve, sign and date Section 1 - Annual Governance Statement 2024/25 - of the AGAR

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

iii. To consider Section 2 - Accounting Statements for 2024/25.

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

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- iv. **To approve Section 2 - Accounting Statements 2024/25 - of the Annual Return for financial year ended 31 March 2025.**

Resolved: to approve Section 2.

- v. **Chair to sign and date Section 2 – Accounting statements for 2024/25.**

In accordance with the AGAR instructions this document had been signed by the Clerk prior to submission for approval. **Resolved:** The Chair to sign and date section 2.

The Clerk advised that the AGAR would be duly submitted to the External Auditor.

- f) **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.

- g) **To review and agree the Bank mandate signatories**

Resolved: No change to the existing bank mandate.

- h) **Messingham Memorial Playing Field Association – to consider request for change of use of agreed Precept Grant.**

Cllr Elsom declared a Personal & Prejudicial interest as Trustee of the Playing Field Committee.

Resolved: to agree the use of the Precept Grant towards the cost of rabbit control to improve the dangerous condition of the playing field.

16. **General Items of Business**

- a) **VJ Day Min. 249i) – to consider arrangements for VJ Day – Friday 15th August 2025.**

Resolved: Parish Council to hold an event in the Community Hub and look to invite organisations and volunteers to the event. To discuss arrangements at the next meeting.

- b) **Park Street to Well Street path – min 59f – to be notified of installation of one kissing gate on path by NLC. To consider any need for the second gate and level of adoption of the path.**

Resolved: Clerk to advise NLC that one kissing gate would appear to be sufficient to deter the nuisance cycle activity.

The Chair reported NLC had agreed to adopt the path from Park Street to the lighting column.

Resolved: Parish Council to formally adopt the path from the lighting column one the path at Park Street end, through to the entrance at Well Street. The boundary line to be on the south side of the tree line and to exclude the trees. Clerk to liaise with NLC Legal Team.

17. **Community Hub**

- a) **NLC Library Services – invitation to volunteers to attend ‘Volunteer Celebration Event’ on 5/6/25 in recognition of support.** The Clerk reported the invitation had been circulated to the volunteers.

- b) **Vegetation in the guttering – to consider action.**

Resolved: to ask the Handyman to carry out the work.

- c) **Bicycle stand – to consider the purchase of a bicycle stand at the Community Hub.**

Resolved: to purchase a bicycle stand to accommodate 3 cycles and ask the Handyman to attach to the rear wall of the building.

- d) **Library volunteer cover –** It was noted there are times of insufficient availability of volunteers.

Resolved: Volunteers to inform the Clerk when insufficient availability, to provide cover by Councillors/Clerk.

18. **Leisure & Recreation items**

Holme Meadow Recreation field;

- a) **New Build Project – Changing Facility / Toilets / Store – to receive progress report.**

The Chair reported that all work had been completed. Unfortunately, the handover did not take place as intended on 2nd May 2025, due to issues with the exterior render. The manufacturers of the render and

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the render contractors had met on site with the building contractors to inspect, and have agreed remedial work will be carried out before the end of the month.

The Clerk had spoken with the Insurers to add the building on handover date. They advised there would be a flat roof endorsement – premium and details are to be confirmed.

Resolved: subject to the render being rectified to the satisfaction of the Parish Council, to arrange an official opening of the building on Messingham Show day, with a plaque to acknowledge the grant funding received.

b) Terms & Conditions of Hire – to consider and approve the updated Terms & Conditions of Hire.

Resolved: Section 10 - Clerk to determine the process of found property being handed to the police. Clerk to re-circulate to consider adoption of the Terms of Hire at the next meeting.

c) MJFC Chair – Min 254d – feedback re. request for 4g (artificial) pitch.

MJFC would like to determine any support of the Parish Council prior to investing time in a proposal.

Resolved: Parish Council is mindful to support a 4g pitch in principle, subject to no adverse impact/inconvenience to other users/hirers of the field and at no additional costs to the Parish Council.

d) Childrens' Play Area – cracking in wet pour at See Saw and shrinkage at Slide – to consider purchase of wet pour repair kit.

Resolved: to purchase a wet pour kit for the Handyman or suitably able person to install.

e) Application of herbicide and liquid feed at Holme Meadow recreation field

The Clerk reported that due to the dry conditions, the contractor had postponed carrying out this work.

19. Messingham Ward Councillor report

- 15th May 2025 – NLC Annual meeting to elect the Mayor, Leader, Deputy Leader and Cabinet posts.

20. Police Matters/Crime report/Neighbourhood Action Team (NAT)/Office Police & Crime Commissioner
No reports.

21. Councillor / Clerk Reports

Messingham Village Hall committee – meeting held on 30th April 2025.

Matters discussed included VE Day event and hedge cutting work.

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.
- iii) NLC Standards & Code of Conduct training – 16 May & 5 June 2025. In-person and MS Teams. The Clerk had circulated the information to Councillors.
- iv) Resident reported High Street to Orchard Close Pathway – litter / drug paraphernalia / condition of brickwork and steps – Clerk had reported to NLC for attention.
- v) NLC Notice of Definitive Map Modification (Restrictive Byway 1, Manton) Order 2024(1). The Clerk reported that NLC would be adding this to the grass cutting schedule and the payment.

b) To note any correspondence received after the agenda was posted.

- i) Resident – S Dobson – concerns of volume of speeding vehicles on Butterwick Road, suggesting speed bumps and traffic monitoring.

Resolved: Clerk to inform the resident that concerns of the Parish Council had already been reported to NLC, with requests for NLC to review to extend the 40mph speed restriction from the traffic lights at

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Catchwater crossroads to the village entrance. In response, NLC are currently carrying out speed monitoring close to the junction with West View. PC will request the monitoring results when available.

24. Village Complaints/Compliments – to receive and consider any Village complaints and compliments.

- i) Brigg Road to Fairfield Drive snicket – litter bin missing and the condition – Clerk to report both to NLC.

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.**

Resolved: to hold the next meeting on Monday 9th June 2025 at 7pm.

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

Resolved: Clerk to determine the need for a meeting in June and arrange if required.

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

Resolved: Clerk to arrange a meeting date with the working group and circulate date to all members.

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. War Memorial flower beds – to consider quotation to remove contaminated topsoil and replace.**

Resolved: to accept the quotation of £1,278 from Sissons Gardening Services.

- 28. Removal of the redundant changing container at Holme Meadow Recreation Field – to consider quotations.**

The Clerk reported 2 quotations had been received and was awaiting a further quotation.

Resolved: on receipt of all quotations the Clerk to accept the lowest price subject to sight of a valid waste disposal documentation.

- 29. Changing facilities building – to consider quotations for benches and hooks in both changing rooms.**

The Chair reported that on inspection the old benches were in a poor condition to transfer to the new building. The Clerk reported two alternative bench options sourced by the building contractors.

Resolved: Chair and Clerk to have delegated authority to agree and purchase.

This concluded the business of the meeting. Meeting closed at 21:17.