

MESSINGHAM PARISH COUNCIL

Parish Clerk: Tracey Black
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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 11th May 2026 at 7pm** in Messingham Community Hub, Wendover Road, for the purpose of transacting the following business.

Tracey Black

Clerk to the Parish Council

6th May 2026

AGENDA

1. **Election of Chair** – to elect a Chair for 2026-27 and to sign the Declaration of Acceptance of Office.
2. **Election of Vice Chair** – to elect a Vice Chair for 2026-27.
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 Independent Internal Auditor for 2026-27.**
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 as a correct record the minutes of the Full Parish Council meeting on Monday 13th April 2026.
13. **Clerks report**
To receive an update from the Clerk on items from the minutes not shown on this agenda - ***Appendix E***
14. **Matters arising from the Annual Parish meeting under Items of business from parishioners**
 - a) **APM Min. 8** – request received for Parish Council to consider in principle, to explore in partnership with the local community, the development of a bike / skate facility. A Proposal submitted by resident, circulated to all members prior to the meeting.

15. Planning

To receive planning applications from NLC and resolve a response

- i) PA/2026/388 – Cyden Homes, land rear of Brigg Road – to erect 16 dwellings.
- ii) PA/2026/497 – Jackson & Lacey Developments Ltd., 2 West View – to vary cond.1 of PA/2024/1447 to change the house type of plot 4 from dormer bungalow to bungalow.
- iii) PA/2026/501 – W Marshall, Sandvale Farm, Holme – to determine if prior approval is required to erect new agricultural structure.
- iv) PA/2026/502 – W Marshall, Sandvale Farm, Holme – to determine if prior approval is required for the demolition of redundant agricultural structure.

b) To receive decisions made by NLC

- i) PA/2026/242 – K9-Park Ltd, Low Hill Farm – to removed condition 4 of PA/2022/2027 dated 4/8/23 – Granted.

c) To receive appeal decisions

16. 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 2026**
 - i. **To consider and resolve assertions of Section 1 – Annual Governance statement 2025/26**
 - ii. **To approve, sign and date Section 1 – Annual Governance Statement 2025/26 of the AGAR**
 - iii. **To consider Section 2 – Accounting Statements for 2025/26.**
 - iv. **To approve Section 2 – Accounting Statements 2025/26 of the Annual return for financial year ended 31/3/26.**
 - v. **Chair to sign and date Section 2 – Accounting Statements for 2025/26.**
- f) **To agree the schedule of regular payments.**
- g) **To review and agree the Bank mandate signatories.**

17. General items of business

18. Community Hub – to receive any updates.

19. Leisure & Recreation items

- a) New Children’s Play Equipment – to receive update and estimated start date of installation.
- b) Northfield Road Playing Field – to be notified of Incident 26/4/26 and action taken.
- c) Northfield Road Playing Field – Incident – to be notified of incident and consider the need for contact details to access the field in case of an emergency.

20. Allotments

- a) Rabbit control Min. 266 – to consider alternative methods of rabbit control.
Complaint received from resident of a property neighboring the allotments of rabbit problems.
- b) Vandalism on allotments – to be notified of damage and activity reported by allotment tenant to police.

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

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

23. Councillor reports - To receive reports from Councillors / Clerk on meetings attended representing the Parish Council.

24. Correspondence for discussion/decision

- a) Resident – Rabbit issues causing damage on land from allotment site.
- b) Resident – request for a public consultation to discuss what new equipment residents would like to have in the park.

25. Correspondence for information

- a) To note correspondence received for information - *Appendix I*
- b) To note any correspondence received after the agenda was posted.

26. Village complaints/compliments - To receive and consider any Village complaints and compliments.

27. Date/Time/Venue of Next Meeting

a) To confirm date and time of the next Full Parish Council meeting on Monday 15th June 2026 at 7pm.

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

Meetings to be held in the Community Hub, Messingham.

28. 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.

29. Bow top fencing at proposed new Children's Play Area – to receive and consider quotations for fencing, gate and removal of existing fencing on south end of the existing play area.

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 S Shaw, Cllr P Wright

Messingham Village Hall Representative: Cllr SA Cowley

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 Adult Safeguarding policy
- b) To receive and approve the Anti-Harassment / Bullying Policy
- c) To review and approve the Children Safeguarding policy
- d) To review and approve the Complaints procedure policy
- e) To review and approve the Debit Card policy
- f) To review and approve the Environmental & Sustainability Policy
- g) To review and approve the Emergency Plan policy
- h) To review and approve the Equality policy
- i) To review and approve the Financial Regulations
- j) To review and approve the GDPR policy
- k) To review and approve the Grievance policy
- l) To review and approve the Health & Safety policy
- m) To review and approve the Information Technology policy
- n) To review and approve the Media policy
- o) To review and approve the Publication Scheme policy
- p) To review and approve the Recording of Meetings policy
- q) To review and approve the Retention schedule policy
- r) To review and approve the Social Media policy
- s) To review and approve the Speed Indicator Device policy.
- t) To review and approve the Standing Orders
- u) To review and approve the Subject Access Request policy
- v) To review and approve the Zero Tolerance policy

Clerk's Report - Appendix E

Min.260iii) – raised flower beds outside Ongo Homes & Co-op Store – to receive any response.

Min. 265b) – Palisade fencing Holme Meadow – to be notified the fencing has been moved to meet the criteria of Cadent Gas.

Min. 265c) – Changing building at Holme Meadow – to be notified of dates to carry out rendering remedial work.

Accounts - To be passed for Payment – Appendix F

Ref	Date	Payee	Details	Vat	Total	Method
24	17/4/26	Quattro Products Ltd	Wet-pour Repair kit	23.60	141.60	D.card
25	18/4/26	Wave	Water – War Memorial	0	13.23	Dd
26	8/5/26	Yu Energy	Electric – Community Hub	1.72	40.79	Dd
27	11/5/26	Public Works Loan Board	Half yearly loan repayment	0	1464.61	dd
28	12/5/26	Three.co.uk	Clerk mobile	1.66	9.96	dd
29	13/5/26	Sissons Gardening Services	Gardening contract	0	494.44	online
30	13/5/26	Gainsborough Pest & Environ.	Mole control contract	0	85.00	Online
31	13/5/26	N Drinkall	Handyman services	0	791.50	Online
32	13/5/26	No Worries Cleaning Ltd	Contract cleaning – Community Hub	34.88	209.28	online
33	13/5/26	No Worries Cleaning Ltd	Contract Cleaning – Building H/Meadow	8.72	52.32	Online
34	13/5/26	R Dixon-Public Sector Audit	Internal Audit	0	810.00	online
35	13/5/26	Quibell Fabrications Ltd.	Fabricate/Install post at MUGA	77.80	466.80	Online
36	13/5/26	North Lincolnshire Council	SLA Playground Inspection SLA Bin collections	48.80 226.55	244.00 1132.74	Online
37	15/5/26	Wave	Water – Community Hub	0	25.55	Dd
38	18/5/26	Wave	Water – Allotments	0	11.17	Dd
39	18/5/26	Wave	Water – Allotments	0	13.59	Dd
40	13/5/26	Salaries & wages	Salaries & Wages	0	1706.21	online
41	29/5/26		(separate confidential schedule)			

Receipts - Appendix G

Ref.	Date	Received from	Details	Amount	Method
1	1/4/26	Mess. Horse & Foal Show	Community Hub hire	5.00	Online
2	7/4/26	Virgin Money	Debit card cashback	0.10	Online
3	8/4/26	Messingham Scouts	Annual rent	1.00	online
4	8/4/26	Messingham Junior FC	Annual Season Charge & rent 2025/26	651.00	Online
5	10/4/26	Messingham Village Hall	Annual rent	1.00	Online
6	16/4/26	Northern Powergrid	Wayleave	99.51	cheque
7	16/4/26	Mess. Horse & Foal Show	Annual rent	1.00	Online
8	17/4/26	HMRC	VAT claim 1 March - 31March 2026	331.98	Online
9	24/4/26	NLC	Precept 50% instalment	39000.00	Online
10	April	Various Allotment tenants	Allotment annual rent collection	75.00	Cash
11	April	Various Allotment tenants	Allotment annual rent collection	62.50	Cheque
12	April	Various Allotment tenants	Allotment annual rent collection	762.50	online

Transfers – Appendix H

Ref.	Date	Account from	Account to	Amount	Method
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Correspondence for information – Appendix I

- NLC forthcoming meetings
- ERNLLCA newsletter
- GM Training Services. Wooton – PA1 safe use of pesticides & PA6 application of chemicals using handheld applicators
- Yu Energy – Transmission Network Use of System (TNUoS) – to be added to Standing Charge wef May invoices
- Little Imps – access gate from property on Hall View to Little Imps area.