

Minutes of **Messingham Parish Council Annual** meeting held on **Monday 11<sup>th</sup> May 2026** at 7pm held in Messingham Community Hub.

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

**In Attendance:** Tracey Black, Parish Clerk  
15 residents

1. **Election of Chair** - to elect a Chair for 2026-27 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 2026-27.  
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, for submission to NLC.
4. **Apologies of Absence**  
Apologies were received from Cllrs. J Fenwick, C Scott.
5. **Declarations of Interest**  
Cllr P Skelton- Receipt ref. 4 – declared a Personal & Prejudicial interest as an elected officer of MJFC.
6. **Public Forum**  
*The Council voted to suspend the meeting to allow the public to speak*
  - Camilla Morgan addressed the members present, to advise of the growing support of over 300 local residents for a community bike facility. An informal community group meeting had been held and would like to engage with the Parish Council, to move the project forward.  
The Chair responded, that he had visited with the Clerk, the cycle track recently installed by Winterton Town Council and had spoken with a user on site at the time and the Town Clerk.
  - Chole Brown spoke as the applicant of planning application PA/2026/265 for a 6ft boundary wall and fence. The application had been objected to, by the Parish Council and refused by North Lincolnshire Council.  
The Chair recommended the resident consult with the NLC planning officer, to determine their advice on an acceptable height and materials, prior to any resubmission.  
  
*The meeting reconvened*
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.

Signature

Date

- 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:** to re-elect en-bloc 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:** no changes to the existing terms of reference.
- iii) Leisure & Recreation committee – **Resolved:** no changes to the existing terms of reference.

**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 S Shaw & P Wright.
- iii) Messingham Village Hall Representative – **Resolved:** to re-elect 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 Independent Internal Auditor for 2026/27.**

**Resolved:** to re-appoint the existing Internal Auditor Mr Richard Dixon, Public Sector Audit. It was noted the auditor is fully independent of this council.

**10. Regular Meeting Dates**

**To agree regular meeting and committee meeting dates**

- i) Full Council – **Resolved:** 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:** to be held as and when required.
- vi) Planning committee: **Resolved:** to be held as and when required.

**11. To review Policies & Procedures – Appendix E**

- a) To review and approve the Adult Safeguarding policy  
**Resolved:** No amendments and to approve the Adult Safeguarding policy
- b) To receive and approve the Anti-Harassment / Bullying Policy  
**Resolved:** No amendments and to approve the Anti-Harassment / Bullying policy
- c) To review and approve the Children Safeguarding policy  
**Resolved:** No amendments and to approve the Children Safeguarding policy
- d) To review and approve the Complaints procedure policy  
**Resolved:** No amendments and to approve the Complaints procedure policy
- e) To review and approve the Debit Card policy  
**Resolved:** No amendments and to approve the Debit Card policy

Signature

Date

- f) To review and approve the Environmental & Sustainability Policy  
**Resolved:** No amendments and to approve the Environmental & Sustainability policy
- g) To review and approve the Emergency Plan policy  
**Resolved:** No amendments and to approve the Emergency Plan policy
- h) To review and approve the Equality policy  
**Resolved:** No amendments and to approve the Equality policy
- i) To review and approve the Financial Regulations  
**Resolved:** No amendments and to approve the Financial Regulations policy
- j) To review and approve the GDPR policy  
**Resolved:** No amendments and to approve the GDPR policy
- k) To review and approve the Grievance policy  
**Resolved:** No amendments and to approve the Grievance policy
- l) To review and approve the Health & Safety policy  
**Resolved:** No amendments and to approve the Health & Safety policy
- m) To review and approve the Information Technology policy  
**Resolved:** No amendments and to approve the Information Technology policy
- n) To review and approve the Media policy  
**Resolved:** No amendments and to approve the Media policy
- o) To review and approve the Publication Scheme policy  
**Resolved:** section 'Parks, playing fields & recreational facilities' – to ADD: Changing Facilities and Outdoor Gym equipment - and to approve the Publication Scheme policy
- p) To review and approve the Recording of Meetings policy  
**Resolved:** No amendments and to approve the Recording of Meetings policy
- q) To review and approve the Retention schedule policy  
**Resolved:** No amendments and to approve the Retention Schedule policy
- r) To review and approve the Social Media policy  
**Resolved:** No amendments and to approve the Social Media policy
- s) To review and approve the Speed Indicator Device policy.  
**Resolved:** No amendments and to approve the Speed Indicator Device policy
- t) To review and approve the Standing Orders  
**Resolved:** No amendments and to approve the Standing Orders
- u) To review and approve the Subject Access Request policy  
**Resolved:** No amendments and to approve the Subject Access Request policy
- v) To review and approve the Zero Tolerance policy  
**Resolved:** No amendments and to approve the Zero Tolerance policy

**12. Minutes of previous Parish Council meeting**

- a) **To resolve to approve as a correct record the minutes of the Full Parish Council meeting on Monday 13<sup>th</sup> April 2026, 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**

- i) **Min.260iii – raised flower beds outside Ongo Homes & Co-op Store – to receive any response.**  
The Clerk reported the Co-operative Store had agreed to a flower bed being installed, planted and maintained, by the Parish Council, on the areas of grass. The Clerk had also submitted an application for permission to Ongo Homes and was awaiting a response.  
The Clerk had submitted an application to NLC for the In Bloom Grant (min. 263c) towards sleeper planters and awaiting the outcome.
- ii) **Min. 265b – Palisade fencing Holme Meadow – to be notified the fencing had been moved to meet the criteria of Cadent Gas.**

Signature

Date

The Clerk reported, at the request of Cadent Gas, the palisade fencing and gate had been removed and reinstated by Tony Cook Group, free of charge, under the watch of the Cadent Gas technician – Noted.

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

The Clerk reported the render work had been scheduled in the 3-week period between MJFC Tournament and Messingham Show.

**Resolved:** Clerk to reschedule the work, to commence after Messingham Show has taken place, as this would be a tight time frame, not allowing for unforeseen delays and weather conditions.

14. **Matters arising from the Annual Parish meeting under Items of business from parishioners**

a) **APM Min. 8** – request received for the 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 a resident, had been circulated to all members prior to the meeting.

**Resolved:** to support in principle a bike / skate facility and refer to the Leisure & Recreation committee, to identify a suitable location to recommend to Full Council, to enable the process of planning, tenders and funding applications.

Clerk to arrange a meeting date, members of the public would be welcome to attend.

15. **Planning**

a) **To resolve the planning applications**

i) PA/2026/388 – Cyden Homes, land rear of Brigg Road – to erect 16 dwellings.

**Resolved:** to Object for the following reasons:

- The proposed development is outside of the existing development boundary line, which contravenes the NLC Development Plan.
- Concerns of the capacity of the existing attenuation pond, being able to cope with the additional surface water run-off from the proposed development.
- Concerns of the ability of the already overloaded foul water system, being able to cope with the proposed additional development.

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.

**Resolved:** No objections

iii) PA/2026/501 – W Marshall, Sandvale Farm, Holme – to determine if prior approval is required to erect new agricultural structure.

**Resolved:** No objections

iv) PA/2026/502 – W Marshall, Sandvale Farm, Holme – to determine if prior approval is required for the demolition of redundant agricultural structure.

**Resolved:** No objections

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.

16. **Finance**

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

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

Signature

Date

26	8/5/26	Yu Energy	Electric – Community Hub	1.94	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	292.80 1359.29	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)			

**Resolved:** to approve the payments.

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

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	<b>Cash</b>
11	April	Various Allotment tenants	Allotment annual rent collection	62.50	<b>Cheque</b>
12	April	Various Allotment tenants	Allotment annual rent collection	762.50	<b>online</b>

**Resolved:** receipts noted.

**c) Bank Transfers – to note monthly bank transfers – There were no bank transfers.**

**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 continued to be maintained to a very high standard and the hard work and diligence of the Clerk is acknowledged. The internal financial control environment within the council is excellent and the consideration and adoption of the advisory note will strengthen governance arrangements already in place.*

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

**Resolved:** to adopt the recommendation;

- That following the annual appointment of the council’s Internal Auditor, the Clerk to issue a formal letter of appointment to the appointed auditor.

**Resolved:** to accept the internal audit.

Signature

Date

- 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.**  
The Clerk had circulated prior to the meeting, the basic overview of the assertions and checklist produced by ERNLLCA for Councillors.  
The Clerk read out the assertions listed on Section 1 and the Council resolved each response.
  - ii. **To approve, sign and date Section 1 - Annual Governance Statement 2025/26 - of the AGAR**  
**Resolved:** The Clerk & Chair to duly sign and date Section 1.
  - iii. **To consider Section 2 - Accounting Statements for 2025/26.**  
The Clerk informed the members, the figures in Section 2 had been agreed by the Internal Auditor.
  - iv. **To approve Section 2 - Accounting Statements 2025/26 - 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 2025/26.**  
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.

Clerk to submit the AGAR 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.

17. **General Items of Business** - no items of business.

18. **Community Hub**

- a) Solar panel public display board not working – The Clerk had spoken with the installers, who had confirmed the solar panels are continuing to function correctly. The installers are to determine the warranty of the public display panel, or cost of replacement and awaiting the response.

19. **Leisure & Recreation items**

- a) **New Children’s Play Equipment – to receive update and estimated start date of installation.**  
The Clerk reported that Caloo had been able to offer an upgrade of the basket swing to the premium range swing at no extra cost.  
An estimated start date had been received of 15<sup>th</sup> June 2026  
**Resolved:** to note.

*The Clerk suggested agenda item 19b should be considered in the confidential items*

**Resolved:** to move the item to the confidential part of the meeting

- b) **Children’s Play Area – to be notified of Incident 26/4/26 and action taken.**

*The Council voted to suspend the meeting to allow the public to speak*

A member of the public addressed the meeting and asked for consideration be given to CCTV in the Children’s Play area.

*The meeting reconvened*

- c) **Northfield Road Playing Field – to be notified of an incident and consider the need for visible contact details, for access to the field in case of an emergency.**

The Chair had been contacted, to determine the keyholders of the barrier, when medical help may have been required to access the field. Subsequently access was not required.

It was noted the telephone details for the Clerk are on signage at both the play area and the gym equipment, but no contact details on the vehicle barrier.

Signature

Date

It was noted the barrier is the ownership and responsibility of Messingham Memorial Playing Field Association. The Clerk had informed the Chair of MMPFA, of the lack of contact details in an emergency, who agreed to address.

**20. Allotments**

**a) i) Rabbit control Min. 266 – to consider alternative methods of rabbit control.**

- ii) Complaint received from resident of a property neighboring the allotments of rabbit problem issues. The Clerk reported having spoken with 3 pest controllers to determine the pros and cons of differing methods of rabbit control.

**Resolved:** to determine with NLC the control method used on their sites.

**b) Vandalism on allotments – to be notified of the damage and activity, reported by allotment holder to police.**

The Clerk reported the CSI unit had attended to recover fingerprints and any DNA.

All allotment tenants had been informed and encouraged, to report nuisance activity / damage to the police.

**Resolved:** Noted

**21. Messingham Ward Councillor report**

- 14<sup>th</sup> May 2026 – NLC Annual meeting to elect the Mayor, Leader, Deputy Leader and Cabinet posts.
- All 70,000 new burgundy recycled bins had been delivered to residents with the final push to collect in the last remaining old bins.
- A quantity of Highway resurfacing work across North Lincolnshire is scheduled to be carried out.

**22. Police Matters/Crime report/Neighbourhood Action Team (NAT)/Office Police & Crime Commissioner**

Next NAT meeting – 10<sup>th</sup> June 2026

**23. Councillor / Clerk Reports**

Messingham Memorial Playing Field Association Committee meeting held in March

Some of the MMPFA committee had indicated an intention to resign and looking for people to fill roles. Financial strain to retain some regular expenditure.

**24. Correspondence for Discussion/Decision**

**a) Resident – Rabbit issues causing damage on land from allotment site – see minute 20a)**

**b) Resident – request for a public consultation to discuss the new equipment residents would like to have in the park.**

The Clerk had informed the resident, as noted at the Annual Parish meeting, the order for the new equipment for the Children's Play Area, had already been placed and is expected to be installed in 6 – 8 weeks.

**Resolved:** the equipment had been chosen on the advice and expertise of the suppliers of play equipment, based on age range specified and the existing equipment.

**25. 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) **GM Training Services, Wooton** – PA1 safe use of pesticides & PA6 application of chemicals using handheld applicators – noted.

iv) **Yu Energy** – Transmission Network Use of System (TNUoS) – to be added to Standing Charge wef May invoices – Noted.

Signature

Date

- v) **Little Imps – access gate from a property on Hall View in to Little Imps area.**  
The Clerk, after referring with the Chair, had responded to Little Imps, that part of land is leased to Messingham Village Hall Committee and as such the Committee is responsible for the management and maintenance of the land and its boundaries – Noted.
- b) **To note any correspondence received after the agenda was posted.**  
i) Resident – concerns of speeding vehicles on the High Street from 20:30 and asking for consideration of calming measures. The resident had reported the concerns to NLC and they had responded.  
**Resolved:** to ask NLC to carrying out speed monitoring on the High Street near to the junction with Park Street.
26. **Village Complaints/Compliments – to receive and consider any Village complaints and compliments.**  
i) Weed growth in kerb edging – Clerk to record areas as they are reported and pass to the contractor for an application of chemical.  
ii) Westfield Drive – blocked gully outside no. 3, with vegetation growth – Clerk to report to NLC.
27. **Date/Time/Venue of Next Meeting**  
a) **To confirm date and time of the next Full Parish Council meeting on Monday 15<sup>th</sup> June 2026 at 7pm.**  
**Resolved:** to hold the next meeting on Monday 15<sup>th</sup> June 2026 at 7pm.  
b) **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.  
All meetings to be held in the Community Hub, Messingham.
28. **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.**  
*All residents remaining left the meeting prior to discussion of the following items at 20:47*
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.**  
The Clerk had circulated quotations prior to the item being discussed.  
**Resolved:**  
i) To accept the quotation from Tony Cook Group, to install 1-metre-high green bow top fencing with contrast coloured self-closing gate.  
ii) To accept the quotation from Tony Cook Group, to remove existing palisade fencing, on the south end of the existing play area, to link the two areas.  
iii) To order from Marmax Products Ltd. – 2 rainbow coloured Reston benches.
30. **Children’s Play Area – to be notified of an Incident on 26/4/26 and action taken – see minute 19b)**  
The Clerk had been informed of a verbal incident, that had occurred at the Children’s Play Area and of being reported to the police.  
As the report mentioned a fall, the Chair and Clerk had inspected that area of the play area, to ensure there were no abnormalities, with either the surface, or equipment and none had been identified.  
**Resolved:** to note.

This concluded the business of the meeting. Meeting closed at 21:00

Signature

Date