

Minutes of Annual Parish Council Meeting held on Monday 9<sup>th</sup> May 2011 in the Village Hall commencing at 7.15pm.

**PRESENT:** Councillors N Poole, J R Walker, Mrs B Todd, Mrs G Sherwood, J England, J Mountain, W Elsome, P Wright, Mrs J Briggs, J McKellar-Main and the Clerk.

**1. ELECTION OF CHAIRMAN**

Councillor N Poole was nominated by Councillor J R Walker, seconded Councillor Mrs B Todd. There being no other nominations, Councillor Poole was unanimously elected as Chairman and signed the Declaration of Acceptance.

The Chairman thanked all members for their support during the last year. He advised that the two vacancies arising from the election could be filled by co-option and that ex-councillors Foster and Caley had confirmed their willingness to be considered. As this had not been placed on the agenda it was agreed to place on the June meeting agenda subject to approval from NLC.

**2. APOLOGIES FOR ABSENCE**

Received from Councillors G Day & R Nixon

**3. ELECTION OF VICE-CHAIRMAN**

Councillor J R Walker was nominated by Councillor Mrs B Todd, seconded Councillor J Mountain. There being no other nominations, Councillor Walker was unanimously elected as Vice-Chairman and signed the Declaration of Acceptance.

**4. POLICE MATTERS**

The crime statistics report from PC Teal had been received and circulated. Noted.

**5. ELECTION OF COMMITTEES AND REPRESENTATIVES**

a) Planning Committee

The existing committee of the Chairman, Vice-Chairman, Cllrs. Mrs J Briggs, Mrs B Todd, Mrs G Sherwood, J McKellar-Main & R Nixon were re-elected en-bloc. Councillor G Day was also elected to replace Councillor Mountain who stood down.

b) Leisure & Recreation Committee

The existing committee of the Chairman, Vice-Chairman, Cllrs. England, Mrs G Sherwood, Mrs B Todd, J Mountain, P Wright were re-elected en bloc. Councillor G Day was also elected and it was agreed that the co-opted members also be included in this committee.

c) Web Site Committee

The existing committee of the Chairman, Cllrs. England, Day and Mrs G Sherwood were re-elected en bloc. It was agreed that the co-opted members also be included in this committee. Councillor Mountain stood down.

d) Allotments Advisory Committee

The existing committee of the Chairman, Vice-Chairman, Cllrs J England, Mrs J Briggs, J Mountain and M Proctor were re-elected en bloc. Mr Mick Walker was nominated and elected as Parish Council representative and Messrs. Ross and Chapman to serve as Half Acre and Garden representatives. It was agreed that a co-opted member also be included in this committee.

e) Personnel Committee

The existing committee of Councillors Nixon, McKellar-Main, Mrs G Sherwood & M Proctor were Elected en bloc. It was agreed that a co-opted member also be included in this committee.

f) Playing Field Representatives

Cllrs. Poole & Mrs G Sherwood were re-elected together with Mrs B Todd.

- g) Village Hall Representative  
It was agreed to postpone this appointment until other members have been co-opted.
  - h) Lincolnshire Wildlife Trust Representative  
Councillor J Mountain was re-elected
  - i) Sibelco Liaison Committee Representative  
Councillor Poole as re-elected
- 6. REGULAR MEETING DATES**
- a) Allotment Advisory Committee: Quarterly meetings set for the third Monday in June, September & December 2011, and March 2012
  - b) Leisure & Recreation Committee: Bi-monthly meetings set for the third Monday where possible in May, July, September, November 2011, and January, March 2012.
- 7. REGISTER OF MEMBERS INTERESTS REVIEW**  
Councillors were issued with Register of Interests forms.
- 8. DECLARATIONS OF INTEREST – None Received**
- 9. MINUTES OF LAST MEETING 11<sup>th</sup> April 2011**  
The minutes were circulated prior to this meeting and were agreed to be a true record and signed by the Chairman.
- 10. MATTERS ARISING**
- a) **Min 210a Open Space Footpath**  
The Clerk advised that the documentation was now being prepared by the solicitors and a preliminary fee of £480 including VAT had been paid to cover Mr Price's costs. Approved.
  - b) **Min 210b Play Area Inspection**  
The Clerk advised that she had confirmed with Digley Associates that the contract would be for one year only and the purchase order had been given. It was agreed that although the annual inspection is not due until August it should be done sooner so that alternative insurance quotes can be sought before renewal in August.
  - c) **Min 210d Ashlin Court Hedge**  
Response from Neighbourhood Services advising that due to nesting birds the hedge cannot be cut until later in the year.
  - d) **Min 211b /1 Allotment Road**  
The Clerk reported that a roller had been hired to level the slag and Mr Ross had been contracted to drive it but that an accident had occurred resulting in damage to the roller with estimated damage at £1063.10. She reported that the damage would not be covered by either the Parish Council or Mr Ross's insurance policies. It was noted that there had been no injury to Mr Ross. It was agreed to accept the repair costs but that any future hire vehicles should be insured separately. It was also agreed to obtain advice from ERNLLCA with regard to contractors' insurance requirements and also to review the Parish Council risk assessments at the next meeting.
  - e) **Min 215a/1 Storage of Planning Documents**  
The Clerk reported the advice received from ERNLLCA and the Society of Local Council Clerks and it was agreed that major planning applications be kept indefinitely and that minor applications be kept for one year.

**f) Min 215f The Jungle, Scotter Road**

Response from the planning officer advising that there would be no further action taken. It was agreed to make further enquiries with the Environmental Health officer. Copy of the correspondence to be forwarded to Mrs Simpson.

**g) Min 217a Library Car Park**

Response from Neighbourhood Services advising that the car park is to be swept on fortnightly basis.

**h) Min 217b Golf on Playing Field**

The Clerk advised that she had drafted a letter to residents of Northfield Road which had been approved by the Chairman but asked if signage should be installed at the playing field before the letters are sent out. After discussion it was agreed to send the letter with a copy to the Playing Field committee.

**11. PLANNING****a) Planning Applications before NLC:**

1. 2011/0438 Wood, Mells Farm, Kirton Road – Application for the determination of the requirement for prior approval for an agricultural building. NO OBJECTIONS
2. 2011/0523 Sims, 12 Walnut Way – erect attached garage and internal and external alterations (amended application 2010/0893). NO OBJECTIONS

*Councillor England took no part in discussion or voting on the above applications*

**b) Full Planning Permission Granted by NLC:**

1. 2011/0198 Raddish, Field south of Holybank, Scotter Road – retain portable shelter & site 2 additional shelters
2. 2011/0306 Foster, 8 The Meadows – two-storey side extension and single storey rear extension
3. 2011/0346 Sword, Flat 2, 40 High Street – change use of ground floor flat to commercial
4. 2011/0347 Sword, Flat 2, 40 High Street – Advertisement consent
5. 2011/0357 Gibbs & Cooper, 83 Brigg Road – single storey extension

**12. CORRESPONDENCE**

- a) NLC**
1. Premises Licence Application – Armed Forces Day Event committee.
  2. Speed Limit Review supplied on cd-rom. Councillor England reported that a 50mph limit on the A159 on both sides of Messingham has been recommended.
  3. Bus Timetables.
- b) ERNLLCA** Joint Regional Training Conference notification. Noted.
- c) MR S BROWN** Request to erect a poly tunnel on Allotment 50a. Approved on the condition that the tenant is responsible for its removal in the event of damage or termination of tenancy.
- d) MR M CALEY** Information regarding floodlight replacement. It was agreed to invite representatives of Messingham Junior Football Club, and Mr Caley to the Leisure & Recreation committee meeting on 16<sup>th</sup> May to discuss further.

**13. ACCOUNTS****a) Passed For Payment:**

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|---|---------|
| 1. Mrs J Walker – Clerk's Salary and Allowance (1 <sup>st</sup> June) | £904.83 |
| 2. Mrs K Hall – play area attendant wages                             | 107.05  |
| 3. G East – handyman  | 158.56  |
| 4. Messingham Village Hall – monthly rent                             | 200.00  |

5. D Jacklin Ltd – mole control	72.00
6. BT – telephone account	93.97 direct debit
7. Alan Johnson – internal audit fee	325.00
8. Messingham Playing Field – precept grant	1000.00
9. K W Dent Haulage – slag for allotment road	369.66
10. Ashby Grass Care – weedkiller for Holme Meadow	450.00
11. 1 <sup>st</sup> Messingham Guides – precept grant	200.00
12. 2 <sup>nd</sup> Messingham Brownies – precept grant	200.00
13. Humberside Aid Plant Hire – Hire of roller	130.05
14. Veolia ES – grass cutting	663.10
15. Symes Bains Broomer – solicitor fees (paid between meetings)	480.00

**b) Monies Received:**

1. North Lincolnshire Council – half precept	22500.00
2. Allotment Rents	96.00 cash
3. Sale of History Books	4.50 cash
4. Messingham FC – Holme Meadow hire 2010/11	223.00 cash
5. CE Electric – wayleave	72.01
6. Messingham Junior FC – Holme Meadow Hire 2010/11	727.00

**c) Annual Audit**

The Annual Return for the year ending 31<sup>st</sup> March 2011 was completed and signed.

**d) Internal Audit Report**

The internal audit report was read out and the following issues noted:

*The Asset Register does not appear to be up to date and should be completed for purchases and disposals during the year of account prior to completing the Annual Return.* The Clerk commented that she had revised the asset register prior to the internal audit and the Chairman confirmed that he had signed it.

*The risk assessment submitted to audit does not appear to have been subject to review during the year. The council is recommended to undertake annual review to ensure that all risks are included and any necessary action followed through.* The Clerk commented that she had carried out a review herself prior to the audit and the Chairman confirmed that he had signed it. It was agreed that a formal review would be carried out at the next meeting.

*The District Auditor expects an explanation for variances any box where the difference exceeds £150. An up to date figure is needed for asset valuation.* Noted.

**14. VILLAGE COMPLAINTS**

- a) BRIGG ROAD – Blocked gully reported outside No. 99 which needs to be commissioned to the main.
- b) BRIGG ROAD – Dyke beyond No. 107 is being filled in by children. Councillor Mountain suggested that the sewerage pipes in Brigg Road need renewing. It was agreed to ask Severn Trent for their renewal plan for Messingham.
- c) ASHLIN COURT – Cyclists using footpath - it was noted that there is only one sign at the Briggate Drive end of the footpath so it was agreed to request one at the other end as this may become more of a problem when the new school is opened.

- d) HIGHGROVE – Road sweeping in the cul-de-sac not done since last August. To be referred to Neighbourhood Services.
- e) BRIGGATE DRIVE – Intermittent problem with street lights to be reported to Street Lighting.
- f) MEMORIAL – Base needs grouting – agreed. Some lettering also in need of renewal – to be referred to Barningham Memorials.
- g) MEMORIAL FLOWERBEDS – Disappointment expressed regarding the winter planting and it was agreed to review the contract with NLC next year. Suggestion also received from Neighbourhood Services for bulbs to be planted for next spring but this was rejected.
- h) HOLME MEADOW – Agreed that grass cutting should be reduced to fortnightly due to the prolonged dry weather.
- i) WENDOVER ROAD – Verge damage at the junction with High Street. It was agreed to request that the grass verge be replaced with tarmac.
- j) HIGH STREET – Noted that the standard of cleanliness on the High Street is much improved.

**15. OTHER BUSINESS**

Co-option of councillors to be placed on agenda of next meeting.

THIS CONCLUDED THE BUSINESS OF THE MEETING