

Grimoldby and Manby Parish Council

To the Members of the Parish Council of Grimoldby and Manby:

You are hereby summoned to attend a meeting of Grimoldby and Manby Parish Council, which will be held on Wednesday 15th October 2025 in The Pavilion, Gibson Way, Manby at 7.30pm. The business to be dealt with at the meeting is listed in the agenda below.

Please note that the meeting will begin at 7.30pm UNLESS any public are present in which case there will be a public forum when members of the public may ask questions or make short statements to the Council.

Any public wishing to speak, on an agenda item or “sit in” on the meeting please contact the Clerk, using the email address below, in advance to discuss attendance arrangements. If possible, please provide written representation rather than attending in person.

Members of the public should note that they will not be allowed to speak during the formal meeting.



Mrs. L.M. Phillips

Clerk

Dated this 10th Day of October 2025

AGENDA

1. Apologies for Absence

To note apologies where valid reasons for absence have been given to the Clerk prior to the meeting.

2. Chairman's Remarks

3. Declarations of Interest / Dispensations

To receive declarations of interest in accordance with the Localism Act, 2011 – these being **any** interest in agenda items not previously recorded on Members' Register of Interests. Council to consider granting dispensation(s), as per written requests received by the proper officer to councillors under section 22 of the Localism Act.

4. Council Minutes

To approve as a correct record the draft Minutes of the Council Meeting held on 17th September 2025 and authorise the Chairman to sign the official minutes.

5. Finance

To receive, note and duly resolve to authorise:

- a. The Financial Report for September, showing a closing balance on 3rd September 2025 of £74,174.01 which agrees to the closing balance on the bank statement printed on 6th October 2025.
- b. Cheques for payment, listed on the Cheque Schedule 101525 totalling £1,733.02.
- c. Council to discuss arrangements for a Finance Committee Meeting (Committee Members (TK, CF, EB, MB) please have your diaries with you).

6. Planning

- a. **Applications received by the Local Planning Authority**
To consider current applications including those listed in the schedule (Plans_10_15_25) / ratify comments already made by the Planning Working Group.
- b. **Planning Decisions**
There were no new planning decisions to note, at the time of printing.

7. Annual Governance and Accountability Return (AGAR)

- a. Council to note that the Council's External Auditor has completed its limited assurance review of Grimoldby and Manby Parish Council for the year ended 31st March 2025.
- b. Council to note that the Notice of Conclusion of Audit has been posted on the website and noticeboards.
- c. Council to receive Section 3 - External Auditor Report and Certificate 2024/25 and note that the Council has received an unqualified audit, the external auditor having found no issues on which to make comment.

Grimoldby and Manby Parish Council

8. **Internal Auditor**
Council to approve the continued use of its previous internal auditor in 2025/26.
9. **Membership of SLCC**
Council to approve renewal of Clerk's membership with the Society of Local Council Clerks.
10. **Pavilion Car Parking Signage**
Council to consider approving expenditure on new signage at Pavilion.
11. **Local Government Review**
Following attendance by the Chairman at a public meeting regarding the above, held on Monday 13th October at the Meridian Leisure Centre, Council to receive a report/update.
12. **St. Mary's Church, Manby**
Following the public meeting held at St. Mary's Church, Manby on 28th September to discuss the future of the above, Council to receive an update from attendees.
13. **Allotments**
Council to approve the movement of the shed previously located on plot 4 to plot 7.
14. **Closed Session Item**
Council to resolve to move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the business to be discussed in the following items, information being of a confidential and sensitive nature in relation to the following:
 - a. Appraisal
 - b. Annual Salary Review
15. **Any Other Business**
Councillors to exchange information, if required. Please note, no decisions may lawfully be taken during this item.
16. **Next Meeting**
Council to note that the date of the next scheduled meeting of the Council will take place on Wednesday 19th November 2025.

**MINUTES OF THE MEETING OF GRIMOLDBY AND MANBY PARISH COUNCIL
HELD AT THE PAVILION, GIBSON WAY, GRIMOLDBY
ON WEDNESDAY 17TH SEPTEMBER 2025**

Present Councillor T. Knowles (TK) (in the chair)

Councillors: N. Hind (NH), Mrs. L. Knowles (LK), R. Hampton (RH), T. Vamplew (TV)

Councillors not present: C. Fairburn (CF), Mrs. E. Billings (EB), M. Bruce (MB), M. Starsmore (MS)

The Clerk, Mrs. L.M. Phillips and Lincolnshire County Councillor, B. Robinson were also present. No members of the public spoke in the public forum.

T54. Apologies for Absence

Apologies for absence were received from Cllr. CF.

T55. Chairman's Remarks

The Chairman spoke briefly about Beech Grove but had no other remarks to make.

T56. Declarations of Interest / Dispensations

No declarations of interest were declared.

T57. Council Minutes

It was proposed, seconded and **RESOLVED** to approve as a correct record the Minutes of the Council Meeting held on 16th July 2025.

T58. Finance

It was proposed, seconded and **RESOLVED** that the Council should receive, note and duly authorise the following:

- a. The Financial Report for August, showing a closing balance on 9th July 2025 of £77,950.47 which agreed to the closing balance on the bank statement issued on 14th July 2024.
- b. The Financial Report for September, showing a closing balance on 4th August 2025 of £76,769.06 which agreed to the closing balance on the bank statement issued on 14th August 2024.
- c. Cheques for payment, listed on the Cheque Schedule 091725 totalling £7,218.46. The Clerk informed the Council that an invoice had been received since publication of the agenda, from PKF Littlejohn LLP, the Council's external auditor. It was agreed that this should be paid as soon as possible.
- d. Budget Variance Report to 4th August 2025.
- e. Cashbook Record of Payments and Receipts for Months 1 to 5.

T59. Planning

a. Applications received by the Local Planning Authority

The Council considered applications including those listed in the schedule (Plans_09_17_25) and

RESOLVED to ratify the comments already submitted by the Planning Working Group, to meet deadlines:

- i. 02738/25/FUL – The Cottage, Carlton Road, Manby – Support.
- ii. 02624/25/RVC – Land Adjacent to Bilney and Bowen House, Manby Park – Remain neutral.
- iii. 02738/25/FUL – The Cottage, Carlton Road, Manby – Support.

b. Planning Decisions

The Council noted the following planning decision:

- i. 02738/25/FUL – Planning Permission – The Bungalow, Carlton Road, Manby, LN11 8HH – ELDC approved.

T60. Casual Vacancy

The Council noted that a casual vacancy had arisen as Cllr. Bunting had not attended at Council for over six months and ELDC were aware.

T61. Pavilion Defibrillator

The Council received an update from the Chairman and it was **RESOLVED** to:

- a. Approve expenditure on new pads and battery for the defib attached to the Pavilion wall.
- b. Add the defib to the Parish Council's asset register.
- c. Add the defib to the Council's insurance.
- d. Contact the Council's representative on the Village Hall Committee to enquire how the defib attached to the Village Hall was managed.

T62. St. Mary's Church, Manby

The Council noted that there would be another public meeting at St. Mary's Church, Manby on 28th September from 6pm to discuss moving forward with the start of an action plan.

T63. Pavilion Equipment

The Council received an update from the Chairman who explained that he had purchased kettles, tea pots, cups, saucers etc., for use in the Pavilion by anyone using the facilities. It was **RESOLVED** to authorise this expense totalling £101.51, reimburse Cllr. TK and also purchase a first aid kit and accident book.

T64. Closed Session

At 7.53pm it was proposed by Cllr. NH, seconded by Cllr. Mrs. LK and **RESOLVED** by vote of the Council to move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the business to be discussed in the following items, information being of a confidential, commercial and third party nature in relation to:

- a. Speed Sign – The Council received an update regarding the current speed sign and considered options and quotes. It was proposed, seconded and **RESOLVED** to purchase a replacement battery for the existing speed sign, so long as the cost for that could be contained below £400 and to purchase a new Westcotec Speed Sign, cost £3,684.00.
- b. Village Signs – It was proposed, seconded and **RESOLVED** to defer a decision on this item.
- c. Allotment Fence – The Council considered quotes and it was proposed, seconded and **RESOLVED** to accept MG Ubique's quote of £268 + VAT to complete the Allotment Fence.

At 8.20pm it was proposed, seconded and **RESOLVED** to move back into open session.

T65. Any Other Business

Councillors discussed signage at the Pavilion and it was agreed that this should be a future agenda item so that signs warning of no overnight parking on the entrance and side of the building could be approved.

T66. Next Meeting

The Council noted that the date of the next scheduled meeting was Wednesday 15th October 2025.

The meeting closed at 8.34pm

Signed _____ (Chairman) Dated _____

Financial Report - October 2025

| | | | £ | £ |
|--|------------------------------|-------------------------------------|------------------|------------------|
| Opening balance as at 14th August 2025 | | | | 76,769.06 |
| ADD receipts | | | | |
| FPI | Smith YC | Pavilion Rent August | | 56.00 |
| | | | | <u>76,825.06</u> |
| LESS payments | | | | |
| 1549 | D&D Engineering (Lincs) Ltd | Repair to 2 x grids at play park | 96.00 | |
| 1551 | HMRC | Employer Costs May | 236.62 | |
| 1558 | HMRC | Employer Costs June | 236.42 | |
| 1559 | Mr. K. Towler | Village Maintenance June | 520.00 | |
| 1560 | SCIS UK Ltd | .gov Emails | 448.60 | |
| 1561 | G&M1 | Employer Costs July | 683.46 | |
| 1562 | HMRC | Employer Costs July | 236.62 | |
| 1563 | Mr. K. Towler | Village Maintenance July | 520.00 | |
| 1566 | G&M1 | Employer Costs August | 814.91 | |
| 1567 | HMRC | Employer Costs August | 293.83 | |
| 1568 | Mr. K. Towler | Village Maintenance August | 520.00 | |
| 1569 | SCIS UK Ltd | MS 365, Backup | 735.84 | |
| 1570 | Mr. T. Knowles re. GRS Signs | New Village Sign | 222.00 | |
| 1571 | Dave Skells TM Ltd | Amenity Grass x 4 | 984.00 | |
| 1572 | WA Hennessy | Het Provost Refurb | 2,995.00 | |
| 1573 | British Gas Trading Ltd | Pavilion Electric | 107.88 | |
| | Lloyds | Bank charges ref 464373798 | 5.75 | |
| 1574 | PKF Littlejohn LLP | External Audit | 252.00 | |
| 1575 | G&M1 | Employer Costs September | 705.40 | |
| 1576 | HMRC | Employer Costs September | 246.12 | |
| 1577 | Mr. K. Towler | Village Maintenance September | 520.00 | |
| 1578 | Manby Football Club | Grass Cutting of Football Field x 4 | 80.00 | |
| 1579 | SCIS UK Ltd | Annual Antivirus Licence Renewal | 44.99 | |
| 1580 | Mr. T. Knowles | Reimburse re. Pavilion Equipment | 101.51 | |
| | | | <u>11,606.95</u> | <u>65,218.11</u> |
| ADD Uncleared Cheques | | | | |
| 1549 | D&D Engineering (Lincs) Ltd | Repair to 2 x grids at play park | 96.00 | |
| 1558 | HMRC | Employer Costs June | 236.42 | |
| 1566 | G&M1 | Employer Costs August | 814.91 | |
| 1567 | HMRC | Employer Costs August | 293.83 | |
| 1568 | Mr. K. Towler | Village Maintenance August | 520.00 | |
| 1569 | SCIS UK Ltd | MS 365, Backup | 735.84 | |
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| 1575 | G&M1 | Employer Costs September | 705.40 | |
| 1576 | HMRC | Employer Costs September | 246.12 | |
| 1577 | Mr. K. Towler | Village Maintenance September | 520.00 | |
| 1578 | Manby Football Club | Grass Cutting of Football Field x 4 | 80.00 | |
| 1579 | SCIS UK Ltd | Annual Antivirus Licence Renewal | 44.99 | |
| 1580 | Mr. T. Knowles | Reimburse re. Pavilion Equipment | 101.51 | |
| | | | <u>8,955.90</u> | <u>74,174.01</u> |
| Closing balance as at 3rd September 2025 | | | | |

Cheque Schedule 101525

September 2025

| Cheque No. | Supplier / Payee | Details | Cheque Total | Invoice Total | VAT | Net | Ref |
|---------------|--------------------|----------------|---------------|---------------|--------------|---------------|------------|
| 1574 | PKF Littlejohn LLP | External Audit | 252.00 | 252.00 | 42.00 | 210.00 | SB20251953 |
| | | | | | | | |
| TOTALS | | | 252.00 | 252.00 | 42.00 | 210.00 | |

October 2025

| Cheque No. | Supplier / Payee | Details | Cheque Total | Invoice Total | VAT | Net | Ref |
|---------------|---------------------|--|-----------------|-----------------|-------------|-----------------|-----------|
| 1575 | G&M1 | Employer Costs September | 705.40 | 705.40 | - | 705.40 | |
| 1576 | HMRC | Employer Costs September | 246.12 | 246.12 | - | 246.12 | |
| 1577 | Mr. K. Towler | Village Maintenance September | 520.00 | 520.00 | - | 520.00 | 51 |
| | | Clearance of fallen tree on footpath off Chapel Lane | 35.00 | 35.00 | - | 35.00 | 52 |
| 1578 | Manby Football Club | Grass Cutting of Football Field x 4 | 80.00 | 80.00 | - | 80.00 | 471379 |
| 1579 | SCIS UK Ltd | Annual Antivirus Licence Renewal | 44.99 | 44.99 | 7.50 | 37.49 | INV-43079 |
| 1580 | Mr. T. Knowles | Reimburse re. Pavilion Equipment | 101.51 | 101.51 | - | 101.51 | |
| | | | | | | - | |
| | | | | | | - | |
| TOTALS | | | 1,733.02 | 1,733.02 | 7.50 | 1,725.52 | |

TOTAL

1,985.02 1,985.02 49.50 1,935.52

Planning Schedule
15th October 2025

| Our Ref | Authority | Application No. | Type | Applicant | Proposal | Location | Comments | Deadline for Comments |
|---------|-----------|-----------------|----------------|--|---|---|--|-----------------------|
| 10/25 | ELDC | 02624/25/RVC | Section 73 App | Influence Landscape Planning And Design | Section 73 application to vary condition no. 2 (approved plans), condition no. 3 (windows), condition no. 4 (waste pipes) and condition no. 5 (occupancy) as previously imposed on planning permission reference N/113/00293/20 for the change of use, alterations to existing building formerly used as Class B1: Business to use as a mixed use of Class D1: Non-Residential Institutions and Class C3: Dwellinghouses. | The Guardroom Manby Park Manby Lincolnshire LN11 8UT | Ratify comments already submitted to meet the deadline: "No objection to the proposed use - planning permission having been granted - but the technical issues that have arisen should be resolved between the relevant parties, commonsense should prevail. G&M PC remain neutral." | 10/10/2025 |

Grimoldby and Manby Parish Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2025

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Section 16 of the Accounts and Audit Regulations 2015 (SI 2015/234)

| | Notes |
|--|--|
| 1. The audit of accounts for Grimoldby and Manby Parish Council for the year ended 31 March 2025 has been completed and the accounts have been published. | This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years. |
| 2. The Annual Governance & Accountability Return including the auditor's certificate and opinion is available for inspection and copying by any local government elector of the area of Grimoldby and Manby Parish Council on application to: | |
| (a) <u>MRS. L. PHILLIPS, CLERK TO GRIMOLDBY AND MANBY PARISH COUNCIL, 9 ALEXANDRA ROAD, LOUTH, LINCOLN</u> | (a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR |
| (b) <u>BY APPOINTMENT WITH THE CLERK</u> | (b) Insert the hours during which inspection rights may be exercised |
| 3. Copies will be provided to any local government elector of the area on payment of <u>£1.00</u> (c) for each copy of the Annual Governance & Accountability Return. | (c) Insert a reasonable sum for copying costs |
| Announcement made by: (d) <u>MRS. L. PHILLIPS CLERK + RFO</u> | (d) Insert the name and position of person placing the notice |
| Date of announcement: (e) <u>17/9/25</u> | (e) Insert the date of placing of the notice |

Section 3 – External Auditor's Report and Certificate 2024/25

In respect of

Grimoldby and Manby Parish Council – LI0159

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2024/25

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None.

3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature



Date

15/09/2025

At least annually the Council is required to be internally audited to ensure that it is operating correctly. The audit is undertaken in accordance with the Joint Panel on Accountability and Governance Practitioner's Guide (JPAG). The internal audit aims to identify any areas for improvement and will allow the internal auditor to tick the relevant boxes on and sign off the Annual Internal Auditor Report section of the Annual Governance and Accountability Return (AGAR). It also assists the Council in completing Section 1 of the AGAR - The Annual Governance Statement. The AGAR and supporting documents are also submitted annually to an independently appointed External Auditor for review. It is not the purpose of the internal or external audit to detect or prevent fraud. Smaller authorities are required by the Accounts and Audit Regulations 2015 to 'undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance'. A Council's internal auditor should be independent and competent. There is no requirement for a person providing the internal audit to be professionally qualified.

Independence

Independence requires the absence of any actual or perceived conflict of interest. It means that whoever carries out the internal audit role does not have any involvement in, or responsibility for, the financial decision making, management or control of the authority, or for the authority's financial controls and procedures. A current or recent authority member, who cannot demonstrate independence from decisions in the year to be audited, cannot be its internal auditor. Similarly, it would not be appropriate for any individual or firm with a personal connection to a member or officer of the authority to be appointed. Conflicts of interest must be avoided, such as in cases where an external provider of accounting software or services to the authority, also offers internal audit services through an associate company, firm or individual. There is no requirement to rotate auditors but the independence of the appointed person or firm should be reviewed every year with regard to; personal independence, financial independence, and professional independence.

Competence

There is no requirement for a person providing the internal audit role to be professionally qualified, however essential competencies to be sought from any internal audit service should include: ● understanding basic book-keeping and accounting processes; where an authority exceeds the £200,000 threshold, this understanding must include accrual accounting and balance sheets; ● understanding the role of internal audit in reviewing systems rather than undertaking detailed checks that are more appropriately the responsibility of management; ● awareness of relevant principles and practice of financial and other risk management; ● understanding proper practices in relation to governance and accounting requirements within the legal framework and powers of smaller authorities; ● awareness of the most recent model Standing Orders and model Financial Regulations as published by NALC and how they are adopted by authorities; ● awareness of the relevance of VAT and PAYE/NIC rules as applied to the authority; ● for larger authorities, a clear understanding of the risks and controls associated with 'cut off' procedures, particularly with respect to revenue-generating activities.

Scope of the Internal Audit

Amongst other things, the internal audit checks that the Council has:

- 1) Key Governance documents in place which have been reviewed in year and are appropriate.
- 2) Complied with its financial regulations and payments are supported by invoices.
- 3) Kept appropriate accounting records and carried out periodic bank reconciliations throughout the year.
- 4) Assessed the significant risks to achieving its objectives and made arrangements to manage these.
- 5) Adequate insurance.

- 6) Has internal controls in place to safeguard its finances and these are adhered to.
- 7) Calculated its precept requirement using an adequate budgeting process, progress against the budget is regularly monitored and reserves are appropriate.
- 8) Approved all expenditure.
- 9) Properly recorded and promptly banked all income. Income was received in accordance with current prices.
- 10) Properly accounted for, recorded and approved petty cash payments and that these were supported by receipts.
- 11) Appropriately accounted for VAT on all income and expenditure.
- 12) Salaries and allowances were paid in line with approvals and PAYE, NI and Pension deductions were properly applied.
- 13) Maintained its asset register.
- 14) Prepared its accounting statements correctly, these agreed to the cashbook and had an adequate audit trail.
- 15) Properly recorded its Debtors and Creditors.
- 16) Published online the correct information and is satisfied that the website complies with the transparency code.
- 17) Provided correctly for the period for the exercise of public rights.
- 18) Complied with the publication requirements for the previous year's AGAR.
- 19) Complied with proper process / practice in relation to employees and members.
- 20) Operated only within its legal powers.
- 21) An appropriate scheme of delegation in place for officers and/or committees, spending limits are set and adhered to.
- 22) Appropriate back up and storage facilities for files (paper and electronic).
- 23) Met its responsibilities in relation to other services it provides e.g., allotments etc.

Engagement

Council to resolve:

- a) To reengage its 2024/25 Internal Auditor, who is sufficiently competent being a Parish Clerk herself, previously a Town Clerk and the internal auditor of several other parish councils, for its 2025/26 Annual Internal Audit.
- b) That it is satisfied that there is no actual or perceived conflict of interest in doing so.
- c) That the Annual Internal Audit be based on the above scope.
- d) That the results of the Annual Internal Audit should be circulated amongst all Councillors and published on the Council's website.
- e) That costs should be taken from the Audit budget head and note that these are expected to be in the region of £40.