

Grimoldby and Manby Parish Council

~ Annual Meeting ~

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

You are hereby summoned to attend The Annual Meeting of Grimoldby and Manby Parish Council, which will be held on Wednesday 5th May 2021 by telephone conference 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(s) should advise the Clerk, using the email address below, in advance and may 'join' the meeting using the following details:

To join: At least 5 minutes before 7.30pm you should telephone 0330 606 0403 and follow the instructions given. The access code is 4551356. Upon joining please make yourself known to the Clerk.

L.M. Phillips

Mrs. L.M. Phillips

Clerk

Dated this 29th Day of April 2021

AGENDA

1. **Election of Chairman**
Council to receive nominations and elect the Chairman to hold office until the Annual Meeting of Grimoldby and Manby Parish Council in 2022.
2. **Declaration of Acceptance of Office**
Chairman to sign a Declaration of Acceptance of Office.
3. **Election of Vice Chairman**
Council to receive nominations and to elect a Vice Chairman to hold office until the Annual Meeting of Grimoldby and Manby Parish Council 2022.
4. **Apologies for Absence**
To receive and accept apologies where valid reasons for absence have been given to the Clerk prior to the meeting.
5. **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.
6. **Committees of the Council**
Council to resolve upon re-establishment of it's Committees, confirm their Chairmen, Vice Chairmen, terms of reference / delegated authority (as per Standing Orders) and members.
7. **Roles of the Council**
Council to confirm representatives to act for the Council as Young People's Advocates and Green Champion.
8. **Representation on External Bodies**
Council to confirm representatives on the Village Hall Committee, an external body.
9. **Council Minutes**
To approve as a correct record the draft Minutes of the Council Meeting held on 21st April 2021 and authorise the Chairman to sign the official minutes. (Attached).
10. **Chairman's Remarks**

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11. Governance

- a. Council to confirm that Standing Orders were reviewed and adopted on 17th February 2021.
- b. Council to confirm that Financial Regulations were reviewed and adopted on 17th February 2021.
- c. Council to confirm that the Code of Conduct was reviewed and adopted on 17th February 2021.
- d. Council to confirm that policies including all those relating to GDPR and complaints have been reviewed in year.
- e. Council to confirm that it reviewed its arrangements for risk management and internal control on 17th February 2021.

12. Clerk's Delegated Powers

Council to confirm delegated authority to the Clerk as contained within Standing Orders and Financial Regulations.

13. Council/Staff Membership of Other Bodies

Council to note that it or a member of staff is a member of the following bodies:

- a. Lincolnshire Association of Local Councils (LALC)
- b. National Association of Local Councils (NALC)
- c. LALC Annual Training Scheme
- d. The National Allotment Society
- e. Society of Local Council Clerks (SLCC)

14. Asset Register

Council to confirm that its Register of Assets was reviewed and adopted on 17th February 2021.

15. Insurance

Council to note that its Insurance Policy is due for renewal in June 2021. In 2021 the Council would enter into year 3 of a 3 year deal.

16. Meetings of the Council

Council to confirm that in 2021 it will meet every third Wednesday of each month (except for August), Covid allowing.

17. Other Annual Council Business

Council to approve deferral of other Annual Council Business to the Council's next meeting in June 2021.

18. Finance

To receive, note and duly resolve to authorise:

- a. The Financial Report for May, showing a closing balance on 13th of £61,156.43 which agrees to the closing balance on the bank statement issued on 14th April 2021. (Attached).
- b. The cheques listed on the Cheque Schedule 050521 – totalling £441.28. (Attached).

19. Planning

- a. **Applications received by the Local Planning Authority**
To consider current applications received.
- b. **Planning Decisions to Note**
Council to note any planning decisions received.

20. Any Other Business

Councillors to exchange information, if required. Please note, no decisions may lawfully be taken during this item.

21. Next Meeting - Council to note that the date of the next scheduled meeting is Wednesday 23rd June 2021.

**MINUTES OF THE MEETING OF GRIMOLDBY AND MANBY PARISH COUNCIL
HELD BY TELEPHONE CONFERENCE
ON WEDNESDAY 21st APRIL 2021**

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

Councillors: M. Bruce (MB), D. Copeland, C. Fairburn (CF), Mrs. L. Knowles (LK), M. Starsmore (MS), T. Vamplew (TV)

Councillors not present: Mrs. E. Billings (EB), Mrs. N. Turney (NT),

The Clerk, Mrs. L.M. Phillips was also present. No members of the public spoke in the public forum:

233. Apologies for Absence

Apologies for absence were received from Cllr. Mrs. EB.

234. Chairman's Remarks

The Chairman remarked that he had been dealing with correspondence from a resident regarding litter, ELDC were on the case. He reported that the Louth Lions wish to run another outdoor cinema evening in August and costings for the proposed asset transfer from ELDC should be available shortly. He had inspected the village, the grasscutting was going well but they hadn't cut down the daffodils. A new bin was still needed at the tennis courts, he had spoken to ELDC on the matter. LCC elections would take place in the next few weeks. There were two candidates for the area, McNally and Aldridge. He was dealing with some correspondence from a gentleman who lived in Manby regarding streetlights and finally the man who fronted the company that owns Beech Grove wanted Cllr. TK to assist with moving things forward and he was trying to get a meeting together.

235. Declarations of Interest

There were no declarations of interest.

236. Council Minutes

Following a vote of the Council it was **RESOLVED** to approve as a correct record the Minutes of the Council Meeting held on 17th March 2021.

237. Finance

The Council received, noted and duly **RESOLVED** to authorise the following:

- a. The Financial Report for April, showing a closing balance on 4th March 2021 of £48,310.50 which agreed to the closing balance on the bank statement issued on 12th March 2021.
- b. Cheques for payment, listed on the Cheque Schedule 042321 totalling £595.48.

238. Planning

a. Applications received by the Local Planning Authority

The Council considered all current applications including those listed in the schedule (Plans_04_23_21) and resolved as follows:

- i. N/067/00524/21 – support but ask that a condition be added that users should access the site from the B1200 rather than other lanes.
- ii. N/067/00276/21 – while mindful of the amendments and comments of the applicant continue to object. The Council felt that proposals are so large as to be overbearing and the Council has concerns over drainage. The Council ask that if permission is granted it should be conditioned that access to all other properties in the vicinity should be available at all times.

b. Planning Decisions to Note

- i. N/067/00250/21 – 6 Tinkle Street, Grimoldby, LN11 8SW - ELDC have granted full planning permission.
- ii. N/067/00141/21 – Land to the North of Mill Lane, Grimoldby, LN11 8TB – ELDC have granted outline planning permission.
- iii. N/113/00290/21 – Rivelyn, Grange Lane, Manby, LN11 8HF – ELDC have granted full planning permission.

239. Telephone Box

The Council **RESOLVED** to authorise the request from the WI to use the telephone box for a community library, provided they would provide risk assessments, insurance and would allow the Council to paint it, if and when required.

240. Future Meetings of the Council

The Council received a report from the Clerk and **RESOLVED** that:

- a. *A return to face to face meetings should be instigated as soon as legislation requires and arrangements can be made to satisfy government recommendations and the Council's obligations as an employer, relating to Covid-19 such as social distancing, cleaning, checking attendees.*
- b. *Should the legislation allowing remote meetings not be extended before 29th April the Annual Council Meeting be brought forward to Wednesday 5th May to allow it to take place by Teleconference in May.*
- c. *Should the Annual Council Meeting be brought forward to 5th May the Annual Parish Meeting also be brought forward to this date and this be held by teleconference at 7pm.*
- d. *Delegated authority be given to the Clerk for the period commencing 7th May 2021 and finishing no longer than 2 months later (notwithstanding relative Government legislation or medical/relevant body advice or best/safe practice) to undertake such day to day, additional and decisive duties (wherever possible and within legal constraints and with the best intentions of public safety and to promote infection control) as are required in order to minimise disruption to service provision and ensure business continuity in consultation with the Chairman / Vice Chairman of the Council.*

241. Any Other Business

Cllr. TV wondered what Business Travel on the Council's insurance policy actually meant. Cllr. MB confirmed that ELDC would donate litter picking equipment to the Council for use by local groups. Equipment to be stored in the pavilion. Cllr. Mrs. DC reported that the dyke near her house was still a problem. Cllr. TK said he would look into this.

The meeting closed at 8.05pm

Signed _____ (Chairman) Dated _____

Financial Report - May 2021

| | | | £ | £ |
|---------------------------------------|------------------|--|------------------|------------------|
| Opening balance as at 12th March 2021 | | | | 48,310.50 |
| ADD receipts | | | | |
| 1277 | Lloyds/HMRC | Refund of PAYE/NIC re. unaccepted chq | 88.20 | |
| BGC | LCC | Contribution re. Grasscutting | 1,012.17 | |
| BGC | ELDC | 2nd half Precept | 12,539.92 | |
| | | | <u>13,640.29</u> | <u>61,950.79</u> |
| LESS payments | | | | |
| 1177 | HMRC | PAYE/NIC for June 2019 | 81.00 | |
| 1276 | G&M1 | Wages February | 353.08 | |
| 1277 | HMRC | PAYE/NIC February 2021 | 88.20 | |
| 1278 | G&M1 | Wages March | 353.08 | |
| 1279 | HMRC | PAYE/NIC March 2021 | 88.20 | |
| 1280 | Mimi's Mission | Grant | 200.00 | |
| 1281 | G&M1 | Wages April 2021 | 353.08 | |
| 1282 | HMRC | PAYE/NIC April 2021 | 88.20 | |
| 1283 | Mrs. L. Phillips | Refund re. payment of PAYE in lieu of chq 1277 | 88.20 | |
| 1284 | NSALG Ltd | Membership | 66.00 | |
| | | | <u>1,759.04</u> | <u>60,191.75</u> |
| ADD Uncleared Cheques | | | | |
| 1177 | HMRC | PAYE/NIC for June | 81.00 | |
| 1279 | HMRC | PAYE/NIC March 2021 | 88.20 | |
| 1280 | Mimi's Mission | Grant | 200.00 | |
| 1281 | G&M1 | Wages April 2021 | 353.08 | |
| 1282 | HMRC | PAYE/NIC April 2021 | 88.20 | |
| 1283 | Mrs. L. Phillips | Refund re. payment of PAYE in lieu of chq 1277 | 88.20 | |
| 1284 | NSALG Ltd | Membership | 66.00 | |
| Closing balance as at 13th April 2021 | | | 964.68 | <u>61,156.43</u> |
| VAT owed as at 28th April for 2020/21 | | | | <u>345.28</u> |
| VAT owed as at 28th April for 2021/22 | | | | 11.00 |

Cheque Schedule May 2021

| Cheque No | Supplier / Payee | Details | Cheque Total | Invoice Total | VAT | Net |
|------------------|-------------------------|-----------------------|---------------------|----------------------|------------|---------------|
| 1285 | G&M1 | Wages for May 2021 | 353.08 | 353.08 | - | 353.08 |
| 1286 | HMRC | PAYE/NIC for May 2021 | 88.20 | 88.20 | - | 88.20 |
| | | | | | | - |
| | | | | | | - |
| | | | | | | |
| TOTALS | | | 441.28 | 441.28 | - | 441.28 |