

# Grimoldby and Manby Parish Council

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## 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 21<sup>st</sup> July 2021 in Grimoldby Village Hall 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 16<sup>th</sup> Day of July 2021

## Safety Precautions due to COVID-19:

Measures will be implemented as appropriate according to relevant government guidance. However, if restrictions imposed as a result of Covid-19 are eased on 19<sup>th</sup> July as expected please note Grimoldby and Manby Parish Council will continue to take some precautionary measures to uphold its legal responsibility to protect its officers, elected members and others from risk to their health and safety. As a minimum these will include • socially distanced seating, • no tables and asking that attendees: • Please do not touch items other than their own, • Please bring their own pen and paper, • Please take their own items/rubbish home with them, • Please bring their own drink, • Please do not come to the meeting if they have any symptoms or have been in contact with someone who is sick. • Please inform the Clerk as far in advance of the meeting as possible if you will not be able to attend. • Please note hand sanitising and the use of masks will also be encouraged.

## 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 30<sup>th</sup> June 2021 and authorise the Chairman to sign the official minutes. (Attached).
5. **Roles of the Council**  
Council to confirm a representative to act for the Council as it's Green Champion.
6. **Finance**  
To receive, note and duly resolve to authorise:
  - a. The Financial Report for July, showing a closing balance on 14<sup>th</sup> June 2021 of £60,190.51 which agrees to the closing balance on the bank statement issued on 14<sup>th</sup> June 2021. (Attached).
  - b. Cheques for payment, listed on the Cheque Schedule 072121 totalling £1,350.18. (Attached).
  - c. Cashbook Statement of Receipts and Payments for Months 1 to 3. (Attached).
  - d. Budget Variance Report to June 2021. (Attached).

# Grimoldby and Manby Parish Council

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**7. Planning**

**a. Applications received by the Local Planning Authority**

To consider current applications including those listed in the schedule (Plans\_07\_21\_21). (Attached).

**b. Planning Decisions to Note**

**8. Any Other Business**

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

**9. Next Meeting**

Council to note that the date of the next scheduled meeting is Wednesday 15<sup>th</sup> September 2021.

**MINUTES OF THE MEETING OF GRIMOLDBY AND MANBY PARISH COUNCIL  
HELD AT GRIMOLDBY VILLAGE HALL  
ON WEDNESDAY 30<sup>th</sup> JUNE 2021**

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

**Councillors:** Mrs. E. Billings (EB), Mrs. D. Copeland (DC), C. Fairburn (CF), Mrs. L. Knowles (LK), T. Vamplew (TV), N. Turney (NT)

**Councillors not present:** M. Bruce (MB) and M. Starsmore (MS),

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

**T22. Apologies for Absence**

Apologies for absence were received from Cllrs. MS and MB.

**T23. Chairman's Remarks**

The Chairman remarked that previous District Councillor Trevor Carpenter for the Grimoldby Ward had sadly passed away. The Council observed a minutes silence in remembrance. Cllr. Knowles also reported that he had held a meeting with the local policeman PC R. Precious who was the Louth Rural manager but who was also managing Louth Town at the moment with on one PCSO. He also reported that ELDC were holding a meeting that evening to look at taking another Council (South Holland District Council) into their strategic alliance. Finally, Cllr. TK confirmed that he was hoping to join the Strategic Migration Board and was already ELDC's representative on the Wash and North Norfolk Marine Partnership. He had also held a meeting with the owner of the company who own Beech Grove and was hoping to help him move things along.

**T24. Declaration of Interest / Dispensations**

There were no declarations of interest.

**T25. Council Minutes**

It was **RESOLVED** to approve as a correct record the Minutes of the Council Meeting held on 5<sup>th</sup> May 2021.

**T26. Annual Grimoldby and Manby Parish Meeting 2020/21 Draft Minutes**

The Council received the above, noting that no matters had been raised by members of the public for consideration.

**T27. Roles of the Council**

This item was deferred to a future meeting.

**T28. Finance**

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

- a. The Financial Report for June, showing a closing balance on 13<sup>th</sup> May 2021 of £60,538.75 which agreed to the closing balance on the bank statement issued on 14<sup>th</sup> May 2021.
- b. Cheques for payment, listed on the Cheque Schedule 063021 totalling £2,980.22.
- c. 2020/21 Accounts.
- d. 2020/21 Cashbook to 31<sup>st</sup> March 2021.
- e. Schedule of Payments over £100 for 2020/21.

**T29. Annual Governance and Accountability Return (AGAR) 2020/21**

The Council **RESOLVED** as follows:

- a. To receive and note the report of the internal auditor.
- b. To approve completion of the Annual Governance Statement (Section 1 of the AGAR) for the financial year 2020/21 by the addition of ticks against 'Yes' in boxes 1 to 9, except for box 4 where 'No' should be entered and an explanation of this response provided and box 9 where 'N/A' should be entered and authorise signing by the Chairman and the Clerk.
- c. To approve the Accounting Statements (Section 2 of the AGAR) for the financial year 2020/21 as certified by the RFO and authorise signing by the Chairman.
- d. To approve the dates for public inspection these being 1<sup>st</sup> July 2021 to 11<sup>th</sup> August 2021.

**T30. Planning**

**a. Applications received by the Local Planning Authority**

The Council considered all current applications including those listed in the schedule (Plans\_06\_30\_21) / ratified comments already made by the Planning Working Group and resolved as follows:

- i. N/113/00842/21 – Causeway Bridge Farm – Grimoldby and Manby Parish Council object to this application on the grounds that 1) the proposed limit on flow into the LMDB's maintained drain is too high. 2) There is no turning space within the site for the Fire Brigade's vehicle to turn. 3) The huge increase in vehicular traffic flow and 4) the disruption this will cause to local residents. 5) A site survey plan showing how and where their drainage connects into the open drainage ditches towards the eastern side has not been provided so how can it be ascertained whether this is legal or not.
- ii. N/067/00276/21 – The Haven, Hawthorne Close - No comments made on this third amendment. Council objected on all other previous occasions.
- iii. N/067/01134/21 – Eastfield Farm, Eastfield Lane – No objections.

**b. Planning Decisions to Note**

- i. Planning application N/067/00276/21 – The Haven, Hawthorne Close, LN11 8SR has been granted full planning permission by ELDC.
- ii. Planning Permission N/067/00524/21 – Eastfield Farm, Eastfield Lane, LN11 8TD has been granted full planning permission by ELDC.

**T31. Transfer of ELDC Assets**

The Council considered a report circulated by email on 17<sup>th</sup> June 2021 and **RESOLVED** to agree in principle to the transfer of ownership of the following ELDC assets subject to consideration of final terms:

- a. Children's Play Park - Carlton Road, Manby
- b. The Gatehouse - Carlton Road, Manby
- c. Tennis Courts - Carlton Road, Manby

**T32. Review of Policies and Procedures**

The Council noted that the following had been reviewed and no changes are required it **RESOLVED** to approve continued use:

- a. General Data Protection
  - i. Data Protection Policy
  - ii. Subject Access Requests Policy
  - iii. Social Media and Electronic Communication Policy
  - iv. Secure Disposal of Information Policy
  - v. Retention of Documents Policy
  - vi. General Privacy Notice
  - vii. Staff and Councillor Privacy Notice
  - viii. Information Security Incident Policy
- b. Complaints Procedure
- c. Policy on Handling of Freedom of Information Requests
- d. Co-option Policy

**T33. Playpark Inspection**

The Council noted that the annual playpark inspection would soon be due and **RESOLVED** to delegate authority to the Clerk to make the necessary arrangements / incur the necessary expenditure.

**T34. Any Other Business**

None.

**T35. Next Meeting**

The Council noted that the date of the next scheduled meeting was Wednesday 21<sup>st</sup> July 2021.

The meeting closed at 7.55pm

Signed \_\_\_\_\_ (Chairman)      Dated \_\_\_\_\_

Financial Report - July 2021

			£	£
Opening balance as at 14th May 2021				60,538.75
ADD receipts	Allotment Rent			25.00
	Allotment Rent			20.84
	Allotment Rent			25.00
			<hr/>	<hr/>
			-	60,609.59
LESS payments				
1177	HMRC	PAYE/NIC for June 2019	81.00	
1280	Mimi's Mission	Grant	200.00	
1284	NSALG Ltd	Membership	66.00	
1285	G&M1	Wages May 2021	353.08	
1286	HMRC	PAYE/NIC May 2021	88.20	
1287	Came and Company	Insurance 2021/22	1,484.74	
1288	G&M1	Wages June 2021	353.08	
1289	HMRC	PAYE/NIC June 2021	88.20	
1290	Mrs. J. Cooper	Internal Audit	40.00	
1291	Glendale Countryside Ltd	Grasscutting Allotments/Sports/Amenity	441.00	
1292	Mr. K. Towler	Village Maintenance	485.00	
			<hr/>	<hr/>
			3,680.30	56,929.29
ADD Uncleared Cheques				
1177	HMRC	PAYE/NIC for June	81.00	
1280	Mimi's Mission	Grant	200.00	
1286	HMRC	PAYE/NIC May 2021	88.20	
1287	Came and Company	Insurance 2021/22	1,484.74	
1288	G&M1	Wages June 2021	353.08	
1289	HMRC	PAYE/NIC June 2021	88.20	
1290	Mrs. J. Cooper	Internal Audit	40.00	
1291	Glendale Countryside Ltd	Grasscutting Allotments/Sports/Amenity	441.00	
1292	Mr. K. Towler	Village Maintenance	485.00	
			<hr/>	<hr/>
Closing balance as at 14th June 2021			3,261.22	60,190.51
VAT owed as at 13th July for 2021/22				99.20

**Cheque Schedule July 2021**

<b>Cheque No</b>	<b>Supplier / Payee</b>	<b>Details</b>	<b>Cheque Total</b>	<b>Invoice Total</b>	<b>VAT</b>	<b>Net</b>
1293	G&M1	Wages for July 2021	352.88	352.88	-	352.88
1294	HMRC	PAYE/NIC for July 2021	88.40	88.40	-	88.40
1295	G&M1	Wages for August 2021	353.08	353.08	-	353.08
1296	HMRC	PAYE/NIC for August 2021	88.20	88.20	-	88.20
1297	Glendale Countryside Ltd	Grasscutting Amenity, Sportsfield, Allotments	184.80	184.80	30.80	154.00
1298	Manby FC	Pavilion Britishgh Gas Invoice	282.82	282.82	-	282.82
					-	-
<b>TOTALS</b>			<b>1,350.18</b>	<b>1,350.18</b>	<b>30.80</b>	<b>1,319.38</b>

Cashbook 2021/22

OUT						IN					
Chq. No.	Date	PAYEE	Cheque Total £	Total £	VAT £	Net £	Ref	Date	PAYEE	Amount £	
1281	21/04/2021	G&M1	353.08	353.08	-	353.08	BGC	13/04/2021	EIDC	12,539.92	
1282	21/04/2021	HMRC	88.20	88.20	-	88.20					
1283	21/04/2021	Mrs. L. Phillips	88.20	88.20	-	88.20					
1284	21/04/2021	National Society of Allotment & Leisure Gardeners Ltd	66.00	66.00	11.00	55.00					
<b>April Total</b>			<b>595.48</b>	<b>595.48</b>	<b>11.00</b>	<b>584.48</b>				<b>12,539.92</b>	
1285	05/05/2021	G&M1	353.08	353.08	-	353.08	FPI	24/05/2021	Allotment 4	25.00	
1286	05/05/2021	HMRC	88.20	88.20	-	88.20	FPI	24/05/2021	Allotment 2	20.84	
1287	05/05/2021	Came and Company	1,484.74	1,484.74	-	1,484.74	FPI	25/05/2021	Allotment 1	25.00	
<b>May Totals</b>			<b>1,926.02</b>	<b>1,926.02</b>	-	<b>1,926.02</b>				<b>70.84</b>	
1288	30/06/2021	G&M1	353.08	353.08	-	353.08				-	
1289	30/06/2021	HMRC	88.20	88.20	-	88.20				-	
1290	30/06/2021	Mrs. J. Cooper	40.00	40.00	-	40.00				-	
1291	30/06/2021	Glendale Countryside Services Ltd	529.00	529.00	88.20	440.80				-	
1292	30/06/2021	Mr. K. Towler	485.00	485.00	-	485.00				-	
<b>June Totals</b>			<b>1,495.28</b>	<b>1,495.28</b>	<b>88.20</b>	<b>1,407.08</b>				-	
<b>Yearly Totals</b>			<b>4,016.78</b>	<b>4,016.78</b>	<b>99.20</b>	<b>3,917.58</b>	<b>Yearly Totals</b>			<b>12,610.76</b>	

Accounts/Budget Variance Report 2021/22

	Budget 2021/22 + CF's / Gen Res Top Ups £	Actual Spend £	Variance £	Apr £	May £	Jun £
<b>Opening Balance</b>	47,235.14					
<b>INCOME</b>						
Precept	25,079.83	12,539.92	12,539.91	12,539.92	-	-
VAT	600.00	-	600.00	-	-	-
Bank Interest		-	-	-	-	-
Grasscutting cont's from LCC	1,012.17	1,012.17	-	1,012.17	-	-
HMRC PAYE Repayment		-	-	-	-	-
Grants		-	-	-	-	-
Allotment rent	125.00	70.84	54.16	-	70.84	-
Pavilion Rent		-	-	-	-	-
Football Club rent		-	-	-	-	-
<b>Total</b>	<b>1,737.17</b>	<b>13,622.93</b>	<b>13,194.07</b>	<b>13,552.09</b>	<b>70.84</b>	<b>-</b>
<b>EXPENDITURE</b>						
Day to Day Running						
Clerk's Salary	6,250.00	1,059.24	5,190.76	353.08	353.08	353.08
PAYE/NIC	1,300.00	264.60	1,035.40	88.20	88.20	88.20
Rent (Mtgs)	300.00	-	300.00	-	-	-
Play Park	2,000.00	-	2,000.00	-	-	-
Tennis Courts	500.00	25.00	475.00	-	-	25.00
Grasscutting/maintenance of right of way footpaths	850.00	325.00	525.00	-	-	325.00
Seats	180.00	-	180.00	-	-	-
Bus Shelters	60.00	10.00	50.00	-	-	10.00
Subscriptions	600.00	-	600.00	-	-	-
Grants	800.00	-	800.00	-	-	-
Publications and Training	300.00	-	300.00	-	-	-
Insurance	1,600.00	1,484.74	115.26	-	1,484.74	-
Audit	240.00	40.00	200.00	-	-	40.00
Wreaths	37.00	-	37.00	-	-	-
Speed Sign	-	-	-	-	-	-
Shrub/hedge/noticeboard etc Maintenance in G&M	500.00	125.00	375.00	-	-	125.00
Defibrillator	-	-	-	-	-	-
Elections	-	-	-	-	-	-
Allotments/Football Field/Pavilion	3,000.00	188.00	2,812.00	55.00	-	133.00
Amenity Grasscutting	1,600.00	308.00	1,292.00	-	-	308.00
General Reserve	-	88.20	(88.20)	88.20	-	-
VAT	-	99.20	(99.20)	11.00	-	88.20
<b>Total Day to Day Running</b>	<b>20,117.00</b>	<b>4,016.98</b>	<b>16,100.02</b>	<b>595.48</b>	<b>1,926.02</b>	<b>1,495.48</b>
<b>EARMARKED RESERVES</b>						
EMR War Memorial	-	-	-	-	-	-
EMR Specialist .gov email addresses/IT	450.00	-	450.00	-	-	-
EMR Speed Sign	150.00	-	150.00	-	-	-
EMR Play Park	4,500.00	-	4,500.00	-	-	-
EMR Elections	-	-	-	-	-	-
EMR Audit	-	-	-	-	-	-
EMR Allotment/Football Field/Pavilion	4,500.00	-	4,500.00	-	-	-
EMR Defibrillator	500.00	-	500.00	-	-	-
EMR Tennis Courts	2,000.00	-	2,000.00	-	-	-
EMR Grasscutting (verges and Bulldog Crescent)	-	-	-	-	-	-
EMR Streetlights	-	-	-	-	-	-
EMR Contingency	1,000.00	-	1,000.00	-	-	-
EMR Noticeboards	2,897.34	-	2,897.34	-	-	-
EMR Filing Cabinets	350.00	-	350.00	-	-	-
EMR Future Commitments	4,000.00	-	4,000.00	-	-	-
EMR Community Projects	2,000.00	-	2,000.00	-	-	-
EMR Green Projects	500.00	-	500.00	-	-	-
<b>Total Earmarked Reserves</b>	<b>22,847.34</b>	<b>-</b>	<b>22,847.34</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Of Which Total Earmarked Reserves Precepted For</b>	<b>6,700.00</b>					
Expenditure Total	26,817.00					
Precept (expenditure minus income)	25,079.83					
Closing Balance	56,841.09					
<b>Total Uncleared cheques 2021/22 (=shaded figures)</b>	<b>3,068.42</b>					
Total uncleared cheques from 2019/20	81.00					
Total uncleared cheques from 2020/21 (no 1280)	200.00					
Bank Closing Balance at 14th June 2021	60,190.51	-				
Closing balance + uncleared Cheques	60,190.51					



Grimoldby and Manby Parish Council

Planning Schedule July 2021

Our Ref	Authority	Applic ation No.	Type	Applicant	Proposal	Location	Comments	Deadline for Comments
10/21	ELDC	N/113/ 01285/21	Section 73	Gain Consultants	Section 73 application in relation to condition nos. 6 (outward facing elevati0ons) and no. 15 (approved plans) previously approved under planning permission ref. no. N/113/01975/10 for change of use, conversion of and extension to form 42no. Flats.	The Charterhouse, Manby Park, LN11 8UT	<p>Object on the grounds of:</p> <ol style="list-style-type: none"> <li>1) We have always supported ELDC's stance that due to all the buildings on the old camp being LISTED, and of special archaeological interest, they should not be used for conversion into Domestic Use. Here we will realise soon the existing ELDC buildings will cease for their move to Horncastle, leaving the only likely use being domestic.</li> <li>2) Anglian Water made a number of comments in their letter to ELDC dated 25th January 2011, regarding suitability of both the Foul and Storm water systems. The former lapsed approval was for 42 dwelling units where as now 48 are shown, two of which (26 and 27) appear to be for disabled persons. Is this sufficient?</li> <li>3) Who will be responsible for maintenance of the existing roads which are unlikely to meet the current standards of Lincolnshire County Council?</li> <li>4) If approved ELDC will need to approve the new bricks and bonds to match those of the existing building as far as possible.</li> <li>5) If approved ELDC will need to approve the new roof tiles to match those of the existing building as far as possible.</li> <li>6) If approved ELDC should ensure that new windows and doors are constructed from timber vertical sliding sections (not doors).</li> <li>7) All visible downpipes and gutters etc should be of cast iron to match those used on the existing building.</li> </ol>	28/07/2021
11/21	ELDC	N/113/ 01139/21	Planning Permission	Mr. S. Zukowskyj	Extension to existing house to provide 2no. Additional first floor bedrooms and en suite and to include the provision of a dormer window	1 Vampire Road, Manby, LN11 8TX	Support.	29/07/2021
12/21	ELDC	N/067/ 01453/21	Outline Erection	Mr. M. Willoughby	Outline erection of dwellings with means of layout and access to be considered.	Rose Cottage, Priory Lane, Grimoldby, LN11 8SP		04/08/2021