

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 18th May 2022 in Grimoldby and Manby 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(s) should advise the Clerk, using the email address below, in advance.

L.M. Phillips

Mrs. L.M. Phillips

Clerk

Dated this 13th Day of May 2022

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 2023.
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 2023.
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 20th April 2022 and authorise the Chairman to sign the official minutes. (Attached).
10. **Chairman's Remarks**
11. **Governance**
 - a. Council to confirm that Standing Orders were reviewed and adopted on 16th February 2022.
 - b. Council to confirm that Financial Regulations were reviewed and adopted on 16th February 2022
 - c. Council to confirm that the Code of Conduct was reviewed and adopted on 16th February 2022
 - d. Council to confirm that policies including all those relating to GDPR have been reviewed in year.

Grimoldby and Manby Parish Council

- e. Council to confirm that it reviewed its arrangements for risk management and internal control on 16th March 2022.

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. The National Allotment Society
- d. Society of Local Council Clerks (SLCC)

14. Asset Register

Council to confirm that its Register of Assets was reviewed and adopted on 16th March 2022.

15. Insurance

Council to note that in June 2022 it's 3 year Insurance Policy will be due for renewal.

16. Meetings of the Council

Council to note that it confirmed on 20th April 2022 that in 2022 it would meet every third Wednesday of each month (except for August). However, the Village Hall have written to request that the Council once again consider changing its meeting night or that it use the back room of the Village Hall. Council to be read a letter and resolve upon the way forward.

17. Other Annual Council Business

Council to approve deferral of other Annual Council Business to the Council's next meeting in June 2022.

18. Finance

To receive, note and duly resolve to authorise:

- a. The Financial Report for May, showing a closing balance on 12th April 2022 of £72,042.23 which agrees to the closing balance on the bank statement issued on 14th April 2022. (Attached).
- b. The cheques listed on the Cheque Schedule 051821 – totalling £1,725.91. (Attached).
- c. 2021/22 Draft Accounts. (Attached).
- d. 2021/22 Cashbook to 31st March 2022. (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:
 - i. N/113/00480/22 – Land at Church Lane, Manby – Refusal of Outline Planning Permission.
- c. **Pipeline**
Cllr. TV to give an update.

20. Asset Transfer

Council to receive documentation and resolve upon the way forward.

21. Village Maintenance

Council to receive an update and agree on the way forward.

22. Gatehouse

Council to receive an update and consider the way forward.

23. Any Other Business

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

24. Next Meeting - Council to note that the date of the next scheduled meeting is Wednesday 15th June 2022.

**MINUTES OF THE MEETING OF GRIMOLDBY AND MANBY PARISH COUNCIL
HELD AT GRIMOLDBY VILLAGE HALL
ON WEDNESDAY 20th APRIL 2022**

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

Councillors: M. Bruce (MB), Mrs. E. Billings (EB), C. Fairburn (CF), T. Vamplew (TV)

Councillors not present: M. Starsmore (MS), Mrs. L. Knowles (LK), N. Turney (NT),

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

T119. Apologies for Absence

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

T120. Chairman's Remarks

The Chairman informed Councillors that a new lease for the gym had been drawn up for signature. The transfer of the tennis courts and the playground was imminent, the Gatehouse had been placed up for sale with estate agents but ELDC might consider selling to the Parish Council on favourable terms over a period of time e.g., ten years. Cllr. Knowles was to continue negotiations and look to get something in writing. He confirmed he would bring the matter back. The Chairman reported that Mr. Towler was intending to retire and finally he confirmed that he should be able to obtain funding from ELDC to pay for any Jubilee commemorative items the Council might purchase and hand out.

T121. Declaration of Interest / Dispensations

Cllr. TV declared an interest in planning application 2/22 as the applicant.

T122. Council Minutes

It was **RESOLVED** to approve as a correct record the Minutes of the Council Meeting held on 16th March 2022.

T123. Finance

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

- a. The Financial Report for April, showing a closing balance on 11th March 2022 of £60,380.81 which agreed to the closing balance on the bank statement issued on 14th March 2022.
- b. That cheque 1177 from June 2019 (listed on the above) be written off.
- c. Cheques for payment, listed on the Cheque Schedule 042022 totalling £600.05.

T124. Planning

a. Applications received by the Local Planning Authority

The Committee considered current applications including those listed in the schedule (Plans_04_20_22) and **RESOLVED** as follows:

- i. N/067/00380/22 – Support.
- ii. N/113/00480/22 – All materials to be contained within site to not obstruct the lane. SUDs system needs to satisfy ELDC as no dyke. No objection, subject to above observations.
- iii. N/067/00633/22 – Remain neutral.

a. Planning Decisions Noted

The Council noted the following ELDC planning decisions:

- i. N/113/01285/21 – The Charterhouse, Manby Park, Manby, LN11 8UT – ELDC have approved Section 73 Application.
- ii. N/113/02564/21 – Pattinson House, Manby Park, LN11 8UT – ELDC have granted Full Planning Permission
- iii. N/113/02479/21 – 11 Pleasance Way, Manby, LN11 8HJ – ELDC have granted Full Planning Permission

T125. Village Maintenance

The Chairman reported that the Council's current contractor was considering retirement and therefore the Council might need to make other arrangements.

T126. Cheque Signatories

It was **RESOLVED** that Councillors Mrs. EB and TV should be added to the Council's Bank Mandate as signatories.

T127. Meetings Schedule

The Council **RESOLVED** that in 2022/23 it's meetings should continue to be held on the third Wednesday of every month, excluding August.

T128. Any Other Business

There was no other business to discuss.

T129. Next Meeting

The Council noted that the date of the next scheduled meeting was Wednesday 18th May 2022.

The meeting closed at 7.58pm

Signed _____ (Chairman) Dated _____

Financial Report - May 2022

			£	£
Opening balance as at 14th March 2022				60,380.81
ADD receipts				
BGC	ELDC	Precept		4,550.00
FPI	ELDC	Precept		7,851.42
1177	HMRC	Writing back uncashed cheque from 2019/20		<u>81.00</u>
				72,863.23
LESS payments				
1177	HMRC	PAYE/NIC for June 2019	81.00	
1326	Wicksteed Leisure Ltd	Annual Playpark Inspection	103.20	
1327	SLCC	Membership Fees 2022	112.00	
1329	HMRC	PAYE/NIC for February 2022	90.00	
1330	G&M1	Wages for March 2022	434.80	
1331	HMRC	PAYE/NIC for March 2022	108.80	
1332	Mr. K. Towler	Maintenance Work	95.00	
1333	Grimoldby Village Hall	Room Hire, Bins and Electric 2021 & 2022	137.00	
1334	G&M1	Wages for April 2022	366.40	
1335	HMRC	PAYE/NIC for April 2022	91.60	
1336	British Gas Trading Ltd	Pavilion Electricity	120.05	
1337	Grimoldby Village Hall	Room Hire	22.00	
1338	G&M1	Wages for May 2022	366.40	
1339	HMRC	PAYE/NIC for May 2022	91.60	
1340	Grimoldby Village Hall	Room Hire	22.00	
1341	Tudor Grounds Maintenance	Amenity Grass Cutting	94.50	
1342	Ken Towler	Village Maintenance	265.00	
1343	NSALG	Allotment Society Membership	66.00	
1344	Adrip Plumbing & Heating	Repair to Pavilion Heating	397.20	
1345	LALC	Annual Membership	<u>423.21</u>	
			3,487.76	<u>69,375.47</u>
ADD Uncleared Cheques				
1331	HMRC	PAYE/NIC for March 2022	108.80	
1332	Mr. K. Towler	Maintenance Work	95.00	
1333	Grimoldby Village Hall	Room Hire, Bins and Electric 2021 & 2022	137.00	
1334	G&M1	Wages for April 2022	366.40	
1335	HMRC	PAYE/NIC for April 2022	91.60	
1336	British Gas Trading Ltd	Pavilion Electricity	120.05	
1337	Grimoldby Village Hall	Room Hire	22.00	
1338	G&M1	Wages for May 2022	366.40	
1339	HMRC	PAYE/NIC for May 2022	91.60	
1340	Grimoldby Village Hall	Room Hire	22.00	
1341	Tudor Grounds Maintenance	Amenity Grass Cutting	94.50	
1342	Ken Towler	Village Maintenance	265.00	
1343	NSALG	Allotment Society Membership	66.00	
1344	Adrip Plumbing & Heating	Repair to Pavilion Heating	397.20	
1345	LALC	Annual Membership	<u>423.21</u>	
Closing balance as at 12th April 2022			2,666.76	<u>72,042.23</u>
VAT owed as at 11th May 2022 for 2022/23				24.00

Cheque Schedule May 2022

Cheque No	Supplier / Payee	Details	Cheque Total	Invoice Total	VAT	Net
1338	G&M1	Wages for May 2022	366.40	366.40	-	366.40
1339	HMRC	PAYE/NIC May 2022	91.60	91.60	-	91.60
1340	Grimoldby Village Hall	Room Hire	22.00	22.00	-	22.00
1341	Tudor Grounds Maintenance	Amenity Grass Cutting	94.50	94.50	-	94.50
1342	Ken Towler	Village Maintenance	265.00	265.00	-	265.00
1343	NSALG	Allotment Society Membership	66.00	66.00	11.00	55.00
1344	Adrip Plumbing and Heating	Repair to Pavilion heating	397.20	397.20	66.20	331.00
1345	LALC	Annual Membership	423.21	423.21	-	423.21
TOTALS			1,725.91	1,725.91	77.20	1,648.71

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	BGC	13/04/2021	LCC Amenity Grass	1,012.17
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				
April Total			595.48	595.48	11.00	584.48				13,552.09
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	Game and Company	1,484.74	1,484.74	-	1,484.74	FPI	29/05/2021	Allotment 1	25.00
May Totals			1,926.02	1,926.02	-	1,926.02				70.84
1288	30/06/2021	G&M1	353.08	353.08	-	353.08	FPI	17/06/2021	Allotment 5	25.00
1289	30/06/2021	HMRC	88.20	88.20	-	88.20	DEP	13/07/2021	Allotment 3	25.00
1290	30/06/2021	Mrs. J. Cooper	40.00	40.00	-	40.00				
1291	30/06/2021	Glendale Countryside Services Ltd	529.20	529.20	88.20	441.00				
1292	30/06/2021	Mr. K Towler	485.00	485.00	-	485.00				
June Totals			1,495.48	1,495.48	88.20	1,407.28				50.00
1293	21/07/2021	G&M1	352.88	352.88	-	352.88	FPI	16/07/2021	Allotment 6	21.66
1294	21/07/2021	HMRC	88.40	88.40	-	88.40				
1295	21/07/2021	G&M1	353.08	353.08	-	353.08				
1296	21/07/2021	HMRC	88.20	88.20	-	88.20				
1297	21/07/2021	Glendale Countryside Services Ltd	184.80	184.80	30.80	154.00				
1298	21/07/2021	Manby FC	282.82	282.82	-	282.82				
July Totals			1,350.18	1,350.18	30.80	1,319.38				21.66
1299	15/09/2021	G&M1	353.08	353.08	-	353.08	500096	17/09/2021	Pavilion Hire	56.00
1300	15/09/2021	HMRC	88.20	88.20	-	88.20	FPI	23/08/2021	Allotment 3	14.58
1301	15/09/2021	Mr. K Towler	380.00	380.00	-	380.00	BGC	06/09/2021	EIDC	12,539.91
1302	15/09/2021	G&M Village Hall	22.00	22.00	-	22.00	FPI	10/09/2021	Allotments 7 & 8	34.16
1303	15/09/2021	LALC	416.88	416.88	-	416.88				
1304	15/09/2021	ADRI Plumbing Ltd	69.00	69.00	11.50	57.50				
September Totals			1,329.16	1,329.16	11.50	1,317.66				12,644.65
1305	20/10/2021	G&M1	353.08	353.08	-	353.08	FPI	04/10/2021	Allotment 10	15.41
1306	20/10/2021	HMRC	88.20	88.20	-	88.20	FPI	05/10/2021	Allotment 9	15.41
1307	20/10/2021	Mr. K Towler	475.00	475.00	-	475.00	FPI	11/10/2021	Pavilion Hire	56.00
1308	20/10/2021	Grinoldy and Manby Village Hall	22.00	22.00	-	22.00				
1309	20/10/2021	Glendale Countryside Services Ltd	924.00	924.00	154.00	770.00				
1310	20/10/2021	Noticeboard Company Cumbria	2,148.00	2,148.00	358.00	1,790.00				
October Totals			4,010.28	4,010.28	512.00	3,498.28				86.82
1311	17/11/2021	G&M1	359.93	359.93	-	359.93	FPI	01/11/2021	Pavilion Hire	70.00
1312	17/11/2021	HMRC	90.20	90.20	-	90.20				
1313	17/11/2021	Grinoldy and Manby Village Hall	22.00	22.00	-	22.00				
1314	17/11/2021	Royal British Legion Poppy Appeal	34.00	34.00	-	34.00				
1315	17/11/2021	British Gas Trading Ltd	57.91	57.91	2.75	55.16				
November Totals			564.04	564.04	2.75	561.29				70.00
1316	15/12/2021	G&M1	360.13	360.13	-	360.13	FPI	08/12/2021	Pavilion Hire	28.00
1317	15/12/2021	HMRC	90.00	90.00	-	90.00				
1318	15/12/2021	PKF Littlejohn LLP	240.00	240.00	40.00	200.00				
1319	15/12/2021	Glendale Countryside Services Ltd	184.80	184.80	30.80	154.00				
1320	15/12/2021	Grinoldy and Manby Village Hall	22.00	22.00	-	22.00				
1321	15/12/2021	Mr. K Towler	467.00	467.00	-	467.00				
December Totals			1,363.93	1,363.93	70.80	1,293.13				28.00
1322	19/01/2022	G&M1	360.13	360.13	-	360.13				
1323	19/01/2022	HMRC	90.00	90.00	-	90.00				
1324	19/01/2022	G&M Village Hall	22.00	22.00	-	22.00				
1325	19/01/2022	British Gas Trading Ltd	104.56	104.56	4.02	100.54				
1326	19/01/2022	Wicksteed Leisure Ltd	103.20	103.20	17.20	86.00				
1327	19/01/2022	SICC	112.00	112.00	-	112.00				
January Totals			791.89	791.89	21.22	770.67				56.00
1328	16/02/2022	G&M1	360.13	360.13	-	360.13	FPI	14/02/2022	Pavilion Hire	56.00
1329	16/02/2022	HMRC	90.00	90.00	-	90.00				
February Totals			450.13	450.13	-	450.13				56.00
1330	16/03/2022	G&M1	434.80	434.80	-	434.80	FPI	07/03/2022	Pavilion Hire	56.00
1331	16/03/2022	HMRC	108.80	108.80	-	108.80				
1332	16/03/2022	Mr. K Towler	95.00	95.00	-	95.00				
1333	16/03/2022	Grinoldy and Manby Village Hall	137.00	137.00	-	137.00				
March Totals			775.60	775.60	-	775.60				56.00
Yearly Totals			14,652.19	14,652.19	748.27	13,903.92				26,636.06

Grimoldby and Manby Parish Council

Planning Schedule May 2022

Our Ref	Authority	Applica tion No.	Type	Applicant	Proposal	Location	Comments	Deadline for Comments
5/22	ELDC	N/113/	Planning Permission	G. Lowry	Erection of 2no. agricultural buildings to house livestock and storage.	Grange Farn, Grange Lane, LN11 8HF		20/05/2022
6/22	ELDC	N/113/	Planning Permission	Richard Jones Associates Ltd	Single storey extension to the existing dwelling to provide additional living accommodation.	2 Meteor Road, Manby, LN11 8UB		26/05/2022