

# 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 2022 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 15<sup>th</sup> Day of July 2022

## 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 15<sup>th</sup> June 2022 and authorise the Chairman to sign the official minutes. (Attached).
5. **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 2022 of £70,587.47 which agrees to the closing balance on the bank statement issued on 14<sup>th</sup> June 2022. (Attached).
  - b. Cheques for payment, listed on the Cheque Schedule 072122 totalling £1,386.78. (Attached).
6. **Planning**
  - a. **Applications received by the Local Planning Authority**  
To consider current applications including those listed in the schedule (Plans\_07\_21\_22) / ratify comments already made by the Planning Working Group. (Attached).
  - b. **Planning Decisions to Note**
    - i. Planning application N/113/00757/22 Grange Farm, Grange Lane, Manby, LN11 8HF has been granted full planning permission by ELDC.
    - ii. Planning application N/113/00812/22 2 Meteor Road, Manby, LN11 8UB has been granted full planning permission by ELDC.
    - iii. Planning application N/067/01453/21 Rose Cottage, Priory Lane, Grimoldby, LN11 8SP has been granted outline planning permission by ELDC.
  - c. **Temporary Traffic Regulation Order**
    - i. Organisation responsible: Sunbelt Rentals, Reason for restriction: Gas connection (Cadent), Nature and location of restriction: Road closure – Middlesykes Lane (between Eastfield Lane and a point 150m west), Period of restriction: 1/8/22 to 5/8/22

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d. **Withdrawn Applications**

- i. N/113/01017/22 – Land at Manby House, Carlton Road, LN11 8UF was withdrawn on 1<sup>st</sup> July 2022.

7. **Proposed Work to Trees**

Council to consider the following proposed work to trees (detailed circulated by email 11/07/22):

- a. **Proposal:** T81 – Sycamore – (T1 on plan) – Fell and replace with 1 no. standard Oak. A4 – Several Beech, Cedar, Elm, Horse Chestnut, Oak, Scots Pine and Sycamore Trees – (T2 on plan) Horse Chestnut – Fell.  
**Location:** Chestnut House, 131 Tinkle Street. Grimoldby. **Reasons:** T81 – Tree is close to dead. A4 – Large tear in main trunk.

8. **Asset Transfer**

If available, Council to receive transfer documentation and consider the way forward.

9. **Any Other Business**

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

10. **Next Meeting**

Council to note that the date of the next scheduled meeting is Wednesday 21<sup>st</sup> September 2022.

**MINUTES OF THE MEETING OF GRIMOLDBY AND MANBY PARISH COUNCIL  
HELD AT GRIMOLDBY VILLAGE HALL  
ON WEDNESDAY 15<sup>TH</sup> JUNE 2022**

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

**Councillors:** Mrs. L. Knowles (LK), M. Starsmore (MS), and Mrs. N. Turney (NT), T. Vamplew (TV)

**Councillors not present:** Mrs. E. Billings (EB), M. Bruce (MB)

The Clerk, Mrs. L.M. Phillips was also present.

A gentleman spoke in the public forum enquiring about the Gatehouse, his understanding the Council had agreed to purchase it without any consultation and whether the Council had taken into account the amount that needed to be spent on repairs. He also asked about the Council's Asset Register. The Chairman assured the gentleman that while the Council had discussed purchasing the Gatehouse the matter had not progressed far. The Clerk confirmed that consultation would definitely have been carried out before any concrete action had been taken. With regard to the Asset Register, the Clerk confirmed that she would ensure it was on the website with the agenda on which it had been discussed.

**T25. Apologies for Absence**

There were no apologies for absence.

Cllr. MS arrived at 7.39pm.

**T26. Chairman's Remarks**

The Chairman reported that he had received a complaint about overgrown trees on Carlton Road and having looked into this with ELDC had received an assurance that they would be cut back asap. He also confirmed that the Council's solicitors had been briefed about the forthcoming asset transfer and a contract was expected to be sent by ELDC soon.

**T27. Declarations of Interest / Dispensations**

There were no declarations of interest.

**T28. Council Minutes**

It was **RESOLVED** to approve as a correct record the Minutes of the Annual Council Meeting held on 18<sup>th</sup> May 2022.

**T29. Annual Grimoldby and Manby Parish Meeting 2021/22 Draft Minutes**

The Council received the draft minutes of the 2021/22 Annual Parish Meeting, held on 18<sup>th</sup> May 2022 and noted that there were no proposals from members of the public.

**T30. Co-option**

There were no applications for co-option.

**T31. Finance**

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

- a. The Financial Report for June, showing a closing balance on 5<sup>th</sup> May 2022 of £71,270.98 which agreed to the closing balance on the bank statement issued on 13<sup>th</sup> May 2022.
- b. The cheques listed on the Cheque Schedule 061522 – totalling £3,536.01.
- c. 2021/22 Final Accounts.

**T32. Annual Governance and Accountability Return (AGAR) 2021/22**

- a. The Council received the report of the Internal Auditor and noted that there were no recommendations.
- b. The Council **RESOLVED** to approve completion of the Annual Governance Statement (Section 1 of the AGAR) for the financial year 2021/22 by the addition of ticks against 'Yes' in boxes 1 to 8, except for box 9 where 'N/A' should be entered and approve signing by the Chairman and the Clerk.
- c. The Council considered the Accounting Statements (Section 2 of the AGAR) for the financial year 2021/22 as certified by the RFO and **RESOLVED** to approve signing by the Chairman.
- d. The Council noted that the period for the exercise of public rights must include the first 10 working days of July, must be at least 30 consecutive working days long, must commence as soon as possible after approval of the

AGAR and with this in mind, approved that the period for the exercise of public rights should be set from Thursday 16th June 2022 to Wednesday 27th July 2022.

### **T33. Planning**

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

The Council considered current applications including those listed in the schedule (Plans\_06\_15\_22) and **RESOLVED** to comment as follows:

- i. N/067/00987/22 – Warwick House, Tinkle Street, LN11 8SW – support provided that ELDC do not object to the proposed front extension being over the 'building line', with the conditions that all building materials and deliveries should be kept within the site and pathway. This to leave the pathway for parents to use when starting or ending school hours. It is important that access to the school is maintained.

#### **b. Planning Decisions to Note**

The Council noted the following planning decision:

- i. Planning application N/067/00633/22 Land at Church View, Tinkle Street, Grimoldby, LN11 8SW has been granted full planning permission by ELDC.

#### **c. Enforcement Notifications**

The Council noted the following:

- i. Land adjacent Pennygate, Middlesykes Lane, Grimoldby – Breach of condition 27 on planning ref N/067/02441/15 concerning the occupancy of dwellings prior to the completion of the passing place.

### **T34. Review of Policies and Procedures**

The Council noted that the following had been reviewed and **RESOLVED** to approve continued use:

#### **a. General Data Protection**

- i. Data Protection Policy – no changes
- ii. Subject Access Requests Policy – no changes
- iii. Social Media and Electronic Communication Policy – no changes
- iv. Secure Disposal of Information Policy – no changes
- v. Retention of Documents Policy – no changes
- vi. General Privacy Notice – attached
- vii. Staff and Councillor Privacy Notice – attached
- viii. Information Security Incident Policy – no changes

#### **b. Complaints Procedure – no changes**

#### **c. Policy on Handling of Freedom of Information Requests – no changes**

#### **d. Co-option Policy – no changes**

### **T35. Playpark Inspection**

The Council **RESOLVED** to delegate authority to the Clerk to make the necessary arrangements for the above and approve expenditure.

### **T36. Platinum Jubilee Commemoration**

The Council noted that a further £1,000 funding had been obtained from ELDC to spend on the above. The Council **RESOLVED** to use the money to rename the playpark on Carlton Road in honour of the Platinum Jubilee, purchase a commemorative bench for use therein and put any remaining money towards having all of the equipment in the playpark repainted.

### **T37. Any Other Business**

Cllr. NT reported that she had heard that there had been a lot of vandalism at the Cricket Club. Cllr. TK agreed to look into this.

### **T38. Next Meeting**

The Council noted that the date of the next scheduled meeting was Wednesday 20<sup>th</sup> July 2022.

The meeting closed at 8.04pm

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

Financial Report - July 2022

			£	£
Opening balance as at 13th May 2022				71,270.98
ADD receipts				
BGC	ELDC	Platinum Jubilee Grant		1,000.00
FPI	D. Borill	Allotment Rent x 2		50.00
FPI	N. Hind	Allotment Rent		25.00
FPI	V. Emberson	Allotment Rent		25.00
FPI	Y.C. Smith	Hall Hire		56.00
				<u>72,426.98</u>
LESS payments				
1335	HMRC	PAYE/NIC for April 2022	91.60	
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	423.21	
1346	G&M1	Wages for June 2022	366.40	
1347	HMRC	PAYE/NIC for June 2022	91.60	
1348	Grimoldby Village Hall	Room Hire April	22.00	
1349	Darryl J. Stones	Repair to Pavilion Window	72.00	
1350	Zurich Municipal	Insurance	1,086.83	
1351	Tudor Grounds Maintenance	Grasscutting	157.50	
1352	Aj Embroidery		1,344.00	
1353	Glendale Countryside Servies	Grasscutting	355.68	
1354	J. Cooper	Internal Audit	40.00	
1355	G&M1	Wages for June 2022	366.40	
1356	HMRC	PAYE/NIC for July 2022	91.60	
1357	Glendale Countryside Servies	Allotment and Sportsfield Grasscutting	54.12	
1358	Tudor Ground Maintenance	Amenity Grasscutting	283.50	
1359	British Gas Trading Ltd	Pavilion Electricity	133.16	
1360	G&M1	Wages August 2022	366.40	
1361	HMRC	PAYE/NIC August 2022	91.60	
			<u>6,762.30</u>	<u>65,664.68</u>
ADD Uncleared Cheques				
1346	G&M1	Wages for June 2022	366.40	
1347	HMRC	PAYE/NIC for June 2022	91.60	
1348	Grimoldby Village Hall	Room Hire April	22.00	
1349	Darryl J. Stones	Repair to Pavilion Window	72.00	
1350	Zurich Municipal	Insurance	1,086.83	
1351	Tudor Grounds Maintenance	Grasscutting	157.50	
1352	Aj Embroidery		1,344.00	
1353	Glendale Countryside Servies	Grasscutting	355.68	
1354	J. Cooper	Internal Audit	40.00	
1355	G&M1	Wages for June 2022	366.40	
1356	HMRC	PAYE/NIC for July 2022	91.60	
1357	Glendale Countryside Servies	Allotment and Sportsfield Grasscutting	54.12	
1358	Tudor Ground Maintenance	Amenity Grasscutting	283.50	
1359	British Gas Trading Ltd	Pavilion Electricity	133.16	
1360	G&M1	Wages August 2022	366.40	
1361	HMRC	PAYE/NIC August 2022	91.60	
Closing balance as at 12th April 2022			<u>4,922.79</u>	<u>70,587.47</u>
VAT owed as at 13th July 2022 for 2022/23				410.73

**Cheque Schedule July 2022**

<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>
1355	G&M1	Wages for July 2022	366.40	366.40	-	366.40
1356	HMRC	PAYE/NIC July 2022	91.60	91.60	-	91.60
1357	Glendale Countryside Ltd	Allotment and Sportsfield Grasscutting	54.12	54.12	9.02	45.10
1358	Tudor Ground Maintenance	Amenity Grasscutting (Inv 0095)		94.50	15.75	78.75
		Amenity Grasscutting (Inv 0101)		94.50	15.75	78.75
		Amenity Grasscutting (Inv 0133)	283.50	94.50	15.75	78.75
1359	British Gas	Pavilion Electric	133.16	133.16	13.00	120.16
1360	G&M1	Wages for August 2022	366.40	366.40	-	366.40
1361	HMRC	PAYE/NIC August 2022	91.60	91.60	-	91.60
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<b>TOTALS</b>			<b>1,386.78</b>	<b>1,386.78</b>	<b>69.27</b>	<b>1,317.51</b>

Grimoldby and Manby Parish Council

Planning Schedule  
20th July 2022

Our Ref	Authority	Application No.	Type	Applicant	Proposal	Location	Comments	Deadline for Comments
8/22	ELDC	N/113/ 01018/22	Detailed Particulars	Land at Manby House, Carlton Road, LN11 8UF	Detailed particulars relating to the erection of 1 no. house and detached garage and construction of a vehicular access (outline planning permission ref no. N/113/1933/20 for the erection of 1no. dwelling, granted 29th April 2021.	Land at Manby House, Carlton Road, Manby, LN11 8UF	The revised layout has 2 vehicular entrances off Carlton Road, but the current drawings do not show how the proposal affects the drives in relation to the Root Protection Areas and trees with Preservation Orders, and more information is required. Further information is required.	19/07/2022
9/22	ELDC	N/113/ 01229/22	Planning Permission	Mr. P. Pearce	Extension to existing detached double garage with storage area above and provide a dormer window.	19 Pleasance Way, Manby, LN11 8HJ		21/07/2022
10/22	ELDC	N/067/ 01312/22	Planning Permission	Mr. L. Stokes	Extensions to existing dwelling to provide additional living accommodation. Existing garage to be demolished.	28 Fury Avenue, Grimoldby, LN11 8UN	Support with proviso that all materials must be held on site and all delivery vehicles should not obstruct the roads.	02/08/2022
11/22	ELDC	N/113/ 01329/22	Listed Building Consent	B & T Associates	Internal and external alterations to an existing private school to provide 8no. Flats as an amendment to that previously approved under planning permission N/113/02102/21.	Bilney House, Manby Park, LN11 8UT		02/08/2022
12/22	ELDC	N/113/ 01331/22	Planning Permission	B & T Associates	Change of use, conversion of and alterations to the existing private school, which is a listed building to provide 8no. Flats, as an amendment to that previously approved under planning permission N/113/02101/21.	Bilney House, Manby Park, LN11 8UT		02/08/2022