

# 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 15<sup>th</sup> February 2023 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 10<sup>th</sup> Day of February 2023

## 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 18<sup>th</sup> January 2023 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 February, showing a closing balance on 12<sup>th</sup> January 2023 of £78,339.48 which agrees to the closing balance on the bank statement issued on 13<sup>th</sup> January 2023. (Attached).
  - b. Cheques for authorisation, listed on the Cheque Schedule 021523 totalling £1,606.35. (Attached).
  - c. Cashbook Statement of Receipts and Payments for Months 1 to 9. (Attached).
  - d. Budget Variance Report to end December 2022. (Attached).
6. **Planning**
  - a. **Applications received by the Local Planning Authority**  
To consider current applications (at time of printing there were none).
  - b. **ELDC Planning Decisions to Note**
    - i. N/067/01879/22 – Land adjacent Pennygate, Middlesyles Lane – Approved Section 73 Application.
    - ii. N/067/01344/22 – Land west of the Gables, Middlesykes Lane – Refusal of Planning Permission.
  - c. **Future Planning**  
Council to consider making future plans such as who will speak on the Council’s behalf at Planning Committee and what will the Council do in the event of the receipt of a planning application for a biodigester.

# Grimoldby and Manby Parish Council

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7. **Meeting Room Arrangements**  
Council to discuss arrangements for meetings.
8. **Pavilion and Football Field**  
Council to consider contents of draft agreement.
9. **Play Park**  
Council to receive an update and resolve as necessary re. wording for a plaque, etc.
10. **LALC Annual Training Scheme**  
Council to resolve upon whether to join the above in 2023/24 at a cost of £140 + VAT.
11. **Internal Auditor**  
Council to approve appointment of a suitably qualified internal auditor for 2022/23.
12. **Closed Session Items**
  - a. **Amenity Grasscutting**
  - b. **Village Maintenance**
  - c. **Grasscutting of Football Field, Allotments and Play Park**
13. **Any Other Business**  
Councillors to exchange information, if required. Please note, no decisions may lawfully be taken during this item.
14. **Next Meeting**  
Council to note that the next scheduled meeting of the Council will take place on Wednesday 15<sup>th</sup> March 2023.

**MINUTES OF THE MEETING OF GRIMOLDBY AND MANBY PARISH COUNCIL  
HELD AT THE PAVILION, MANBY  
ON WEDNESDAY 18<sup>TH</sup> JANUARY 2023**

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

**Councillors:** A. Bunting (AB), Mrs. E. Billings (EB), C. Fairburn (CF), Mrs. L. Knowles (LK), M. Starsmore (MS), Mrs. N. Turney (NT), T. Vamplew (TV)

**Councillors not present:** M. Bruce (MB)

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

**T77. Apologies for Absence**

Apologies for absence were received from Councillor M. Bruce (MB).

**T78. Chairman's Remarks**

The Chairman reported that a) the meeting was being held at The Pavilion because a letter had been received from the Village Hall informing the Council that it could no longer have the big room at the Village Hall every third Wednesday, as the Bowls Club would now be using it. However, he confirmed that the Council had been offered the back room at a cost of £10/hr but The Pavilion was free. It was agreed that the Council would discuss the matter and future arrangements at the next meeting.

Cllr. MS arrived at 7.33pm.

The Chairman continued that b) the planning working group had commented on a scoping application for a biodigester in Manby. He confirmed that LCC would be responsible for the ultimate decision and that if an actual planning application were to be submitted the Council would be consulted again. c) He reminded Cllrs. that the situation with the football club and rent needed to be formalised. He suggested that the Clerk draft a simple document and that he and Cllr. Fairburn meet with the Football Club to discuss, amend and bring back to Council for consideration. d) He explained that arrangements had been made to place gravel in front of the telephone box to fill a declivity which was forming a puddle in the rain and soaking users. e) He confirmed that part of the sale of Tedder Hall was the gymnasium and that now that the sale had gone through the gym could not be used.

**T79. Declarations of Interest / Dispensations**

There were no declarations of interest.

**T80. Council Minutes**

It was **RESOLVED** to approve as a correct record the Minutes of the Meeting held on 16<sup>th</sup> November 2022.

**T81. Finance**

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

- a. The Financial Report for December, showing a closing balance on 8<sup>th</sup> November 2022 of £78,166.63 which agrees to the closing balance on the bank statement issued on 14<sup>th</sup> November 2022. (Attached).
- b. The Financial Report for January, showing a closing balance on 12<sup>th</sup> December 2022 of £79,456.45 which agrees to the closing balance on the bank statement issued on 14<sup>th</sup> December 2022. (Attached).
- c. Cheques for authorisation, listed on the Cheque Schedule 011823 totalling £2,553.64. (Attached).

The Council also noted that the three cheques identified with asterisk's on the Financial Reports had been cancelled and **RESOLVED** that these should be written back.

**T82. Planning**

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

The Council considered current applications including those listed in the schedule (Plans\_01\_18\_23) / ratified comments already made by the Planning Working Group as follows:

- i. EIA/36/22 – Manby Airfield, Manby – Grimoldby and Manby Parish Council have a number of concerns about this application including, but not limited to: 1) Smell, 2) Flies, 3) Traffic, 4) What the lorries are carrying; and 5) Proposed location too close to residential area.

The Council discussed the meeting that members had attended organised by the developers of the above and subsequent reports that had circulated. Councillors were very concerned about the amount of vehicles that would be travelling through the village. How untidy the village would become with

detritus that had blown off of the loads on trailers. The ability of the pipework at the crossroads to stand the weight of the extra lorries. The fact that it was rumoured that LCC Highways had approved some roads for use (Cllr. TK agreed to investigate this statement). He also agreed to ask whether there were any handouts from the meetings that could be sent to the Council and he confirmed that he would find out what stage the developer was at and what pressure the Council could apply to 'nip it in the bud' if possible.

ii. N/113/02457/22 – 20 Pleasance Way – Support with condition that access drive must remain clear of all delivery vehicles at all times.

**b. ELDC Planning Decisions to Note**

- i. N/067/01296/22 – Former Methodist School, Tinkle Street – Full planning permission granted.
- ii. N/067/00412/22 – The Old Orchard, Northgate Lane, Grimoldby – Full planning permission granted.
- iii. N/113/01329/22 – Bilney House, Manby Park, LN11 8UT – Listed building consent granted.
- iv. N/113/01331/22 – Bilney House, Manby Park, LN11 8UT – Full planning permission granted.
- v. N/113/01915/22 – Lynx House, Manby Park, LN11 8UT – Full planning permission granted.
- vi. N/067/02008/22 – Poppy Lea, Eastfield Lane, Grimoldby, LN11 8TD – Full planning permission granted.

**c. Planning Appeal**

The Committee noted that following refusal by ELDC an appeal had been lodged as follows: N/113/00480/22 for the Outline erection of 1 no. dwelling., relating to Land at Church Lane, Manby. Council originally commented as follows: 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. Council to resolve upon whether it wishes to make any further or amended comment. The Council **RESOLVED** that the Clerk should resubmit its original comments to the Planning Inspector to ensure that they had been received .

**d. Pre-Consultation**

The Council noted documentation circulated by email 13/1/23 re. proposed rooftop installation update at Cornerstone, Chandlers Farm Equipment Ltd, Manby Industrial Estate, LN11 8UX and commented that this was a matter for ELDC.

**T83. Planning Committee/Working Group**

The Council noted that Cllr. Starsmore no longer wished to be the lead on planning matters. It was **RESOLVED** that Cllr. AB would lead and that other Cllrs. should assist as much as possible.

**T84. Asset Transfer**

The Council note4d that transfer documentation for the Play Park and Tennis Courts had now been signed.

**T85. Clerk's Membership of SLCC**

It was **RESOLVED** that the Council should renew the Clerk's membership of the above at a cost of £139.

**T86. Bins**

The Council considered current village provision and **RESOLVED** to undertake a review and look into the possibility of placing new bins. The Chairman confirmed that he would also ask ELDC if they could empty the existing bins more frequently.

**T87. Relocation of ELDC**

The Council noted that confirmation had been received that from 23<sup>rd</sup> January 2023 ELDC would relocate to Horncastle.

**T88. Any Other Business**

Cllr. TV wondered if there had been any developments with regard to trimming the hedge to the front of the Tennis Courts to make visibility in better and so deter vandalism and anti-social behaviour. Cllr. TK confirmed that these would be cut in the very near future.

**T89. Next Meeting**

The Council noted that the next scheduled meeting of the Council would take place on Wednesday 15<sup>th</sup> February 2023.

The meeting closed at 8.44pm.

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

Financial Report - February 2023

			£	£
Opening balance as at 14th December 2022				79,456.45
ADD receipts				
*	1347	HMRC	Writing back as cheque cancelled	91.60
*	1356	HMRC	Writing back as cheque cancelled	91.60
*	1368	Cllr. T. Knowles	Writing back as cheque cancelled	30.00
				<hr/>
				79,669.65
LESS payments				
*	1347	HMRC	PAYE/NIC June 2022	91.60
*	1356	HMRC	PAYE/NIC for July 2022	91.60
	1363	HMRC	PAYE/NIC September 2022	91.60
*	1368	Cllr. T. Knowles	Travel Expenses	30.00
	1370	Adrip Plumbing Ltd	Pavilion Heating Repair	75.00
	1371	Mimi's Mission	Platinum Jubilee Memorabilia	67.48
	1372	PKF Littlejohn	External Audit	240.00
	1374	HMRC	PAYE/NIC for October 2022	91.60
	1377	HMRC	PAYE/NIC for November 2022	167.80
	1378	Cojo's	Football Goals	450.00
	1379	Grimoldby and Manby Village Hall	Room Hire	22.00
	1381	Glendale Countryside Servies	Allotment and Sportsfield Grasscutting	27.72
	1382	HMRC	Replacement for chqs 1347 & 1356 plus interest charged	185.91
	1383	G&M1	Wages December	477.34
	1384	HMRC	PAYE/NIC December	119.40
	1385	Grimoldby and Manby Village Hall	Room Hire October & November	44.00
	1386	G&M1	Wages January	477.34
	1387	HMRC	PAYE/NIC January £119.40 and NIC Nov £11.25	130.65
	1388	Mr. T. Knowles	Replacement for chq 1368 (Travel Expenses)	30.00
	1389	Society of Local Council Clerks	Annual Membership Fee	139.00
	1390	Wilkin Chapman	Legal Fees re. Asset Transfer (VAT on £500 only)	950.00
	1391	G&M1	Wages February 2023	477.54
	1392	HMRC	PAYE February 2023	119.20
	1393	Mrs. L. Phillips	dated 26/12/22	159.76
	1394	TDP LTD	Bench for Playpark	681.55
	1395	Wicksteed Leisure Ltd	Annual Play Park Inspection	168.30
				<hr/>
				5,606.39
				<hr/>
				74,063.26
ADD Uncleared Cheques				
	1371	Mimi's Mission	Platinum Jubilee Memorabilia	67.48
	1372	PKF Littlejohn	External Audit	240.00
	1378	Cojo's	Football Goals	450.00
	1379	Grimoldby and Manby Village Hall	Room Hire	22.00
	1384	HMRC	PAYE/NIC December	119.40
	1385	Grimoldby and Manby Village Hall	Room Hire October & November	44.00
	1386	G&M1	Wages January	477.34
	1387	HMRC	PAYE/NIC January £119.40 and NIC Nov £11.25	130.65
	1388	Mr. T. Knowles	Replacement for chq 1368 (Travel Expenses)	30.00
	1389	Society of Local Council Clerks	Annual Membership Fee	139.00
	1390	Wilkin Chapman	Legal Fees re. Asset Transfer (VAT on £500 only)	950.00
	1391	G&M1	Wages February 2023	477.54
	1392	HMRC	PAYE February 2023	119.20
	1393	Mrs. L. Phillips	dated 26/12/22	159.76
	1394	TDP Ltd	Bench for Play Park	681.55
	1395	Wicksteed Leisure Ltd	Annual Play Park Inspection	168.30
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Closing balance as at 12th December 2022				4,276.22
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				78,339.48
VAT owed as at 31st January 2023 for 2022/23				824.93

**Cheque Schedule 021523**

<b>FEBRUARY 2022</b>						
<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>
1391	G&M 1	WAGES FEBRUARY 2023	477.54	477.54	-	477.54
1392	HMRC	PAYE FEBRUARY 2023	119.20	119.20	-	119.20
1393	MRS. L. PHILLIPS	PAVILION ELECTRIC REIMBURSEMENT RE. BRITISH GAS INVOICE DATED 26/12/22	159.76	159.76	7.60	152.16
1394	TDP LTD	BENCH FOR PLAYPARK INV. 107412	681.55	681.55	113.59	567.96
1395	WICKSTEED LEISURE LTD	ANNUAL PLAY PARK INSPECTION	168.30	168.30	28.05	140.25
<b>TOTALS</b>			<b>1,606.35</b>	<b>1,606.35</b>	<b>149.24</b>	<b>1,457.11</b>

Cashbook 2022/23

Chq. No.	Date	OUT			IN			Ref	Date	PAYEE	Amount £
		DATE	PAYEE	Cheque Total £	Total £	VAT £	Net £				
1334	20/04/2022	G&M1		366.40	366.40	-	366.40	11/04/2022	ELDC	4,550.00	
1335	20/04/2022	HMRC		91.60	91.60	-	91.60	11/04/2022	ELDC	7,851.42	
1336	20/04/2022	British Gas Trading Ltd		120.05	120.05	24.00	96.05	21/04/2022	HMRC see April Mins	81.00	
1337	20/04/2022	Grimoldby Village Hall		22.00	22.00	-	22.00				
<b>April Totals</b>				<b>600.05</b>	<b>600.05</b>	<b>24.00</b>	<b>576.05</b>			<b>12,482.42</b>	
1338	18/05/2022	G&M1		366.40	366.40	-	366.40	05/05/2022	Pavilion Room Hire	56.00	
1339	18/05/2022	HMRC		91.60	91.60	-	91.60				
1340	18/05/2022	Grimoldby Village Hall		22.00	22.00	-	22.00				
1341	18/05/2022	Tudor Grounds Maintenance		94.50	94.50	15.75	78.75				
1342	18/05/2022	Mr. K. Towler		265.00	265.00	-	265.00				
1343	18/05/2022	NSALG		66.00	66.00	11.00	55.00				
1344	18/05/2022	Adrip Plumbing & Heating		397.20	397.20	66.20	331.00				
1345	18/05/2022	LALC		423.21	423.21	-	423.21				
<b>May Totals</b>				<b>1,725.91</b>	<b>1,725.91</b>	<b>92.95</b>	<b>1,632.96</b>			<b>56.00</b>	
1346	15/06/2022	G&M1		366.40	366.40	-	366.40	06/06/2022	ELDC	1,000.00	
1347	15/06/2022	HMRC **CANCELLED LOST IN POST**		91.60	91.60	-	91.60	06/06/2022	Allotments 7 & 8 Rent	50.00	
1348	15/06/2022	Grimoldby Village Hall		22.00	22.00	-	22.00	07/06/2022	Allotment 2 Rent	25.00	
1349	15/06/2022	Darryl J. Stones		72.00	72.00	-	72.00	08/06/2022	Allotment 6 Rent	56.00	
1350	15/06/2022	Zurich Municipal		1,086.83	1,086.83	-	1,086.83	14/06/2022	Pavilion Room Hire	56.00	
1351	15/06/2022	Tudor Grounds Maintenance		157.50	157.50	26.25	131.25	15/06/2022	HMRC **CANCELLED LOST IN POST**	91.60	
1352	15/06/2022	AI Embroidery		1,344.00	1,344.00	224.00	1,120.00				
1353	15/06/2022	Glendale Countryside Ltd		355.68	355.68	59.28	296.40				
1354	15/06/2022	Mrs. J. Cooper		40.00	40.00	-	40.00				
<b>June Totals</b>				<b>3,536.01</b>	<b>3,536.01</b>	<b>309.53</b>	<b>3,226.48</b>			<b>1,287.60</b>	
1355	20/07/2022	G&M1		366.40	366.40	-	366.40	16/06/2022	ELDC	1,000.00	
1356	20/07/2022	HMRC **CANCELLED LOST IN POST**		91.60	91.60	-	91.60	20/06/2022	Allotment 10 Rent	25.00	
1357	20/07/2022	Glendale Countryside Ltd		54.12	54.12	9.02	45.10	23/06/2022	Allotment 3 Rent	25.00	
1358	20/07/2022	Tudor Grounds Maintenance		283.50	283.50	47.25	236.25	23/06/2022	Allotment 4 Rent	25.00	
1359	20/07/2022	British Gas Trading Ltd		133.16	133.16	13.00	120.16	04/07/2022	Pavilion Room Hire	42.00	
1360	20/07/2022	G&M1		366.40	366.40	-	366.40	20/07/2022	HMRC **CANCELLED LOST IN POST**	91.60	
1361	20/07/2022	HMRC		91.60	91.60	-	91.60				
1362	28/07/2022	Wilkin Chapman		140.00	140.00	-	140.00				
<b>July Totals</b>				<b>1,526.76</b>	<b>1,526.76</b>	<b>69.27</b>	<b>1,457.51</b>			<b>1,208.60</b>	
<b>August Totals</b>										<b>70.00</b>	
1363	21/09/2022	HMRC		91.60	91.60	-	91.60	01/09/2022	ELDC	12,401.41	
1364	21/09/2022	G&M1		366.40	366.40	-	366.40	12/09/2022	Pavilion Room Hire	56.00	
1365	21/09/2022	Glendale Countryside Ltd		162.36	162.36	27.06	135.30	21/09/2022	Clif. T. Kowles **SPOILT**	30.00	
1366	21/09/2022	Tudor Grounds Maintenance		378.00	378.00	63.00	315.00				
1367	21/09/2022	British Gas Trading Ltd		96.50	96.50	7.00	89.50				
1368	21/09/2022	Clif. T. Kowles **SPOILT**		30.00	30.00	-	30.00				
1369	21/09/2022	Grimoldby Village Hall		44.00	44.00	-	44.00				
1370	21/09/2022	Adrip Plumbing & Heating		75.00	75.00	12.50	62.50				
1371	21/09/2022	Mfms's Mission		67.48	67.48	-	67.48				
<b>September Totals</b>				<b>1,311.34</b>	<b>1,311.34</b>	<b>109.56</b>	<b>1,201.78</b>			<b>12,487.41</b>	
1372	19/10/2022	PKF Littlejohn LLP		240.00	240.00	40.00	200.00	10/10/2022	Pavilion Room Hire	42.00	
1373	19/10/2022	G&M1		366.40	366.40	-	366.40	12/10/2022	Allotment 1 Rent	25.00	
1374	19/10/2022	HMRC		91.60	91.60	-	91.60	12/10/2022	Allotment 9 Rent	25.00	
1375	19/10/2022	Grimoldby Village Hall		22.00	22.00	-	22.00				
<b>October Totals</b>				<b>720.00</b>	<b>720.00</b>	<b>40.00</b>	<b>680.00</b>			<b>92.00</b>	
1376	16/11/2022	G&M1		671.73	671.73	-	671.73	08/11/2022	Pavilion Room Hire	70.00	
1377	16/11/2022	HMRC		167.80	167.80	-	167.80	19/11/2022	LCC	1,024.92	
1378	16/11/2022	Colo's		450.00	450.00	75.00	375.00	21/11/2022	LCC	1,063.13	
1379	16/11/2022	Grimoldby Village Hall		22.00	22.00	-	22.00				
1380	16/11/2022	Tudor Grounds Maintenance		94.50	94.50	15.75	78.75				
1381	16/11/2022	Glendale Countryside Ltd		27.72	27.72	4.62	23.10				
<b>November Totals</b>				<b>1,433.75</b>	<b>1,433.75</b>	<b>95.37</b>	<b>1,338.38</b>			<b>2,158.05</b>	
1382	06/12/2022	HMRC		185.91	185.91	-	185.91			56.00	
1383	21/12/2022	G&M1		477.34	477.34	-	477.34				
1384	21/12/2022	HMRC		119.40	119.40	-	119.40				
<b>December Totals</b>				<b>782.65</b>	<b>782.65</b>	<b>-</b>	<b>782.65</b>			<b>56.00</b>	





## **Pavilion and Football Field Draft Agreement**

Grasscutting of the football field will be arranged and paid for by the Parish Council.

Maintenance required to the Pavilion will be undertaken by The Football Club and the Parish Council will meet the cost of such up to a maximum of £1,000 per annum.

An annual fee of £250.00 covering the playing season from 1<sup>st</sup> May to 30<sup>th</sup> September will become payable by the Football Club on 1<sup>st</sup> April. This fee covers priority use of the football field and Pavilion during the playing season.

The Football Club will ensure that the Football Field and Pavilion site is kept free of litter and weeds at all times.

The Football Club will act as caretaker of the Pavilion and will always ensure that the Pavilion facilities are left in a reasonable condition after use. The Council reserves the right to levy additional cleaning charges if rooms are left in an unacceptable condition. It is the responsibility of the Football Club to ensure that the Pavilion is left securely locked.

The Football Club will provide the Council with a list of fixtures prior to the start of the playing season.

No subletting by the Football Club is permitted.

The Council reserves the right to accommodate other bookings for the facility, should the football field be available after meeting the needs of the Football Club.

Adequate insurance cover for equipment and players should be taken out by the Football Club and a copy supplied to the Clerk to the Council. The Council's insurance covers Public Liability, any equipment and buildings *in its ownership*.

This agreement will be reviewed and updated annually. Any requests for alterations to the agreement should be notified to the Council by 31<sup>st</sup> January each year, to allow for consideration to be given prior to setting fees for the following season. Any alterations to charges will be advised in March of each year.

A copy of the Club's up to date accounts should be forwarded to the Clerk annually, when available.

A representative of the Club shall attend Parish Council meetings as and when required.