

Grimoldby and Manby Parish Council

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 15th March 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 10th Day of March 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 15th February 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 March, showing a closing balance on 14th February 2023 of £76,242.09 which agrees to the closing balance on the bank statement issued on 14th February 2023. (Attached).
 - b. Cheques for authorisation, listed on the Cheque Schedule 031523 totalling £1,713.74. (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**
To note any Planning Decisions (at time of printing there were none).
 - c. **Temporary Traffic Restrictions**
 - i. Organisation responsible: Foxhall Construction
Reason for restriction: Sewer Connection
Nature and location of restriction: Road closure – Middlesykes Lane (Between Eastfield Lane and a point 75m Southwest)
Period of restriction: 27/3/23 – 31/3/23
 - d. **Revocation of Waiting Retrictions**
 - i. Council to comment on the attached proposals for Manby B1200 Manby Middlegate.

Grimoldby and Manby Parish Council

7. Elections

Councillors to receive documentation from ELDC on the above (to be tabled) and note that Nomination Forms etc., can also be found on ELDC's website, as follows: <https://www.e-lindsey.gov.uk/Parish>

8. Standing Orders / Financial Regulations

Committee to approve continued use of the above with minimal amendments, highlighted in yellow (as circulated by email on 9th March 2023).

9. Adoption of Code of Conduct

Council to adopt the new Local Government Association Code of Conduct (attached).

10. Asset Register

Council to review its Asset Register. (Attached).

11. Risk Management

Council to review its Risk Management arrangements (as circulated by email on 9th March 2023).

12. Play Park

Council to consider the Annual Inspection Report (circulated by email on 9th March 2023) and resolve upon the way forward.

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 19th April 2023.

**MINUTES OF THE MEETING OF GRIMOLDBY AND MANBY PARISH COUNCIL
HELD AT THE PAVILION, MANBY
ON WEDNESDAY 15TH FEBRUARY 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 and 5 members of the public were also present.

Members of the public spoke in the public forum, as follows:

- A gentleman reported that the area near the layby opposite the Post Office was very muddy. As this was a main thoroughfare for children and parents going to and from school he wondered if anything could be done. He also reported that the Council's speed sign had been in the same location, out of charge, for a long period of time. He asked that this be looked into.
- A gentleman introduced himself as the owner of Land West of the Gables, Middlesykes Lane. He explained that the Council had been concerned about a planning application for the site that he had submitted. He assured the Council that he and his family were just looking to use the land for horses and his daughters sheep. It would not be used for anything commercial. The family were local and it was just for family use. He confirmed that ELDC had refused the application but that he would be taking it to appeal.

T90. Apologies for Absence

No apologies for absence were received.

T91. Chairman's Remarks

The Chairman reported that he was still in negotiations with the new owners of the gym. He would report back as soon as he could.

T92. Declarations of Interest / Dispensations

Cllr. TV declared an interest in the village hall agenda item, as he was a Trustee.

T93. Council Minutes

It was **RESOLVED** to approve as a correct record the Minutes of the Meeting held on 18th January 2023.

T94. Finance

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

- a. The Financial Report for February, showing a closing balance on 12th January 2023 of £78,339.48 which agrees to the closing balance on the bank statement issued on 13th January 2023.
- b. Cheques for authorisation, listed on the Cheque Schedule 021523 totalling £1,606.35.
- c. Cashbook Statement of Receipts and Payments for Months 1 to 9.
- d. Budget Variance Report to end December 2022.

T95. Planning

a. Applications received by the Local Planning Authority

There were no applications to consider.

b. ELDC Planning Decisions to Note

The Council noted the following planning decisions:

- i. N/067/01879/22 – Land adjacent Pennygate, Middlesykes Lane – Approved Section 73 Application. It was noted that highways had visited the previous week and there was still no overspill onto the highway. Cllr. TK reported that he had contacted ELDC who had issued another enforcement notice.
- ii. N/067/01344/22 – Land west of the Gables, Middlesykes Lane – Refusal of Planning Permission.

c. Future Planning

The Council considered what it might do in the event of the receipt of a planning application for a biodigester in the parish as it was concerned that should an application arrive it might be required to act quickly. It was **RESOLVED** that a) Cllr. Bunting would speak on the Council's behalf at any Planning Committee meetings and b) a public could be organised, if required.

T96. Meeting Room Arrangements

The Council noted that the Village Hall had written to it to say that as from 1st January 2023 the bowls club would be using the large hall every Wednesday evening. The committee room would remain available and the Council were welcome to use this for its meetings at a cost of £10 per hour. It requested that the Council let them know if it would like the village hall to reserve the committee room for its meetings. Cllr. TV confirmed that he had requested the agenda item as had been concerned over the way the matter had been dealt with, namely that the letter had not been replied to. He proposed that, in future, the Council hold its meetings in the back room at the Village Hall rather than in the Pavilion. The vote was lost.

T97. Pavilion and Football Field

The Council considered the contents of a draft agreement. It was **RESOLVED** that reference to subletting should be changed to letting. Committee members should be named as guarantors on the agreement. Reference to the agreement being reviewed annually should be included and the document should be put through the Council's solicitor to ensure it did not present any problems to the Council legally.

T98. Play Park

The Council were informed that the new bench had been ordered and was to be delivered the following week to Foxhall Construction who were to install it in the Playpark. The Clerk had asked a local sign writer to look at the Playpark sign but had been told that it was not something that he could work on. She was to contact GRS signs for their advice. The Annual Playpark Inspection was to take place on 27th February. It was **RESOLVED** that a plaque with the wording "Erected by the Parish Council in celebration of the Platinum Jubilee of HM Queen Elizabeth II" should be obtained and attached to the bench.

T99. LALC Annual Training Scheme

The Council **RESOLVED** to join the above in 2023/24 at a cost of £140 + VAT.

T100. Internal Auditor

The Council approved that the Clerk should seek to appoint Mrs. J. Cooper, a parish clerk herself and so suitably qualified, as its internal auditor for 2022/23.

T101. Closed Session Items

It was **RESOLVED** to go into Closed Session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the business to be discussed in the following item, information being of a commercial nature.

a. Amenity Grasscutting

The Council noted that three quotes for Amenity Grasscutting had been sought and two had been received. It **RESOLVED** to offer the work to Tudor Grounds Maintenance.

b. Village Maintenance

The Council noted that three quotes for Village Maintenance had been sought and two had been received. It **RESOLVED** to offer the work to Tudor Grounds Maintenance.

c. Grasscutting of Football Field, Allotments and Play Park

The Council noted that three quotes for Grasscutting of the Football Field, Allotments and Play Park had been sought and two had been received. It **RESOLVED** to offer the work to Tudor Grounds Maintenance.

It was **RESOLVED** to come out of closed session.

T102. Any Other Business

a. Cllr. TK reported that the issue with bins located around the Parish was ongoing. He did not believe that they were being emptied enough by ELDC and he was working with them to solve the matter.

b. The Clerk reported that she had received a request for a polytunnel on the allotments (after the agenda for this meeting had been sent out). She gave the details to Councillors who were happy that she deal with the matter under her delegated powers, granting permission.

c. Cllr. TK confirmed that he was looking to arrange a meeting with the new owner of Tedder Hall. He understood that residents were concerned about travellers using its car park etc. He implored anyone worried about anything or anyone who saw anything which concerned them to contact him and he would look into it.

T103. Next Meeting

The Council noted that the next scheduled meeting of the Council would take place on Wednesday 15th March 2023.

The meeting closed at 8.40pm.

Signed _____ (Chairman) Dated _____

Financial Report - March 2023

			£	£
Opening balance as at 13th January 2023				78,339.48
ADD receipts				
F PI	Brumpton	Plot 5 Allotment Rent		<u>25.00</u>
				78,364.48
LESS payments				
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 Playpark	681.55	
1395	Wicksteed Leisure Ltd	Annual Play Park Inspection	168.30	
1396	G&M1	Wages March 2023	477.34	
1397	HMRC	PAYE March 2023	119.40	
1398	G&M Village Hall	Room Hire	22.00	
1399	G&M Village Hall	Green Bin Charge & Electricity For Defib	65.00	
1340	Darryl J. Stones	Village Maintenance	<u>1030.00</u>	
			5,989.96	<u>72,374.52</u>
ADD Uncleared Cheques				
1371	Mimi's Mission	Platinum Jubilee Memorabilia	67.48	
1378	Cojo's	Football Goals	450.00	
1388	Mr. T. Knowles	Replacement for chq 1368 (Travel Expenses)	30.00	
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	
1396	G&M1	Wages March 2023	477.34	
1397	HMRC	PAYE March 2023	119.40	
1398	G&M Village Hall	Room Hire	22.00	
1399	G&M Village Hall	Green Bin Charge & Electricity For Defib	65.00	
1340	Darryl J. Stones	Village Maintenance	<u>1,030.00</u>	
Closing balance as at 14th February 2023			<u>3,867.57</u>	<u>76,242.09</u>
VAT owed as at 28th February 2023 for 2023/24				974.17

Cheque Schedule 031523

MARCH 2023						
Cheque No	Supplier / Payee	Details	Cheque Total	Invoice Total	VAT	Net
1396	G&M1	Wages March 2023	477.34	477.34	-	477.34
1397	HMRC	PAYE March 2023	119.40	119.40	-	119.40
1398	G&M Village Hall	Room Hire	22.00	22.00	-	22.00
1399	G&M Village Hall	Green Bin Charge & Electricit for Defib	65.00	65.00	-	65.00
1340	Darryl J. Stones	Village Maintenance	1,030.00	1,030.00	-	1,030.00
TOTALS			1,713.74	1,713.74	-	1,713.74

Recipient Address

Lincolnshire County Council
Place Directorate
Highways Services
Minor Works & Traffic Team
County Offices
Newland
Lincoln LN1 1YL

Ref: AM/915 FAO Aine McMorrow Tel: 01522 782070

Date: 9th March 2023

Email: TRO@lincolnshire.gov.uk

Dear Sir/Madam

RE: MANBY B1200 MANBY MIDDLEGATE – REVOCATION OF WAITING RESTRICTIONS

Lincolnshire County Council recently received a request to review the waiting restrictions at the above location.

Investigations have shown the current parking restrictions are no longer appropriate.

It is proposed to remove the no waiting at any time on the B1200 Middlegate Manby.

The proposal is shown on the attached plan and I look forward to receiving any comments you may wish to make. If I do not receive a response by 7th April 2023, I will assume that you have no objections to the proposal.

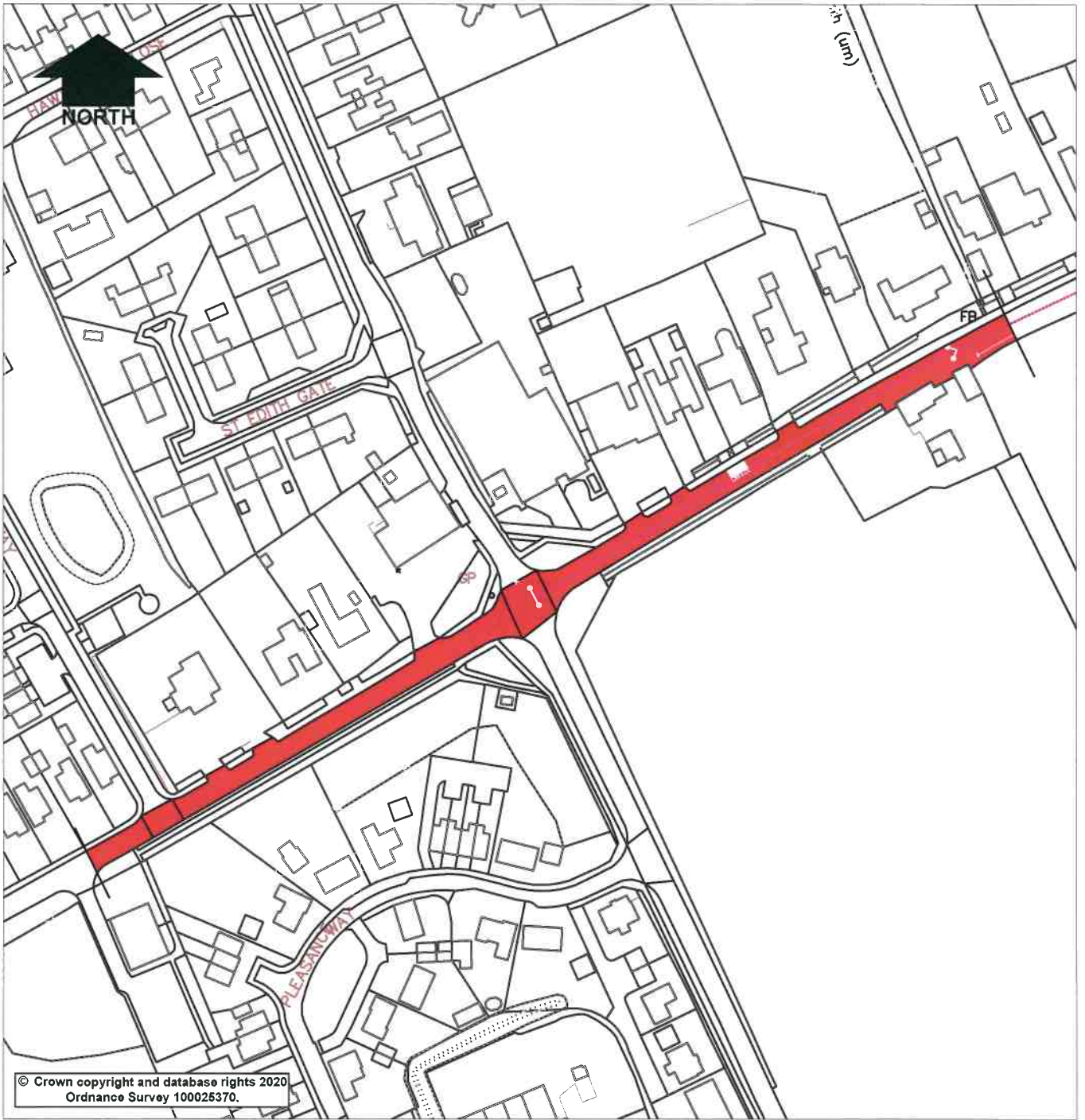
Kind regards

Aine McMorrow

Yours Faithfully

For Programme Leader Minor Works & Traffic

County Offices, Newland
Lincoln LN1 1YL
www.lincolnshire.gov.uk



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Ordnance Survey 100025370.

Key

 Proposed Waiting Restrictions Revocation

Lincolnshire
COUNTY COUNCIL
Highways Alliance

Lancaster House
36 Orchard Street
Lincoln
LN1 1XX

Rev.	Description	Drawn	Ch'kd	Auth	Date
		AM			16/02/23
Status	Project No.	Auth	Traced		
	915				
Drawing Title	Proposed Revocation Waiting Restrictions			Scale	NTS
Drawing No.	H/AM/915/001			Rev.	0

Feb 16, 2023 - 10:02am G:\Common\Traffic Regulation Orders\Schemes Master Folder\DO NOT CHANGE\B00-99\915 - B1200 Crossroads Manby Waiting Restrictions - Shortcut.dwg

East Lindsey District Council – Town/Parish Elections
Thursday 4 May 2023

Event	Date
Publication of Notice of Election	Monday 13 March 2023
Delivery of Nomination papers - by Hand	Not later than 4pm on Tuesday 4 April 2023
Deadline for withdrawals of nomination	Not later than 4pm on Tuesday 4 April 2023
Deadline for the notification of appointment of election agent (excluding parish councils)	Not later than 4pm on Tuesday 4 April 2023
Publication of first interim election notice of alteration	Tuesday 4 April 2023
Publication of statement of persons nominated	Not later than 4pm on Wednesday 5 April 2023
Deadline for receiving applications for registration	Midnight Monday 17 April 2023
Deadline for receiving new postal vote and postal proxy applications, and for changes to existing postal or proxy votes	Not later than 5pm on Tuesday 18 April 2023
Deadline for receiving new applications to vote by proxy (not postal proxy or emergency proxies)	Not later than 5pm on Tuesday 25 April 2023
Deadline for receiving applications for Voter Authority Certificates	Not later than 5pm on Tuesday 25 April 2023
Publication of second interim election notice of alteration	Between Wednesday 5 April and Tuesday 25 April (inclusive)
Publication of Notice of Poll	Not later than Tuesday 25 April 2023
Publication of final election notice of alteration	Wednesday 26 April 2023
Deadline for notification of appointment of polling and counting agents	Wednesday 26 April 2023
First date that electors can apply for replacements for lost postal votes	Thursday 27 April 2023
POLLING DAY	7.00AM – 10.00PM on Thursday 4 May 2023
Last time that electors can apply for a replacement for spoilt or lost postal votes	Not later than 5pm on Thursday 4 May 2023
Deadline for emergency proxy applications	Not later than 5pm on Thursday 4 May 2023
Deadline for production of temporary Voter Authority Certificates	Not Later than 5pm on Thursday 4 May 2023
Last time to alter the register due to clerical error or court appeal	Not later than 9pm on Thursday 4 May 2023
Deadline for return of Parish election expenses:	Thursday 1 June 2023

Grimoldby and Manby Parish Council



COUNCILLOR CODE OF CONDUCT

Preface

The role of councillors across all tiers of local government is a vital part of our country's system of democracy. It is important that as councillors we can be held accountable and all adopt the behaviours and responsibilities associated with the role. Our conduct as an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become councillors.

As councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area, taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations.

Importantly, we should be able to undertake our role as a councillor without being intimidated, abused, bullied, or threatened by anyone, including the general public. This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

Introduction

The Local Government Association (LGA) has developed this Model Councillor Code of Conduct, in association with key partners and after extensive consultation with the sector, as part of its work on supporting all tiers of local government to continue to aspire to high standards of leadership and performance.

All councils are required to have a local Councillor Code of Conduct.

The LGA will undertake an annual review of this Code to ensure it continues to be fit-for-purpose, incorporating advances in technology, social media and changes in legislation. The LGA can also offer support, training and mediation to councils and councillors on the application of the Code and the National Association of Local Councils (NALC) and the county associations of local councils can offer advice and support to town and parish councils.

Definitions

For the purposes of this Code of Conduct, a “councillor” means a member or co-opted member of a local authority or a directly elected mayor. A “co-opted member” is defined in the Localism Act 2011 Section 27(4) as “a person who is not a member of the authority but who:

- a) is a member of any committee or sub-committee of the authority, or;
- b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee”.

For the purposes of this Code of Conduct, “local authority” includes county councils, district councils, London borough councils, parish councils, town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

General principles of councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the Seven Principles of Public Life, at Appendix A, also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor; The Code applies to all forms of communication and interaction, including:
 - at face-to-face meetings
 - at online or telephone meetings
 - in written communication
 - in verbal communication
 - in non-verbal communication
 - in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer.

Standards of councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

1. Respect

As a councillor:

1.1. I treat other councillors and members of the public with respect.

1.2. I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor/officer protocol.

2. Bullying, harassment and discrimination

As a councillor:

2.1. I do not bully any person.

2.2. I do not harass any person.

2.3. I promote equalities and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts

to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of officers of the council

As a councillor:

3.1. I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and access to information

As a councillor:

4.1. I do not disclose information:

- a given to me in confidence by anyone**
- b acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless**
 - i I have received the consent of a person authorised to give it;**
 - ii I am required by law to do so;**
 - iii the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
 - iv the disclosure is:**
 - 1 reasonable and in the public interest; and**
 - 2 made in good faith and in compliance with the reasonable requirements of the local authority; and**
 - 3 I have consulted the Monitoring Officer prior to its release.**

4.2. I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.

4.3. I do not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute

As a councillor:

5.1. I do not bring my role or local authority into disrepute.

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in your or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position

As a councillor:

6.1. I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7. Use of local authority resources and facilities

As a councillor:

7.1. I do not misuse council resources.

7.2. I will, when using the resources of the local authority or authorising their use by others:

- a act in accordance with the local authority's requirements; and
- b ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

8. Complying with the Code of Conduct

As a Councillor:

- 8.1. I will undertake Code of Conduct training if provided by my local authority.
- 8.2. I cooperate with any Code of Conduct investigation and/or determination.
- 8.3. I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.
- 8.4. I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

Protecting your reputation and the reputation of the local authority

9. Interests

As a councillor:

- 9.1. I register and disclose my interests.

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority.

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1**, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Monitoring Officer.

10. Gifts and hospitality

As a councillor:

- 10.1. I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.**
- 10.2. I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.**
- 10.3. I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.**

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Monitoring Officer for guidance.

Appendices

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B – Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in “The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012”. You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

“**Disclosable Pecuniary Interest**” means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

“**Partner**” means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A ‘sensitive interest’ is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a ‘sensitive interest’ you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.
5. [Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it]

Disclosure of Other Registerable Interests

6. Where a matter arises at a meeting which **directly relates** to the financial interest or wellbeing of one of your Other Registerable Interests (as set out in **Table 2**), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

7. Where a matter arises at a meeting which directly relates to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.
8. Where a matter arises at a meeting which **affects** –
 - a. your own financial interest or well-being;
 - b. a financial interest or well-being of a relative or close associate; or
 - c. a financial interest or wellbeing of a body included under Other Registerable Interests as set out in **Table 2**

You must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

9. Where a matter (referred to in paragraph 8 above) **affects** the financial interest or well-being:
 - a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
 - b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest.

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise, you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

10. [Where you have an Other Registerable Interest or Non-Registerable Interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it]

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land and Property	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer.
Corporate tenancies	Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were, spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.

* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

You must register as an Other Registerable Interest:

- a. A any unpaid directorships
- b. any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
- c. any body
 - i. exercising functions of a public nature
 - ii. directed to charitable purposes or
 - iii. one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

of which you are a member or in a position of general control or management

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DESCRIPTION	COST OF ACQUISITION	LOCATION	DATE OF ACQUISITION	SIZE	NOTES	PRICE PER UNIT	PROXY VALUE £	COST OF REPLACEMENT
5 Bus Shelters	1.00	Opposite School, Bulldog Crescent, Manby Middlegate, Opposite PO, Opposite Church Lane, Tinkle Street outside The Square	Pre 1995		Proxy value by building contractor	2,500.00	1.00	12,500.00
Millennium Sign	3,237.50	Manby Middlegate Crossroads	2000 - 2001		Purchased through M. Burns 20/6/01 £300 and Groundworks 20/9/00 £2,937.50			5,000.00
Play Park	1.00	Off Carlton Road, ELDC	Dec 2022		Transferred from ELDC		1.00	
Tennis Courts	1.00	Off Carlton Road, ELDC	Dec 2022		Transferred from ELDC		1.00	
Playpark Equipment	20,000.00	Off Carlton Road, ELDC	2002		Originally held on a 30 year lease with ELDC. 20,000 relates to the Council's investment in the site. Now owned by G&MPC as transferred from ELDC Dec 2022.			30,000.00
Tennis Court (surface and fencing) and Equipment (nets, rackets, balls and goals)	34,088.21	Off Carlton Road, ELDC	15/05/2013	35.5x34m	£16,608 spent 15/5/13 with Cables Sports Community on Fence, £595.99 spent with Cops 21/6/13 on football posts, nets, rackets and balls. £353.62 spent with Boyd Sport and Play 17/10/12 on marking out. £15,909.60 spent with Sargwin 21/11/12 on furniture. £318 spent with Green Magic 19/3/14 on tennis nets. Now owned by G&MPC, as transfer from ELDC Dec 2022.			40,000.00
War Memorial	548.94	Village Hall	21/01/2009		Purchased from R. Ludge 21/1/09			1,000.00
War Memorial	1.00	Outside St Edith's Church, Grimoldby			Inherited		1.00	5,000.00
Grassed Area at Bulldog Crescent	1.00	Middlegate Meadows	05/01/1990	10x15m	Gifted		1.00	
Seating Area	1.00	Tinkle Street	2008		Acquired through adverse possession		1.00	
Platinum Jubilee Bench	567.96	Playpark, Carlton Road	01/02/2023		Acquired with grant from ELDC			600.00
3 Bench Seats	1,576.00	Seating Area, Tinkle Street	21/05/2008		Purchased from S.M. Property Garden M. 21/5/08 £788 and 20/8/08 £788			1,500.00
2 Notice Boards	160.00	Outside The Square, Middlegate Meadows,	16/11/11		Purchased from Wooden IT 16/02/11	80.00		2,500.00
2 Notice Boards	1,790.00	Outside Manby PO, Outside Village Hall,	20/10/2021	W841mm x H694mm	Purchased from Notice Boards Online, Notice Board Company Cumbria Ltd.	£625		2,500.00
Red Telephone Box	1.00	Outside the Old PO (Grimoldby)		1x1m			1.00	2,000.00
Defibrillator	1,416.00	Village Hall, Grimoldby	18/03/2015		Purchased from Physio Control 18/3/15 £1416			1,500.00
Speed Sign	3,333.60	Moveable	26/11/2014		Purchased from Unipart Doman 26/11/14 £3333.60			3,500.00
HP Officejet Pro 8728 Printer	194.99	Clerk's Residence	15/11/2017		Purchased by Clerk from PC World 15/11/17			250.00
Pavilion & Football Field	1.00	Manby Fields, Manby, Louth, LN11 8FA	July 2019		Gifted to Council as part of Planning Permission		1.00	180,000.00
Allotments	1.00	Manby Fields, Manby, Louth, LN11 8FA	July 2019	2244m2	Gifted to Council as part of Planning Permission		1.00	
Dog Bin	200.00	Middlesleyes Lane, Grimoldby	01/04/2019		Purchased from Browap, installed by ELDC	200.00		200.00
5 x Tables and 20 x Chairs	480.00	The Pavilion	20/11/2019		Tables purchased from Furniture at Work £460. Chairs purchased second hand from the Church £20	92.00		1,000.00
Total	67,802.20							289,050.00