

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 17th May 2023 in The Pavilion, Gibson Way 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 12th Day of May 2023

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 2024.
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. **Declarations of Acceptance of Office**
To note the receipt of signed Declarations of Acceptance of Office from all Councillors prior to the commencement of the meeting.
5. **Apologies for Absence**
To receive and accept apologies where valid reasons for absence have been given to the Clerk prior to the meeting.
6. **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.
7. **Co-option**
Council to consider applications received, in accordance with its Co-option Policy, and resolve upon the co-option of candidates onto Grimoldby and Manby Parish Council.
8. **Committees of the Council**
Council to resolve upon re-establishment of its Committees, confirm membership and terms of reference / delegated authority (as per Standing Orders).
9. **Working Groups of the Council**
Council to resolve upon re-establishment of its Planning Working Group, confirm membership and terms of reference / delegated authority (as per Standing Orders).

Grimoldby and Manby Parish Council

10. Roles of the Council

Council to confirm members to act for the Council as Recreational Representative, Young People's Advocate and Green Champion.

11. Representation on External Bodies

Council to confirm representatives on the Village Hall Committee, an external body.

12. Council Minutes

To approve as a correct record the draft Minutes of the Council Meeting held on 19th April 2023 and authorise the Chairman to sign the official minutes. (Attached).

13. Chairman's Remarks

14. Governance

- a. Council to confirm that Standing Orders were reviewed and adopted on 15th March 2023.
- b. Council to confirm that Financial Regulations were reviewed and adopted on 15th March 2023.
- c. Council to confirm that the Code of Conduct was reviewed and adopted on 15th March 2023.
- d. Council to confirm that policies including all those relating to GDPR have been reviewed in year.
- e. Council to confirm that it reviewed its arrangements for risk management and internal control on 15th March 2023.

15. Clerk's Delegated Powers

Council to confirm delegated authority to the Clerk as contained within Standing Orders and Financial Regulations.

16. 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)

17. Asset Register

Council to confirm that its Register of Assets was reviewed and adopted on 15th March 2023.

18. Insurance

Council to note that in June 2023 it will enter year 2 of its 3 year Insurance Policy.

19. Meetings of the Council

Council to confirm that in 2023 it will endeavour to meet every third Wednesday of each month (except for August).

20. Other Annual Council Business

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

21. Finance

To receive, note and duly resolve to authorise:

- a. The Financial Report for May, showing a closing balance on 12th April 2023 of £85,200.88 which agrees to the closing balance on the bank statement issued on 14th April 2023. (Attached).
- b. The cheques listed on the Cheque Schedule 051723 – totalling £2,433.51. (Attached).
- c. 2022/23 Draft Accounts. (Attached).
- d. 2022/23 Cashbook to 31st March 2023. (Attached).

Grimoldby and Manby Parish Council

22. **Planning**
- a. **Applications received by the Local Planning Authority**
To consider current applications including those listed in the schedule (Plans_05_17_23) / ratify comments already made by the Planning Working Group. (Attached).
 - b. **Planning Decisions to Note**
Council to note any planning decisions received:
 - i. N/067/00411/23 – Green Acre, Middlesykes Lane, Grimoldby, LN11 8TJ – Full Planning Permission
23. **Tennis Court Goal Posts**
Council to note that the goal posts at the Play Park have been vandalised and the matter has been reported to the Police. Council to resolve upon whether it wishes to claim on its insurance.
24. **LALC Management Committee**
Council to consider nominating a representative to sit on the LALC Management Committee.
25. **Play Park**
Council to receive revised quote for work to the ramp at the Play Park and resolve upon the way forward.
26. **Allotments**
Following reports of damage to a storage box within the allotments, Council to consider taking action to deter intruders.
27. **Grants**
Council to consider a grant application form from the Grimoldby Cricket Club and resolve upon the way forward.
28. **Any Other Business**
Councillors to exchange information, if required. Please note, no decisions may lawfully be taken during this item.
29. **Next Meeting** - Council to note that the date of the next scheduled meeting is Wednesday 21st June 2023.

**MINUTES OF THE MEETING OF GRIMOLDBY AND MANBY PARISH COUNCIL
HELD AT THE PAVILION, MANBY
ON WEDNESDAY 19TH APRIL 2023**

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

Councillors: A. Bunting (AB), M. Starsmore (MS), T. Vamplew (TV)

Councillors not present: Mrs. E. Billings (EB), M. Bruce (MB), Mrs. L. Knowles (LK)

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

T118 Apologies for Absence

Apologies were received from Cllrs. MB and LK.

T119 Chairman's Remarks

The Chairman reported that: He had spoken to the agent of the new owner of the Tedder Hall site regarding maintenance and future plans. He had asked for a meeting. There was no news regarding a Bio-digester Planning Application. Neither the Grimoldby nor the Manby Ward for the Parish Council were contested and so no election at Parish level was required.

T120 Declarations of Interest / Dispensations

There were no declarations of interest.

T121 Council Minutes

It was **RESOLVED** to approve as a correct record the Minutes of the Meeting held on 15th March 2023.

T122 Finance

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

- a. The Financial Report for April, showing a closing balance on 13th March 2023 of £75, 298.81 which agrees to the closing balance on the bank statement issued on 14th March 2023.
- b. Cheques for authorisation, listed on the Cheque Schedule 041923 totalling £1,069.32. (Attached).

T123 Planning

a. Applications received by the Local Planning Authority

There were no Planning Applications to consider.

b. ELDC Planning Decisions to Note

- i. The Committee noted that with regard to Planning Application N/113/02457/22 – 10 Pleasance Way, Manby, LN11 8HJ – ELDC had granted Full Planning Permission
- ii. Councillors discussed planning application N/067/01870/22 and it was agreed that the Clerk should write to Cllr. McNally and ELDC to ascertain whether there was anything that could be done.

c. Temporary Traffic Restrictions

At the time of printing there were none.

d. Revocation of Waiting Restrictions

Following discussion on 15th March and subsequent emails between the Council and LCC (circulated to Councillors) the Council **RESOLVED** to write to LCC and confirm that it still had reservations, but it took heart from the assurances in LCC's email of 11th April 2023 that should there be any problems LCC would investigate and review again. Therefore, under these circumstances the Council would remove its objection.

T124 Pavilion and Football Field Draft Agreement

The Council received an update on the above and it was **RESOLVED** that the Clerk should request that the Council's solicitor draw up a licence to be reviewed on a yearly basis (based on the terms in the draft agreement circulated with the agenda) and clarifying the maintenance standard.

T125 Grant Applications

The Council considered grant applications from Mimi's Mission and Kingschurch Marshes – Taste and See. It was **RESOLVED** to award each a grant in the sum of £200.

T126 Any Other Business

The Clerk informed those present that an additional consultation was to be held for the Viking CCS pipeline and this additional consultation would be open until Sunday 14th May 2023.

T127 Next Meeting

The Council noted that the next scheduled meeting of the Council would take place on Wednesday 17th May 2023.

The meeting closed at 8.19pm.

Signed _____ (Chairman) Dated _____

Financial Report - May 2023

	£	£
Opening balance as at 14th March 2023		75,298.81
ADD receipts		
FPI Smith, YC Room Hire		84.00
BGC ELDC Precept (1st Instalment)		11,270.94
FPI Brumpton Allotment Plot 5 Rent		25.00
		86,678.75
LESS payments		
1378 Cojo's Football Goals	450.00	
1388 Mr. T. Knowles Replacement for chq 1368 (Travel Expenses)	30.00	
1394 TDP LTD Bench for Playpark	681.55	
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	1030.00	
1401 British Gas Trading Pavilion Electric	112.58	
1402 G&M1 Wages April 2023	477.54	
1403 HMRC PAYE/NIC April 2023	119.20	
1404 Foxhall Construction Ltd Installation of Jubilee Bench	360.00	
1405 NSALG Allotment Society Annual Subscription	66.00	
1406 G&M1 Wages - May 2023	477.34	
1407 HMRC PAYE/NIC - May 2023	119.40	
1408 Tudor Grounds Maintenance Gasscutting Allotments, Play Park, Football, Amenity	161.85	
1409 Kingschurch Marshes Trust Grant	200.00	
1410 Mimi's Mission Grant	200.00	
1411 Zurich Municipal Insurance (Year 2 of 3)	1,208.92	
1412 LALC ATS and Annual Membership	600.69	
	6,978.81	79,699.94
ADD Uncleared Cheques		
1378 Cojo's Football Goals	450.00	
1388 Mr. T. Knowles Replacement for chq 1368 (Travel Expenses)	30.00	
1340 Darryl J. Stones Village Maintenance	1,030.00	
1402 G&M1 Wages April 2023	477.54	
1403 HMRC PAYE/NIC April 2023	119.20	
1404 Foxhall Construction Ltd Installation of Jubilee Bench	360.00	
1405 NSALG Allotment Society Annual Subscription	66.00	
1406 G&M1 Wages - May 2023	477.34	
1407 HMRC PAYE/NIC - May 2023	119.40	
1408 Tudor Grounds Maintenance Gasscutting Allotments, Play Park, Football, Amenity	161.85	
1409 Kingschurch Marshes Trust Grant	200.00	
1410 Mimi's Mission Grant	200.00	
1411 Zurich Municipal Insurance (Year 2 of 3)	1,208.92	
1412 LALC ATS and Annual Membership	600.69	
Closing balance as at 12th April 2023	5,500.94	85,200.88
VAT owed as at 30/4/23 for 2023/24		71.00

Cheque Schedule 051723

MAY 2023						
Cheque No	Supplier / Payee	Details	Cheque Total	Invoice Total	VAT	Net
1405	NSALG	Allotment Society Annual Subscription	66.00	66.00	11.00	55.00
1406	G&M1	Wages - May 2023	477.34	477.34	-	477.34
1407	HMRC	PAYE/NIC - May 2023	119.40	119.40	-	119.40
1408	Tudor Grounds Maintenance	Gasscutting of Allotments, Play Park and Football Pitch - Inv-0390		63.57	10.59	52.98
		Amenity Grasscutting	161.85	98.28	16.38	81.90
1409	Kingschurch Marshes Trust	Grant	200.00	200.00	-	200.00
1410	Mimi's Mission	Grant	200.00	200.00	-	200.00
1411	Zurich Municipal	Insurance (Year 2 of 3)	1,208.92	1,208.92	-	1,208.92
1412	LALC	Annual Training Scheme		168.00	28.00	140.00
		Annual Membership	600.69	432.69	-	432.69
TOTALS			2,433.51	3,034.20	65.97	2,968.23

Cashbook 2022/23

Chq. No.	Date	PAYEE	OUT				Ref	Date	PAYEE	Amount
			Cheque Total	Total	VAT	Net				
			£	£	£	£			£	
1334	20/04/2022	G&M1	366.40	366.40	-	366.40	BGC	11/04/2022	ELDC	4,550.00
1335	20/04/2022	HMRC	91.60	91.60	-	91.60	FPI	11/04/2022	ELDC	7,851.42
1336	20/04/2022	British Gas Trading Ltd	120.05	120.05	24.00	96.05	Write Back Fr '19	21/04/2022	HMRC see April Mins	81.00
1337	20/04/2022	Grimoldby Village Hall	22.00	22.00	-	22.00				
April Totals			600.05	600.05	24.00	576.05				12,482.42
1338	18/05/2022	G&M1	366.40	366.40	-	366.40	FPI	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	NSAIG	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				
May Totals			1,725.91	1,725.91	92.95	1,632.96				56.00
1346	15/06/2022	G&M1	366.40	366.40	-	366.40	BGC	06/06/2022	ELDC	1,000.00
1347	15/06/2022	HMRC **CANCELLED LOST IN POST**	91.60	91.60	-	91.60	FPI	06/06/2022	Allotments 7 & 8 Rent	50.00
1348	15/06/2022	Grimoldby Village Hall	22.00	22.00	-	22.00	FPI	07/06/2022	Allotment 2 Rent	25.00
1349	15/06/2022	Darryl J. Stones	72.00	72.00	-	72.00	FPI	08/06/2022	Allotment 6 Rent	25.00
1350	15/06/2022	Zurich Municipal	1,086.83	1,086.83	-	1,086.83	FPI	14/06/2022	Pavilion Room Hire	56.00
1351	15/06/2022	Tudor Grounds Maintenance	157.50	157.50	26.25	131.25	1347	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				
June Totals			3,536.01	3,536.01	309.53	3,226.48				1,247.60
1355	20/07/2022	G&M1	366.40	366.40	-	366.40	BGC	16/06/2022	ELDC	1,000.00
1356	20/07/2022	HMRC **CANCELLED LOST IN POST**	91.60	91.60	-	91.60	FPI	20/06/2022	Allotment 10 Rent	25.00
1357	20/07/2022	Glendale Countryside Ltd	54.12	54.12	9.02	45.10	FPI	23/06/2022	Allotment 3 Rent	25.00
1358	20/07/2022	Tudor Grounds Maintenance	283.50	283.50	47.25	236.25	FPI	23/06/2022	Allotment 4 Rent	25.00
1359	20/07/2022	British Gas Trading Ltd	133.16	133.16	13.00	120.16	FPI	04/07/2022	Pavilion Room Hire	42.00
1360	20/07/2022	G&M1	366.40	366.40	-	366.40	1356	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				
July Totals			1,526.78	1,526.78	69.27	1,457.51				1,208.60
August Totals							FPI	09/08/2022	Pavilion Room Hire	70.00
1363	21/09/2022	HMRC	91.60	91.60	-	91.60	BGC	01/09/2022	ELDC	12,401.41
1364	21/09/2022	G&M1	366.40	366.40	-	366.40	FPI	12/09/2022	Pavilion Room Hire	56.00
1365	21/09/2022	Glendale Countryside Ltd	162.36	162.36	27.06	135.30	1368	21/09/2022	Clr. 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	Clr. 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	Mimi's Mission	67.48	67.48	-	67.48				
September Totals			1,311.34	1,311.34	109.56	1,201.78				12,487.41
1372	19/10/2022	PKF Littlejohn LLP	240.00	240.00	40.00	200.00	FPI	10/10/2022	Pavilion Room Hire	42.00
1373	19/10/2022	G&M1	366.40	366.40	-	366.40	FPI	12/10/2022	Allotment 1 Rent	25.00
1374	19/10/2022	HMRC	91.60	91.60	-	91.60	FPI	12/10/2022	Allotment 9 Rent	25.00
1375	19/10/2022	Grimoldby Village Hall	22.00	22.00	-	22.00				
October Totals			720.00	720.00	40.00	680.00				92.00
1376	16/11/2022	G&M1	671.73	671.73	-	671.73	FPI	08/11/2022	Pavilion Room Hire	70.00
1377	16/11/2022	HMRC	167.80	167.80	-	167.80	BGC	15/11/2022	LCC	1,024.92
1378	16/11/2022	Cojo's	450.00	450.00	75.00	375.00	BGC	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				
November Totals			1,433.75	1,433.75	95.37	1,338.38				2,158.05
1382	06/12/2022	HMRC	185.91	185.91	-	185.91	FPI	05/12/2022	Pavilion Room Hire	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				
December Totals			782.65	782.65	-	782.65				56.00
1385	18/01/2023	Grimoldby Village Hall	44.00	44.00	-	44.00	FPI	31/01/2023	Allotment Plot 5 Rent	25.00
1386	18/01/2023	G&M1	477.34	477.34	-	477.34				
1387	18/01/2023	HMRC	130.65	130.65	-	130.65				
1388	18/01/2023	Mr. T. Knowles	30.00	30.00	-	30.00				
1389	18/01/2023	SLCC	139.00	139.00	-	139.00				
1390	18/01/2023	Wilkin Chapman	950.00	950.00	100.00	850.00				
January Totals			1,770.99	1,770.99	100.00	1,670.99				25.00
1391	15/02/2023	G&M1	477.54	477.54	-	477.54				
1392	15/02/2023	HMRC	119.20	119.20	-	119.20				
1393	15/02/2023	Mrs. L. Phillips	159.76	159.76	7.60	152.16				
1394	15/02/2023	TDP Ltd	681.55	681.55	113.59	567.96				
1395	15/02/2023	Wickteed Leisure Ltd	168.30	168.30	28.05	140.25				
February Totals			1,606.35	1,606.35	149.24	1,457.11				-
1396	15/03/2023	G&M1	477.34	477.34	-	477.34	FPI	03/03/2023	Pavilion Room Hire	49.00
1397	15/03/2023	HMRC	119.40	119.40	-	119.40	FPI	27/03/2023	Pavilion Room Hire	84.00
1398	15/03/2023	Grimoldby Village Hall	22.00	22.00	-	22.00				
1399	15/03/2023	Grimoldby Village Hall	65.00	65.00	-	65.00				
1400	15/03/2023	Darryl J. Stones	1,030.00	1,030.00	-	1,030.00				
1401	22/03/2023	British Gas Trading Ltd	112.58	112.58	8.55	104.03				
March Totals			1,826.32	1,826.32	8.55	1,817.77				133.00
Yearly Totals			16,840.15	16,840.15	998.47	15,841.68	Yearly Totals			30,016.08

Planning Schedule
17th May 2023

Our Ref	Authority	Application No.	Type	Applicant	Proposal	Location	Comments	Deadline for Comments
26/22	ELDC	N/067/ 00679/23	Planning Permission	Mr. P. Marwood	Erection of 5no. houses with detached and attached garages, construction of a vehicular access and internal access road.	Development off Church Walk, Grimoldby	<p>Grimoldby and Manby Parish Council's Planning Working Group submit the following comments to meet the District Council's deadline of 12th May. However, it should be noted that these will be placed before the Full Parish Council on Wednesday 17th May for ratification or otherwise:</p> <p>No objection but:</p> <ol style="list-style-type: none"> 1) There should be no access to and from the development onto Mill Lane, which already has excessive traffic. 2) The site is higher than Mill Lane which has flooded at the foot of the site - conditions should be imposed to allow/late future risk. 3) Building works should not interfere with public footpaths. 4) As the site is next to the Church should there be an archaeological survey? 5) Where is the storage for surface water? 6) That the existing access to the site be clear at all times to allow the existing roadway and houses to be unaffected. 7) That all delivery vehicles must ENTER the site fully before unloading any plant and materials. 8) It is rumoured that the site has had a Japanese Knotweed invasion. ELDC must have a written guarantee from an expert to report that this has been eliminated. Removal takes 2/3 years, as the stems must be carefully cut, and a suitable weed killer injected into the open stems. Then on year 2 the same needs to be carried out, and hopefully it can then claim to have been eliminated. 9) It is noted that foul sewage will be connected into the existing sewer in Mill Lane. This must be carried out so as to provide continuous access to the residents of that Lane, and refuse and emergency vehicles. 10) ELDC must be certain that storm water is adequately catered for within the existing arrangements. 	12/05/2023

LALC MANAGEMENT COMMITTEE NOMINATION FORM

Every four years, following the ordinary elections, our member councils are invited to nominate councillors/clerks to act as representatives on the Association's Management Committee. The Association's Annual General Meeting appoints the Committee to administer the Association's affairs on its behalf throughout the year, and together with the Chief Executive and officers, the Committee oversees the budget, delivery of services to member councils, and Association representation as appropriate with other bodies. The Committee comprises a President, Vice-Presidents and Treasurer (appointed each year by the AGM ex-officio), together with six councillors and two clerks, elected by the AGM. The Chair and Vice Chair will be elected at the first meeting following the AGM.

This year's AGM will be held via ZOOM on Thursday 29th June at 7pm, and appointment of the Committee will be an agenda item for delegates to consider that day.

Committee members will serve for a four-year period until the year of the next ordinary elections in 2027. Any casual vacancies, when they arise, are filled mid-term by co-option.

The Committee meets four times a year – usually in January, April, July, October. Extra-ordinary Meetings and sub-committees will be appointed as and when the need arises. Meetings are generally held at the office in Dunholme, usually on a Thursday evening – the Committee sets the dates and times. Travelling expenses are reclaimable. There will be the opportunity to join remotely, should you not be able to travel.

If your Council would like to nominate someone for a place on the Association's Management Committee, please complete the form below and return to LALC no later than 15th June 2023. Please note that there is a maximum of one representative per council.

Name of Council:

Name of nominee:

Nominee personal statement - why you wish to join the Management Committee (no more than 100 words)

Nomination agreed at meeting of the Council on:

..... (Signed by Clerk and Proper Officer)

Please return by e-mail to: enquiries@lalc.co.uk