

# 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 18<sup>th</sup> October 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 13<sup>th</sup> Day of October 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 20<sup>th</sup> September 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 October, showing a closing balance on 1<sup>st</sup> September 2023 of £76,257.33 which agrees to the closing balance on the bank statement issued on 14<sup>th</sup> September 2023.
  - b. Cheques for payment, listed on the Cheque Schedule 101823 totalling £3,553.14.
  - c. Council to agree on the arrangements for a Finance Committee Meeting (possibly Wednesday 1/11/23 from 6pm at the Pavilion).
6. **Planning**
  - a. **Applications received by the Local Planning Authority**  
To consider current applications including those listed in the schedule (Plans\_10\_18\_23) / ratify comments already made by the Planning Working Group. (Attached).
  - b. **Planning Decisions**  
To note all planning decisions received from ELDC.:
    - i. N/113/01247/23 – Lynx House, Manby Park – ELDC has refused planning permission.
    - ii. N/113/01248/23 – Lynx House, Manby Park – ELDC has refused Listed Building Consent.
  - c. **Temporary Traffic Restrictions**  
At the time of printing there were none.

# Grimoldby and Manby Parish Council

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## 7. Proposed Work to Trees

Council to consider the following proposed work to trees:

- a. **Location:** Linden Lea, 1 Church Lane, Manby – **Proposal:** T15 – Lime – (T3 on plan) – Reduce from 21m to a finished height of approx. 15m to previous pollard points to keep flowing lines. Remove lower epicormic growth to 5.2m for highway clearance. T18 – Lime – (T2 on plan) – Reduce from approx. 18m to a finished height of approx. 13m to previous pollard points to keep flowing lines. Remove lower epicormic growth to 5.2m for highway clearance. T19 – Lime – (T1 on plan) – Reduce from 21m to a finished height of approx. 15m to previous pollard points to keep flowing lines. Remove lower epicormic growth to 5.2m for highway clearance.

## 8. Annual Governance and Accountability Return (AGAR)

- a. Council to note that the Council's External Auditor has completed its limited assurance review of Grimoldby and Manby Parish Council for the year ended 31st March 2023. (All documents circulated by email 02/10/23 and posted on Noticeboards 30/9/23).
- b. Council to note that the Notice of Conclusion of Audit was posted on the website and noticeboards on 30/9/22 to meet legislative deadlines.
- c. Council to receive Section 3 - External Auditor Report and Certificate 2022/23, note the external auditor's comments and resolve upon any action that should be taken, if any required. (Circulated by email 02/10/23).
- d. Council to note that a change has been made to the Practitioners' Guide 2023 which is mandatory for the 2023/24 period. Paragraph 1.26 relates to the requirements in relation to Assertion 3 and states "Email Management - every authority should have an email account that belongs to the council and to which the council has access – this ideally would be a .gov.uk or .org.uk address or could be an address linked to the council website". In order to answer yes to Assertion 3 on the 23/24 Governance Statement the local authority should ensure that it has an email address that complies with this requirement and if it does not already it should do so urgently.

## 9. Internal Auditor

Council to approve appointment of a suitably qualified internal auditor for 2023/24.

## 10. Closed Session Item

Council to resolve to move 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 confidential and sensitive nature in relation to Personnel:

- a. Appraisal
- b. Annual Salary Review

## 11. Any Other Business

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

## 12. Next Meeting

Council to note that the date of the next scheduled meeting is Wednesday 15<sup>th</sup> November 2023.

**MINUTES OF THE MEETING OF GRIMOLDBY AND MANBY PARISH COUNCIL  
HELD AT THE PAVILION, GIBSON WAY, MANBY  
ON WEDNESDAY 20<sup>th</sup> SEPTEMBER 2023**

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

**Councillors:** M. Bruce (MB), A. Bunting (AB), N. Hind (NH), Mrs. L. Knowles (LK),

**Councillors not present:** Mrs. E. Billings (EB), C. Fairburn (CF), M. Starsmore (MS), Mrs. N. Turney (NT) and T. Vamplew (TV)

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

**T45. Apologies**

Apologies for absence were received from Cllrs. EB, CF, MS, TV and NT.

**T46. Chairman's Remarks**

The Chairman reported that he had met with the new owner of Tedder Hall the previous week and they had had very good discussions on the future of the site. Plans were in the pipeline.

**T47. Declarations of Interest / Dispensations**

The Chairman reported that Cllr. NH had requested a dispensation to remain and vote at the meeting on 20<sup>th</sup> September 2023 during the agenda item regarding the allotments as he was an allotment holder. The Council discussed this and in accordance with standing order 13(e) **RESOLVED** to grant a dispensation as without it the number of persons able to participate in the meeting would impede the transaction of business.

**T48. Council Minutes**

It was **RESOLVED** to approve as a correct record the Minutes of the Council Meeting held on 21<sup>st</sup> June 2023.

**T49. Finance**

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

- a. The Financial Report for August, showing a closing balance on 5<sup>th</sup> July 2023 of £80,296.29 which agreed to the closing balance on the bank statement issued on 14<sup>th</sup> July 2023.
- b. The Financial Report for September, showing a closing balance on 14<sup>th</sup> August 2023 of £78,215.68. Which agreed to the closing balance on the bank statement issued on 14<sup>th</sup> August 2023.
- c. Cheques for payment, listed on the Cheque Schedule 092023 totalling £1,616.38.
- d. Budget Variance Report to end July 2023.

**T50. Planning**

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

The Council considered all applications including those listed in the schedule (Plans\_09\_20\_23) and **RESOLVED** as follows:

- i. N/113/01458/23 – Meteor House, Manby Park – to ratify the comments of the Planning Working Group which were to have no objection to this application, in principle. It believed that this building may be listed and as such would leave any decision to ELDC and its Conservation Officer.
- ii. N/113/0147/23 – Bowen House, Manby Park – to ratify the comments of the Planning Working Group which were to have no objection to this application, in principle. As the building is listed it would leave any decision to ELDC and its Conservation Officer.
- iii. N/113/01478/23 – Bowen House, Manby Park - no objection to this application, in principle. As the building is listed it would leave any decision to ELDC and its Conservation Officer.
- iv. N/113/01779/23 – The Gatehouse, Manby Park – to support.

**b. Planning Decisions**

The Council noted the following planning decisions received from ELDC.:

- i. N/067/00967/23 – Barn Adjacent to the Elms, Middlesykes Lane, Grimoldby – Full Planning Permission
- ii. N/113/01224/23 – 2 Valiant Road, Manby, LN11 8UD – Full Planning Permission

**c. Temporary Traffic Restrictions**

The Council noted the following temporary traffic restrictions:

- i. Organisation responsible for restriction: Anglian Water  
Reason for restriction: Emergency - Leaking sluice valve  
Nature and location of restriction: Emergency Road closure Order - Eastfield Lane  
Period of restriction: 18/07/2023 - 20/07/2023
- ii. Organisation responsible for restriction: OCU Group  
Reason for restriction: New electrical connection  
Nature and location of restriction: Road closure Order - Mill Lane  
Period of restriction: 11/09/2023 - 14/09/2023

**T51. Public Path Diversion Order Consultation – Diversion of Manby Footpath 218**

The Council note that LCC were considering a proposal to divert part of the above public right of way which ran generally southwards from Canberra Crescent, through grazing fields, to Church Lane in Manby. It received a plan on which details of the existing pathway and proposals could be seen. It was **RESOLVED** that no comments should be made.

**T52. Allotments**

The Council discussed the following:

- a. That notice to vacate had been served on plot 3 but that there were a number of, it was thought, fruit trees within its boundary. It was **RESOLVED** that Cllrs. NH and MB should remove these and that the Clerk should contact the school in the first instance to ascertain whether they might want them. Failing that the Clerk to contact Mimi's Mission and otherwise the trees to be planted elsewhere, perhaps on the edge of the football field.
- b. That some allotment holders had expressed an interest in exploring the possibility of the allotment holders cutting the grass within the allotment site rather than external contractor being paid to do that. Council noted that the current contractor's contract did not come to an end until 31<sup>st</sup> March 2024. It was **RESOLVED** that in the meantime the Council should formally consult with all allotment holders to ascertain that they were all happy with that course of action and if so the Council should look to update the tenancy agreement / map ready for 2024/25.
- c. That some allotment holders had erected structures on their plots without asking for the Council's permission, as per the tenancy agreement. It was **RESOLVED** that the Council should write to each allotment holder, who had not obtained permission for their structure and invite them to write to the Council requesting such, explaining why the siting of it should remain as it was. The Council to then consider these requests at a future meeting and if granted look to update the allotment map, ready for 2024/25.

**T53. Pavilion**

Further to receipt of a draft Tenancy Agreement at a previous meeting the Council noted that Manby Football Club had also looked over the document and had agreed thereto with the following suggested amendments:

- a. That permission be included for them to hang the defibrillator on the outside of the building but that they must keep it in working order and maintain it.
- b. Confirmation that the two rooms at the front of the building were not theirs and should not be used without prior permission.
- c. Confirmation that the Council reserved the right to use these rooms every third Wednesday evening of the month or as and when required and that the Council would rent these for use to others, as required.

Further, it was noted:

- a. That Manby Football Club had provided a copy of their insurance policy and a copy of the draft agreement had been sent to the Council's insurers who had commented:

"Your policy will cover members of the public, volunteers or employees that use your facilities and land, if you are found negligent. If so, it is likely that a claim will be supported by your policy. It will not cover the actions of a 3<sup>rd</sup> party though e.g., if during a game there is an injury caused by another player or damage to a car from a ball hitting it, this would not be covered (as you would not be negligent). However, if the players were to trip over and you were found negligent then as stated your policy would cover you.

The agreement would have no affect on your policy at all"

- b. The Council's solicitor had not yet provided a final agreement for signature. It was **RESOLVED** that:

- a. Upon receipt of the final agreement the Clerk should endeavour to have this signed by Manby Football Club and representatives of the Council either (the Chairman, the Vice Chairman or herself) as required.
- b. The Council should purchase and erect disclaimer signage both in the car park and in the club house declaring to the effect that use was at your risk / the Council would not be held responsible for any damage or loss or similar.

**T46. Pension**

The Council noted that the third anniversary of its previous re-enrolment date was approaching – 12<sup>th</sup> January 2024 and that it must make a re-declaration by 12<sup>th</sup> June 2024. It was **RESOLVED** to give delegated authority to the Clerk to progress the matter, as required.

**T47. Grant**

The Council considered a Grant Application from Grimoldby Cricket Club, the details of which had been circulated by email on 12<sup>th</sup> September 2023. It was **RESOLVED** to approve the award of £200 to assist with reflooring the clubhouse and noted that Cllr. Knowles would make the amount up to £500 from his District Councillor funds.

**T48. Budget**

Councillors noted that they should submit ideas to the Clerk, for projects that they would like to see included in the next budget, together with costings by 29<sup>th</sup> September.

**T49. Closed Session Item**

It was **RESOLVED** to move 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 third party, commercial and confidential nature in relation to:

**a. Play Park**

The Council received quotes for the repainting of the Play Park and it was **RESOLVED** to award the work to Mo Needham, Domestic / Commercial Painter and Decorator for the sum of £2,300. Funds to be taken either from the Play Park Earmarked Reserve or the Contingency Earmarked Reserve.

It was **RESOLVED** to move back into open session.

**T50. Any Other Business**

Councillors discussed:

- a. The movement of the Council's interactive speed sign and it was agreed that the Clerk would make it a future agenda item to look into obtaining quotes for this to be moved around the village, 6 times per year.
- b. The tree near to the hairdressers and the trees in the Play Park. It was agreed that the Clerk would make it a future agenda item to consider having a tree report done.

**T51. Next Meeting**

The Council noted that the date of the next scheduled meeting was Wednesday 18<sup>th</sup> October 2023.

The meeting closed at 8.29pm

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

**Financial Report - October 2023**

			£	£
Opening balance as at 14th August 2023				78,215.68
ADD receipts				<hr/>
				78,215.68
LESS payments				
1435	British Gas Trading Ltd	Pavilion Electric	64.76	
1436	G&M1	Staff Costs October	477.37	
1437	HMRC	Staff Costs October	119.40	
1438	Mo Needham	Playpark Painting	2,300.00	
1439	Tudor Ground Maintenance	Grass Cutting Amenity x 2 and Play Park & Allots	238.94	
1440	PKF Littlejohn LLP	External Audit	252.00	
1441	Mr. N. Hind	Travel to Training	20.70	
1442	Adrip Plumbing Ltd	Pavilion Boiler Service	80.00	
1422	G&M1	Wages Aug 2023	477.34	
1424	Wicksteed Leisure Ltd	Play Park Repair	1,285.73	
1427	Mr. T. Knowles	Travel Expenses	40.00	
1428	Post Office Ltd	ELDC Election Expenses	97.00	
1429	Mr. A. Bunting	Travel Expenses	40.00	
1430	Tudor Grounds Maintenance	Grasscutting: amenity	98.28	
1431	G&M1	Wages September	477.34	
1432	HMRC	PAYE September	119.40	
1433	Mr. T. Knowles (GRS Signs Ltd)	Playpark Sign (cheques not accepted by GRS. TK to bank	555.69	
1434	Mr. M. Elston	Allotment Plot 3 Refund	12.50	
			3,203.28	75,012.40
ADD Uncleared Cheques				
1435	British Gas Trading Ltd	Pavilion Electric	64.76	
1436	G&M1	Staff Costs October	477.37	
1437	HMRC	Staff Costs October	119.40	
1438	Mo Needham	Playpark Painting	2,300.00	
1439	Tudor Ground Maintenance	Grass Cutting Amenity x 2 and Play Park & Allots	238.94	
1440	PKF Littlejohn LLP	External Audit	252.00	
1441	Mr. N. Hind	Travel to Training	20.70	
1442	Adrip Plumbing Ltd	Pavilion Boiler Service	80.00	
1427	Mr. T. Knowles	Travel Expenses	40.00	
1429	Mr. A. Bunting	Travel Expenses	40.00	
1431	G&M1	Wages September	477.34	
1432	HMRC	PAYE September	119.40	
1433	Mr. T. Knowles (GRS Signs Ltd)	Playpark Sign (cheques not accepted by GRS. TK to bank	555.69	
1434	Mr. M. Elston	Allotment Plot 3 Refund	12.50	
Closing balance as at 1st September 2023			1,244.93	76,257.33
VAT owed as at 30/09/23 for 2023/24				276.11

**Cheque Schedule 101823**

October 2023							
<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>	<b>Invoice</b>
1435	British Gas Trading Ltd	Pavilion Electric	64.76	64.76	3.08	61.68	Bill Date 21/9/23
1436	G&M1	Staff Costs October	477.34	477.34	-	477.34	Month 7
1437	HMRC	Staff Costs October	119.40	119.40	-	119.40	Month 7
1438	Mo Needham	Playpark Painting	2,300.00	2,300.00	-	2,300.00	
1439	Tudor Ground Maintenance	Grass Cutting Amenity		98.28	16.38	81.90	INV-0527
		Grass Cutting Play park and allotments		42.38	7.06	35.32	INV-0528
		Grass Cutting Amenity	238.94	98.28	16.38	81.90	INV-0558
1440	PKF Littlejohn LLP	External Audit	252.00	252.00	42.00	210.00	SB20232411
1441	Mr. N. Hind	Travel to Training	20.70	20.70	-	20.70	-
1442	Adrip Plumbing Ltd	Pavilion Boiler Service	80.00	80.00	13.33	66.67	Ges-2599
<b>TOTALS</b>			<b>3,553.14</b>	<b>3,553.14</b>	<b>98.23</b>	<b>3,454.91</b>	

Grimoldby and Manby Parish Council

Planning Schedule  
18th October 2023

Our Ref	Authority	Application No.	Type	Applicant	Proposal	Location	Comments	Deadline for Comments
11/23	ELDC	N/113/ 01885/23	Planning Permission	Mr. Harman	" Extension to existing dwelling to provide additional living accommodation. "	3 Hunter Avenue, Manby, LN11 8TY		10/23/2023



## SCOPE OF INTERNAL AUDIT

Annually the Council is required to be internally audited to ensure that it is operating correctly. The audit is undertaken in accordance with the Joint Panel on Accountability and Governance Practitioner's Guide (JPAG). The internal audit aims to identify any areas for improvement and will allow the internal auditor to tick the relevant boxes on and sign off the Annual Internal Auditor Report section of the Annual Governance and Accountability Return (AGAR). The AGAR and supporting documents are also submitted annually to an independently appointed External Auditor for review. It is not the purpose of the internal or external audit to detect or prevent fraud. A Council's internal auditor should be independent and competent. There is no requirement for a person providing the internal audit to be professionally qualified.

Amongst other things, the internal audit checks that the Council has:

1. Key Governance documents in place which have been reviewed in year and are appropriate.
2. Complied with its financial regulations and payments are supported by invoices.
3. Kept appropriate accounting records and carried out periodic bank reconciliations throughout the year.
4. Assessed the significant risks to achieving its objectives and made arrangements to manage these.
5. Adequate insurance.
6. Has internal controls in place to safeguard its finances and these are adhered to.
7. Calculated its precept requirement using an adequate budgeting process, progress against the budget is regularly monitored and reserves are appropriate.
8. Approved all expenditure.
9. Properly recorded and promptly banked all income. Income was received in accordance with current prices.
10. Properly accounted for, recorded and approved petty cash payments and that these were supported by receipts.
11. Appropriately accounted for VAT on all income and expenditure.
12. Salaries and allowances were paid in line with approvals and PAYE, NI and Pension deductions were properly applied.
13. Maintained its asset register.
14. Prepared its accounting statements correctly, these agreed to the cashbook and had an adequate audit trail.
15. Properly recorded its Debtors and Creditors.
16. Published online the correct information and is satisfied that the website complies with the transparency code.
17. Provided correctly for the period for the exercise of public rights.
18. Complied with the publication requirements for the previous year's AGAR.
19. Complied with proper process / practice in relation to employees and members.
20. Operated only within its legal powers.
21. An appropriate scheme of delegation in place for officers and/or committees, spending limits are set and adhered to.
22. Appropriate back up and storage facilities for files (paper and electronic).
23. Met its responsibilities in relation to other services it provides e.g., allotments etc.