

# Grimoldby and Manby Parish Council

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## ~ 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 15<sup>th</sup> May 2024 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 10<sup>th</sup> Day of May 2024

### 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 2025.
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 2025.
4. **Apologies for Absence**  
To receive and accept apologies where valid reasons for absence have been given to the Clerk prior to the meeting.
5. **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.
6. **Committees of the Council**  
Council to resolve upon re-establishment of it's Committees, confirm membership and terms of reference / delegated authority (as per Standing Orders).
7. **Working Groups of the Council**  
Council to resolve upon re-establishment of it's Planning Working Group, confirm membership and terms of reference / delegated authority (as per Standing Orders).
8. **Roles of the Council**  
Council to confirm members to act for the Council as Recreational Representative, Young People's Advocate and Green Champion.
9. **Representation on External Bodies**  
Council to confirm representatives on the Village Hall Committee, an external body.

# Grimoldby and Manby Parish Council

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## 10. Council Minutes

To approve as a correct record the draft Minutes of the Council Meeting held on 17<sup>th</sup> April 2024 and authorise the Chairman to sign the official minutes. (Attached).

## 11. Chairman's Remarks

## 12. Governance

- a. Council to confirm that Standing Orders were reviewed and adopted on 20<sup>th</sup> March 2024.
- b. Council to confirm that Financial Regulations were reviewed and adopted on 20<sup>th</sup> March 2024.
- c. Council to confirm that the Code of Conduct was reviewed and adopted on 20<sup>th</sup> March 2024.
- d. Council to confirm that policies including all those relating to GDPR were reviewed in year.
- e. Council to confirm that it reviewed its arrangements for risk management and internal control on 15<sup>th</sup> November 2024.

## 13. Clerk's Delegated Powers

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

## 14. 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)

## 15. Asset Register

Council to confirm that its Register of Assets was reviewed and adopted on 20<sup>th</sup> March 2024.

## 16. Insurance

Council to note that in June 2024 it will enter year 3 of its 3 year Insurance Policy.

## 17. Meetings of the Council

Council to confirm that in 2024 it will endeavour to meet every third Wednesday of each month (except for August).

## 18. Other Annual Council Business

Council to approve deferral of other Annual Council Business to the Council's next meeting in June 2024.

## 19. Finance

To receive, note and duly resolve to authorise:

- a. The Financial Report for May, showing a closing balance on 31<sup>st</sup> March 2024 of £80,842.76 which agrees to the closing balance on the bank statement issued on 12<sup>th</sup> April 2024. (Attached).
- b. The cheques listed on the Cheque Schedule 051524 – totalling £2,885.49. (Attached).
- c. 2023/24 Draft Accounts. (Attached).
- d. 2023/24 Cashbook to 31<sup>st</sup> March 2024. (Attached).

## 20. Planning

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

To consider current applications including those listed in the schedule (Plans\_05\_15\_24) / ratify comments already made by the Planning Working Group. (Attached).

### b. Planning Decisions to Note

Council to note any planning decisions received:

- i. N/067/02461/23 – The Hollies, Northgate Lane, Grimoldby, LN11 8TG – Full Planning Permission

# Grimoldby and Manby Parish Council

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21. **Allotments**  
Council to consider correspondence from allotment holders for permissions on their plots.
22. **Grants**  
Council to consider a grant application form from the Village Hall and resolve upon the way forward.
23. **Any Other Business**  
Councillors to exchange information, if required. Please note, no decisions may lawfully be taken during this item.
24. **Next Meeting** - Council to note that the date of the next scheduled meeting is Wednesday 19<sup>th</sup> June 2024.

**MINUTES OF THE MEETING OF GRIMOLDBY AND MANBY PARISH COUNCIL  
HELD AT THE PAVILION, GIBSON WAY, MANBY  
ON WEDNESDAY 17<sup>th</sup> APRIL 2024**

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

**Councillors:** B. Adams (BA), A. Bunting (AB), N. Hind (NH), L. Knowles (LK), M. Starsmore (MS) and T. Vamplew (TV)

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

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

**T122. Apologies**

Apologies for absence were received from Cllr. MB.

**T123. Chairman's Remarks**

The Chairman had no remarks to make.

**T124. Declarations of Interest / Dispensations**

Cllr. NH declared an interest in agenda item 7 as an allotment holder.

**T125. Council Minutes**

It was **RESOLVED** to approve as a correct record the Minutes of the Council Meeting held on 20<sup>th</sup> March 2024.

**T126. Finance**

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

- a. The Financial Report for April, showing a closing balance on 5<sup>th</sup> March 2024 of £81,682.70 which agreed to the closing balance on the bank statement issued on 14<sup>th</sup> March 2024.
- b. Cheques for authorisation, listed on the Cheque Schedule 041724 totalling £1,431.81.

**T127. 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 decision:

- i. N/113/00213/24 – Industrial Units Off, Manby Middlegate, Grimoldby, LN11 8SU – ELDC has granted full planning permission.

**c. Appeal Decision**

The Council noted that the Planning Inspectorate had dismissed the appeal made re. Application N/067/01344/22 - Land south of Middlesykes Lane, Grimoldby, LN11 8TE

**d. Proposed Work to Trees**

The Council consider the following and **RESOLVED** that the matter was for the ELDC tree officer to decide upon:

- i. **Location:** Coquet, Carlton Road, Manby. **Proposals:** T14 - Lime - (T2 on plan) 1. Remove basal growth on the main stems to the main crown union at 6m to a diameter not exceeding 3cm. 2. Crown thin by 20%, removing branches less than 4cm in diameter.  
T15 - Lime - (T1 on plan) 1. Remove basal growth on the main stems to the main crown union at 6m to a diameter not exceeding 3cm. 2. Crown thin by 20%, removing branches less than 4cm in diameter. **Reasons:** T14 and T15 - 1. To clear the road and garden. 2. To increase light levels within the garden whilst retaining the height and shape of the tree.

**e. Temporary Traffic Restrictions**

The Council noted the following:

- i. Organisation responsible for restriction: LCC

Nature and location of restriction: Carriageway Repairs

Road closure Order - Mill Lane

Period of restriction: 22/04/2024 - 23/04/2024

(Restrictions to be implemented for 2 days as and when required during this period, signage detailing accurate dates and times will be displayed on site in advance)

Alternative route or access arrangements: Diversion routes and vehicular or pedestrian access arrangements will be signposted.

- ii. Organisation responsible for restriction: OCU Group  
Reason for restriction: New electrical connection  
Nature and location of restriction  
Road closure Order - Middlesykes Lane (Between Eastfield Lane & a point 150m Southwest)  
Period of restriction: 29/04/2024 - 03/05/2024  
(Restrictions to be implemented for 5 days as and when required during this period, signage detailing accurate dates and times will be displayed on site in advance)  
Alternative route or access arrangements:  
Diversion routes and vehicular or pedestrian access arrangements will be signposted.

#### **T128. Allotments**

The Council considered requests from allotment holders for permissions on their plots and **RESOLVED** as follows:

- a. **Plot 2** – To grant permission for a water butt and composter to be sited at the far end of the allotment (that end furthest away from the Pavilion). To defer a decision regarding a request to retain a ‘shed’ and appeal to the tenant to improve the appearance of the current structure before applying again.
- b. **Plot 3** – To grant permission for:
  - i. two fruit trees (plum and apple) as long as they are miniature, kept to a reasonable size (not taller than 5ft) and sympathetically planted so as not to overshadow the neighbouring plots.
  - ii. a dozen fruit bushes (gooseberry and black current). These to be kept to a reasonable height and planted so as not to encroach or overshadow neighbouring plots.
  - iii. a small cold frame/mini greenhouse with plastic cover - this to be positioned against the back fence (that end furthest away from the Pavilion) so that it won’t interfere with neighbouring plots. Dimensions not to exceed 72cm wide, 50cm depth and 92cm height and the structure should not be permanent.
  - iv. a wooden arch for growing climbing vegetables. This to be erected with a ground spike so as to be removable (should not be a permanent structure) and to be placed sympathetically so that it does not interfere with neighbouring plots.

All permissions re. plot 3 should be read in conjunction with the plan provided by the plots tenant.
- c. **Plot 4** – To grant permission for a peach tree to be planted in the position as shown on the photo provided by the tenant provided that this is not allowed to grow over 5ft tall.
- d. **Plot 6** – To grant permission for the tenants of plot 6 to retain some patio fruit trees (see photo of site taken at the time). Provided that they are not allowed to grow taller than 5ft in height.

#### **T129. Bins**

Further to previous discussions, the Clerk confirmed that ELDC had agreed that they would add 4 bins to their emptying schedule to be located at 1) Corner of Manby Middlegate and Tinkle Street, 2) Corner of Manby Middlegate and Gibson Way/Manby Fields, 3) Next to the cut through from Manby Middlegate to Gauntlet Road/Bulldog Crescent, 4) Corner of Amelia Wood Way and Manby Middlegate (near pub) should the Council wish to install bins in all locations. The Clerk continued that LCC had also approved the locations but would require Structure Agreement forms to be signed to formalise the arrangements. The Clerk read out the conditions on the Structure Agreement that the Council would be required to abide by. The Council discussed the locations, conditions and noted costs. It **RESOLVED** that:

- a. The Council should proceed with the placement of bins in the first 3 locations but should hold off on the fourth for the time being.
- b. The Clerk should sign Structure Agreements on behalf of the Council, as required.
- c. That 3 Derby Standard Litter Bins and appropriate fixings should be purchased from Broxap at an approximate cost of £1,260.
- d. That quotes should be acquired for the installation of the bins from suitably qualified contractors and that the Clerk should be given delegated authority to progress installation provided costs for this aspect could be contained under £1,500.
- e. Costs to be taken from EMR Contingency or General Reserve.

#### **T130. Play Park Inspection**

It was **RESOLVED** to approve that the Clerk make the necessary arrangements for the above with the equipment provider.

**T131. Any Other Business**

Cllr. AB enquired about the hedge adjacent to the Tennis Courts and Carlton Road. The Clerk explained that Mr. Towler had confirmed that it was currently too tall for him to be able to cut. Therefore, the Clerk was to look for quotes from Tree Specialists to have the hedge cut down to 5ft, after which Mr. Towler would maintain it.

**T132. Next Meeting**

The Council noted that the next scheduled meeting of Grimoldby and Manby Parish Council would take place on 15<sup>th</sup> May 2024.

The meeting closed at 8.32pm

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

**Financial Report - May 2024**

			£	£
Opening balance as at 14th March 2024				81,682.70
ADD receipts	Manby FC	Rent		250.00
				<hr/>
				81,932.70
LESS payments				
1450	SLCC	Annual Membership	139.20	
1455	HMRC	Staff Costs February	160.66	
1456	G&M1	Employer Costs	627.55	
1457	HMRC	Employer Costs	160.66	
1458	Mr. K. Towler	Work to playpark	110.00	
1459	Mr. T. Knowles	Reimbursement for delivery of leaflets	200.00	
1460	Anderson Business and Computing	1000 A5 leaflets re. GY to Walpole	55.00	
1461	Darryl J. Stones	Repair to Pavilion window	92.00	
1462	British Gas Trading Ltd	Pavilion Electric	141.07	
1463	Grimoldby Cricket Club	Grant	200.00	
1464	Grimoldby and Manby Village Hall	Green Bin and Defib Power Recharge	65.00	
1465	G&M1	Employer Costs	627.75	
1466	HMRC	Employer Costs	160.46	
1467	Mr. T. Knowles	GRS Signs re. Disclaimer Signs at Pavilion	369.60	
1468	Mrs. L. Phillips	Allotment Keys x 2 from Jameson Shoe Repairs	9.00	
1469	NSALG	National Allotment Assoc. Subs	66.00	
1470	G&M1	Employer Costs	627.55	
1471	HMRC	Employer Costs	160.66	
1472	Mr. T. Knowles	GRS Signs re. Disclaimer Signs at Play Park and Tennis Cou	246.00	
1473	Zurich Municipal	Insurance	1267.95	
1474	Mr. K. Towler	Village Maintenance	433.33	
1475	Adrip Plumbing Ltd	Repair Leaking Toilet at the Pavilion	84.00	
			<hr/>	
			6,003.44	<hr/>
				75,929.26
ADD Uncleared Cheques				
1450	SLCC	Annual Membership	139.20	
1458	Mr. K. Towler	Work to playpark	110.00	
1459	Mr. T. Knowles	Reimbursement for delivery of leaflets	200.00	
1460	Anderson Business and Computing	1000 A5 leaflets re. GY to Walpole	55.00	
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1471	HMRC	Employer Costs	160.66	
1472	Mr. T. Knowles	GRS Signs re. Disclaimer Signs at Play Park and Tennis Cou	246.00	
1473	Zurich Municipal	Insurance	1,267.95	
1474	Mr. K. Towler	Village Maintenance	433.33	
1475	Adrip Plumbing Ltd	Repair Leaking Toilet at the Pavilion	84.00	
			<hr/>	
Closing balance as at 31st March 2024			4,913.50	<hr/>
				80,842.76
VAT owed as at 30/04/24 for 2024/25				<hr/>
				72.60

**Cheque Schedule 051524**

April 2024							
Cheque No.	Supplier / Payee	Details	Cheque Total	Invoice Total	VAT	Net	Ref
1469	NSALG	Allotment Assoc. Subs	66.00	66.00	11.00	55.00	
						-	
						-	
<b>TOTALS</b>			<b>66.00</b>	<b>66.00</b>	<b>11.00</b>	<b>55.00</b>	

May 2024							
Cheque No.	Supplier / Payee	Details	Cheque Total	Invoice Total	VAT	Net	Ref
1470	G&M1	Employer Costs	627.55	627.55	-	627.55	
1471	HMRC	Employer Costs	160.66	160.66	-	160.66	
1472	Mr. T. Knowles	GRS - Disclaimer Signs at PP & TC's	246.00	246.00	41.00	205.00	18239
1473	Zurich Municipal	Insurance	1,267.95	1,267.95	-	1,267.95	532646268
1474	Mr. K. Towler	Village Maintenance	433.33	433.33	-	433.33	13
1475	Adrip Plumbing Ltd	Repair leaking toilet at Pavilion	84.00	84.00	14.00	70.00	Ges-2923
<b>TOTALS</b>			<b>2,819.49</b>	<b>2,819.49</b>	<b>55.00</b>	<b>2,764.49</b>	

<b>GRAND TOTAL</b>			<b>2,885.49</b>	<b>2,885.49</b>	<b>66.00</b>	<b>2,819.49</b>	
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Grimoldby and Manby Parish Council

Planning Schedule  
15th May 2024

Our Ref	Authority	Application No.	Type	Applicant	Proposal	Location	Comments	Deadline for Comments
2/24	ELDC	N/067/	Planning Permission	Mr. D. Grantham	Extension to existing domestic garage.	Whitegate House, Tinkle Street, LN11 8TF		01/06/2024