

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 16th October 2024 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 11th Day of October 2024

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 18th September 2024 and authorise the Chairman to sign the official minutes. (Attached).

5. Clerk's Remarks

6. Finance

To receive, note and duly resolve to authorise:

- a. The Financial Report for October, showing a closing balance on 6th September 2024 of £80,001.88 which agrees to the closing balance on the bank statement issued on 13th September 2024.
- b. Cheques for payment, listed on the Cheque Schedule 101624 totalling £3,755.08.
- c. Council to agree on the arrangements for a Finance Committee Meeting (possibly Wednesday 6/11/24 from 6pm at the Pavilion).

7. Planning

a. Applications received by the Local Planning Authority

To consider current applications including those listed in the schedule (Plans_10_16_24) / ratify comments already made by the Planning Working Group. At the time of printing there were none to consider.

b. Planning Decisions

To note all planning decisions received from ELDC.:

- i. N/113/01458/23 – Halifax House, Manby Park – ELDC has granted full planning permission.
- ii. N/067/01208/24 – Land off Middlesykes Lane – ELDC has granted full planning permission.

c. Temporary Traffic Restrictions

At the time of printing their were none.

Grimoldby and Manby Parish Council

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 2024. (All documents circulated by email 20/09/24 and posted on Noticeboards 27/09/24).
- b. Council to note that the Notice of Conclusion of Audit was posted on the website and noticeboards on 27/09/24 to meet legislative deadlines.
- c. Council to receive Section 3 - External Auditor Report and Certificate 2023/24 and note that the Council has received an unqualified audit, the external auditor having found no issues on which to make comment.

9. Internal Auditor

Council to approve the continued use of its previous internal auditor in 2024/25.

10. Membership of SLCC

Council to approve renewal of Clerk's membership with the Society of Local Council Clerks.

11. Allotments

Council to consider requests made by the holder of plot 3 for:

- a. A polytunnel D2.5d x W2 x H2, to be sited at the rear of the plot.
- b. Retention of a plastic storage box, at the rear of the plot
- c. Siting of a water storage container at the front of the plot

12. 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 the following:

- a. Hedge Cutting - Quotes
- b. Pavilion Rear Window Protectors - Quotes
- c. Appraisal
- d. Annual Salary Review

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 date of the next scheduled meeting is Wednesday 20th November 2024.

**MINUTES OF THE MEETING OF GRIMOLDBY AND MANBY PARISH COUNCIL
HELD AT GRIMOLDBY VILLAGE HALL
ON WEDNESDAY 18TH SEPTEMBER 2024**

Present Councillor C. Fairburn (CF) (in the chair)

Councillors: M. Bruce (MB), R. Hampton (RH), N. Hind (NH), M. Starsmore (MS), T. Vamplew (TV)

Councillors not present: B. Adams (BA), Mrs. E. Billings (EB), A. Bunting (AB), Mrs. L. Knowles (LK), T. Knowles,

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

T53. Apologies for Absence

Apologies for absence were received from Cllrs. BA, EB, AB, LK and TK

T54. Chairman's Remarks

The Chairman had no remarks to make.

T55. Declarations of Interest / Dispensations

- a. Cllr. NH declared an interest in agenda item 12 as an allotment tenancy holder.
- b. It was **RESOLVED** to grant Cllr. RH a dispensation to stay in the room during the discussion of agenda item 10 Pavilion Tenancy Agreement.

T56. Council Minutes

It was **RESOLVED** to approve as a correct record the Minutes of the Council Meeting held on 17th July 2024.

T57. Finance

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

- a. The Financial Report for August, showing a closing balance on 2nd July 2024 of £84,971.62 which agreed to the closing balance on the bank statement issued on 12th July 2024.
- b. The Financial Report for September, showing a closing balance on 7th August 2024 of £81,223.42 which agreed to the closing balance on the bank statement issued on 14th August 2024.
- c. Cheques for payment, listed on the Cheque Schedule 091824 totalling £1,861.76.
- d. Budget Variance Report to end July 2024.
- e. Cashbook Record of Payments and Receipts for Months 1 to 4.

T58. Planning

a. Applications received by the Local Planning Authority

The Council considered the planning applications listed on the schedule Plan_09_18_24 and **RESOLVED** as follows:

- i. N/113/01130/24 – To ratify the following comments: G&M PC broadly supports this application but has some reservations about the spread of flats in an industrial area whose wider future is in limbo.
- ii. N/067/01208/24 – To support.
- iii. PL/0055/24 - Object on the grounds of traffic. There is great concern in the village surrounding the traffic movements that might result from these proposals. It is noted that there is a traffic management plan and it is suggested that this is amended so that lorries do not travel through Grimoldby and Manby between the hours of 8.15am-9.15am and 3pm-4pm in order to avoid those times when the village is very busy with children and parents on the school run. In addition to the existing traffic management plan it would be preferable if lorries were made to avoid travelling through Grimoldby and Manby at all.

b. Planning Decisions to Note

The Council noted there were no planning decisions to note.

c. Temporary Traffic Restriction – Grimoldby

The Council noted the following temporary traffic restriction:

Organisation responsible: OCU Group

Reason for restriction: Carriageway defect reinstatement

Nature and location of restriction: Road closure order – Northgate Lane (between Middlesykes Lane and Tinkle Street)

Period of restriction: 16/9/24 – 18/9/24 (as and when required)

d. Grimsby to Walpole Project - Environmental Impact Assessment (EIA) Consultation

It was **RESOLVED** to ratify the following response to the above, which was submitted on 2nd September 2024, to meet the deadline for responses and which was compiled from suggestions received from Councillors:

On behalf of Grimoldby and Manby Parish Council I would like to suggest that all possible alternatives rather than just reasonable alternatives (Schedule 4 [2]) be investigated. This to ensure the scoping covers underground, offshore or using pylons already existing; and in addition to all aspects of Schedule 4, the scoping should also cover and address the socio-economic impact that the proposed pylon route will have on local industries such as farming and tourism and on the human population and property values within the vicinity of the development. The scoping should also take into account the human environment as well as flora and fauna.

e. EIA/06/24 – Saltfleetby A and B Wellsites, Howdales, South Cockerington – Environment Impact Assessment Consultation

It was noted that an email had been received that day confirming that the above had been withdrawn.

T59. Proposed Works to Trees

The Council considered the following proposed works to trees (details circulated by email on 4th September 2024) and **RESOLVED** to leave the decision with the ELDC tree officer:

- a. Location:** Linden Lea, 1 Church Lane, Manby. **Proposals:** T15 – Lime – (T1 on plan) and T19 – Lime – (T3 on plan) – (A) Remove the basal growth and epicormic growth on the main stems to the lowest primary branches at a height of 6.1m, to a diameter not exceeding 4cm. (B) Crown thin by 25%, removing branches less than 4cm. **Reasons:** T15 & Y19 – (A) To clear the road and garden. (B) To increase light into the garden whilst retaining the height and shape of the tree.

T60. Traffic

The Council discussed concerns raised for public safety with regard to traffic travelling through the village on the B1200. People were alarmed by the number of big lorries which were travelling through the village and which were not adhering to the speed limit and which when they passed pedestrians made them feel as though they were about to be sucked onto the road. It was **RESOLVED** that the Clerk should contact 1) The Police and enquire if they had been responsible for the recent positioning of a speed sign outside the doctors surgery on the B1200 and if so if there were any results. 2) LCC – to request that a review of the situation be undertaken with regard to speed limits, crossings, movement of the pavement further away from the road which might need the dyke to be culverted. 3) Lincolnshire Road Safety Partnership – to request that a speed survey be undertaken. 4) ELDC – to ask if there was any s106 money that could be used to move the footpath.

T61. Computer Equipment and IT

The Clerk reported that following agreement at budget setting, to purchase a Council laptop and associated software etc., to ensure that the Council was safe and in control of its own data, she had obtained quotes for a Council laptop, installation of and licences for Office 365 Business, Internet Security Software, and backup facilities. As per Financial Regulations as the price came in below £1,500 and the Council had a day to day budget for this expenditure she and the Chairman had discussed the quotes and had agreed to place an order imminently.

T62. Pavilion Tenancy Agreement

The Council reviewed the above and **RESOLVED** to approve for use pending the following amendments:

- a.** 2.2 Add a clause that confirms that if something were to happen to Mr. Hampton the agreement would terminate immediately.
- b.** Add 'Estate Plan' as a title to the estate plan.
- c.** Add 'Pavilion Plan' as a title to the pavilion plan.
- d.** 2a) Amend to read "...use the pavilion and football pitch and utilities...". Cllr. CF confirmed that the Pavilion was on a sewage pump which was maintained by the Management Company at no charge to the Council. Therefore, there would be no sewage rates. The clerk reported that investigations into the cost of water and rates was ongoing. However, because of an email she had received from ELDC, she believed that even if the building did have a rateable value it would be discounted to nothing because the Council were running it. Nevertheless, she confirmed that she would check with Anglian Water and the VOA.
- e.** 5) Ensure that the word genders is made to read gender.
- f.** 2.1d) - delete 'hang' and replace 'provide and attach'.
- g.** 4f) – it was confirmed that there was a list of football fixtures but these were only released a month in advance.

- h. 4n) – the clerk confirmed that she was in possession of the clubs Insurance documents and the Council approved these.
- i. 5b) – add “...and the calculation of such sum and its payment [even if costs exceed £1,000] shall be at the discretion of the Council and it’s decision shall be final.”

T63. 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 27th September. Cllr. TV asked if repairs to the Jet Provost/sign could be included and the installation of new signs at all of the main entrances to the villages.

T64. Closed Sessions Item

The Council **RESOLVED** to move into Closed Session in accordance with the Public Bodies (Admission to Meetings) Act 1960 to discuss the following item, with information being of a third party and confidential nature with regard to allotments. The Council received an update from the Clerk on the look of the allotments following Council’s resolution in June to correspond with tenants and request that breaches be rectified etc. In general the Council were pleased with the response from allotment holders.

- a. It considered a request to place a 3m by 2m poly tunnel on plot 9 and **RESOLVED** to approve this, if positioned at the far end of the allotments next to that already existing on plot 8 but with a walkway left between.
- b. It received advice from the National Allotments Association and the Council’s Insurer regarding a breach of the tenancy agreement that had occurred and **RESOLVED** to follow the advice, informing the plot holder that:
 - i. as the breach was not allowed under the terms of the tenancy agreement the Council still wished for it to be removed, at the expense of the tenant, who following their recent email should arrange for an appropriate formal survey to be carried out by an ecologist to verify their suggestion and who should then follow the advice of the survey adhering to all regulations and legislation.
 - ii. the Council’s insurance did not cover individual plots and that as per the tenancy agreement, they should effect their own insurance which they should ensure covered the breach for any incidences that might occur prior to its removal.

T65. Any Other Business

Councillors reminded the Clerk to seek quotes from tree surgeons for cutting the hedge between Carlton Road and the Tennis Courts back and to request that LCC repair the village sign on the B1200 as it was tatty and becoming unreadable. Councillors also asked the Clerk to look into placing mesh on the back windows of the Pavilion to protect them from balls and finally, the Clerk reported that the three new bins had been delivered and were waiting to be fitted. She confirmed that she would chase the contractor to install.

T66. Next Meeting

The Council noted that the date of the next scheduled meeting was Wednesday 16th October 2024.

The meeting closed at 8.36pm

Signed _____ (Chairman) Dated _____

Financial Report - October 2024

			£	£
Opening balance as at 14th August 2024				81,223.42
ADD receipts				<hr/>
				81,223.42
LESS payments				
1450	SLCC	Annual Membership	139.20	
1489	G&M1	Employer Costs August	627.75	
1490	HMRC	Employer Costs August	160.46	
1491	Mr. K. Towler	Village Maintenance August	433.33	
1492	G&M1	Employer Costs September	627.55	
1493	HMRC	Employer Costs July	160.66	
1494	Mr. K. Towler	Village Maintenance August	433.33	
1495	LALC	Annual Training Scheme Subscription	120.00	
1496	Dave Skells Traffic Management Ltd	Amenity Grass	600.00	
1497	Manby FC	Football Pitch Grass Cutting x 4	80.00	
1498	British Gas Trading Ltd	Pavilion Electric	140.22	
1499	G&M1	Employer Costs October	627.75	
1500	HMRC	Employer Costs October	160.46	
1501	Mr. K. Towler	Village Maintenance August	433.33	
1502	LALC	Play Areas Training	87.00	
1503	Dave Skells Traffic Management Ltd	Amenity Grass	300.00	
1504	Manby FC	Football Pitch Grass Cutting x 4	80.00	
1505	Adrip Plumbing & Heating Ltd	Pavilion Boiler Service	120.00	
1506	Foxhall Construction Ltd	Installation of 3 bins	432.00	
1507	SCIS UK Ltd	New Laptop, Setup & Annual Security	1,214.54	
			<hr/>	
			5,415.82	<hr/>
				75,807.60
ADD Uncleared Cheques				
1450	SLCC	Annual Membership	139.20	
1492	G&M1	Employer Costs September	627.55	
1493	HMRC	Employer Costs July	160.66	
1494	Mr. K. Towler	Village Maintenance August	433.33	
1495	LALC	Annual Training Scheme Subscription	120.00	
1496	Dave Skells Traffic Management Ltd	Amenity Grass	600.00	
1497	Manby FC	Football Pitch Grass Cutting x 4	80.00	
1498	British Gas Trading Ltd	Pavilion Electric	140.22	
1499	G&M1	Employer Costs October	627.75	
1500	HMRC	Employer Costs October	160.46	
1501	Mr. K. Towler	Village Maintenance August	433.33	
1502	LALC	Play Areas Training	87.00	
1503	Dave Skells Traffic Management Ltd	Amenity Grass	300.00	
1504	Manby FC	Football Pitch Grass Cutting x 4	80.00	
1505	Adrip Plumbing & Heating Ltd	Pavilion Boiler Service	120.00	
1506	Foxhall Construction Ltd	Installation of 3 bins	432.00	
1507	SCIS UK Ltd	New Laptop, Setup & Annual Security	1,214.54	
			<hr/>	
Closing balance as at 6th September 2024			4,194.28	<hr/>
				80,001.88

Cheque Schedule 101624

October 2024							
Cheque No.	Supplier / Payee	Details	Cheque Total	Invoice Total	VAT	Net	Ref
1499	G&MI	Employer Costs October	627.75	627.75	-	627.75	
1500	HMRC	Employer Costs October	160.46	160.46	-	160.46	
1501	Mr. K. Towler	Village Maintenance August	433.33	433.33	-	433.33	49
1502	LALC	Play Areas Training	87.00	87.00	14.50	72.50	15140
1503	Dave Skells Traffic Management Ltd	Amenity Grass		300.00	50.00	250.00	DSTM 0899
		Amenity Grass	600.00	300.00	50.00	250.00	DSTM 0911
1504	Manby FC	Football Pitch Grass Cutting x 4	80.00	80.00	-	80.00	471365
1505	Adrip Plumbing & Heating Ltd	Pavilion Boiler Service	120.00	120.00	20.00	100.00	3211
1506	Foxhall Construction Ltd	Installation of 3 bins	432.00	432.00	72.00	360.00	5-10-24
1507	SCIS UK Ltd	Annual Subscription Microsoft 365 & Backup		213.12	35.52	177.60	39396
		New Laptop, Setup & Annual Security	1,214.54	1,001.42	166.90	834.52	39317
TOTALS			3,755.08	3,755.08	408.92	3,346.16	

Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of

Grimoldby and Manby Parish Council – LI0159

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not **constitute** an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not provide** the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is **appropriate** for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its **financial** management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the **accounting** records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are **relevant** to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2023/24

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and **no other matters have come to our attention giving cause for concern** that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2023/24

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

16/09/2024

SCOPE OF INTRENAL 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.