

## SOUTH KELSEY & MOORTOWN PARISH COUNCIL

Dear Councillor

You are hereby summoned to attend the next meeting of South Kelsey & Moortown Parish Council, which will be held on Monday, 8th January 2024, commencing at 7pm, in South Kelsey Village Hall. The business to be dealt with at the meeting is listed in the agenda.

There will be a 15 minute public forum between 7pm and 7.15pm when members of the public may ask questions or make short statements to the Council, and your attendance is also requested during this period.

Dated 2 January 2024

Gina Andrews

Clerk to the Parish Council

# **SOUTH KELSEY & MOORTOWN PARISH COUNCIL**

Meeting to be held on Monday, 8th January 2024 at 7.00pm  
South Kelsey Village Hall

## **AGENDA**

### **Public Forum**

Open Meeting – 15 minute public forum

Reports from District and County Councillors

### **Council Meeting**

24/1 Apologies for absence and acceptance of any reasons given

24/2 Declarations of interest in accordance with the Localism Act 2011

24/3 Minutes:

Approve the minutes of the Parish Council held on 4 December 2023, whereby they be signed by the Chair as true and accurate record of the meeting.

24/4 Clerk's report on matters outstanding and correspondence

24/5 Policies for review, approval and adoption:

- TBC

24/6 Finance, summary and accounts for payment

- a) Accounting Statements for the period 01/04/23 - 31/12/23 - resolve as true record
- b) List of Contractual Payments 2023/24 - resolve to authorise updated list
- c) Schedule of Payments - approval of payments & note contractual payments
- d) Precept requirement 2024/25 - resolve and complete paperwork

24/7 Planning:

FOR DISCUSSION:

TBC

FOR NOTING:

147476 - received 25 October 2023. Extension for comments granted 6 December 2023. Outline planning application for the erection of 5no. dwellings and associated infrastructure, with access and layout to be considered and not reserved for subsequent applications. Land to the rear of Westfield, Thornton Road, South Kelsey, Market Rasen, LN7 6PS. Comments submitted 6 December 2023

24/8 Dog Fouling - bag dispenser update

24/9 Community Event March 2024 - plan of action

24/10 South Kelsey Park & Play Area

- a) Park/play area update
- b) Park gate - plan of action
- c) Molehills - plan of action
- d) South Kelsey Park - Committee/Sub Committee - discuss and resolve
- e) South Kelsey Park Accounts for the period 01/04/22-31/03/23 - for approval
- f) South Kelsey Park Annual Return for the period 01/04/22-31/03/23 - resolve to submit to Charity Commission
- g) South Kelsey Park Charity - next steps

24/11 Personnel Committee - resolve to appoint new member

24/12 Community Speed Watch

- a) Speed Radar Sign & poles update
- b) Resolve to go to closed session to review tree quotes
- c) Record resolution on tree quotes

24/13 Items for the Agenda of meeting on 8 January 2024

**SOUTH KELSEY & MOORTOWN PARISH COUNCIL**

Email: [southkelseyparishcouncil@outlook.com](mailto:southkelseyparishcouncil@outlook.com)

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**Draft Minutes of the Parish Council Meeting  
held in the Village Hall on 4 December 2023 at 7pm**

**Present:** Cllr Tina Wiles (Chair), Cllr Nicola Hall, Cllr Alan Niven, Cllr Carol Niven and Cllr Garry Dickinson

**Absent:** District Cllr Peter Morris

**In attendance:** County Cllr Tom Smith and Gina Andrews (Clerk).

**Public forum for parishioners to ask questions:** No members of the public were in attendance

**Update from County Councillor:**

LCC: Cllr Smith confirmed that he continues to raise concerns with regards to the resident's property that was raised at the meeting on 5 June 2023.

Cllr Smith reported that residents throughout the ward have reported empty grit bins and requested that during the Autumn be contacted to confirm grit bin checks, to avoid lack of grit when it is most needed.

Cllr Smith reported that Greater Lincolnshire devolution consultation is now live. Cllr Smith noted that this is a significant issue for the people of Lincolnshire. Consultation is open for responses until 29/01/2024.

For more information and the opportunity to participate visit here:

<https://www.letstalk.lincolnshire.gov.uk/devolution>

**Formal Parish Council Meeting commenced; Standing Orders invoked:**

**161/23 To receive apologies and reasons for absence:**

It was proposed, seconded and RESOLVED to note apologies from Cllr Peter Morris with valid reasons for absence accepted.

**162/23 To receive declarations of interest under the Localism Act 2011 - being any pecuniary or non-pecuniary interest in agenda items, not previously recorded on Members' Register of Interests:**

None noted.

**163/23 To approve draft minutes of the Parish Council held on 6 November 2023:**

It was proposed, seconded and RESOLVED that the minutes of the Parish Council Meeting held on 6 November 2023 be accepted as a true record and duly signed by the Chair.

**164/23 Election of Vice-Chair to the Parish Council:**

Members nominated, seconded and RESOLVED that Cllr Carol Niven be appointed the Vice Chair of the Parish Council and that the Declaration of Acceptance of Office be signed by Cllr Niven and witnessed by the Clerk.

**165/23**      **Clerk's Report on Matters Outstanding and Correspondence:**

The Clerk presented her report and summary of correspondence received to the meeting.

It was noted that:

- The Clerk is registered as the contact for the South Kelsey Park charity with the Charity Commission and that the Annual Return is due 31 January 2024.
- The domain name 'southkelseyandmoortownparishcouncil.gov.uk' has now been registered by Cloud Next.

**166/23**      **Policies for Review**

After discussion, it was proposed, seconded and RESOLVED that the Planning Matters Policy be approved and adopted. **ACTION GA**

**167/23**      **Finance Summary and Accounts for Payment:**

**a.      Unity Trust Bank:**

It was noted that the closing balance as at 28 November 2023 was £16,087.91 and that all PC funds are now with Unity Trust Bank.

**b.      Accounts payable:**

It was proposed, seconded and RESOLVED that the following payments be settled:

- Wave water bill 8 July - 7 October 2023 - £17.51
- South Kelsey Village Hall November 2023 - £20
- Clerk's November expenses and additional pay (training, overtime, SCP8 pay rise back pay April-October 2023 - £227.84

**c.      Accounts settled:**

It was noted that the following payments have now been settled:

- Cloud Next - registration of domain - £132 (inc. VAT). Authorised 2 October 2023: ref 142/23
- Cloud Next - 12 months email hosting - £59.98 (inc. VAT). Authorised 2 October 2023: ref 142/23
- C Atkin (PC laptop) - £175. Authorised 6 November 2023: ref 155/23
- Information Commissioner's Office (yearly subscription DD) - £35. Authorised 2 October 2023: ref 140/23

**d.      Contractual payments:**

The following contractual obligations were noted (such payments resolved to be settled during the meeting of 3 April 2023 in accordance with the Financial Regulations item 5.6):

- Clerk's wages November - £462.67

**e.      Incoming:**

It was noted that the following payments have now been received:

- Allotment rent 2023/24 - £30
- Community Grant Scheme - £3,500 (WLDC first instalment towards Speed Awareness Sign)

**f. Draft budget - 2024/25 Precept Requirements:**

After review, it was proposed, seconded and RESOLVED that the Budget and 2024/25 Precept Requirements be approved with the following amendment and published on the Council website ASAP. **ACTION GA**

- An additional £500 be added to the 2024/25 budget for "Park Parish Repairs".

**g. Other Financial Matters:**

It was noted that Cllr C Niven is in discussion with the administrator of the South Kelsey Park bank account held with Lloyds, who is assisting with gaining access to these funds.

**168/23**

**Planning:**

- a. 147476 - received 25 October 2023. Outline planning application for the erection of 5no. dwellings and associated infrastructure, with access and layout to be considered and not reserved for subsequent applications. Land to the rear of Westfield, Thornton Road, South Kelsey, Market Rasen, LN7 6PS. It was noted that an extension for comment had been granted for 6 December 2023. It was further noted that an ecology report is due.

After discussion, it was proposed, seconded and RESOLVED that the Parish Council would submit objections in support of residents concerns, on the following grounds:

- Lack of amenities
  - Unmitigated flood risks
  - The proposed development is not considered in-fill
  - Noise and light pollution to existing properties
  - Affordable housing
- b. 147486 (change of use from touring caravan site to open air swimming lake, Watermill Farm Leisure Park, Moortown). It was noted that objections and comments were submitted on 15 November 2023 and that WLDC have confirmed when further information regarding ecology is received the application will be out for re-consultation.

**169/23**

**Community Speed Watch:**

**a. Speed awareness sign update:**

Cllr A Niven reported that the lead time for Elan City was x5 working days.

Cllr A Niven reported that LCC Highways have made recommendations for the location of the signs within both Moortown and South Kelsey. It was noted that the PC are awaiting confirmation from LCC as to when the poles will be installed

It was proposed, seconded and RESOLVED that the recommended sites be the location for the poles and speed awareness signs. Locations as follows:

Moortown - //soggy.bunny.mopped <https://w3w.co/soggy.bunny.mopped>  
South Kelsey - //dogs.salutes.grasp <https://w3w.co/dogs.salutes.grasp>

**b. Allocation of budget for interim speed awareness signs spend:**

It was proposed, seconded and RESOLVED that the balance of £1,000, plus any VAT due, in respect of Elan City's invoice be paid out of CIL reserves. It was noted that when the £1,000 is received from WLDC (the second instalment) and the VAT paid is claimed back, the funds will be restored to CIL reserves.

It was proposed, seconded and RESOLVED that the £300 (estimated cost per pole for signs) be paid out of CIL reserves.

**c. Tender process for trees - budget allocation & timetable:**

It was noted that trees would obstruct the view to the proposed speed awareness signs.

It was proposed, seconded and RESOLVED that:

- x3 quotes be sought for the cutting back of trees;
- the cut off for accepting quotes be 5 January 2024; and
- that the budget be allocated at the meeting on 8 January 2024.

**170/23**

**Dog Fouling - bag dispenser:**

After discussion, it was proposed, seconded and RESOLVED to purchase post, fixing and dispenser at £160 (plus VAT) and 800 bags at £37.75 (plus VAT) with funds from CIL Reserves.

**171/23**

**South Kelsey Park & Play Area:**

**a. Current situation**

It was noted that a previous RoSPA inspection raised concerns with elements of the play area.

It was noted that the Parish Council made the decision to close the play area at South Kelsey Park until it was deemed safe to use by a qualified professional.

**b. RoSPA playground inspection**

It was proposed, seconded and RESOLVED to book an up-to-date RoSPA inspection of the play area as a starting point for repair and replacement discussions and this be funded from the Park/Parish Repairs budget.

**c. Playground / Play Areas Risk Management Policy - Review/Adopt**

After review, it was proposed, seconded and RESOLVED that the Playground / Play Areas Risk Management Policy be approved and adopted.

**d. Playground checks/risk assessments**

After review, it was proposed, seconded and RESOLVED to approve and adopt the Checklist for Children's Outdoor Play Areas & Equipment with the inclusion of 'Molehills' as an additional item to be checked under 'Site General'.

**e. Procedure Following a playground accident**

After review, it was proposed, seconded and RESOLVED to approve and adopt the Procedure Following a Playground Accident and Accident Form AND Playground Accident Report form AND that Cllr G Dickinson be appointed the nominated responsible person.

**f. Moving forward**

After discussion, it was proposed, seconded and RESOLVED that Councillors look into grant and funding opportunities for the play area.

It was noted the Parish Council is the trustee for the registered South Kelsey Park charity. After discussion it was proposed, seconded and RESOLVED that the charity be dissolved so that the remaining funds can be used for the original purpose of the charity (as set out with the Charity Commission; Play area for children, walking area, football and cricket for the community).

In order for the South Kelsey Park charity to move forward with this a "Park Sub Committee" needs to be set up.

**172/23 Councillor Volunteer Scheme - update:**

Cllr T Wiles confirmed that WLDC will be conducting their own risk assessment and bringing their own equipment for works to be carried out at the bus shelter in Moortown.

**173/23 LALC Internal Audit - resolve to engage services:**

After discussion, it was proposed, seconded and RESOLVED to appoint LALC as the internal auditors.

**174/23 Items for the next Agenda - 8 January 2024:**

- Finance Summary / Accounts
- Precept 2024/25 - approve
- Planning applications
- Community Speed Watch / Trees tenders
- Policies for review
- Dog fouling bag dispenser
- South Kelsey Park (Playground/park Play Area update, park gate, molehills, Park Sub Committee, Charity Commission)
- Community Event (March 2024)

**Parish Council meeting closed at 21.30**

**Date and Time of Next Meeting**

to be held at the Village Hall, South Kelsey  
on Monday, 8 January 2024 at 7pm



CLERK'S REPORT - 8 JANUARY 2024  
South Kelsey and Moortown Parish Council

**RoSPA:**

5 Dec 2023. RoSPA Play Safety Ltd confirmed inspection. Mike Griffiths will be carrying out inspection and will be in touch to arrange visit ASAP

**Internal Audit - LALC:**

19 December 2023 - LALC have confirmed SKMPC have been appointed an internal auditor. Terms of Reference received and forwarded to members 19 December 2023.

21 December 2023 - Cathie Nicoll has been appointed internal audit - due to start audit in January 2024.

**Wave:** To complete disconnection paperwork.

**Councillor vacancies:**

7 December 2023 - WLDC Electoral Registration. Notice of Vacancy dated 11 December 2023 (on NB). Can look to co-opt after 3 January 2024 if no election is requested.

**Cloud Next - [gov.uk](https://www.gov.uk) email address:**

The new [.gov.uk](https://www.gov.uk) Clerk and Councillors email accounts are now set up. Log-in sent to all members and an overlap period is underway. Clerk to update website and necessary contacts with the new contact email address ASAP.

**Charity Commission:**

Telephone call 5 December 2023 re South Kelsey Park charity (charity number 521992).

Summary of guidance received from Charity Commission advisor:

- If Trustee decides to close charity, check the governing document for dissolution clause.
- SKP does not have a dissolution clause within the governing document. If governing document doesn't say how to wind up, the charity can either:
  - use all its remaining assets on your purposes\*
  - give its remaining assets to another charity with similar purposes.(source [www.gov.uk/guidance/how-to-close-a-charity](https://www.gov.uk/guidance/how-to-close-a-charity))
- \*Trustee takes collective action to wind down charity transferring assets for the purpose of "play area for children, walking area, football and cricket for the community"
- Prior to winding down Trustees to sign off accounts for the period 01/04/22-31/03/2022 and submit 2022/23 Annual Return to Charity Commission.

**Other correspondence:**

18 December 2023. Email informing the PC that the 30mph road sign on Thornton Road has been destroyed by the recent winds. Can this be replaced?

**SOUTH KELSEY AND MOORTOWN PARISH COUNCIL**

24/6a

1/3

**ACCOUNTING STATEMENTS  
FOR THE PERIOD 01/04/2023 - 31/12/23**

**EXPENDITURE**

**EXPENDITURE 2023/24**

ITEM	ADMINISTRATION/ GENERAL	BUDGET 23/24	ACTUAL APR-SEPT 23	ACTUAL OCT 23	ACTUAL NOV 23	ACTUAL DEC 23	JAN 24	FEB 24	MAR 24	TOTAL	VARIANCE
										£	£
1	Clerks' Wage	3,944.30	1,987.78	322.64	436.67	471.16				3,218.25	726.05
2	Working from home a/l	312.00	156.00	26.00	26.00	26.00				234.00	78.00
3	Expenses	127.50	94.83	4.88	0.00	9.24				108.95	18.55
4	Travel	0.00	0.00	0.00	0.00	0.00				0.00	0.00
5	Clerk Training	77.04	0.00	20.72	0.00	25.68				46.40	30.64
6	LALC Annual Training Scheme	120.00	96.00	0.00	0.00	0.00				96.00	24.00
7	Councillor Training	100.00	0.00	60.00	0.00	0.00				60.00	40.00
8	Councillor Expenses	60.00	16.20	0.00	0.00	0.00				16.20	43.80
9	IT	287.44	0.00	0.00	191.98	0.00				191.98	95.46
10	Laptop	175.00	0.00	0.00	175.00	0.00				175.00	0.00
11	Publishing	150.00	0.00	0.00	0.00	0.00				0.00	150.00
12	Hall Hire	288.00	162.00	20.00	20.00	20.00				222.00	66.00
13	Liability insurance	437.00	437.00	0.00	0.00	0.00				437.00	0.00
14	LALC Membership	174.13	0.00	0.00	0.00	0.00				0.00	174.13
15	ICO	40.00	0.00	0.00	35.00	0.00				35.00	5.00
16	Internal Audit	200.00	0.00	0.00	0.00	0.00				0.00	200.00
17	Unity Bank Charges	42.00	0.00	0.00	0.00	14.67				14.67	27.33
18	Grants & Charity Donations	220.00	0.00	0.00	0.00	0.00				0.00	220.00
	<b>SUB TOTAL</b>	<b>6,754.41</b>	<b>2,949.81</b>	<b>454.24</b>	<b>884.65</b>	<b>566.75</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4,855.45</b>	<b>210.97</b>
	<b>VILLAGE MAINTENANCE SPENDS</b>	<b>BUDGET 23/24</b>	<b>ACTUAL APR-SEPT 23</b>	<b>ACTUAL OCT 23</b>	<b>ACTUAL NOV23</b>	<b>Dec-23</b>	<b>JAN 24</b>	<b>FEB 24</b>	<b>MAR 24</b>	<b>TOTAL</b>	<b>VARIANCE</b>
19	Grass Cutting	1197	958.50	79.80	0.00	0.00				1,038.30	£158.70
20	Grounds Person	1,086.00	1,086.00	0.00	0.00	0.00				1,086.00	£0.00
21	Defibrillators	200.00	100.00	0.00	0.00	0.00				100.00	£100.00
22	Anglian Water	40.00	29.75	0.00	0.00	17.51				47.26	-£7.26
23	Community Speed Reduction	4,500.00	0.00	0.00	0.00	0.00				0.00	£4,500.00
	<b>SUB TOTAL</b>	<b>7,023.00</b>	<b>2,174.25</b>	<b>79.80</b>	<b>0.00</b>	<b>17.51</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,271.56</b>	<b>4,751.44</b>
	<b>TOTAL EXPENDITURE</b>	<b>13,777.41</b>	<b>5,124.06</b>	<b>534.04</b>	<b>884.65</b>	<b>584.26</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>7,127.01</b>	<b>£4,962.41</b>

**SOUTH KELSEY AND MOORTOWN PARISH COUNCIL**

**ACCOUNTING STATEMENTS  
FOR THE PERIOD 01/04/2023 - 31/12/23**

**RESERVES**

		<b>BUDGET 23/24</b>	<b>ACTUAL APR-SEPT 23</b>	<b>ACTUAL OCT 23</b>	<b>ACTUAL NOV23</b>	<b>ACTUAL DEC 23</b>	<b>JAN 24</b>	<b>FEB 24</b>	<b>MAR 24</b>	<b>TOTAL</b>	<b>CARRY FORWARD</b>
<b>CONTINGENCY RESERVES</b>											
24	3 month operating costs	1539.061	0.00	0.00	0.00	0.00				0.00	£1,539.06
25	Park Parish Repairs	750	0.00	0.00	0.00	0.00				0.00	£750.00
	<b>SUB TOTAL</b>	<b>2,289.06</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,289.06</b>
<b>EARMARKED RESERVES</b>											
26	Elections	2,600.00	116.28	0.00	0.00	0.00				116.28	£2,483.72
27	Defibrillators (replacement)	100	0.00	0.00	0.00	0.00				0.00	£100.00
28	Laptop (replacement)	100	0.00	0.00	0.00	0.00				0.00	£100.00
29	Printer (replacement)	30	0.00	0.00	0.00	0.00				0.00	£30.00
30	Earmarked CILS	4,016.56	0.00	0.00	0.00	0.00				0.00	£4,016.56
31	Park Charity *	0.00	0.00	0.00	0.00	0.00				0.00	£0.00
32	CILCA	0.00	0.00	0.00	0.00	0.00				0.00	£0.00
33	Comminity	400.00	0.00	0.00	0.00	0.00				0.00	£400.00
	<b>SUB TOTAL</b>	<b>7,246.56</b>	<b>116.28</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>116.28</b>	<b>7,130.28</b>
	<b>TOTAL RESERVES</b>	<b>9,535.62</b>	<b>116.28</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>116.28</b>	<b>9,419.34</b>
	<b>TOTAL</b>	<b>23,313.03</b>	<b>5,240.34</b>	<b>534.04</b>	<b>884.65</b>	<b>584.26</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>7,243.29</b>	<b>TOTAL SPEND</b>

## SOUTH KELSEY AND MOORTOWN PARISH COUNCIL

3/3

### ACCOUNTING STATEMENTS FOR THE PERIOD 01/04/2023 - 31/12/23

#### INCOME

Income	BUDGET 23/24	ACTUAL APR-SEPT 23	ACTUAL OCT 23	ACTUAL NOV 23	ACTUAL DEC 23	JAN 24	FEB 24	MAR 24	TOTAL
Precept	12,139.00	12,139.00	0.00	0.00	0.00				12,139.00
CIL Payments	0.00	97.47	0.00	0.00	0.00				97.47
Allotment Rent	30.00	0.00	0.00	30.00	0.00				30.00
** VAT Reclaim	566.49	566.49	0.00	0.00	0.00				566.49
Bank Interest	0.00	11.97	2.92	0.00	0.00				14.89
Grants from local authorities	0.00	175.00	0.00	0.00	3,500.00				3,675.00
<b>TOTAL INCOME</b>	<b>12,735.49</b>	<b>12,989.93</b>	<b>2.92</b>	<b>30.00</b>	<b>3,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>16,522.85</b>

#### SUMMARY

##### Summary - Income

	£
Opening Balance (cash at bank)	5,761.42
Income to date	16,522.85
<b>TOTAL</b>	<b>22,284.27</b>

##### Summary - Outgoing

Expenditure to date	7,127.01
Spend from reserves to date	116.28
<b>TOTAL</b>	<b>7,243.29</b>

##### Summary - cash at bank

Allocated Reserves Balance 2023/24	9,419.34
Available balance as at 31 December 2023	5,621.64
<b>Closing Balance</b>	<b>15,040.98</b>

##### \* Park Charity Funds

	£
Cash at bank	10,140.79
PayPal (donations)	382.03
Fundraising	1,689.00
Donation from PC	500
<b>TOTAL</b>	<b>12,711.82</b>

Accounting activities for the period 01/04/2023 - 31/12/2023

Presented at the meeting held on 8 January 2024

## SOUTH KELSEY AND MOORTOWN PARISH COUNCIL

24/6b

### 2023/24 List of Contractual Payments

List of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, contracts or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like.

Beneficiary	Payment	Details
G Andrews	Clerk's Salary and Expenses	<p>Wage and work from home allowance paid monthly in accordance with the Contract of Employment</p> <p>Basic hours 21.67hrs per month Work from home allowance expense £26 per month</p> <p>Other payments arising due to the Clerk are to be approved at the next available council meeting and included in the next available payment period.</p>
AJ Williams	Grass cutting and Grounds Person Contract	<p>5 Year Contract 2021-2025 Commencing 1 April 2021 – Terminating 31 March 2026</p> <p>Grass cutting - £66.50 plus VAT (per cut) invoiced monthly</p> <p>Grounds Person £905 plus VAT (per annum) invoiced twice yearly at 50%</p>
ICO	Registration Fee	Fee of £35 paid yearly by Direct Debit (authorised 6 November 2023)
Unity Trust Bank	Bank charges	<p>Monthly fee of £6 paid quarterly (account opened September 2023)</p> <p>Subject to other fees for ad hoc services</p>

2023/24 contractual payments authorised in accordance with the Financial Regulations item 5.6.  
Updated from list of payments resolved on 3 April 2023.

Signed: \_\_\_\_\_

Council meeting dated: 8 January 2024

Ref: 24/6b

Updates		
Version	Description	Date
1	Included in meeting minutes	03/04/23
2	Reviewed and updated	08/01/24

**SOUTH KELSEY AND MOORTOWN PARISH COUNCIL**

24/6c

**Schedule of Payments – 8 January 2024**

**Accounts payable for approval:**

Invoice No.	Invoice Date	Payment date	Payee	Description of Payments	Nett £	VAT £	Total £
1	31/12/23	31/01/24	G Andrews	Payments & Expenses Dec-23 for payment with Jan-24 wages	27.93	0.00	27.93
2	31/12/23	ASAP	South Kelsey Village Hall	Room Hire 4 Dec-23	20.00	0.00	20.00

**Contractual Payments**

In accordance with the Financial Regulations item 5.6

Invoice No.	Invoice Date	Payment date	Payee	Description of Payments	Nett £	VAT £	Total £
3	04/12/23	31/12/23	Unity Trust Bank	Charges 21/09/23 – 04/12/23	14.67	0.00	14.67
4	31/12/23	02/01/24	G Andrews	Clerk's Wage & WFH PP9: Settled with Other/expenses: Authorised 04/12/23 £227.84 Total pay £532.08	304.24	0.00	304.24

Contractual payments authorised per the List of Contractual Payments, 8 January 2024 in accordance with the Financial Regulations item 5.6

Accounts payable are approved for settlement

Signed: \_\_\_\_\_

Council meeting dated: 08 January 2024

Ref: 24/6c

## SOUTH KELSEY AND MOORTOWN PARISH COUNCIL

## EXPENSES / PAYMENTS DUE

Name: Gina Andrews

Date: 1 January 2024

Date	Details	Nett £	VAT £	TOTAL £
11/12/23 - 18/12/23	Mileage Expenses £0.45pm: Appraisal 5 miles Tree quotes 5 miles		4.5	0 4.5
12/12/23	Training: VAT for Unregistered Councils	25.68	0	25.68
TOTAL DUE		30.18	0	<b>30.18</b>

For Approval at Council Meeting:  
8 January 2024Min Ref:  
24/6c

Signed: \_\_\_\_\_

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# THE COMMITTEE OF SOUTH KELSEY VILLAGE HALL

**C/O Gayle Larke,  
Dyson House,  
Brigg Road,  
South Kelsey,  
LN7 6PQ.**

**INVOICE No. 10650**

**31/12/23**

SKPC

invoices to [souhkelseyparishcouncil@outlook.com](mailto:souhkelseyparishcouncil@outlook.com)

Description	Quantity	Unit Price	Cost
Hall hire December Kerr Room			
4th 1900-2130	2.5	8.00	£ 20.00
Total			£ 20.00

Registered charity number 521993

Please make cheques payable to The Committee of South Kelsey Village Hall.

BACS transfers to South Kelsey Village Hall account 81435035 - sort code 401330

Terms 30 days please.

---



## Your pre-notification statement



For Businesses. For Communities. For Good.

Unity Trust Bank plc  
PO Box 7193  
Planetary Road  
Willenhall  
WV1 9DG

Mrs Gina Andrews  
South Kelsey And Moortown Parish Council  
Rest Haven  
Middle Street  
Market Rasen  
United Kingdom  
LN7 6EH

**Date:** 04/12/2023

Page number 1 of 3

**Account Name:** South Kelsey And Moortown Parish Council

Statement number: 004

**Sort Code:** 608301

**Account Number:** 20486879

Dear Mrs Gina Andrews,

This letter outlines charges relating to the transactions and debit interest on your account between 21/09/2023 and 04/12/2023.

You can find full details of our fees and charges within the Standard Service Tariff on our website <https://www.unity.co.uk/terms-and-conditions/>

### The charges for this billing period are:

<b>Total charges</b>	£14.67
<b>Total debit interest</b>	£0.00
<b>To be debited from your account on</b>	31/12/2023

**For Businesses.  
For Communities.  
For Good.**

Unity Trust Bank plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Unity Trust Bank is entered in the Financial Services Register under number 204570. Registered Office: Four Brindleyplace, Birmingham, B1 2JB. Registered in England and Wales no. 1713124. Calls may be monitored and recorded for training, quality and security purposes. © Unity Trust Bank. All Rights Reserved.



Pre-notification of account charges		
Type	Count	Charge
Automated Payments	3	£0.00
Faster Payments	7	£0.00
Manual	3	£0.00
Account Fee	—	£14.67

Additional information			
The combined account charge includes the following transaction types:			
<b>Automated Payments</b>	Bacs Credit (in)	Direct Debit (out)	Faster Payment Credit (in)
<b>Faster Payments</b>	Standing Orders (out)	Bill Payments (out)	
<b>Manual</b>	Cheques	Credits	
<b>Account Fee</b>	This is the standard charge for maintaining your account regardless of any transactions.		
<b>Total charge</b>	These charges do not include cash or cheques paid in through the Post Office, Bank Counter or via our Freepost service.		

## Interest and Charges

Our General Terms & Conditions state when we may apply charges or interest.

Further information about debit interest and other fees or charges can be found in our Standard Service Tariff.

**Credit interest** – AER stands for Annual Equivalent Rate and describes what the interest rate would be if interest was paid and compounded annually.

**Debit interest** – ABR stands for Above Base Rate and describes the rate charged annually above the Bank of England Base Rate.

## Overdrafts

**Arranged overdrafts** – We agree in advance to provide you with an overdraft that allows you to borrow money on your account up to an agreed overdraft limit. If approved by Unity you will be given an arranged overdraft limit along with an agreed interest rate. These are typically agreed for a period of 12 months and are linked to the Bank of England Base Rate.

**Unarranged overdrafts** – An overdrawn balance on your account which we have not agreed in advance. We will charge our unarranged overdraft rate on any unarranged balances.

If you have an arranged overdraft limit and exceed this limit, we will charge interest at the rate we have agreed with you on the balance of your arranged overdraft limit and will charge an unarranged overdraft rate on any balance over your arranged overdraft limit.

In either of these circumstances, debit interest will be applied on each working day that your account is overdrawn.

For details of our interest rates and charges, please visit <https://www.unity.co.uk/terms-and-conditions/>

## Fraud Concerns

If you have any concerns regarding fraud on your account, then please call the freephone number **0808 196 8420**.

## What happens when something goes wrong?

If you have a problem with your Unity account or our service, please get in touch with us on **0345 140 1000**. We aim to resolve any issues as soon as possible.

Thanks

## Your Unity Team

## Accessibility

Unity offers a number of supporting services such as statements in braille or large print. Please contact us for more information.

## Additional information

Our interest rates can be found on our website – [unity.co.uk/interest-rates](https://www.unity.co.uk/interest-rates)

Our fees and charges can be found on our website – <https://www.unity.co.uk/terms-and-conditions/>

This information is also available by calling **0345 140 1000**.

To help us improve our service and maintain security, we may monitor and/or record your telephone calls with us.

**For Businesses.  
For Communities.  
For Good.**

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**INVESTORS IN PEOPLE**  
We invest in people Gold



## WEST LINDSEY DISTRICT COUNCIL COPY



# Precept upon the Charging Authority

**FINAL CLAIM FROM THE PARISH OF:** South Kelsey and Moortown

To the District of West Lindsey, being the Charging Authority for the said District. You are hereby directed to pay to (*bank account name*):

South Kelsey and Moortown Parish Council

Address: Rest Haven, Middle Street, North Kelsey, Market Rasen, LN7 6EH

*Treasurer of the Parish Council of the above-named Parish*

The sums mentioned from the Collection Fund of the said Charging Authority of:

**BUDGET REQUIREMENT £ 13,939.60**

On the following date:

**01 April 2024**

**Note:** - to save time and administrative costs, and to avoid possible losses in the post, you may prefer to have the amount of the precept credited directly to the Parish Bank Account. If so, please complete this section.

### Bank Account Details:

Name of Bank: Unity Trust Bank plc

Address: PO Box 7193, Planetary Road, Willenhall, WV1 9DG

Bank Sort Code: 60-83-01

Bank Account Number: 20486879

Bank Account Name: South Kelsey and Moortown Parish Council

**IMPORTANT:** - Accounts must be the Parish Bank Account and NOT another body's account e.g. **NOT** the Bank Account of the Parochial Church Council

### Signed at a meeting of the Parish Council:

this: 8th day of: January 20 24

Presiding Chairman: .....

Two Members of the Council }  
.....  
.....

**Countersigned:**  
Clerk of the Council .....

**TO BE RETURNED BY Friday 26<sup>th</sup> January 2024 to Bethany.Knight@west-lindsey.gov.uk**

<p><b>SOUTH KELSEY PARK CHARITY ACCOUNTS</b></p> <p><b>ACCOUNTING STATEMENTS</b></p> <p><b>2022-23</b></p>
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OPENING BALANCES FOR THE PERIOD AS AT 1 APRIL	FINANCIAL YEAR 2022/2023
BANK	£10,002.38
PAYPAL	£382.03
CASH TIN	£500.00
<b>TOTAL</b>	<b>£10,884.41</b>

INCOME FOR THE PERIOD	
DONATIONS AT BANK	£125.00
DONATIONS CASH	£1,689.00
DONATIONS PAYPAL	£0.00
INTEREST AT BANK	£0.00
AMAZON SMILE DONATIONS AT BANK	£0.00
<b>TOTAL</b>	<b>£1,814.00</b>

EXPENDITURE FOR THE PERIOD	
GENERAL	£0.00
<b>TOTAL</b>	<b>£0.00</b>

CLOSING BALANCE FOR THE PERIOD AS AT 31 MARCH	
BANK 15028660	£10,127.38
PAYPAL	£382.03
CASH TIN	£2,189.00
<b>TOTAL</b>	<b>£12,698.41</b>

SUMMARY	
TOTAL INCOME	£1,814.00
TOTAL EXPENDITURE	£0.00
<b>PROFIT/LOSS</b>	<b>£1,814.00</b>

Accounting Statements for the period 01/04/22 - 31/03/23 for approval at Parish Council

Date: 8 January 2024                      Minute ref: 24/10d

Signed: \_\_\_\_\_