

**SOUTH KELSEY & MOORTOWN PARISH COUNCIL**  
 Email: Clerk@southkelseyandmoortownparishcouncil.gov.uk

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**Draft Minutes of the Parish Council Meeting  
 held in the Village Hall on 4 March 2024 at 7pm**

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

**Absent:** County Cllr Tom Smith and District Cllr Peter Morris

**In attendance:** Gina Andrews (Clerk) and no members of the public in attendance

**Public forum for parishioners to ask questions:**

The Chair confirmed that residents are welcome to attend meetings to discuss any items they would like to raise with councillors. Councillors will decide if items are appropriate and legal and can be added to a future agenda.

**Update from County Councillor:**

WLDC/LCC: Cllr Morris and Cllr Smith were unable to attend the meeting as it clashed with the West Lindsey District Council Meeting. As a result Parish Councillors were unable to get an update regarding poles for the speed radar cameras and feedback on Cllr Smith's visit to Moortown week commencing 26 February 2024.

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

**24/18 To receive apologies and reasons for absence:**

District Cllr Peter Morris and County Cllr Tom Smith

**24/19 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.

**24/20 To approve draft minutes of the Parish Council held on 8 January 2024 and the Extraordinary Meeting held on 12 February 2024:**

It was proposed, seconded and RESOLVED that the minutes of the Parish Council Meeting held on 8 January 2024 and the minutes of the Extraordinary Parish Council Meeting held on 12 February 2024 both be accepted as true records and duly signed by the Chair.

**24/21 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 following issues raised by the internal audit have been dealt with:

- Minute page numbering be sequential and each page signed by the chair of the meeting with effect from 1 January 2024.
- Insurance paperwork now published on the website.

- Invoices & Schedule of Payments to be signed by two authorised signatories at Council Meeting with immediate effect.
- Various policies and risk assessment has been drafted by the Chair.

Following on from the EM on 12 February 2024, the Clerk reported that an instant access savings account was available with Unity Trust Bank. After discussion, it was proposed, seconded and RESOLVED to start the application process of opening a separate saving account for the park reserves.

**24/22 Policies for review, approval and adoption:**

Draft policy documents (a-g) were circulated to members the week prior to the meeting. After discussion, it was proposed, seconded and RESOLVED that the:

- a) Financial Risk Assessment be approved and adopted;
- b) Publication Scheme be approved and adopted;
- c) Health and Safety Policy be approved and adopted and that the appropriate signage contained therein be produced for the Notice Boards as soon possible and park area when regeneration is complete;
- d) Procurement Policy be approved and adopted;
- e) Risk Assessment Template be approved and adopted;
- f) Protocol for the Formation and Operation of Working Groups be approved and adopted;
- g) Risk Management Scheme/risk schedule be approved and adopted with the following amendments:
  - under VAT, confirm that a Charity cannot claim VAT back, note the risk as “Medium” and quote policy as “Charity Commission Guidance”; and
  - under Councillors, add that “West Lindsey District Council will assist if the Parish Council becomes inquorate”.

**24/23 Finance Summary and Accounts for Payment:**

- a. After review, it was proposed, seconded and RESOLVED that the Accounting Statements for the period 01/04/23 - 29/02/24 be approved as true record of the financial activity of the Parish Council and that the Unity Trust Bank statement dated 29 February 2024 reconciles against the accounting statements.
- b. It was noted that the following payments have been received and paid into the Parish Council Unity Trust bank account:
  - £2,189.64 park fundraising and donations in cash (to remain in Park Reserves
  - £382.04 park fundraising and donations via PayPal (to remain in Park Reserves)
  - £13.41 park Amazon Smile contributions received during 23/24 (to remain in Park Reserves)

The meeting discussed the closure of the Park bank account held with Lloyds, as noted during the Extraordinary Meeting on 12 February. It was further noted that the 2023/24 opening balance of Park account held with Lloyds in the amount of £10,127.39, along with the above income payments, was also transferred to the Parish Council Unity Trust bank account (all funds to remain in Park Reserves). The total of £12,712.47 Park Reserves was noted (currently held in the Parish Council Unity Trust bank account.)

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c. After review of the Schedule of Payments it was proposed, seconded and RESOLVED that the following payments be approved for settlement:

1. LALC Annual Subscription (payment to be made at starting of 2024/25 financial year) - **£186.86** (inc. VAT)
2. LALC Annual Training Scheme Apr-24 - Mar-25 (payment to be made at starting of 2024/25 financial year) - **£132** (inc. VAT)
3. WLDC Defib Maintenance Service South Kelsey Village Hall - **£100** (inc VAT)
4. WLDC Defib Maintenance Service Skipworth Arms - **£100** (inc VAT)
5. RoSPA Playsafety Annual Inspection village playground Jan-24 - **£312** (inc VAT) - from Parish Repairs Contingency budget line.
6. HP Inc UK Ltd, reimbursement to Clerk Jan/Feb-24 printer ink - **£8.98** (inc VAT)
7. AJ Williams, tree trimming 15 Jan-24 - **£144** (inc. VAT) from Parish Repairs Contingency budget line.
8. Instant Print, reimbursement to Clerk 300 flyers - **£33.26** (inc VAT)
9. LALC Internal Audit 23/24 - **£192** (inc VAT)
10. Clerk overtime payments to be made with Mar-24 wages - **£115.16**

AND that the following contractual obligations be noted (such payments authorised for settlement as set out in the 'List of Contractual Payments 2023/24' in accordance with the Financial Regulations item 5.6):

11. Clerk's January wage and expenses authorised on 8 Jan-24 PP10 - **£334.42**
12. Clerk's February wage and expenses PP11 - **£304.24**

AND that the following payment be ratified in accordance with the Financial Regulations item 5.6):

13. South Kelsey Village Hall room hire 8 Jan-24 - **£20**

- d. Banking Mandate - after discussion, it was proposed, seconded and RESOLVED that Alan Niven be removed from the Parish Council bank mandate with Unity Trust.
- e. PayPal payments - after discussion it was noted that payments via PayPal was not available with Unity Trust Bank. It was proposed, seconded and RESOLVED to discuss the possibility of a charge card after September 2024.
- f. Asset Register - after reviewing the draft Asset Register, it was proposed, seconded and RESOLVED the Clerk format the figures in Excel to sit with the accounts and be brought back to council for discussion for inclusion on the AGAR paperwork.

**24/24**

**Planning:**

FOR NOTING:

147750 - received 8 January 2024. Planning application for two storey side extension. The Cottage, Thornton Road, South Kelsey, Market Rasen, Lincolnshire, LN7 6PS  
PC confirmed no objections 16 January 2024.

147873 - 5 February 2024. Planning application for first floor extensions, conversion of roof space, and other alterations. Lindum House, Brigg Road, South Kelsey, Market Rasen, LN7 6PQ. PC confirmed no objections 19 February 2024.

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147848 - 9 February 2024. Planning application to install pv panels on the west-facing roof elevations only of a steel portal framed agricultural building. Moortown House Farm, Brigg Road, Moortown, Market Rasen, Lincolnshire, LN7 6JA. PC confirmed no objections 19 February 2024.

FOR DISCUSSION:

147866 - 15 February 2024. Planning application to upgrade existing paddock access & installation of polytunnel for agriculture and horticulture use. Land off, Caistor Road, South Kelsey, Market Rasen, LN7 6PR. After discussion, it proposed, seconded and RESOLVED that the Parish Council submit no objections.

147099 - 23 February 2024 (reconsult from 18 August 2023). Planning application for change of use of land for siting of 40no. static caravans. Watermill Farm Leisure Park, Station Road, Moortown, Market Rasen, Lincolnshire, LN7 6HZ. After discussion, it proposed, seconded and RESOLVED to resubmit the PC objections resolved at the meeting on 4 September 2023 (on the grounds of the accumulative effect this development will have on the resources of the community how the project could adversely affect wildlife, trees and hedges on the proposed area).

147486 - 23 February 2024 (reconsult from 31 October 2023). Planning application for the change of use from touring caravan site to open air swimming lake, erection of changing rooms and sauna with parking and the installation of solar panels. Watermill Leisure Park Watermill Farm Station Road Market Rasen LN7 6HZ. After discussion, it proposed, seconded and RESOLVED to resubmit the PC comments resolved at the meeting on 6 November 2023 (regarding concerns around safety measures and ask why safety provisions were not listed, issues with regards to noise, with the proposed site being in close proximity to residents properties).

**24/25 Internal Audit Interim Report:**

The meeting noted the Internal Audit Interim Report as published with the Agenda prior to the meeting. No further actions are required at present.

**24/26 Councillor Volunteer Scheme:**

Cllr Dickinson reported that the bus shelter's foundations are subsiding and that this has been reported to WLDC. After discussion, it was proposed, seconded and RESOLVED that, unfortunately, the planned renovation by Lincolnshire County Council Councillor Volunteer Scheme would need to be cancelled until this issue could be dealt with.

**24/27 Community Event March 2024:**

- a. **Spending.** After discussion. it was proposed, seconded and RESOLVED that Cllr Wiles purchase refreshments for the event and that costs would be paid for out of the Publishing budget.
- b. **Actions required.** Cllr Dickinson confirmed that Crime Prevention Packs have been ordered. Cllr Wiles also confirmed that the Caistor Police have been invited. It was proposed, seconded and RESOLVED that Cllrs Morris and Smith be invited. It was further proposed, seconded and RESOLVED that other items to be included at the event for residents are as follows: EV charging points,

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Neighbourhood Watch, Councillor Co-option and Parish Council archived heritage documents.

**24/28 South Kelsey Park & Play Area:**

- a. **Park/play area update.** Cllr Hall reported that the Community Ownership Fund application has now been submitted with processing of time of 2-3 months. After discussion, it was proposed, seconded and RESOLVED that the Parish Council also apply to Sport England and the National Lottery for funding.
- b. **Receive inspection reports.** Cllr Dickinson confirmed that inspections for January and February 2024 had been completed and that these would be provided to the Clerk for filing.
- c. **South Kelsey Park Charity.** After discussion, it was proposed, seconded and RESOLVED that the Park Working Group be set up with Cllr Wiles, Cllr Niven, Cllr Hall and Cllr Dickinson as members, that the Terms of References be drafted for review at the April meeting, that interest from residents be noted at the March event and that a dedicated email address be resolved at the April meeting.

It was noted that safe deposit boxes of the Park Charity need to be accessed in Louth and it was proposed, seconded and RESOLVED that Cllr Niven visit the bank in Louth to ascertain information on how the Parish Council can access documents.

It was proposed, seconded and RESOLVED that the Clerk contact the Charity Commission with a view to adding Cllrs to the list of contacts for the Park Charity. Once the Park Working Group has Terms of Reference they will then be able list questions for the Charity Commission as resolved during the Extraordinary Meeting on 12 February 2024.

**24/29 Community Speed Watch:**

Cllr Niven reported that she had been chasing for updates on when the poles would be installed. The meeting noted that Lincolnshire Highways has been delayed completing this assignment. It was proposed, seconded and RESOLVED that the Clerk contact Elan City with this delay and that a decision as to whether to order the cameras prior to the installation of poles would be discussed at the April meeting.

**24/30 Personnel Committee Recommendations:**

After discussion, it was noted that from April 2024 allocated overtime for the Clerk was included in the budget. It was proposed, seconded and RESOLVED that the Personnel Committee be able to authorise any overtime and that the financial implications be ratified at the next available council meeting thereafter.

**24/31 Clerks salary scale annual increment:**

The meeting noted the Clerks annual salary scale increment from SCP8 to SCP9 with effect from 1 April 2024, as set out in the Clerk's Contract of Employment.

24/32 **Insurance:**

After discussion, it was proposed, seconded and RESOLVED that the Clerk obtain quotes for the insurance renewal (due from 1 June 2024), with terms of up to three years, for review at the April meeting.

24/33 **Request for financial support - Parish Church Group, 23 January 2024:**

After discussion, it was noted that due to financial constraints the Parish Council is unable to provide direct financial assistance to the Parish Church Group. The meeting noted that while financial assistance may not be feasible, it was proposed, seconded and RESOLVED that the Parish Council provide support in other capacities, such as offering resources (such as being involved with an "Annual Village Clean Up" event, facilitating community engagement, and providing any other assistance within its means.

24/34 **April and May meetings:**

The meeting noted that both the April Council meeting and the Annual Meeting of the Parish Council in May fall on a public holiday. It was therefore proposed, seconded and RESOLVED that the April meeting be moved to Monday 8 April and that the Annual Meeting of the Parish Council be moved to Tuesday 7 May. It was noted that the Annual Parish Meeting would remain on Monday 13 May. Notices are to be updated as soon as the Clerk has confirmation from the Village Hall regarding these changes.

24/13 **Items for the Agenda of meeting on 8 April 2024:**

- Finance Reporting / Year End Preparation / AGAR requirements inc. Asset Register
- Financial Year 2024/25 - Starting position & possible budget amendments
- Planning applications, inc. 145870 & 147266 Land off, Station Road, Moortown
- Policies for review
- Community Speed Watch update
- South Kelsey Park / Working Party Group Terms of Reference & email / savings acc
- Public Event 16 March 2024 - feedback
- Roads & footpaths inc. Castor Road/B1205

**Parish Council meeting closed at 21.10**

**Date and Time of Next Meeting**

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

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**Meeting Minutes Approval**

These minutes have been accepted as a true and accurate record of the meeting.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_ Minute Ref: \_\_\_\_\_

Chair of Parish Council