

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

**Draft Minutes of the Parish Council Meeting
held in the Village Hall on 3 June 2024 at 7pm**

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

Absent: N/A

In attendance: County Cllr Tom Smith, District Cllr Peter Morris, Gina Andrews (Clerk) and no members of the public

Update from County Councillors:

WLDC: Cllr Morris confirmed that due to the upcoming election there was very little to report, with administration being allocated election duties. District Cllr Morris reported that he had £500 within his Councillor Initiative Fund and that he would like to offer this to the Parish Council. This grant is to be added to the next agenda to resolve its use.

LCC: Cllr Smith confirmed that the issues with signage on highways and the safety issues are being looked at by LCC Head of Highways. The roadworks on Station Road, Moortown, along with parking on pavements have been raised as a concern, and Cllr Smith confirmed he will follow up ASAP.

Formal Parish Council Meeting commenced; Standing Orders invoked:

24/68 To receive apologies and reasons for absence:

None noted.

24/69 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.

24/70 To approve draft minutes of the Annual Meeting of Parish Council held on 7 May 2024:

It was proposed, seconded and RESOLVED that the minutes of the Annual Meeting of the Parish Council held on 7 May 2024 be accepted as true records and duly signed by the Chair.

24/71 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 no further action was required.

24/72 Finance Summary and Accounts for Payment:

a) Accounting Statements & Unity Trust Bank Statement

After review, it was proposed, seconded and RESOLVED that the Accounting Statements for the period 01/05/24 - 31/05/24 be approved as true record of the financial activity of the Parish Council and that the Unity Trust Bank list of transactions dated 31 May 2024 reconciles against the accounting statements.

b) 2024/25 List of Contractual Payments

After review, it was proposed, seconded and RESOLVED to authorise the updated 2024/25 List of Contractual Payments (v2), as previously circulated to members.

c) Schedule of Payments:

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

- Outlook Microsoft Office standard business monthly subscription 20/05/24 reimbursement to Clerk - **£12.36 (inc. VAT)**
- Reimbursement to Clerk for stationery purchased (such order authorised 08/04/24 min. Ref. 24/41h). PAID 15/05/24 - **£32.72**

It was noted that the South Kelsey Village Hall invoice for May showed a discrepancy with the booking for 13/05/24 and that this would need to be rectified prior to payment. The 2.5 hrs for 07/05/24 was correct - **£40 estimate pending confirmation**

Contractual payments to authorise:

It was also proposed, seconded and RESOLVED that the following contractual obligations be noted, such payments authorised for settlement as set out in the 2024/25 List of Contractual Payments in accordance with the Financial Regulations:

- HP Inc UK Ltd May charges. SO to Clerk PAID 15/05/24 - **£5.49 (inc. VAT)**
- Clerk's wage May 2024 and WFH; PP2 PAID 28/05/24 (inc. April back pay authorised 7 May 2024) - **£452.79 / £26**
- Standing Order for authorisation to reimburse Clerk, 20th monthly until further notice, for the Microsoft Outlook 365 monthly subscription charges £10.30 plus VAT - **£12.36 (inc. VAT)**

Internal Funds Transfer:

It was also proposed, seconded and RESOLVED to transfer the Park reserves funds to the new instant access savings account - **£12,712.47**

d) Incoming Payments:

Members noted the incoming payment for allotment rent 2024/25 pro rata paid on 07/05/2024— **£22.50**

24/73 Policies for review, approval and adoption:

a) After discussion, it was proposed, seconded and RESOLVED that the NALC Model Financial Regulations (April 2024), as previously circulated to members, be approved for adoption with the following amendments/confirmation of inclusions:

- 4.3 - Budget. Include “along with a forecast for the following three financial years”.
- 6.7 & 6.8 - Banking and payments. Delete both items.
- 6.9 - Banking and payments. After “The Clerk and RFO” insert “in conjunction with the Chair have delegated authority to authorise payments in the following circumstances”.
- 6.9 - Banking and payments. ii Reduce the amount quoted from £2,000 to £500.
- 6.10 - Banking and payments. Include “The RFO shall present a schedule of payments” and replace “forming part of the agenda for the meeting” with “forming part of the supporting documentation to the meeting, together with the relevant invoices, to the council...” Note, to keep remainder of item as circulated.

- 10 - Petty Cash. Remove item in entirety.
- 13.6 - Income. Keep choice of wording “Any repayment claim under section 33 of the VAT Act 1994 shall be made quarterly where the claim exceeds £100 and at least annually at the end of the financial year”.
- 13.8 - Income. Remove item.
- Appendix 1 – Tender process. 5) Include reference of the council’s relevant standing order “reference 18 Financial Controls and Procurement”.

24/74 Planning:

148179 - 14 May 2024. Planning application to transfer surplus soil from one field and spread on a second field within the same ringfenced area. Hunger Hill Farm Kelsey Road Moortown Market Rasen LN7 6JB. After discussion, it proposed, seconded and RESOLVED that the Parish Council submit no objections.

24/75 South Kelsey Park & Play Area:

- a) Funding Updates. Cllr Hall reported that the Community Ownership Fund Team has confirmed that, as we have entered the pre-election period, there will be no further COF announcements. Cllr Hall further reported that funding applications have been made to the National Lottery for £15,000, Tesco for £15,000 and Coop for £500.

After discussion, it was proposed, seconded and RESOLVED to contact local businesses and companies operating within the community to inquire if they would like to contribute to the funding of the new play area.

- b) Inspection reports. Cllr Dickinson submitted park inspection reports for May and June 2024 for filing with insurance papers by the Clerk.
- c) Vandalism. Cllr Dickinson reported that on 13 May 2024 significant damage was inflicted on the goal post on the playing field due to vandalism. The goal post was lifted out, causing the frame twist and fall over. Cllr Dickinson confirmed that this incident was reported to Lincs Police, however with no evidence of culprits the crime report has now been closed. Cllr Dickinson confirmed he had been able to repair the damage.

24/76 Community Speed Watch:

Cllr Niven reported that, due to the continued delays with Moortown’s pole installation, Lincolnshire Road Safety Partnership will not be charging the Parish Council for the two speed awareness camera poles. After discussion, it was proposed, seconded and RESOLVED that the £600 instead be earmarked for park equipment and a note added to the Accounting Reports.

Cllr Dickinson reported that the speed awareness camera in South Kelsey is working well, that the reports created from the data are very informative and that he is looking into the best way to share the relevant information.

24/77 Annual Parish Meeting 13 May 2024:

Cllr Wiles reported that no members of the public were in attendance and requested that the 2023 minutes be forwarded to her for amendments.

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24/78 IT Update:

Cllr Dickinson reported that, after much time formatting and updating, he passed the Parish Council laptop to the Clerk on 29 May. The Clerk confirmed that she has commenced using the new business Microsoft 365/One Drive for creating and storing Parish Council documents and that all historic documents are to be transferred to the new laptop and backed up to Microsoft 365 One Drive as soon as possible. It was noted that this will likely take some time to complete in full.

24/79 Charge card:

After discussion, it was proposed, seconded and RESOLVED to instruct a special motion to revisit the previously resolved item concerning charge cards (April 2024, minute ref: 24/41). After further discussion it was proposed, seconded and RESOLVED that Cllr Dickinson investigate pre-payment cards and business credit cards, noting any charges.

24/80 Agenda items for the Parish Council meeting to be held on Monday 1 July 2024:

- Finance
- Planning
- South Kelsey Park update/inspection submissions
- Charge Card
- Roads and footpaths update
- Village planters
- Community Speed Watch update
- Notice board publications
- Councillor Initiative Fund

Parish Council meeting closed at 20.45

Date and Time of Next Meeting

to be held at the Village Hall, South Kelsey
on Monday, 1 July 2024 at 7pm

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