

**SOUTH KELSEY & MOORTOWN PARISH COUNCIL**  
 Email: [Clerk@southkelseyandmoortownparishcouncil.gov.uk](mailto:Clerk@southkelseyandmoortownparishcouncil.gov.uk)

**Draft Minutes of the Parish Council Meeting  
 held in the Village Hall on 1 July 2024 at 7pm**

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

**Absent:** N/A

**In attendance:** County Cllr Tom Smith, District Cllr Peter Morris, Gina Andrews (Clerk) and one member of the public

**Update from County Councillors:**

WLDC: Cllr Morris confirmed that due to the upcoming election there was nothing to report.

LCC: Cllr Smith confirmed that the large pothole situated on Caistor Road at North Kelsey Moor is due to be dealt with and will likely require the closure of the road for a couple of hours. Cllr Smith also reported that Lincolnshire County Council are in the process of looking towards the new budget and that current underspends could possibly be put towards highways and the development fund. Cllr Smith confirmed that he will check with Highways regarding the change of speed limit signs at Brandy Wharf.

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

**24/81 To receive apologies and reasons for absence:**

None noted.

**24/82 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.

**24/83 To approve draft minutes of the Annual Meeting of Parish Council held on 3 June 2024:**

The meeting noted the errors at item 24/75 and it was proposed, seconded and RESOLVED that the minutes be annotated to reflect that funding applications to the National Lottery and Tesco were for £20,000 (not £15,000) and £1,500 (not £15,000) respectively, after which the minutes of the Parish Council meeting held on 3 June 2024 were accepted as a true record and duly signed by the Chair.

**24/84 Clerk's Report on Matters Outstanding and Correspondence:**

The Clerk presented her report and summary of correspondence received to the meeting. The Chair requested that planning application WL/2024/00477, that was received after the cut-off for the meeting's agenda, be discussed during the agenda item for Planning (24/86).

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**24/85 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 01/04/24 - 30/06/24 be approved as true record of the financial activity of the Parish Council and that the Unity Trust Bank list of transactions dated 30 June 2024, for both the current and savings account reconciles against the accounting statements.

Unity Trust Bank current account 20486879. Closing balance 30/06/24 - **£38,801.90**  
Unity Trust Bank instant access account 20506348. Closing balance 30/06/24 - **£12,724.92**  
South Kelsey and Moortown Parish Council. Total closing balance 30/06/24 - **£51,526.83**

b) 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:

- South Kelsey Village Hall room hire May 2024 PAID 18/06/24 - **£40**
- Lincolnshire Computer Surgery (order to be ratified at item 24/89) DELL laptop - **£200**
- West Lindsey DC, defib maintenance 2024/25 Skipworth Arms - **£106 (inc VAT)**
- West Lindsey DC, defib maintenance 2024/25 SK Village Hall - **£106 (inc VAT)**

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 2024:

- HP Inc UK Ltd June charges. SO to Clerk PAID 14.06.24 - **£5.49 (inc. VAT)**
- Outlook Microsoft Office standard business account June charges. SO to Clerk PAID 20/06/24 - **£12.36 (inc. VAT)**
- Clerk's wage June 2024 and WFH; PP3 PAID 26/06/24 - **£393.90 / £26**
- Unity Trust Bank quarterly charges 05/03/24 to 03/06/24 PAID 30/06/24 - **£18**
- AJ Williams grass cutting 4 and 20 June 2024 (£66.50 plus VAT per cut), Ground maintenance 50% of annual fee (£452.50 plus VAT) - **£702.60 (inc. VAT)**

c) Incoming Payments and Payment Transfers:

Members noted the following incoming payments:

- Grant payment 21/06/2024 - **£20,000 (Current T1 a/c 20486879)**
- Interest 2.75% payment 30/06/2024 - **£12.45 (Instant Access savings a/c 20506348)**

It was proposed, seconded and RESOLVED that the £20,000 grant received be transferred, in two installments of £10,000 (w/c 8 July and 15 July 2024) to the savings account and recorded in budget line 32, Park Reserves.

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**24/86 Planning:**

WL/2024/00424 - 17 June 2024. Application for prior notification of proposed development by telecommunications code systems operators for 1no. omni at 13.45m mean mounted on proposed 12.0m pole, 1no. GPS antenna at 12m mean mounted on proposed pole, 1no. 3G omni antenna at 4.19m mean mounted on proposed pole, equipment enclosure to be installed on a roof foundation. Sewage Pump Station, South Pasture, South Kelsey LN7 6RF. After discussion, it was proposed, seconded and RESOLVED that the Parish Council submit no objections.

WL/2024/00477 - 28 June 2024. Planning application for single storey extensions. Hall Farm Park, Caistor Road, Market Rasen, LN7 6PR. After discussion, it was proposed, seconded and RESOLVED that the Parish Council submit no objections.

The meeting noted that in November 2023 the Ramblers Don't Lose Your Way Coordinator for Lincolnshire and Nottinghamshire have applied to Lincolnshire County Council to have a bridleway in South Kelsey added to the Definitive Map. Cllr Smith confirmed that a Definitive Map Alteration will be determined by Lincolnshire County Council and any objections are to be directed to LLC as the relevant authority.

**24/87 South Kelsey Park & Play Area:**

- a) Funding Updates and Working Party Group. Cllr Hall reported that the Tesco Stronger Starts application has been successful with voting commencing in the Market Rasen store from the first week in July 2024 until the end of September 2024. Cllr Hall also reported that the National Lottery grant application for £20,000 had been successful.

Cllr Hall confirmed there are more grant applications to hear back from. The meeting discussed Crowd Funding and it was proposed, seconded and RESOLVED to Crowd Fund for a lower priced/more attainable piece of play equipment and that this be publicised on the SKMPC Facebook page in due course.

The meeting thanked Cllr Hall for all her hard work and efforts.

Cllr Dickinson confirmed that he had been liaising with companies regarding park refurbishment and disposing of old equipment. It was proposed, seconded and RESOLVED that a Working Party Group meeting be arranged to discuss the findings and report back with recommendations for resolving at full council.

- b) Inspection reports. Cllr Dickinson submitted park inspection reports for July 2024 for filing with insurance papers by the Clerk.

**24/88 Community Speed Watch:**

Cllr Dickinson confirmed the Speed Indicator Device was installed in Moortown on 4 June 2024. Cllr Dickinson reported that data collected shows encouraging improvements in drivers' speed, however further work is required. It was proposed, seconded as RESOLVED that Cllr Dickinson contact the Lincolnshire Road Partnership with the Parish Council's data to assist with enforcement. It was further proposed, seconded as RESOLVED that Cllr Dickinson present a summary of the data quarterly, the first report being presented at the September 2024 meeting.

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**24/89 IT Update:**

Cllr Wiles confirmed that the existing Lenovo laptop had been out of use and not updated for eighteen months and that it was not equipped to handle Windows 11. Cllr Wiles reported that as Chair she decided, after discussion with other members, to purchase a new Parish Council laptop, that was fully up-to-date and Windows 11 compatible. It was proposed, seconded and RESOLVED to ratify the purchase of the DELL laptop from Lincolnshire Computer Surgery.

**24/90 Charge card:**

The Clerk reported that the Revolut card was unsuitable for the Parish Council, as it would only allow the opening of personal accounts, defeating the purpose of obtaining a business card. The Clerk referred to a list of companies used by other Parish Councils. It was proposed, seconded, and RESOLVED that Cllr Dickinson investigate the application process for a Barclay charge card. It was further proposed, seconded, and RESOLVED that all existing payments currently being made from the Clerk's personal account be made by the Chair until a Parish Council charge card is secured.

**24/91 Road and footpaths:**

Cllr Smith confirmed that footpaths at Holten Le Moor and Station Road would require complete reconstruction and that there is a backlog and lack of funds for footpaths. Cllr Smith confirmed that he would acquire a programme of works for the next 18 months for the Parish Council.

Members noted that the recent works on Station Road requiring a full closure permit were requested by Network Rail and that assessment of the work carried out would be completed by Building Regs.

**24/92 Councillor Resignation:**

The meeting noted the recent resignation of Cllr Niven. Members wish to extend thanks to Cllr Niven for all her hard work and support. It was proposed, seconded and RESOLVED that Cllr Niven be removed from the bank mandate and the necessary paperwork completed. The meeting noted that Cllr Niven was Vice-Chair of the Personnel Committee, and it was proposed, seconded and RESOLVED that the terms of reference be updated to reflect the two remaining members with a new Vice-Chair to be elected in due course.

**24/93 Agenda items for the Parish Council meeting to be held on Monday 2 September 2024:**

- Finance, including updating the 2024/25 List of Payments
- Planning
- South Kelsey Park update/inspection submissions
- Charge Card update
- Community Speed Watch update and SID data report
- Councillor Initiative Fund
- Budget Preparation and Planning

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**24/94 Clerk and RFO:**

It was proposed, seconded and RESOLVED that the Clerk’s last working day be 29 July, with the Clerk arranging for equipment to be returned to the Parish Council. It was further proposed, seconded and RESOLVED that the Clerk be reimbursed for the 4.63 hours of untaken holiday entitlement. It was also proposed, seconded and RESOLVED that the Clerk liaise with Cllr Dickinson to arrange handover sessions to go over the various Parish Council systems and protocols.

**Parish Council meeting closed at 20.35**

**Date and Time of Next Meeting**

to be held at the Village Hall, South Kelsey  
on Monday, 2 September 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