

**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 2 September 2024 at 7pm**

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

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

**In attendance:** Christine Major (Interim Clerk) and 1 member of the public

**Public Forum:** Amanda Suddaby expressed an interest in becoming a Parish Councillor. Interim Clerk to forward the appropriate paperwork.

**Update from County and District Councillors:**

County Cllr Tom Smith and District Cllr Peter Morris were unable to attend the meeting as it clashed with a West Lindsey District Council meeting. Both sent apologies.

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

**24/98 To receive apologies and reasons for absence:** None noted.

**24/99 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.

**24/100 To approve draft minutes of the Annual Meeting of Parish Council held on 7 May 2024:**

It was RESOLVED that the minutes of the Meeting of the Parish Council held on 1 July 2024 and the Extraordinary Meeting of 28 July 2024, be accepted as true records and duly signed by the Chair.

**24/101 Clerk's Report on Matters Outstanding and Correspondence:** no further action required.

**24/102 Finance Summary and Accounts for Payment:**

- a. **Accounting Statements & Unity Trust Bank Statement:** after review, it was RESOLVED that the Unity Trust Bank list of transactions dated 31.7.24 reconciled against the accounting statements.
- b. **Schedule of Payments.** After a review of the Schedule of Payments dated 2 September 2024 and invoices received, it was RESOLVED that the payments be approved. With reference to invoice 227889 for £50.00 + VAT from Cloud Next Ltd., it was agreed by the Chair and RESOLVED during the meeting to change the domain name.

- .....
- c. **Incoming Payments.** After a review, it was RESOLVED that incoming payments were correct: £1000 from West Lindsey District Council against Community Speed Reduction and £1442.42 VAT refund.
  - d. **Additional hours for the Interim Clerk.** After review, it was RESOLVED to approve an additional 5 hours' pay for the Interim Clerk for work involved in the tender process for the Play Park Regeneration.
  - e. It was RESOLVED to add the Interim Clerk's wages and expenses to the list of **contractual payments**.
  - f. It was RESOLVED to set up a direct debit payment to Cllr. T. Wiles for the HP printer contract and the Microsoft 365 contract, to be added to the list of **contractual payments**, in accordance with the Financial Regulations.

**24/103 Planning for discussion:** None noted.

**24/104 South Kelsey Park & Play Area.**

Councillors reviewed and discussed 5 tenders and scored them against the criteria set in the Invitation to Tender. All agreed Tender 1, which was subsequently revealed to be PlayQuest Adventure Play Ltd. Tenderers will be thanked for tenders and informed. Contact will be made with PlayQuest to discuss next steps. A fifteen percent deposit is required by PlayQuest and it was resolved to pay the 15% when requested. The tender was £33,000 plus VAT, which met the budget set.

Councillors discussed the fences and gates which will also be required when the Play Park is complete. The Parish Council have received £500 from Cllr. P. Morris, West Lindsey Council, from his discretionary fund, which was received with many thanks. RESOLVED to contact PlayQuest to establish whether they would be interested in quoting, as they would be completing the work on the Play Park, plus 2 other local companies to achieve the 3 required quotations.

Park Reports will be submitted as soon as possible.

**24/105 Community Speed Watch update.**

Cllr. Dickinson reported on his interview with Look North and noted that unfortunately their report didn't discuss the Council's request for the police to attend Moortown to complete speed checks. The Special Constable in Lincoln was contacted in June with no response.

Replacement solar panel and battery costs will be needed for the budget so that it can be included.

**24/106 Policy and procedures:**

The Council discussed and RESOLVED to sign up to the Civility and Respect Pledge.

**24/107 Charge card update.**

After previous research by Cllr Dickinson, and further discussion, it was RESOLVED to contact Barclays and the Co-op bank and apply for the option offering the best value credit card.

**24/108 Appointment of Parish Clerk and RFO.**

It was RESOLVED to interview as is required. This was arranged for Thursday 5<sup>th</sup> September.  
Interview panel Cllr. T. Wiles and Cllr. G. Dickinson.

**24/109 Budget:** Precept to be added to the agenda of the next Parish Council meeting.

**24/110 Agenda items for the Parish Council meeting to be held on Monday 7<sup>th</sup> October 2024**

- Play area and park
- Precept
- Charge Card
- Appointment of Parish Clerk

**Parish Council meeting closed at 8.30 pm.**

**Date and Time of Next Meeting**

to be held at the Village Hall, South Kelsey  
on Monday 7<sup>th</sup> October at 7 pm

---

**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