

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, 7th October 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 29 August 2024

A handwritten signature in black ink, appearing to read 'C Major', is written over a faint horizontal line.

Christine Major
Interim Clerk to the Parish Council

SOUTH KELSEY & MOORTOWN PARISH COUNCIL

Meeting to be held on Monday, 7 October 2024 at 7.00pm
at South Kelsey Village Hall

AGENDA

Public Forum

Open Meeting – 15-minute public forum

Reports from District and County Councillors

Commence Formal Parish Council Meeting; Standing Orders invoked:

24/111 Elect a Chair

24/112 Welcome District Councillor Morris as Co-opted under order of the District Council.

24/113 To formally co-opt 2 members to the parish council.

24/114 Apologies for absence and acceptance of any reasons given

24/115 Declarations of interest in accordance with the Localism Act 2011

24/116 Approve the minutes of the Meeting of the Parish Council held on 2 September 2024, whereby they be signed by the Chair as true and accurate record of the meeting.

24/117 Clerk's report on matters outstanding and correspondence.

24/118 Finance and accounts for payment.

- a. Accounting Statements & Unity Trust Bank Statement: To approve the Accounting Statements for the period ending 31 August and 30 September 2024.
- b. Schedule of Payments: To approve payments.
- c. Incoming payments: To note and resolve accounting and payment transfer(s)

24/119 Planning for discussion: WL/2024/00698 the erection of a single storey 6-bedroom holiday let within existing walled garden, Brigg Road, Moortown 02/09/2024

24/120 South Kelsey Park & Play Area

- a. Construction Schedule and progress
- b. Park fencing
- c. Trees
- d. monthly report on park and play area given to clerk
- e. remaining budget available for play area.

24/121 Community Speed Watch update.

24/122 Charge card update and to discuss the use of card for additional play and park costs.

24/123 Appointment of Parish Clerk and RFO

24/124 Update on change of email address.

24/125 Precept preliminary discussions

24/126 Agenda items for the Parish Council Meeting to be held on Monday 4 November 2024.

SOUTH KELSEY & MOORTOWN PARISH COUNCIL
 Email: 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.

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- 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 5th 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 7th 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 7th 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

SOUTH KELSEY AND MOORTOWN PARISH COUNCIL

ACCOUNTING STATEMENTS
FOR THE PERIOD 01/04/24 - 30/09/24

EXPENDITURE

EXPENDITURE 2024/25																
ITEM	ADMINISTRATION/ GENERAL	BUDGET 24/25	APRIL	MAY	JUNE	JULY	AUGUST	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	TOTAL £	VARIANCE £
1	Wages	4,414.80	283.01	452.79	367.90	428.37	372.21	287.32							2,191.60	2,223.20
2	Working from home s//	312.00	26.00	26.00	26.00	26.00	39.00	26.00							169.00	143.00
3	Expenses	60.00				2.90									2.90	57.10
4	Travel	110.25		2.25		4.50	18.00	21.60							46.35	63.90
5	Clerk Training	191.80						119.48							119.48	72.32
6	LALC Annual Training Scheme	132.00	132.00												132.00	0.00
7	Councillor Training	100.00													100.00	0.00
8	Councillor Expenses	60.00													60.00	0.00
9	IT	501.36	5.49	5.49	30.21		60.00	5.49							106.68	394.68
10	Stationery	75.00		32.72											32.72	42.28
11	Publishing & Events	150.00	25.24												25.24	124.76
12	Hall Hire	440.00	74.00	20.00	40.00	28.00									162.00	278.00
13	Liability Insurance	465.41		437.00											437.00	28.41
14	LALC Membership	186.86	186.86												186.86	0.00
15	ICO	42.60													42.60	0.00
16	Internal Audit	213.00													213.00	0.00
17	Unity Bank Charges	72.00			18.00		23.40								41.40	30.60
18	Grants	110.00													110.00	0.00
19	Charitable donations	110.00													110.00	0.00
	SUB TOTAL	7,747.08	732.60	976.25	464.11	489.77	512.61	459.89	0.00	0.00	0.00	0.00	0.00	0.00	3,653.23	210.97
VILLAGE MAINTENANCE																
	SUB TOTAL	7,203.70	79.80	5,594.51	159.60	-85.40	782.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,400.00	672.79
	TOTAL EXPENDITURE	14,950.78	812.40	6,570.76	623.71	404.37	1,295.01	459.89	0.00	0.00	0.00	0.00	0.00	0.00	10,184.14	£883.76

SOUTH KELSEY AND MOORTOWN PARISH COUNCIL

**ACCOUNTING STATEMENTS
FOR THE PERIOD 01/04/24 - 30/09/24**

INCOME														
	BUDGET 24/25	APRIL	MAY	JUNE	JULY	AUGUST	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	TOTAL
Income														
Precept	13,940.00	13,940.00												13,940.00
CIL Payments	0.00	0.00												0.00
Allotment Rent	22.50		22.50											22.50
VAT Reclaim	579.06			1,144.42			579.06							1,723.48
Bank Interest Park Reserves*	0.00			12.45										12.45
Grants and Funding	1,000.00			20,000.00	500.00		300.00							20,800.00
TOTAL INCOME	15,541.56	13,940.00	22.50	20,012.45	1,644.42	0.00	879.06	0.00	0.00	0.00	0.00	0.00	0.00	36,498.43

SUMMARY

	£
Summary - Income	
Opening Balance 01/04/24	25,733.26
Income to date	36,498.43
TOTAL	62,231.69

Summary - Outgoing	
Expenditure to date	10,184.14
Spend from reserves to date	6,319.86
TOTAL	16,504.00

Summary - cash at bank	
Allocated Reserves Balance 2024/25	39,659.93
Available balance as at 31 May 2024 (closing balance minus reserves balance)	6,067.76
Closing Balance Unity current a/c 20486879	13,002.77
Closing Balance Unity Instant Access 20506348	32,724.92
Total Balance (across accounts)	45,727.69

Accounting activities for the period 01/04/24 - 30/09/24
Presented at the meeting held on 7 October 2024

Amends to Note:

7 May 2024 - Minute ref: 24/57b
Budget amends - item 1, 5 & 25 effective 1 April 2024 (£200 from 5, £88.80 from 25, £288.80 to 1)

3 June 2024 - Minute ref: 24/76
LCC waived £600 for x2 speed radar camera poles. Due to be paid out of CILs. Resolved to earmark this amount for play area equipment (before CILs 5 year deadline - check reports published on website)

18 June 2024 minute ref 24/72c
* Funds transferred to Instant Access Account 20506348
* Park Reserves item 32 increasing with bank interest (noted in income) and grants received specifically for Play area regeneration

Shows balance after July wage bill clears (25 July 2024)

Transaction details

Account **Current T1**
60-83-01 • 20486879

Amount **£ 579.06**

Transaction date 30 Sep 2024

Reference XFV126000100806

Serial number

Description 1 HMRC VTR

Description 2 200517 53992543 HMRC VTR

Description 3 213001923017 608301 20486879 200517 53992543 446207 99

Submitted by

Approved by

Transaction details

Account **Current T1**
60-83-01 • 20486879

Amount **£ 300.00**

Transaction date 27 Sep 2024

Reference CAISTOR LIONS

Serial number

Description 1 CAISTOR AND DISTRI

Description 2 518134 93816502 CAISTOR AND DISTRI

Description 3 South Kelsey & Moo 608301 20486879 518134 93816502 cr99

Submitted by

Approved by

SOUTH KELSEY AND MOORTOWN PARISH COUNCIL

SCHEDULE OF PAYMENTS 7.10.24

Invoice Date	Invoice Ref	Supplier/payee	Details	VAT	Total Payment	Checked & Verified (initial)
12.09.2024	1	T Wiles / HP Instant Ink	Printing Ink 11/08/24-10/09/24 - Pay T Wiles	£ 0.92	£ 5.49	<input type="checkbox"/> <input type="checkbox"/>
31.08.2024	2	AJ Williams	Grass Cutting Playing Field - 1,12,26 August 2024	£ 130.40	£ 782.40	<input type="checkbox"/> <input type="checkbox"/>
03.09.2024	3	PlayQuest Adventure Play Ltd	15% Deposit for Park Refurbishments and supply and instal Paid 10/9/24 Ratify	£ 990.00	£ 5,940.00	<input type="checkbox"/> <input type="checkbox"/>
09.09.2024	4	LALC	New Clerk's Induction	£ 2.50	£ 15.00	<input type="checkbox"/> <input type="checkbox"/>
27.09.24	5	Christine Major	Salary July and August, as per timesheets already approve		£ 429.21	<input type="checkbox"/> <input type="checkbox"/>
03.09.24	6	Unity Trust Bank	Bank charges 4/6/24-03/9/4 20486879 debited from our acc		£ 18.00	<input type="checkbox"/> <input type="checkbox"/>
30.09.24	7	Unity Trust Bank	Bank Charges 4/9/24-30/9/24 A/C 20486879 debited from o		£ 5.40	<input type="checkbox"/> <input type="checkbox"/>
30.09.24	8	Christine Major	Salary September as per timesheet - to be paid 27.10.24		£ 439.40	<input type="checkbox"/> <input type="checkbox"/>

TOTAL: £ 7,634.90

Authorised Signatory _____ Print name _____ Date _____
 Authorised Signatory _____ Print name _____ Date _____
 Chair of the Parish Council _____ Print name _____ Date _____
 Minute Reference _____