


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, 4 November 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 October 2024

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

Christine Major
Clerk to the Parish Council

SOUTH KELSEY & MOORTOWN PARISH COUNCIL

Meeting to be held on Monday, 4 November 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:

24/127 Apologies for absence and acceptance of any reasons given

24/128 Declarations of interest in accordance with the Localism Act 2011

24/129 Co-option of new Members

24/130 Approve the minutes of the Meeting of the Parish Council held on 7 October 2024 and the Extraordinary Meeting held on 23 October 2024, whereby they be signed by the Chair as true and accurate record of the meeting.

24/131 Clerk's report on matters outstanding and correspondence.

24/132 Finance and accounts for payment.

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

24/133 HR Committee membership.

24/134 South Kelsey Park & Play Area

- a. Fences, gates and signage
- b. Park opening
- c. Trees

24/135 Community Speed Watch update.

24/136 Defibrillators – Email offer.

24/137 Local Government Services Pay Agreement 2024/25

24/138 Arrangements for review of 3-year plan

24/138 Budget 2025-2026

24/139 Agenda items for the Parish Council Meeting to be held on Monday 2 December 2024.

SOUTH KELSEY & MOORTOWN PARISH COUNCILEmail: Clerk@southkelseyandmoortown-pc.gov.uk

Draft Minutes of the Parish Council Meeting
Held in South Kelsey Village Hall on 7 October 2024 at 7pm

- Present:** Cllr Peter Morris, Cllr Garry Dickinson, Cllr Nicola Hall
- Absent:** N/A
- In attendance:** Christine Major (Clerk) and two members of the public.
- Public Forum:** South Kelsey parishioners, Dr Peter Smith and Miss Sandra Evans expressed an interest in becoming Parish Councillors. The Clerk will forward the appropriate paperwork.

Reports from District and County Councillors

- WLDC:** Cllr Morris - nothing to report.
- LCC:** Cllr Smith advised he would be following up on the quality of pothole repairs on Brigg Road leading out of Moortown, which have been jet patched, but the road has been left in an extremely bumpy state.
- He will also be following up on the schedule of repairs on Caistor Road, on the way out of South Kelsey.

Formal Parish Council Meeting commenced: Standing Orders invoked.

Cllr Hall was nominated and agreed to take the Chair until a Chair had been elected by the Parish Councillors.

Cllr Hall moved that the order of Agenda items should be changed to reflect the requirements of the meeting, beginning with 24/111, 24/112 not required, 24/114, 24/115, 24/113, then 24/116 onwards. This is in accordance with Standing Orders and was RESOLVED.

24/111 Elect a Chair

Cllr Hall was nominated and elected to the office of Chair. Cllr Hall accepted and signed the Declaration of Acceptance of Office in the presence of the Clerk.

Cllr Dickinson was nominated and elected to the office of Vice Chair. Cllr Dickinson accepted the position.

The Council expressed appreciation and thanks to the outgoing Chair, Tina Wiles, for her hard work and the dedication she demonstrated during her time as Chair and Councillor.

- 24/112 **Welcome District Councillor Morris as Co-opted under order of the District Council**
this item not required.

24/113 **To formally co-opt 2 members to the Parish Council.** Co-option applications received from Amanda Suddaby and Julie Todd. RESOLVED to accept both applicants, and a warm welcome was extended to Cllrs Suddaby and Todd. Declarations of Acceptance of Office were signed in the presence of the Clerk.

Cllr Morris formally resigned from South Kelsey and Moortown Parish Council. Thanks were extended for his assistance and support.

24/114 **To receive apologies and reasons for absence:** None noted.

24/115 **To receive declarations of interest in accordance with the Localism Act 2011 – being any pecuniary or non-pecuniary interest in agenda items, not previously recorded on Members' Register of Interests:** none noted.

24/116 **To approve the draft minutes of the Meeting of the Parish Council held on 2 September 2024.** It was RESOLVED that the minutes were a true and accurate record of the meeting, and were duly signed by the Chair.

24/117 **Clerk's report on matters outstanding and correspondence** – no further action required.

24/118 **Finance 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 31.8.24 and 30.9.24 reconciled against the accounting statements.
- b. **Schedule of Payments:** after review, it was RESOLVED that the payments be approved.
- c. **Incoming payments:** after review, it was RESOLVED that incoming payments were correct.

24/119 **Planning:** WL/2024/00698 the erection of a single storey 6-bedroom holiday let within existing walled garden, Brigg Road, Moortown 02/09/2024. Cllr Suddaby declared a personal interest and recused herself from the discussion. After discussion, it was RESOLVED that the Parish Council submit no objections.

24/120 **South Kelsey Park & Play Area**

- a. **Construction Schedule and Progress.** An email has been received from Playquest asking to proceed with the project on 4th November 2024. After discussion, it was RESOLVED to confirm – subject to the fence being available to install around the play area in time for the completion of the park project. PlayQuest to be asked for full schedule, including an anticipated completion date.

After discussions about the path from the road to the park, Cllr Smith advised it was unlikely LCC would fund this, and permission may be required. Cllr Smith agreed to raise this with Richard Fenwick, Head of Highways, LCC.

- b. **Park Fencing.** One quotation for fencing and gates has been received and further enquires sent out to local companies so that three quotations can be evaluated and the contract awarded.

South Kelsey and Moortown Parish Council Meeting
Monday 7th October 2024

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It was RESOLVED that the estimated £6000 required for the fence would be funded from park reserves, CILS and Section 137.

It was noted that a safety gate is required on the entrance to the play area, but not the main gate. The current gate will not allow for wheelchair access, but if restored could perhaps be reused elsewhere in the village.

- c. **Trees.** Council RESOLVED to ask AJ Williams for an updated report on the 5 trees identified as requiring attention. Wildlife considerations will need to be taken into account moving forward.

LCC are currently offering Tree Planting Grants for their Green Canopy Project. After discussion, RESOLVED to express an interest by the deadline, 31.10.24

The Council extended thanks to a member of the community who has some saplings to be set in the park field, once the park project is completed.

- d. **Monthly Inspection Reports.** Cllr Dickinson submitted reports for August, September and October 2024 for filing with insurance papers by the Clerk.
- e. **Remaining budget available for play area.** The play area is fully funded but the VAT, which can be immediately reclaimed, will need to be funded by temporarily moving money from other parts of the budget. It was RESOLVED the VAT of £5610 will be funded from VAT reclaims £2916.52, Bank interest £200.00 and from the reserves of £3481.

- 24/121 **Community Speed Watch update.** An MOP had raised the issue of speeding traffic on Thornton Road in South Kelsey; however, as the PC has no jurisdiction over this they had been advised to report this to the police. Cllr Dickinson has attempted to engage police support regarding speeding traffic and has received assurances about their intention to measure speed violations, but, to date, there has been limited action.

It was noted that the short distance of 40 mph restrictions in Moortown prevent the police from issuing fines. The speed limits were set according to LCC standards but are too short for the police to enforce. The council had previously requested that Cllr Smith raised the possibility of a TRO with Highways; this had been done and declined which means that this cannot be reviewed again for another 18 months.

Cllr Dickinson reported that he had reversed the SID in Moortown and the data indicates that this has had a positive impact.

- 24/122 **Charge card update.** After research it is not possible to get a card, that does not incur charges, in the name of the Parish Council. It is possible to change the Microsoft account to an annual payment from May 2025. In the meantime it was RESOLVED to continue monthly payments on Clerk's personal credit card.

- 24/123 **Appointment of Parish Clerk and RFO.** Cllr Dickinson and former Cllr Wiles interviewed and appointed Christine Major. Contract agreed.

- 24/124 **Update on change of email address.** New Domain has been purchased, new emails set up. Currently in the process of transferring details. Cllr Morris advised WLDC can facilitate change of email address for internal services and will advise contact.

South Kelsey and Moortown Parish Council Meeting
Monday 7th October 2024

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24/125 **Precept preliminary discussions** Cllr Hall conducted a preliminary review of the budget, tracking changes for next year. After discussion, it was RESOLVED to remove Lines 18 and 19, which are not permissible for the Parish Council at present. Depreciation will be built into future budgets for capital costs such as the play equipment to avoid being dependent on obtaining grants for future refurbishments. Details passed to the Clerk to prepare for the next meeting.

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

Speeding
Defibrillators – validity of offer received by email
Park - opening
Fences, gates and signage
Trees – AJ Williams
Budget 2025-2026
HR Committee membership
Co-option of new members

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 4th November 2024 at 7.00 pm

Meeting Minutes Approval

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

Signed: _____ Dated: _____ Minute Ref.: _____

**Draft Minutes of the Extraordinary Meeting of the Parish Council
held in the Village Hall on 23 October 2024 at 6.00pm**

Present: Cllr Nicola Hall (Chair), Cllr Garry Dickinson (Vice-Chair), Cllr Amanda Suddaby

Absent: N/A

In attendance: Christine Major (Clerk) and one member of the public

24/127 To receive apologies and reasons for absence: none noted

24/128 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.

24/129 Co-option of Council member. Co-option application received from Colin Atkin.
RESOLVED to accept the application, and a warm welcome was extended to Cllr Atkin.
Declaration of Acceptance of Office signed in the presence of the Clerk.

24/130 South Kelsey Play Area Perimeter Fence and Gate. In line with our Procurement Policy, Standing Orders, and Financial Regulations, we obtained at least three quotations (4), including from local businesses. In view of incremental damage to the existing fence, a replacement is required to be installed before the park equipment installation and refurbishment is complete. So, timing of the fence replacement and gate installation to coincide with the other work is important.

Quotes ranged between £14,500 and £6,700 (excluding VAT). After discussion, and ensuring value for money, it was RESOLVED to award the contract to the lowest quote.
Clerk to confirm with PlayQuest.

Installation will commence on 4th November 2024 and is anticipated to take up to 2 weeks. In accordance with the Tender specification, the site will be secured within security fencing – Heras temporary security fencing or similar, supplied by the Contractor, whilst work is in progress and Heras temporary security fencing will remain in place until a satisfactory RoSPA Post-Installation Inspection and Report has been completed and submitted to the Parish Council.

Access to the remainder of the playing field open space will be available and safe at all times.

Arrangements for disposal of the old fencing was discussed. It was RESOLVED to offer the wood to Caistor Lions for their bonfire, or alternatively the contractor will take care of the disposal.

Once the completion date is confirmed and the RoSPA Post Installation Inspection Report has been received, the play area will be available for use. However, an official reopening will be arranged at a later date to celebrate the belated Centenary and the opening of the play area.

Extraordinary Meeting closed at 6.40 pm.

CLERK'S REPORT – 4 November 2024
South Kelsey and Moortown Parish Council

CORRESPONDENCE:

10.10.24 Email from LCC advising closure of Moortown Level Crossing 4-6 November

17.10.24 Email from Police Officer in Neighbourhood Policing covering Market Rasen and Caistor. Making contact and may be able to attend local events.

24.10.24 Email from Unity Bank advising reduction in interest rates from (Gross/AER) 2.75%/2.77% to 2.60%/2.62% from 5.11.24

28.10.24 Email Cllr T Smith progress of road surfacing through Moortown.

OTHER:

Email addresses: email accounts set up for Councillors. Still a problem emailing WLDC, but in contact to resolve.

SOUTH KELSEY AND MOORTOWN PARISH COUNCIL

ACCOUNTING STATEMENTS
FOR THE PERIOD 01/04/24 - 31/10/24

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	486.27						2,677.87	1,736.93
2	Working from home a/l	312.00	26.00	26.00	26.00	2.90	39.00	26.00	26.00						195.00	117.00
3	Expenses	60.00				2.90									2.90	57.10
4	Travel	110.25		2.25		4.50	18.00	21.60	9.00						55.35	54.90
5	Clerk Training	191.80						119.48	20.58						140.06	51.74
6	LALC Annual Training Scheme	132.00	132.00												132.00	0.00
7	Councillor Training	100.00													0.00	100.00
8	Councillor Expenses	60.00													0.00	60.00
9	IT	501.36	5.49	5.49	30.21		60.00	5.49	90.19						196.87	304.49
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			36.00						198.00	242.00
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							40.00						40.00	2.60
16	Internal Audit	213.00													0.00	213.00
17	Unity Bank Charges	72.00			18.00		23.40								41.40	30.60
18	Grants	110.00													0.00	110.00
19	Charitable donations	110.00													0.00	110.00
	SUB TOTAL	7,747.08	732.60	976.25	464.11	489.77	512.61	459.89	708.04	0.00	0.00	0.00	0.00	0.00	4,361.27	210.97
VILLAGE MAINTENANCE																
	SUB TOTAL	14,950.76	812.40	6,570.76	623.71	404.37	1,295.01	619.49	708.04	0.00	0.00	0.00	0.00	0.00	11,051.78	£724.16
20	Grass Cutting	1,355.70	79.80	159.60	159.60	159.60	239.40	159.60							957.60	£398.10
21	Grounds Person	1,086.00		543.00	543.00										1,086.00	£0.00
22	Defibrillators	212.00			212.00										212.00	£0.00
23	Anglian Water	50.00		34.91											34.91	£15.09
24	Community Speed Reduction	4,500.00		5,400.00		-1,000.00									4,400.00	£100.00
	SUB TOTAL	7,203.70	79.80	5,594.51	159.60	-85.40	782.40	159.60	0.00	0.00	0.00	0.00	0.00	0.00	6,690.51	513.19
	TOTAL EXPENDITURE	14,950.76	812.40	6,570.76	623.71	404.37	1,295.01	619.49	708.04	0.00	0.00	0.00	0.00	0.00	11,051.78	£724.16

SOUTH KELSEY AND MOORTOWN PARISH COUNCIL

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**ACCOUNTING STATEMENTS
FOR THE PERIOD 01/04/24 - 31/10/24**

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						729.92							729.92
Allotment Rent	22.50		22.50											22.50
VAT Reclaim	579.06				1,144.42		579.06							2,918.52
Bank Interest Park Reserves*	0.00			12.45				210.26						222.71
Grants and Funding	1,000.00			20,000.00			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	2,135.22	0.00	0.00	0.00	0.00	0.00	36,633.65

SUMMARY

	£
Summary - Income	
Opening Balance 01/04/24	25,733.26
Income to date	38,633.65
TOTAL	64,366.91

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

Summary - Outgoing	
Expenditure to date	11,051.78
Spend from reserves to date	6,319.86
TOTAL	17,371.64

Summary - cash at bank	
Allocated Reserves Balance 2024/25	39,659.93
Available balance as at 31 May 2024 (closing balance minus reserves balance)	7,335.34
Closing Balance Unity current a/c 20486879	14,270.35
Closing Balance Unity Instant Access 20506348)	32,724.92
Total Balance (across accounts)	46,995.27

Shows balance after July wage bill clears (26 July 2024)

Accounting activities for the period 01/04/24 - 31/10/24
 Presented at the meeting held on 4 November 2024

SOUTH KELSEY AND MOORTOWN PARISH COUNCIL

ACCOUNTING STATEMENTS
FOR THE PERIOD 01/04/24 - 31/10/24

		RESERVES														
	BUDGET 24/25	APRIL	MAY	JUNE	JULY	AUGUST	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	TOTAL	CARRY FORWARD	TOTAL
25	CONTINGENCY RESERVES														£1,799.31	0.00
	3 month operating costs														1,799.31	0.00
	Park Parish Repairs		50.16												50.16	50.16
26	SUB TOTAL	0.00	50.16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,749.45	50.16
	BUDGET 24/25	APRIL	MAY	JUNE	JULY	AUGUST	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	TOTAL	CARRY FORWARD	TOTAL
27	EARMARKED RESERVES														£3,481.00	0.00
	Elections														3,481.00	0.00
	Defibrillators (replacement)														200.00	0.00
28	Laptop (replacement)				223.34										-£23.34	223.34
29	Printer (replacement)														60.00	0.00
30	Earmarked CILS														£4,016.56	0.00
31	Park Reserves *				5,940.00										£26,784.92	0.00
32	CILCA Qualification		106.36												£100.00	106.36
33	Community														£2,291.64	0.00
34	SUB TOTAL	0.00	0.00	0.00	6,163.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	36,910.78	6,269.70
	TOTAL RESERVES	0.00	50.16	0.00	6,163.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	39,659.93	6,319.86

TOTAL	60,930.57	812.40	6,620.92	623.71	6,567.71	1,295.01	613.49	708.04	0.00	0.00	0.00	0.00	0.00	0.00	17,371.64	TOTAL SPEND
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SOUTH KELSEY AND MOORTOWN PARISH COUNCIL

SCHEDULE OF PAYMENTS 4.11.24

Invoice Date	Invoice Ref	Supplier/payee	Details	VAT	Total Payment	Checked & Verified (initial)
30.09.24	1	AJ Williams	Grass Cutting 16th and 30th September Paid 4.10.24 to Ratify	£ 26.60	£ 159.60	<input type="checkbox"/> <input type="checkbox"/>
30.06.24	2	The Committee of South Kelsey Village Hall	Kerr Room hire 3.6.24 18.45-21.15 Paid 4.10.24 to Ratify		£ 20.00	<input type="checkbox"/> <input type="checkbox"/>
30.09.24	3	The Committee of South Kelsey Village Hall	Kerr Room hire 2.9.24 6-8 pm		£ 16.00	<input type="checkbox"/> <input type="checkbox"/>
05.09.24	4	Microsoft 365/Mrs T Wiles	365 Business 20.08.24-19.09.24 Paid 4.10.24 to Ratify	£ 2.06	£ 12.36	<input type="checkbox"/> <input type="checkbox"/>
5.10.24	5	Microsoft 365/Clerk	365 Business 20.09.24-19.10.24	£ 2.06	£ 12.36	<input type="checkbox"/> <input type="checkbox"/>
12.10.24	6	HP Instant Ink/Clerk	Printer Ink 11.9.24-10.10.24	£ 0.92	£ 5.49	<input type="checkbox"/> <input type="checkbox"/>
14.10.24	7	Cloud Next	Annual Renewal Home Hosting	£ 9.99	£ 59.98	<input type="checkbox"/> <input type="checkbox"/>
13.11.24	8	ICO	Data Protection Fee Paid by DD by 13.11.24		£ 40.00	<input type="checkbox"/> <input type="checkbox"/>
26.10.24	9	Gina Andrews	Back pay April-July 2024	£	£ 78.92	<input type="checkbox"/> <input type="checkbox"/>
27.11.24	10	Christine Major	Pay, travel, WFH allowance October, back pay Apr-Oct	£	£ 462.91	<input type="checkbox"/> <input type="checkbox"/>
TOTAL:					£ 867.62	

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