


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, 14 April 2025, commencing at 6pm, 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 6pm and 6.15pm 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 3 April 2025

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, 14 April 2025 at 6.00pm
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:

25/035 Apologies for absence and acceptance of any reasons given

25/036 Declarations of interest in accordance with the Localism Act 2011

25/037 Approve the minutes of the Meeting of the Parish Council held on 10 March 2025 whereby they be signed by the Chair as a true and accurate record of the meeting.

25/038 Finance and accounts for payment.

- a. Accounting Statements & Unity Trust Bank Statement: To approve the Accounting Statements for the period ending 31 March 2025
- b. Schedule of Payments: To approve payments.

25/039 Clerk's report on matters outstanding and correspondence.

25/040 South Kelsey Park Project: Open tenders for park project work received and record details

25/041 Evaluate tenders and award contract

25/042 Culvert outside South Kelsey Park

25/043 Drainage on Station Road, Moortown

25/044 Agenda items for the Annual Meeting of the Parish Council to be held on Monday 12 May 2025

SOUTH KELSEY & MOORTOWN PARISH COUNCIL

Email: Clerk@southkelseyandmoortown-pc.gov.uk

Draft Minutes of the Parish Council Meeting held in the Village Hall on 10 March 2025 at South Kelsey Village Hall

Present: Cllr N Hall (Chair), Cllr Garry Dickinson (Vice Chair), Cllr Amanda Suddaby, Cllr Peter Smith, Cllr Sandra Evans

Absent: Cllr J Todd

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

Update from County Councillors:

WLDC Cllr Peter Morris: Advised that 2.99% increase in the budget for 2025-26 had been passed. Plans for devolution were ongoing and elections to be held on 1 May. Food waste collection service for commercial businesses will commence 24 March.

LCC Cllr Tom Smith: Advised that 2.99% increase in LCC's budget has been passed. Cllr Smith advised he is attending a debate on devolution on Thursday and the elections in May. He outlined the strict rules around purdah to ensure any actions are not seen as electioneering. There had been complaints about Fix my street, where the website states it is complete when it isn't, which Cllr Smith was addressing and endeavouring to resolve to everyone's satisfaction. Cllr Hall expressed concern about the roadworks through Moortown as there was no lighting at the junction and Cllr P Smith raised the issue of the A1284 road South Kelsey to Brandy Wharf, where there were a number of bad potholes including a particularly large one in the middle of the road. Cllr Smith agreed to investigate both issues, but confirmed any repairs would not be completed this year.

Formal Parish Council Meeting commenced; Standing Orders invoked:

25/021 **To receive apologies and reasons for absence:** Cllr Todd sent apologies which were accepted.

25/022 **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.

25/023 **To approve draft minutes of the Annual Meeting of Parish Council held on Monday 10 February 2024:** It was RESOLVED that the minutes detailed be accepted as a true record and duly signed by the Chair.

25/024 **Finance Summary and Accounts for Payment:**

- a. Accounting Statements & Unity Trust Bank Statement: After review, it was RESOLVED that the Accounting Statements for be approved as true record, and that the Unity Trust Bank list of transactions dated 28 February reconcile against the accounting statements.
- b. Schedule of Payments: After review, it was RESOLVED to approve payments according to the Schedule of Payments and supporting invoices.

Invoice Date	Invoice Ref	Supplier/payee	Details	VAT	Total Payment
19.2.25	264	The Man That Can	Fit new signage to South Kelsey Park - parts and labour Paid - to ratify		£ 180.00 [
5.2.25	GB-T12500422754	Microsoft / Clerk	365 20.1.25-19.2.25 Paid - to ratify	£ 2.06	£ 12.36 [
11.2.25	IUKDN1102181304	HP Instant Ink / Clerk	Instant Ink 11.1.25-10.2.25 Paid - to ratify	£ 0.92	£ 5.49 [
1.3.25	Feb 10712	South Kelsey Village Hall	February Hall hire		£ 16.00 [
16.12.24	15452	LALC	LALC and NALC subscription 1.4.25 1 year		£ 191.90 [
		SK&MPC	LALC		£ 162.00 [
27.2.25	February	C Major	Clerk's pay (22hrs+4hrs OT+20miles+WFH)		£ 391.72 [
27.3.25	March	C Major	Clerk's pay (22 hrs+WFH)		£ 327.84 [

- c. Incoming Payments: There were no incoming payments during February.

25/025 **Clerk's report on matters outstanding and correspondence**: no further action required.

25/026 **Emergency Plan**: Cllr Hall had been incontact with neighbouring councils and Keelby PC had kindly shared their Emergency Plan, which offered a good format. However, there were many details needed to be able to complete, which would require reaching out to the community to establish what facilities could be included. After discussion it was RESOLVED to form a working party to progress the plan. Cllrs Smith, Dickinson and Hall volunteered, and the matter would be discussed further in May.

25/027 **Three-year plan**. Cllr Smith presented a draft copy of a survey to present to the community in order to create an effective Plan. After discussion, it was apparent that more input was required and it was RESOLVED to reform the working party as Cllrs Dickinson, Hall and Smith. The working party agreed to meet and report back at the May PC meeting.

25/028 **Social Media**: After discussion, it was RESOLVED to review how the PC uses social media to reach more parishoners.

25/029 **South Kelsey Village Hall Committe**: As there was now no PC representation on the South Kelsey Village Hall Committee, after discussion it was RESOLVED that Cllr Evans, who had kindly offered, would fill that role. Clerk to contact SKVH Committee to confirm.

25/030 **South Kelsey Park Project**:

- a. **COF update**: the Grant Contract was received and circulated by Cllr Hall. After discussion, it was RESOLVED to accept the agreement, and it was signed by Cllr Hall during the meeting.

- b. **Draft design approval:** after discussion, it was RESOLVED to accept and approve the draft design for South Kelsey Park.
- c. **Equipment specification:** after discussion, it was RESOLVED to accept and approve the equipment specification included in the Tender document.
- d. **Tender approval:** the draft tender, produced by Cllr Hall and the Clerk, was circulated, and it was RESOLVED to approve the tender. It was also RESOLVED for the Clerk to publish the tender on Find a Tender, as required by the Procurement Act 2023.

25/031 **Park Opening Group**: as the date of the opening was changed to early September to allow for the anticipated next phases of work on the park project, after discussion, it was RESOLVED add this item to the agenda in May.

25/032 **Culvert outside South Kelsey Park**: due to the possible high costs involved in obtaining quotes for work involved in repairing culverts, after discussion, it was RESOLVED that Cllr Dickinson would make initial investigations regarding the extent of the damage and report back.

25/033 **Litter Pickers**: Cllr Hall was contacted by a member of the public who felt we should do something to acknowledge the hard work of the volunteer litter pickers. After discussion, it was RESOLVED to formally and publicly thank litter pickers.

24/159 **Agenda items for the Parish Council Meeting to be held on Monday 14 April 2025:**

None noted.

Parish Council meeting closed at 8.13 pm.

Date and Time of Next Meeting

to be held at the Village Hall, South Kelsey
on Monday 14 April 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

Your Account Statement



For Businesses. For Communities. For Good.

Unity Trust Bank plc
PO Box 7193
Planetary Road
Willenhall
WV1 9DG

Ms Christine Major
11 Foxglove Close
Brigg Lincolnshire
DN20 8FF

Date: 31/03/2025

Account Name: South Kelsey And Moortown
Parish Council

Swift Code (BIC): NWBKGB2L

IBAN Number: GB93NWBK60023571418024

Sort Code: 608301

Account Number: 20486879

Your arranged overdraft limit is £0.00

Go Paperless! Receive your statements online and we'll notify you by SMS or email when they're available to view. Simply log into Your Online Banking and update your statement preferences or give us a call on 0345 140 1000



For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: **FSCS.org.uk** or refer to our FSCS Information Sheet and Exclusions List at **unity.co.uk/fscs**

Contact Us

- Call us: **0345 140 1000**
- Email us: **us@unity.co.uk**
- Visit us: **unity.co.uk**

Your Current T1 account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
28/02/2025		Balance brought forward	£0.00	£0.00	£7,775.69
11/03/2025	Faster Payment Debit	B/P to: The Man That Can	£180.00	£0.00	£7,595.69
11/03/2025	Faster Payment Debit	B/P to: Christine Major	£12.36	£0.00	£7,583.33
17/03/2025	Faster Payment Debit	B/P to: Christine Major	£12.36	£0.00	£7,570.97

Page number 1 of 3

Statement number 023

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Your Current T1 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
17/03/2025	Faster Payment Debit	B/P to: Christine Major	£5.49	£0.00	£7,565.48
17/03/2025	Faster Payment Debit	B/P to: Christine Major	£5.49	£0.00	£7,559.99
17/03/2025	Faster Payment Debit	B/P to: South Kelsey VH	£8.00	£0.00	£7,551.99
17/03/2025	Faster Payment Debit	B/P to: Christine Major	£327.70	£0.00	£7,224.29
17/03/2025	Faster Payment Debit	B/P to: Christine Major	£7.49	£0.00	£7,216.80
17/03/2025	Faster Payment Debit	B/P to: Christine Major	£318.72	£0.00	£6,898.08
17/03/2025	Faster Payment Debit	B/P to: South Kelsey VH	£16.00	£0.00	£6,882.08
17/03/2025	Faster Payment Debit	B/P to: Christine Major	£12.36	£0.00	£6,869.72
27/03/2025	Faster Payment Debit	B/P to: Christine Major	£267.32	£0.00	£6,602.40
27/03/2025	Faster Payment Debit	B/P to: South Kelsey VH	£16.00	£0.00	£6,586.40
27/03/2025	Faster Payment Debit	B/P to: Christine Major	£5.49	£0.00	£6,580.91
27/03/2025	Faster Payment Debit	B/P to: Christine Major	£12.36	£0.00	£6,568.55
31/03/2025	Fee	Service Charge	£6.00	£0.00	£6,562.55

Sending or Receiving Currency

You may be asked for your SWIFTBIC (Bank Identification Code) and IBAN (International Bank Account Number). These can be found at the top of this statement and are required to ensure that international banks can find the correct account to credit or debit funds.

When receiving currency into your Unity account, you must inform us of the transaction. The SWIFTBIC number relates to a central Unity account. We use this account to receive international currency before allocating the payment to your account. Please call us on **0345 140 1000** for more information.

Fraud Concerns

If you have any concerns regarding fraud on your account, then please call the freephone number **0808 196 8420**.

What happens when something goes wrong?

If you have a problem with your Unity account or our service, please get in touch with us on **0345 140 1000**. We aim to resolve any issues as soon as possible.

Accessibility

Unity offers a number of supporting services such as statements in braille or large print. Please contact us for more information.

Additional information

A copy of our interest rates can be found on our website – [unity.co.uk/interest-rates](https://www.unity.co.uk/interest-rates)

A copy of our fees and charges can be found on our website – <https://www.unity.co.uk/terms-and-conditions/>

This information is also available by calling **0345 140 1000**.

To help us improve our service and maintain security, we may monitor and/or record your telephone calls with us.

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Your pre-notification statement



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Unity Trust Bank plc
PO Box 7193
Planetary Road
Willenhall
WV1 9DG

Ms Christine Major
11, Foxglove Close
Brigg, Lincolnshire
United Kingdom
DN20 8FF

Date: 31/03/2025

Page number 1 of 3

Account Name: South Kelsey And Moortown Parish Council

Statement number: 023

Sort Code: 608301

Account Number: 20486879

Dear Ms Christine Major,

This letter outlines charges relating to the transactions and debit interest on your account between 01/03/2025 and 31/03/2025.

You can find full details of our fees and charges within the Standard Service Tariff on our website <https://www.unity.co.uk/terms-and-conditions/>

The charges for this billing period are:

Total charges	£6.00
Total debit interest	£0.00
To be debited from your account on	30/04/2025

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Pre-notification of account charges		
Type	Count	Charge
Automated Payments	—	£0.00
Faster Payments	15	£0.00
Manual	—	£0.00
Account Fee	—	£6.00

Additional information			
The combined account charge includes the following transaction types:			
Automated Payments	Bacs Credit (in)	Direct Debit (out)	Faster Payment Credit (in)
Faster Payments	Standing Orders (out)	Bill Payments (out)	
Manual	Cheques	Credits	
Account Fee	This is the standard charge for maintaining your account regardless of any transactions.		
Total charge	These charges do not include cash or cheques paid in through the Post Office, Bank Counter or via our Freepost service.		

Interest and Charges

Our General Terms & Conditions state when we may apply charges or interest.

Further information about debit interest and other fees or charges can be found in our Standard Service Tariff.

Credit interest – AER stands for Annual Equivalent Rate and describes what the interest rate would be if interest was paid and compounded annually.

Debit interest – ABR stands for Above Base Rate and describes the rate charged annually above the Bank of England Base Rate.

Overdrafts

Arranged overdrafts – We agree in advance to provide you with an overdraft that allows you to borrow money on your account up to an agreed overdraft limit. If approved by Unity you will be given an arranged overdraft limit along with an agreed interest rate. These are typically agreed for a period of 12 months and are linked to the Bank of England Base Rate.

Unarranged overdrafts – An overdrawn balance on your account which we have not agreed in advance. We will charge our unarranged overdraft rate on any unarranged balances.

If you have an arranged overdraft limit and exceed this limit, we will charge interest at the rate we have agreed with you on the balance of your arranged overdraft limit and will charge an unarranged overdraft rate on any balance over your arranged overdraft limit.

In either of these circumstances, debit interest will be applied on each working day that your account is overdrawn.

For details of our interest rates and charges, please visit <https://www.unity.co.uk/terms-and-conditions/>

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Thanks

Your Unity Team

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We invest in people Gold



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Ms Christine Major
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Parish Council

Swift Code (BIC): NWBKGB2L

IBAN Number: GB93NWBK60023571418024

Sort Code: 608301

Account Number: 20506348

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The credit interest rate is 2.50% AER as of your statement date.



Contact Us

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- Visit us: **unity.co.uk**

For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: **FSCS.org.uk** or refer to our FSCS Information Sheet and Exclusions List at **unity.co.uk/fscs**

Your Instant Access account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
28/02/2025		Balance brought forward	£0.00	£0.00	£3,150.68
31/03/2025	Credit Interest	Credit Interest	£0.00	£22.40	£3,173.08

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SOUTH KELSEY AND MOORTOWN PARISH COUNCIL

SCHEDULE OF PAYMENTS

Invoice Date	Invoice Ref	Supplier/payee	Details	VAT	Total Payment	Checked & Verified (Initial)	
5.3.25	GB-T1250085125	C Major/Microsoft	365 Business 20.2.25-19.3.25 Paid 25.3.25 to ratify	£ 2.06	£ 10.30	<input type="text"/>	<input type="text"/>
12.3.25	IUKDN1104063538	HP Instant Ink/C Major	HP Ink 11.2.25-10-3.25 Paid 25.3.25 to ratify	£ 0.92	£ 5.49	<input type="text"/>	<input type="text"/>
31.3.25	10717	South Kelsey Village Hall	Hall Hire 10.3.25 Paid 25.3.25 to ratify		£ 16.00	<input type="text"/>	<input type="text"/>
31.3.25	10472	AJ Williams	Grass Cutting 11 and 26 March 2025	£ 26.26	£ 159.60	<input type="text"/>	<input type="text"/>
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				£		<input type="text"/>	<input type="text"/>

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

Clerk's Report 10 March 25

Notices received from LCC about Mayoral elections – added to the noticeboards

25.3.25 contacted George Colletti to arrange tree work.

During the course of the month, email correspondence with a member of the public regarding surface flooding. Signposted to LCC.

2.4.25 Clerk plus 2 councillors attended a LALC course on the new planning framework.

2.4.25 email from N Kelsey Clerk, enquiring about community speedwatch scheme.