

## SOUTH KELSEY & MOORTOWN PARISH COUNCIL

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### Draft Minutes of the Parish Council Meeting held in the Village Hall on 14 April 2025 at South Kelsey Village Hall

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

**Absent:** Cllr Julie Todd, County Cllr Tom Smith

**In attendance:** District Cllr Peter Morris, Christine Major (Clerk)

#### **Update from County Councillors:**

**WLDC Cllr Peter Morris:** Little to report, partly because of the election. Cllr Morris had forwarded information about the National Planning Policy Framework and checked we had received it. He offered his support with any Parish Council issues but there were no requests from Councillors at this time.

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

Cllr Hall moved that the order of Agenda items should be changed to reflect the requirements of the meeting. Items 25/040 and 25/041 to be moved to after 25/044. This is in accordance with Standing Orders and was RESOLVED.

25/035 **To receive apologies and reasons for absence:** Apologies received from Cllr Todd, which were accepted. Apologies were also accepted from County Cllr Smith, who advised he had little to report but was happy to receive any questions. He asked that it be noted it has been an honour and privilege to be the county councillor for south Kelsey and North Wold for the last four years.

25/036 **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.

25/037 **To approve draft minutes of the Annual Meeting of Parish Council held on Monday 14 April 2025:** It was RESOLVED that the minutes detailed be accepted as a true record and duly signed by the Chair and Vice-Chair.

25/038 **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 31 March 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.

Ref	Invoice Date	Invoice Ref	Supplier/payee	Details	VAT	Total Payment	Checked & Verified (initial)	
1	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		
2	12.3.25	IIUKDN1104063538	HP Instant Ink/C Major	HP Ink 11.2.25-10.3.25 Paid 25.3.25 to ratify	£ 0.92	£ 5.49		
3	31.3.25	10717	South Kelsey Village Hall	Hall Hire 10.3.25 Paid 25.3.25 to ratify		£ 16.00		
4	31.3.25	10472	AJ Williams	Grass Cutting 11 and 26 March 2025	£ 26.26	£ 159.60		

25/039 Clerk's report on matters outstanding and correspondence: no further action required.

25/040 South Kelsey Park Project: Open tenders for park project work received and record details. Two tenders were received and opened during the meeting.

25/041 Evaluate tenders and award contract: The tenders were assessed against the weighted criteria. The scores were applied calculated and although there was only a small margin between the tenders, the successful contractor was identified and it was RESOLVED to notify contractors tomorrow. Owing to delays with allocation of COF funding, the order will not be processed until funds have been paid into the PC bank account. It was noted that this may affect the timescale set out in the project plan.

25/042 Culvert outside South Kelsey Park: Cllr Hall requested a groundwork company visit the park and Cllrs Hall, Dickinson and Suddaby attended. Company dug into the verge and there was no apparent culvert. The company submitted a quote for the entrance to the park and footpaths. Clerk will contact LCC approved contractors to try to obtain further quotes: crushed compacted granite and granite dust, culvert, clear ditch and tarmac.

25/043 Drainage on Station Road, Moortown: No update received at present. It was resolved to add this item to the agenda for the next meeting.

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

Election of Chair  
 South Kelsey Park Project: COF update, awarded contract progress update, gate, pathways  
 AGAR  
 Review of Policies  
 Three-year Plan  
 Drainage on Station Road, Moortown

**Parish Council meeting closed at 8.20 pm.**

**Date and Time of Next Meeting**

to be held at the Village Hall, South Kelsey  
on Monday 12 May at 6.30pm

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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