

**MINUTES OF A MEETING OF STALLINGBOROUGH PARISH COUNCIL ON  
WEDNESDAY 10<sup>TH</sup> MAY 2023 AT 7.15 PM AT STALLINGBOROUGH VILLAGE HALL,  
STATION ROAD, STALLINGBOROUGH**

**Present:** Cllr. Gilbert (Chairman)  
Cllr. Sears, Genney and Reed and H Scott and J Scott

**Apologies:** Cllr. Hoyes and Crofts

**In attendance:** Paul Thorpe, Operations Services Manager, NELC

There were no others present.

**23/14 Election of Chairman**

Cllr. Gilbert proposed and unanimously agreed as Chairman for the year.

**RESOLVED: That Cllr. Gilbert serve as Chairman for the year.**

**23/15 To sign Declaration of Acceptance of Office for all elected members following  
Election on 4<sup>th</sup> May 2023**

All members signed Declaration of Acceptance of Office and completed expenses forms.

**RESOLVED: That Declarations of Office were signed along with expenses forms for NELC**

**23/16 To receive and accept apologies for absence**

Received from Cllrs. Crofts (family commitment) and Hoyes (holidays) and accepted.

**RESOLVED: That apologies be received and accepted.**

**23/17 Declarations of Interest**

None made.

**22/18 Election of Vice-Chairman**

Cllr. Crofts elected as Vice-Chairman (Cllr. Crofts had indicated he was happy to be nominated in his absence).

**RESOLVED: That Cllr. Crofts serve as Vice-Chair for the year.**

**22/19 Election of Committees and Committee Chairmen and terms of reference:**

Personnel Committee –

Cllr Crofts (Chairman) and members Cllr. Genney, John Scott.

Any other Committee – none.

Personnel Committee has full delegated powers to act within staffing budget set by the Council.

**RESOLVED: That Personnel Committee be appointed as agreed and Terms of Reference adopted**

**22/20 Election of Representatives onto outside bodies:**

Town and Parish Liaison with NELC – Cllr. Crofts

ERNLLCA NE Lincs District Meeting – Chairman and Clerk

BCCRP – Cllr. Reed

Shaping Up Stallingborough – Cllrs. H. Scott and Hoyes

Any other outside bodies – none.

**RESOLVED: That representatives be agreed as shown.**

**22/21      Review of documentation/policies/governance documents and agree any necessary actions:**

Standing Orders and Chairmanship  
Financial Regulations  
Scheme of Delegation  
Electronic banking protocol  
Audit procedures including internal audit  
Website and email provision  
Publication of information statement  
GDPR policies and procedures  
Risk management strategy  
Bad Debt Recovery Policy  
Registers of Interest  
Training policy and commitment  
Licensing requirements for Bar provision  
Any other documents brought to attention at meeting

All documents/policies agreed with changes noted to those updated during the year.

**RESOLVED:    That all documents/policies be adopted for the year**

**23/22      To approve minutes of previous meeting in April 2023**

Minutes approved as true record and signed by the Chairman.

**RESOLVED:    That minutes be approved as a true record of the meeting held.**

**23/23      Police Report for information only**

Received and circulated to all members prior to the meeting. Noted.

**23/24      Highways/Footpaths/Traffic issues**

- a) To receive and consider any highways/footpaths/traffic issues and receive any update from Clerk

Quarterly meeting to be held 23<sup>rd</sup> May with NELC. Clerk asked to send polite letter to house on Woodlands about possible safety with water next to footpath. Noted.

- b) To receive update/response from NELC re CCTV issues and fly tipping with attendance by Mr. Paul Thorpe, NELC

Mr. Paul Thorpe, NELC present to discuss new CCTV systems etc. and discussed fly tipping. Chairman thanked Mr. Thorpe for his attendance and assistance. Noted.

**23/25      Planning Matters**

The following planning applications were considered:

**Planning Application Reference: DM/1022/22/FUL**

**Proposal: Variation of Condition 2 (Approved plans) pursuant to DM/0745/19/FUL - Variation of plans to include retaining wall to plot 1 and raise ground levels within the plot. (amended plans with additional 1.6m high boundary fence to the side of plot )**

**Location: Anne Askew House South Marsh Road Stallingborough**

*Objections and reiterate previous objections made by the Council with regard to enforcement issues on this site.*

**Planning Application Reference: DM/0353/23/CND**

**Proposal: Discharge of condition 1 (lighting details) attached to planning appeal ref: APP/B2002/C/22/3302724**

**Location: Rear Of Paragon House Kiln Lane Stallingborough**

*No objections.*

**Planning Application Reference: DM/0850/21/FUL**

**Proposal: Erect waste water treatment plant with associated access, plant and equipment, install site office, car parking and temporary access with parking and contractors compound - Full amended details including amended site information**

**Location: Lenzing Fibers Ltd Energy Park Way Grimsby**

*No objections.*

**Planning Application Reference: DM/0350/23/ADV**

**Proposal: Install 4 fully illuminated flexface signs**

**Location: Heta Pioneer Business Park Land To The North Of A1173 And To The East Of Newton Way, Stallingborough**

*No objections.*

**Planning Application Reference: DM/0316/23/FUL**

**Proposal: Alterations to existing garage to include roof lift to provide storage at first floor and installation of roof lights, erect single storey front extension to existing garage and various associated works**

**Location: Mount Cottage Keelby Road Stallingborough**

*No objections.*

To receive planning decisions and any representations for information – circulated as received.

To receive any other planning correspondence – Mauxhall Farm Energy Park circulated consultation

**RESOLVED: That all comments as agreed be submitted to NELC.**

### **23/26 Future Dates (for information only)**

Next meeting date – Wednesday 14<sup>th</sup> June 2023

Office Closure 15<sup>th</sup> to 19<sup>th</sup> May 2023

Any other future dates – none received.

### **23/27 Reports**

Ward Cllrs. report from NELC

None present.

### **Town and Parish Liaison – Thursday 13<sup>th</sup> April 2023**

Cllr. Crofts had attended but was absent for meeting.

### **ERNLLCA NE Lincs District Meeting – Tuesday 18<sup>th</sup> April 2023**

Clerk had attended and gave report on PROW presentation and issue of upcoming Community Governance Review. Noted.

### **Shaping Up Stallingborough Meetings**

Cllr. H. Scott reported. Plant library to village hall wall proposed and agreed by the Council.

Milk bottle library – plastic bottle library – deferred by the Council.

Bench to commemorate coronation – permission given by the Council to place near to the tree provided the Group maintains the site. Pavilion ceiling now completed and Group to decorate etc.

Notice Board on village hall wall discussed and examples to be sought. Bus stop bins still not in place and Clerk to remind Cllr. Swinburn. Community Orchard ongoing. Station adopter now in place and planters to be put on station. Group has received Ward funding. All noted.

BCCRP report

Cllr. Reed reported. Easter special very well received and will be repeated next year. Notice boards being redone. Recruitment a problem and article to go in the newsletter. Noted.

Friends of Stallingborough Church report

PCC having an open meeting this month. Noted.

To receive any other reports

None.

**23/28 Village Hall Matters**

- a) To receive update on provision of internet for the Village hall and agree any actions

Still not working and Clerk still struggling to get through to Talk Talk without lengthy wait on telephone. Cllr. Genney had also investigated situation but Talk Talk system was stand alone. Noted.

- b) To receive update on pricing for new ceiling panels for Village Hall and agree any necessary actions

Cllr. Crofts had estimated number of tiles required. Agreed to purchase one box as sample of white easy clean tiles before ordering remaining number.

**RESOLVED: That one box of white easy clean tiles be ordered for ceiling.**

**23/29 Correspondence/Information Update/Parish Matters**

- a) To consider next Newsletter for June/July 2023

Clerk to put together on return from leave and all contributors encouraged to send in articles. Some delivery difficulties with current printer so agreed to return to Print and Copy locally who were same costing for colour version.

**RESOLVED: That printing for Newsletter be carried out by Print and Copy Centre**

- b) Playing Field – to receive report on repairs to Pavilion ceiling and agree any necessary actions

Repairs to ceiling now done and SUS group to paint etc.

- c) To receive update on works to land adjacent to allotments and to receive report on allotments from Clerk and agree any further necessary actions

Site now cleared and Clerk had contacted allotment contact but no response received. Letter to go to contact asking for details of site allotment holders etc.

**RESOLVED: That Clerk contact allotment site contact by letter.**

- d) To receive and consider formal adoption of the new Code of Conduct for Stallingborough Parish Council

Agreed Code as adopted by NELC be adopted by Stallingborough Parish Council.

**RESOLVED: That code of conduct be adopted by Stallingborough Parish Council with immediate effect.**

- e) To consider mobile phone signal provision – Cllr. Reed

Cllr. Reed raised issue of problems with mobile signal provision in Village. Cllr. Swinburn to be asked who contact should be via NELC. Noted.

**23/30 Finance**

- a) To approve payment list for May 2023

Payments approved to be made as per list circulated.

**RESOLVED: That payments be made as per list circulated.**

- b) To receive final year accounts for fy 22/23 with account reconciliation and bank statement and approve

Final year accounts, bank statement, account reconciliation and cash book circulated to all members prior to the meeting. Accounts formally approved.

**RESOLVED: That the final year accounts for fy 22/23 be formally approved.**

- c) To note date set for internal audit as Wednesday 31<sup>st</sup> May 2023 at 1.30 pm and to agree schedule of works for internal audit.

Internal audit schedule of works as previous year to be carried out on 31<sup>st</sup> May at 1.30 pm at the Parish Office.

**RESOLVED: That the internal audit be carried out as per the schedule of works agreed on 31<sup>st</sup> May 2023 at the Parish Office.**

**Personnel Items**

**23/31 Exclusion of Press and Public**

**RESOLVED: exemption of press and public for remainder of meeting on the grounds that discussion of the following business is like to disclose exempt information contained within Paragraph 1, Part 1 of Schedule 12A of the Local Government Act 1972 (as amended)**

**23/32 Personnel Items**

- a) To approve salary payments as per schedule circulated.

All salary payments approved to be made.

**RESOLVED: That all salaries be approved to be made.**

- b) To organise date for staff appraisals

To be organised with Chairman of Personnel Committee. Clerk highlighted these were overdue. Noted.

*Chairman closed the meeting at 9.06 pm.*

*Signed: .....*

*Date: .....*