

BRIGSLEY PARISH COUNCIL



Clerk - Mrs. Kim Kirkham, 14 Househams Lane, Legbourne, Louth LN11 8LG
e-mail – brigsleyparishcouncil@hotmail.com

Minutes of the meeting held on **Tuesday 3rd May 2022 at 7pm.** **Brigsley Village Hall, St Helens Crescent, Brigsley**

Present: Cllr A. Hansen (Chair)
Cllrs. M Carlton, L Edwards. H Moore and Ward Cllr N. Pettigrew
K. Kirkham (Clerk)

ANNUAL PARISH MEETING

22/013 **Apologies**

Apologies received from Cllr S. Dixon and Ward Cllr P Jackson.

22/014 **To receive Chairman's Report & Annual Report 2021/2022**

The Annual Report had been circulated for review prior to the meeting.
In brief, five planning applications received, precept set in December 2% increase and consulted with NELC on verges, signs, drains, road safety and public rights of way.

RESOLVED: Clerk to place the Annual Report on both notice boards.

22/015 **To receive report form Ward Councillors.**

Ward Cllr Pettigrew advised that Brigsley Parish Council received ward funding for the purchase of a defibrillator. He informed the Parish Council that this year's ward funding will be available in June for any other projects that the Parish Council may have.

22/016 **To consider questions/issues raised by members of the public.**

None in attendance.

Annual Parish Meeting Concluded.

Annual Parish Council Meeting

22/017 Election of Chairman

Nominations were received by the clerk for the position of Chairman. Cllr S. Dixon was nominated, proposer Cllr. M. Carlton, seconded by Cllr. L. Edwards.
Cllr Dixon agreed to accept the position via email. His declaration of office to be signed at June's meeting.

22/018 Declaration of Interest (Localism Act 2011)

- a) No interest was declared on any item listed on the agenda.
- b) No dispensations.

22/019 Election of Vice-Chairman

Cllr M. Carlton proposed Cllr A. Hansen; seconded by Cllr L Edwards. Vice-Chair duly elected; Declaration of Office was signed.

22/020 Review of Governance/Procedural Documents for Council for the year

To review and agree any amendments/necessary actions on the following:
Personnel Committee members – No changes.
Risk Management Strategy including any necessary Risk Assessment – Approved.
Governance Documents of Standing Orders and Financial Regulations – All in place, no amendments.
Fixed Assets – Approved.
Community Emergency Plan - Changes approved.
Insurance Provision – Approved.

RESOLVED: Clerk to action each item as stated and upload onto the Website.

22/021 Minutes of Previous Meetings

It was agreed that the minutes of the meeting held on the 5th April 2022 were a true record and were duly signed by the Chairman, Cllr A. Hansen.

22/022 Update of Matters Outstanding from Previous Meeting

- To receive and discuss information on the following items: -
- a) To receive an update regarding the Notice Board repairs. The notice board has been installed; no further action required.
 - b) To receive an update regarding the installation of the defibrillator. Councillors discussed and approved the quote received for £265.00. Clerk to contact the contractor.
 - c) To receive an update regarding Brigsley's Playground. Clerk advised that by adding the play equipment to the insurance policy the cost will be significantly more than what is currently paid. Clerk to keep information on record.
 - d) To receive an update regarding 10ft fence installed on Waithe Lane. NELC has confirmed that the fence requires planning permission, the owner has been informed.
 - e) To receive an update regarding the overhanging hedge along the B1203. NELC has confirmed that cutback of hedges cannot be completed during nesting season.

RESOLVED: Clerk to action each item as stated.

22/023 Police Report

Clerk distributed copies of the Police report to the Councillors prior to the meeting. The police were unable to attend the meeting. There have been fifteen crimes reported in the Waltham Ward during April.

RESOLVED: Clerk to put Police Report on notice boards.

22/024 **New Clerk's start date.**

- a) Clerk advised she will hand over to the new Clerk on 24th May 2022.

22/025 **Received Correspondence / Information Exchange**

- a) To receive information from ERNLLCA/NALC/NELC and note for circulation.
b) To consider purchasing a commemorative stone for the Queens Platinum Jubilee. Councillors discussed purchasing a commemorative plaque. Cllr Edwards agreed to obtain a quote for a planter and plaque.
c) To receive and consider invitation to Mayor Making Ceremony on Thursday 19th May at 7pm in Grimsby Town Hall. Councillors were not available to attend the ceremony.

RESOLVED: Clerk to action above items as stated

22/026 **Finance**

- a) Clerk's Salary (April) was agreed and approved for payment £132.00. Clerk to complete bank transfer and Chair to authorise.
b) Internal auditor payment was agreed and approved. Clerk to purchase.
c) Councillors discussed and approved Zurich annual insurance renewal for 2022/2023 £164.74. Clerk to complete the bank transfer and Chair to authorise.

RESOLVED: Clerk to action above items as stated

22/027 **Audit**

- a) To receive update on Annual Internal Audit Report 2021/2022; agree any necessary actions. Internal audit received; no action required. Page 4 signed off by Internal Auditor.
b) To consider signing the Certificate of Exception. Completed and signed by the Chair and Clerk.
c) To receive Annual Governance Statement 2021/2022 (section 1). Completed and signed by the Chair and Clerk.
d) To review and authorise signing of Accounting Statement 2021/2022 (section 2). Completed and signed by the Chair and Clerk.
e) To agree formal arrangements for inspection of accounts and make necessary arrangements. Clerk advised that the formal arrangements for inspection of accounts has been actioned and form to be placed on both notice boards.
f) HMRC VAT return 2021/2022 has been completed for submission £558.92.

RESOLVED: The Annual Return be authorised with figures as approved and council members approval of all Governance matters on the Annual Return.

22/028 **Date of Next Meeting**

Meeting date confirmed as: - Tuesday 7th June 2022 @ 7.30pm

Meeting ended 7.45pm

Signed ----- Chair 7th June 2022.



Protecting Communities, Targeting Criminals, Making a Difference

Local Community News

Waltham, Brigsley & Ashby-cum-Fenby May Update

Crime

There were fifteen crimes reported during April for the Waltham Ward. Of these, the following offences have occurred.

About 2.30am on 22nd April a garage at a property on Brigsley Road was entered via an insecure door. Power tools and a mountain bike were stolen.

Over the same period, a shed in a garden on Laburnum Avenue was entered after the padlock was cut. A bike was stolen.

Other crime includes:

Five assaults, all of which are the same child offender against other family members. Police and other agencies are dealing with this child.

Four offences of sending malicious communications.

Two reports of harassment

Two shop thefts all from the Co-Op.

One minor public order offence.

There have been five reports of ASB, all of which are neighbour disputes.

How you can help

Your local Neighbourhood Policing Team appreciates the importance of being in the right place, at the right time, for the right reasons to reassure the public, improve public confidence and reduce crime and anti-social behaviour in the area which we all live and work.

We encourage all residents to call and report any issues where they live so that we can deal with any issues and step up our patrols in the area. The number to call for non-emergency issues is 101.

If you feel there are issues in your community that your local Police should be prioritising, please inform your local officers or the local Parish Council.

The named officers for Waltham Ward are:

PC 2056 Chris Skelton christopher.skelton@humberside.pnn.police.uk

PCSO 7536 April Haynes april.haynes@humberside.pnn.police.uk