

GRAINTHORPE ANNUAL PARISH COUNCIL MEETING AGENDA

Dear Sir/Madam

I hereby give you notice that the Annual Meeting of Grainthorpe Parish Council will be held in the Grainthorpe Chapel Schoolroom, High Street, Grainthorpe LN11 7JA, on Wednesday 14th May 2025 commencing at 7.00 PM.

All Members are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting hereunder.

In accordance with the Public Bodies (Admission to Meetings) Act 1960, members of the public and press may attend the meeting. Members of the public wishing to speak during the Open Forum are asked to contact the Clerk in advance of the meeting if possible.

Tanya Kuzemczak
Clerk to the Parish Council



9th May 2025

Agenda:

01:05/25 To elect a Chair

- a) To elect a Chair for the year 2025/2026. The elected Member shall sign a declaration of acceptance of office, witnessed by the Proper Officer.
- b) To appoint a Vice-Chairman for the year 2025/2026

02:05/25 Declarations of Interest

- a) To record declarations of interest by any member of the council in respect of the agenda items listed below. Members declaring interests should identify the agenda item and type of interest being declared.
- b) To note dispensations given to any member of the council in respect of the agenda items listed below.

03:05/25 Apologies for Absence

To receive any apologies sent to the Clerk from Members not able to attend the meeting.

04:05/25 Open Forum

- a) Members of the public may make representations in respect of the business on the agenda.
- b) To receive reports from County and District Councillors.

05:05/25 Minutes of the Previous Meeting(s)

To approve the minutes of the previous meeting(s).

06:05/25 Co-option

To consider co-option of one Member to the Parish Council.

Any co-opted member to sign the declaration of acceptance of office.

07:05/25 Committee Membership

- a) To appoint 3 members to the Personnel Committee.
- b) To appoint one representative to the GCVA.

08:05/25 Meeting Dates

To agree dates for meetings 2025/2026

Wednesday 9th July 2025

Wednesday 10th September 2025

Wednesday 12th November 2025

Wednesday 14th January 2026

Wednesday 11th March 2026

Wednesday 13th May 2026

09:05/25 Finance & Governance

- a) To approve payment of accounts.

T Kuzemczak	Wages Month 12 Yr 24-25	£XXX
T Kuzemczak	Wages Month 1	£XXX
T Kuzemczak	WFH Allowance Month 12 Yr 24-25	£7.50
T Kuzemczak	WFH Allowance Month 1	£7.50
O2	Telephone Bill	£13.20
O2	Telephone Bill	£14.18
LCC	Speed Sign Post Installation	£200.00
Ionos (reimburse T Kuzemczak)	Domain & Email	£7.20
Ionos (reimburse T Kuzemczak)	Domain & Email	£8.08
HMRC	Tax/NI Feb 25-Apr 25	£155.80
A Shaw	Internal Audit	£100.00
Lloyds Bank	Monthly Bank Fee	£4.25
Lloyds Bank	Monthly Bank Fee	£4.25

- b) To confirm deadlines for AGAR submission –
- c) To review Council's subscriptions: -
 - LALC –Lincolnshire Association of Local Councils
- d) To review direct debits: -
 - HMRC – tax and national insurance
 - O2 – mobile phone bills
 - ICO – annual subscription
 - Ionos – domain and email
- e) To review council assets and inventory.
- f) To review delegation arrangements.
- g) To review Standing Orders and Financial Regulations.
- h) To review the Council's employment policies and procedures.

- i) To review the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation.
- j) To review of the Council's complaints procedure.
- k) To review of the Council's policy for dealing with the press/media.
- l) To review arrangements for insurance cover in respect of all insurable risks and to receive quotations for insurance renewal.
- m) To review the Council's financial risk assessment.
- n) To approve year end accounts 2024-2025.
- o) To receive the internal audit.
- p) To approve the Annual Governance Statement 2024-2025 (AGAR Section 1).
- q) To approve the Accounting Statements 2024-2025 (AGAR Section 2).
- r) To approve the Certificate of Exemption.
- s) To note the dates for the exercise of public rights – Tuesday 3rd June 2025 – Monday 14th July 2025.
- t) To receive an update from LCC regarding one lighting column purchased by the Parish Council that has now been removed from the Asset Register.
The new location (from 2013) was installed outside the gate entrance to St Clement's Church. Quotation for works for LCC to install the column was approved by Grainthorpe Parish Clerk (30/07/2012). The column now comes under the shared service agreement LCC have with ELDC, showing LCC maintain the asset for the council and ELDC is the owner.
- t) To receive a report from the Clerk on bank interest rates and review the bank accounts and signatories.
- u) To adopt a Code of Conduct

10:05/25 Planning

a) Planning Decisions:

To note any planning decisions received since the previous meeting.

- i) PROPOSAL: Section 73 application to vary condition 2 (approved plans) previously imposed on planning permission ref. no. N/062/01097/23 for the change of use of existing outbuildings to form 2no. holiday cottages.

LOCATION: PHEASANT LODGE, MARSH LANE, GRAINTHORPE, LOUTH, LN11 7JP

APPROVED

b) Planning Applications:

None received.

11:05/25 Highways & Public Rights of Way

- a) To receive any updates on the Quickline cabinet.
- b) To agree the terms and conditions of the LCC Parish Agreement for grass cutting
- c) To receive any quotations for grass cutting and award the contract.
- d) To resolve any comment on the LCC draft public rights of way improvement plan.
- e) To receive an update on the order for two additional 'repeater signs' from LCC.
- f) To receive any other correspondence or highways issues raised by Members.

12:05/25 East Lindsey Investment Fund GRASSroots Grant Scheme (ELIF)

To receive information on grant funding.

13:05/25 LALC Training Scheme

To note that the Parish Council's subscription has ended, and to receive information on resubscribing.

14:05/25 Churchyard Grass Cutting

- a) To receive a response to the offer of donation of mower to the PCC for cutting of the churchyard and respond to the question asked.
- b) To consider a payment of £150 towards grass cutting in the churchyard.

15:05/25 Next Meeting

- a) To report to the Clerk any agenda items for the next meeting.
- b) To agree the date of the next meeting - Wednesday 9th July 2025