

**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING OF STALLINGBOROUGH**  
**PARISH COUNCIL HELD ON WEDNESDAY 14<sup>TH</sup> MAY 2025 AT 7.15 PM AT**  
**STALLINGBOROUGH VILLAGE HALL, STATION ROAD, STALLINGBOROUGH**

**Present:** Cllr. Gilbert (Chairman of the Parish Council)  
Cllrs. Sears, Hoyes, J Scott, Reed, Hewis, H Scott

**Apologies:** Cllrs. Crofts and Genney

There were no others present.

**25/14 Election of Chairman**

Cllr. Gilbert nominated, seconded and unanimously elected as Chairman for the year and signed declaration of acceptance of office.

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

**25/15 To receive and accept apologies for absence**

Received from Cllr. Crofts and Genney and accepted.

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

**25/16 Declarations of Interest**

None made.

**25/17 Election of Vice-Chairman**

Cllr. Hoyes nominated, seconded and unanimously elected as Vice-Chairman for the year.

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

**25/18 Election of Committees**

To elect any Committees, Committee Chairman and Terms of Reference :

Personnel Committee – Cllr. Hoyes (Chairman), Cllr. Crofts and Cllr. Genney

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

**25/19 Appointment of Representatives on Outside bodies:**

To appoint representatives onto outside bodies:

ERNLLCA District Committee – Chair/Clerk and any member

Town and Parish Liaison – as above

BCCRP – Cllr. Reed

Shaping Stallingborough – Cllr. Hoyes

Any other outside bodies – police meetings

**RESOLVED: That representatives be appointed as shown**

**25/20 To review all governance documents for Council as follows and agree any Necessary amendments:**

Standing Orders and Chairmanship

Financial Regulations

Asset Register

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

Clerk highlighted two new policy documents which would be circulated from model documents from ERNLLCA and then view to adopt. Standing Orders new version circulated and agreed to be adopted with immediate effect based on new model document.

**RESOLVED:** That all governance documents were appropriate and current, new version of Standing Orders adopted from May 2025 and Clerk to circulate any additional New model documents for adoption

**25/21 To approve minutes of previous meeting in April 2025**

Minutes from April 2025 meeting

Minutes approved and signed by the Chairman.

**RESOLVED:** That minutes be adopted as a true record of the meeting held and signed by the Chairman.

**25/22 Police Report for information only**

To receive police report – written report received, circulated prior to the meeting and noted.

**25/23 Highways/Footpaths/Traffic issues**

- a) To receive and consider any highways/footpaths/traffic issues inc report from meeting held on 12.05.25

Cllr. Sears reported. Clerk had also attended meeting with NELC. Leggott Way works to be done later in the year, Poachers Rise barrier included in minor works, Ibar requested at entrance to playing field and to be included in next lining programme. Speed limits being looked at and Cllrs. asked for details of purchasing new speed sign dedicated for the village. South Marsh Bridleway still being considered. All noted.

**25/24 Planning Matters**

The following planning applications were considered:

**Planning Application Reference: DM/0089/25/FUL**

**Proposal: Erection of industrial units with external storage areas across 5 individual plots to include flexibility on use (Classes B2, B8 and E(g)(iii)) with accesses, drainage, landscaping, biodiversity enhancements and associated works (Amended Plans and Documents received 16th April 2025 in response to various consultation responses)**

**Location: Land South Of Energy Park Way Grimsby**

*No objections.*

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

To receive any other planning correspondence – none received.

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

**25/25 Future Dates (for information only)**

Next meeting date – Wednesday 11<sup>th</sup> June 2025

Office Closure – 19<sup>th</sup> – 22<sup>nd</sup> May inc.

Any other future dates – none received.

**25/26 Reports**

Ward Cllrs. report from NELC

None received.

Town and Parish Liaison – Thursday 10<sup>th</sup> April 2025

Defer for report due to Cllr. Crofts being absent.

ERNLLCA District Meeting – Thursday 10<sup>th</sup> April 2025

Moving forward to liaise with Town and Parish Liaison to capture attendance.

Shaping Stallingborough Meetings

Cllr. Hoyes reported. Tree planting discussed and more planting planned; trying to get school involved in the tree planting project; working in conjunction with Station and mural being done in line with 200 year celebrations plus map with information about the village etc.; public walk to be organised when maps completed; Clerk to ask Hodson and Kauss to repair teen shelter; football on Sundays generating a lot of litter - request Cllr. Crofts to ask football teams to clean up litter after matches etc. Noted.

BCCRP report

Cllr. Reed reported. Santa special still being discussed. Likely to be first Saturday in December with two carriages. Deciding on booking arrangements for receiving gifts from Santa. Noted.

To receive any other reports

None received.

**25/27 Village Hall Matters**

a) To consider any outstanding hall matters for action including progress on upholstery work  
Untidy state of rear garden raised by SUS group. Long term project to be looked at with regard to better maintenance and landscaping. Clerk to organise a one-off tidy.

No date yet received for upholstery – Clerk to chase up contractor for date for works.

**RESOLVED: That one-off tidy for garden at Hall be organised**

**25/28 Correspondence/Information Update/Parish Matters**

a) To note newsletter for June/July for printing 2025

Clerk to publish after office closure and then send to printers. Noted.

**25/29 Finance**

a) To approve payment list for May 2025

Payments authorised to be made as per list circulated.

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

b) To receive confirmation of date for internal audit

Clerk confirmed date as Thursday 5<sup>th</sup> June 2025. Any members welcome to attend. Clerk to forward information required to internal audit prior to audit date.

**RESOLVED: That internal audit be carried out on Thursday 5<sup>th</sup> June 2025.**

**Personnel Items**

**25/30 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)**

**25/31**      **Personnel Items**

a) To approve salary payments as per schedule circulated.

All salary payments approved to be made.

**RESOLVED:    That all salary payments be approved to be made as per list circulated.**

*Chairman closed the meeting at 8.05 pm.*

*Signed:* .....

*Date:* .....