



# Humberston Parish Council

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## MINUTES OF A PARISH COUNCIL MEETING OF HUMBERSTON PARISH COUNCIL HELD ON TUESDAY 7<sup>TH</sup> OCTOBER 2014 AT 7.00 PM AT WENDOVER HALL, WENDOVER PADDOCK, HUMBERSTON

**Present:** Cllr. Hall (Chairman)  
Cllrs. Hyde, Thomas, Ravenscroft, Bailey, Hyde, Dolby and Stevenson

**Apologies:** Cllr. Rea, Coulam

**In Attendance:** Cllr. S. Harness, NELC

There were 10 members of the public present and one candidate to be considered for cooption onto the Council, Mrs. C. Hall.

### **14/80 Acceptance of Apologies**

Cllr. Rea due to illness and Cllr. Coulam due to holidays.

**Resolved:** That apologies for absence be accepted

### **14/81 Declarations of Interest – Code of Conduct 2012**

DPI's already declared in allotment matters due to allotment tenancies by Cllrs. Hyde, Ravenscroft, Hall and Baron. Cllr. Hall declared personal and prejudicial interest in cooption due to relationship with candidate.

### **14/82 To approve minutes of previous meeting**

Minutes of previous meeting, as circulated, approved and signed by Chairman as true record.

**Resolved:** That minutes of the meeting be approved as true record

### **14/83 Police Report (for information only)**

Written report submitted and received and circulated to all members but no police presence. Cllr. Bailey offered to read report out for benefit of public present and Chairman advised she do so.

### **14/84 Committee Meetings**

To approve minutes of Committee meetings held as follows:

Cemetery and Allotments Committee 15<sup>th</sup> September 2014

*Woodberry Lodge, 11 Nicholson Road,  
Healing, North East Lincolnshire DN41 7RT*

Full Council meeting 15<sup>th</sup> September 2014  
and to endorse recommendations/actions from the Minutes

**Resolved: That minutes be accepted as true record and actions endorsed**

**14/85 CoOption to fill casual vacancy**

To consider candidate to fill cooption for casual vacancy

*Chairman, Cllr. Hall, had declared prejudicial interest in the matter and left the room making no representations and taking no part in any debate or vote.*

Clerk called for Chairman of meeting since Cllr. Hall had left the room due to declaration of interest and Vice-Chair and Chair of Planning/Sub Vice-Chair were both absent. Cllr. Stephenson unanimously nominated as Chairman for this item.

Mrs. Christine Hall present as only candidate for cooption. Mrs. Hall gave short presentation and was proposed by Cllr. Stephenson. Vote took place and 4 members for and 3 against and Mrs. Hall coopted onto the Parish Council.

**RESOLVED: That Mrs. C. Hall be coopted onto the Parish Council with immediate effect.  
Mrs. Hall signed declaration of acceptance of office and Clerk handed induction pack**

**14/86 Highways/Footpaths/Traffic Issues**

a) To receive any update on verge/footway parking restrictions scheme

No further update from NELC. Mr. Poucher had advised it would be October/November before any progress would be made.

b) To consider issue of provision of litter picker and agree action

Advertisement inviting applications now published in last edition of Newsletter. To be tabled at next meeting.

c) To receive update on Parish Council notice board and agree necessary action

Clerk advised that Newby Leisure unable to repair as not cost-effective. Clerk to source prices for new boards which were compliant with planning permission and report back to next available meeting.

**RESOLVED: That quotations be obtained for replacement notice board**

d) To receive update on improvement works to Cemetery Road/Humberston Avenue junction from NELC and agree any necessary action

Both Clerk and Cllr. Harness had reminded NELC and asked for update.

e) To receive update from Clerk on highways matters

None.

**Public Break:**

Residents raised issue of potential building on South View with Cllr. Harness taking part in discussions.

**14/87 Correspondence**

a. To receive correspondence regarding the Humberston Fitties Community Room and agree any necessary actions and to receive update on compilation of repair list for consideration by PC

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This held over pending result of library proposals. Clerk to table at next meeting. One quotation, unsolicited, already received for window repairs

- b. To receive correspondence from resident regarding NELC's proposed disposal of land at South View and agree any action

Residents had brought up concerns in public break. As yet no formal application before the Council. Cllr. Harness had confirmed that NELC were looking to dispose of its part-ownership of the land. Advertisement had been placed to remove the byelaw on the land and Cllr. Harness to monitor and report back to PC.

- c. Any correspondence received to date of meeting for consideration

None

#### **14/88                    Future Dates**

Next Parish Council Meeting – Tuesday 4<sup>th</sup> November 2014

ERNLLCA Annual Conference – Friday 14<sup>th</sup> November 2014

NELC Speed Awareness Event – 28<sup>th</sup> October 2014

ERNLLCA District Meeting – Thursday 18<sup>th</sup> October 2014

Remembrance Day – Sunday 9<sup>th</sup> November 2014 – Chairman checked on numbers for reservation of seats.

#### **14/89                    Reports (for information only)**

ERNLLCA AGM – 18.09.14 – Cllr. Thomas

Cllr. Thomas had attended and to put paperwork in bag.

To receive report on Cemetery and Allotments Inspection visit by Committee And agree actions as proposed from inspection

Clerk had submitted report to all members and agreed.

Any other reports

None.

#### **14/90                    Parish Council Matters**

- a) Parish Council Newsletter – to receive any update and consider next edition

Now distributed – Cllrs. Bailey and Ravenscroft had finalized due to absence of other Cllrs. Chairman thanked them again for their work on the Newsletter.

- b) To consider allotment agreements for allotment tenancy year 2014/2015 and agree any changes/amendments/necessary actions

Current tenancy agreement circulated to all Cllrs. for consideration. Changes to be discussed at next meeting.

- c) To receive final amended version of new adopted Finance Regs for Humb PC

Clerk had circulated copy of final version, now duly adopted, to all members.

- d) To receive update on Library project and agree any action

Outcome now awaited from NELC as decision would be made 20/21<sup>st</sup> October. Clerk advised that the matter would be decided upon by small panel and endorsed by Portfolio holder and Chief Exec at final stage.

e) To consider Christmas Tree Lighting/Carol Singing event and agree any actions – Cllr. Hyde  
Cllr. Hyde had made contact with Guides and Chairman advised that if any members wished to form small group to provide event for tree lighting to advise Clerk. No volunteers at meeting came forward and Clerk to c/f to November meeting.

f) To consider issue of Church Notice Board and agree any actions - Cllr. Hyde  
Cllr. Hyde had had contact with Archaeology Group who were requesting information board near to the Church. Agreed that the Library would be the ideal venue for such information to be displayed. Pending library decision.

**RESOLVED: That no further action be taken pending library outcome**

g) To consider and finalise a list of approved contractors for Humberson PC  
Clerk had circulated draft list put together by Clerk and Chairman from work carried out for the Council over the last few years. Clerk declared an interest (under the Clerk's Code) on contractor on draft list due to family connection but advised that this contractor would probably wish to be removed from the list. Cllrs. suggested any company advertising in the Newsletter should be added as general entry and this was agreed. Cllrs. to consider and to be decided at November meeting. Clerk advised this would be fluid list with additions/removals to be made as per Council's decision at any time.

**RESOLVED: That approved contractors list be considered with additions of newsletter Advertising companies and formal version to be approved in November**

h) To receive proposed protocol from ERNLLCA regarding recording of meetings and formally agree policy/protocol for adoption by Humberston Parish Council  
Now lawful for people to film/record meetings of the council. ERNLLCA had produced draft recommended policy which had been circulated to all. Agreed insertion regarding filming of people in public break – Clerk to check with ERNLLCA and c/f to November meeting.

**RESOLVED: That Clerk seek advice on amendments and report back to November meeting**

#### **14/91 Finance**

a) Cheques for authorization as per attached list  
Payments as per list circulated and then updated list circulated at meeting, be approved for payment for October 2014.

**Resolved: That all payments as listed be approved for payment**

b) To receive Annual Return completed by External Auditors and note no actions/recommendations and formally resolve the conclusion of the audit for fy 13/14  
Annual Return now received back from PKF Littlejohn with no recommendations or actions. Formally resolved that audit now completed for fy 13/14. Chairman/Cllr. Hyde to display copies of all parts of Annual Return and Notice of Closure on the Library Notice Board and copies supplied by Clerk.

**RESOLVED: That the audit for fy 13/14 now formally be closed with no recommendations Or actions arising from the external auditors**

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- c) To consider financial payment/contribution for worker on supporting work for Wind Turbine application appeal process and agree any action

To be deferred again pending Cllr. Rea's attendance.

**RESOLVED: Deferred until Cllr. Rea in attendance**

- d) To receive quarterly accounts and reconciliation for second quarter/half year and agree any actions

Clerk had circulated second quarter/half year account reconciliation together with copy of mid-year bank statement and copies of cash book/income and expenditure account to mid-year point to all members and went through procedure of reconciliation with members. Agreed to accept the account reconciliation and signed by member other than Chairman.

**RESOLVED: That the second quarter/half year account reconciliation be formally accepted  
And approved by the Council**

**14/92 Exclusion of Press and Public**

**RESOLVED:** exemption of press and public for remainder of meeting under Public Bodies Admissions To Meetings Act 1960, Section 1 (2) on the grounds that discussion of the following business is likely to disclose confidential information<sup>1</sup>

**14/93 For members to receive ongoing governance training/information review from Clerk**

Section 3 – Payroll, paye procedures – to receive information from Clerk on Payroll/paye procedures carried out by Humberston PC:

Clerk displayed all paperwork and procedures carried out with regards to payroll/salary matters to Members who were fully satisfied with procedures in place.

**RESOLVED: That members were fully satisfied with procedures in place for payroll  
Operated by the Parish Council**

**14/94 To consider revised report/information regarding Parish Office relocation to Library facility, receive update from Clerk and agree any necessary action**

New report submitted and circulated to all members. Agreed that should library project be successful, that the Parish Office be relocated for 16 hours a week to the library centre at hours to be agreed with the Clerk. Extra hours awarded to be ratified by Personnel Committee.

IT was also agreed that a small Committee be formed to deal with library project if successful as urgent Decisions would need to be made on items to be purchased etc. Agreed that Cllrs. Baron, C. Hall, Bailey, Dolby and Ravenscroft would form Committee. Clerk advised if library project successful, full Council Meeting would be called to decide on delegated powers for Committee to move project forward within Timeframes required.

**RESOLVED: That if library project is successful, the Parish Office for Humberston PC will  
be relocated to the library building. Library Committee be formed with members  
As above and if successful with library project, delegated powers to be decided  
By full Council for the Library Committee**

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Chairman closed the meeting at 8.30 pm.

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<sup>i</sup> Under Part 1 of Schedule 12A of the LGA 1972 (as amended)

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