

**MINUTES OF THE PARISH COUNCIL MEETING OF HUMBERSTON PARISH COUNCIL HELD ON TUESDAY
5th APRIL 2016 AT 7.00 PM AT WENDOVER HALL, WENDOVER PADDOCK, HUMBERSTON**

Present: Cllr. Hall (Chairman)
Cllrs. Stephenson, Baron, Mrs. C. Hall, Bailey, Waite and Furneaux

Apologies: None

In Attendance: Cllr Harness, NELC Ward Cllr
PCSO Sutton

There were 10 members of the public present

16/01 Acceptance of Apologies

None received as all members present.

16/02 Declarations of Interest – Code of Conduct 2012

DPI's already declared by Cllrs. Hall, Mrs. C. Hall and Baron in allotment matters due to holding allotment tenancies.

16/03 To approve minutes of previous meetings from March 2016 inc any committee minutes

Minutes as circulated, approved as true record of the meetings and signed by the Chairman.

RESOLVED: That minutes be accepted as true record of the meeting

16/04 To receive update on casual vacancies and possible candidates for cooption and agree Any necessary actions

Four possible candidates for cooption present at meeting and members welcomed their interest. Clerk advised all candidates present that if they were interested after the meeting they should contact her with a view to being considered for cooption at next available meeting. Noted.

16/05 To consider two motions from the Chairman:

- (a) In view of the lapse of a month before the Chair and Vice-Chair, due to their DPI's in allotment matters, discover what has happened with regard to allotment matters when they receive the minutes of meetings, to ask the Council to consider draft minutes of meetings being published within 7 days of the meeting taking place;

RESOLVED: That draft minutes of main Council meeting on first Tuesday of each month be Circulated within 7 days of meeting taking place and that planning and/or committee Meetings or main Council meetings held later in month be circulated with Agenda for Next monthly meeting as per current practice

- (b) To ask that all information and legal advice and rulings be put on Agenda for next available meeting and be received in written format only

RESOLVED: That this be accepted and all advice sought be confirmed in writing by both Clerk And Council members

16/06 Police Report (for information only)

Written report received and circulated prior to meeting and read out at meeting by PCSO Sutton who was present. Noted.

16/07 Highways/Footpaths/Traffic Issues

- a. To receive update from Clerk on highways matters

Anything for reporting had already been auctioned. Noted.

- b. To receive update on new scheme for parking restrictions on verges and footways and agree any necessary actions

Clerk had been advised that the TRO had been advertised and further notice from NELC awaited. Clerk to contact NELC and seek further information.

RESOLVED: That Clerk contact NELC for further information on scheme

- c. To receive update on works to both Cemetery Road (post installation) and also entrance to Cemetery Road off Humberston Avenue (Ward Cllrs.) and agree any necessary actions

Chairman reported that works by Ward Cllrs. had almost now been completed and members asked Clerk to write and thank them for their efforts. Clerk to order posts at no more than £350+ VAT purchase cost and get installed as agreed at cost of £350.00 for installation without any further quotations. Also agreed that two signs be erected asking vehicles to give way to oncoming traffic.

RESOLVED: That letter of thanks be sent to Ward Cllrs and that posts now be installed along The verges to the main site gates and that signs be put up for traffic as agreed

- d. To receive update from Clerk on streetlighting issues and agree any necessary actions

Clerk had reported street light out in Wendover Paddock and received confirmation from NELC on 8th March that it had been repaired. Clerk made aware that it was still not operational and had contacted NELC to investigate.

RESOLVED: That Clerk progress with NELC why repair had not been carried out properly

16/08 Correspondence

- a. To receive any correspondence to date of meeting inc e.mail from resident re precept

Various correspondence received and responses agreed as per following items:

- a) Letter from resident on why precept had increased – Clerk to send copy of budget which would be self explanatory
- b) Letter from resident on willow trees planted around Gingerbread House – Clerk to highlight with NELC and ask for guidance/action
- c) Community Infrastructure Levy from East Riding – Cllr. Harness to find out what stage NELC is with changes to this funding
- d) CCTV – Waltham Parish Council had responded and asked if Humberston PC would donate any funding to the purchase of the cameras – agreed that more information required and Clerk to write back and ask for this information.

RESOLVED: That responses to above correspondence be sent as agreed

16/09 **Future Dates**

Next Parish Council Meeting – Tuesday 3rd May 2016

Next Committee/Planning Meeting night – Monday 18th April 2016

ERNLLCA Training – Advanced Chairmanship Course – Cllr. Baron to attend

To consider and agree date for Annual Parish Meeting for Humberston – Agreed Monday 18th May 2016

At 7.00 with any Committees to follow.

RESOLVED: That Annual Parish Meeting for Humberston be held on Monday 18th May 2016 at 7 pm

16/10 **Reports (for information only)**

NELC COMA programme – Clerk to report

Nearly completed schedule for programme and last study visit to be held on 21st April and last workshop to be held on 19th April. Clerk had asked to be member of panel to be called upon for submitted approaches of interest at NELC and members agreed that this was a good idea and they were happy for Clerk to continue to represent Humberston in this way.

RESOLVED: That the PC is happy for the Clerk to continue in the COMA role with NELC as requested

Town and Parish Liaison – 10.03.16

Cllrs. H. Hall and Baron attended. Local plan presentation and other issues concerning policing.

Christmas Event meeting – March 2016

Held with Humberston Happening. Agreed that marquee would probably be required due to fire safety restrictions on numbers within the Hall and any new Hall available. Agreed date of Friday 9th December and Clerk to organize PA system quotations.

RESOLVED: That date be set at Friday 9th December 2016

To receive any other reports

None received.

16/11 **Wendover Hall and Paddock**

- a) To receive report from Clerk on progress with new building project with regard to granting of discharging of planning conditions and agree any necessary actions

Clerk voiced frustration on discharging conditions with regard to the tile design for the roof and requests from NELC over materials etc. Clerk advised that costs would now be increased due to demands of NELC for certain materials and it was agreed to get start date as soon as possible and then discuss any outstanding materials issues.

RESOLVED: That Clerk and Mr. Nelson progress start date for as soon as possible and that materials Discussions be ongoing

16/12 **Parish Council Matters**

- a) To receive information from ERNLLCA/NALC/NELC and note for circulation

Everything circulated.

- b) To consider issue of repairs to water heaters to Community Room and agree any necessary actions

Quotation had been received from PC plumbing contractor for new water heaters in the Fitties Community Room. Agreed that this be auctioned.

RESOLVED: That new water heaters be installed by Mick Henry plumbing at cost of £424.80 inc VAT

- c) To consider issue raised by resident over locking of Fitties car park gate and agree any necessary actions

Resident had complained that they were stuck in car park and difficulties with egress were evidenced. Clerk to check with Fitties Neighbourhood Watch that procedures of dawn to dusk opening and closing were being adhered to with mobile numbers for emergencies also easily displayed. Clerk advised that the PC nor any Fitties Group had jurisdiction to enforce any fines or any restrictions in the car park, that was only within NELC's remit. Councillors asked that resident be sent apology also.

RESOLVED: That Clerk check with FNW that procedures are clear and being adhered to and that Letter be sent to resident with apology and action by the PC.

- d) To consider issue of flag at Church raised by resident and agree any actions

Agreed that flag at Church could be better quality and Clerk to write to Church and ask if it could be flown every day and that PC would be willing to supply good quality flag.

RESOLVED: That Clerk write to Church and ask if the PC could supply a good quality flag to Be flown every day

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

Cllr. Bailey updated. Cllrs. Furneaux and Waite would take over with regard to advertising and also liaising with printer for articles etc. and Clerk to continue with controlling finance for Newsletter.

RESOLVED: That Newsletter Committee be made up of Cllrs. Bailey, Furneaux and Waite for Handover of editorial duties and advertising business from Cllr. Bailey with financing Controlled by Clerk

- f) To receive update on Christmas Event for 2016 and agree any necessary actions

Already done under reports.

16/13 Finance

- a) Cheques for authorization as per attached list

Payments, as per list circulated, approved to be made.

RESOLVED: That payments as per list circulated be approved for payment.

- b) To receive notification of renewal of subscription to ERNLLCA for 2016/17 and agree necessary action

RESOLVED: That subscription to ERNLLCA be renewed at cost shown on cheque lists

- c) To receive final year end accounts/account reconciliation for 2015/16 and agree any necessary action

Clerk advised that these would be presented at meeting on 18th April 2016.

- d) To receive notice of internal audit for fy 2015/16 for year end

Clerk was organizing a date with internal auditor and would advise when agreed.

RESOLVED: That Clerk organize date for internal audit and inform Cllrs. when agreed

- e) To receive notice of date for external audit and agree necessary actions

Clerk advised that external audit notice had been received. Inspection dates had been changed re length of period and that first ten days of July had to be included in dates set. Clerk away for some of that time so arrangements would be made to leave books with Chairman or other Council member.

RESOLVED: That external audit notice has been received with appropriate dates and noted

16/14 Allotments/Cemetery Site

Cemetery

- a) To receive update on new cemetery sign after damage and agree action

Now done and in place and cheque for payment approved on cheque list.

RESOLVED: That work is complete and payment be made.

- b) To receive update on repainting of cemetery shelter and agree action

Now done and looking much better. Happy that invoice be settled.

RESOLVED: That work is now complete and payment be made.

- c) To receive update on turfing of grave plots and agree any necessary action

This had now been done and PC had paid for the turf as required to do so under the grounds maintenance contract. Noted.

Cllrs. H. Hall, C. Hall and Baron left the room for the next set of items and took no part in any discussion due to DPI in allotment matters. Cllr. Bailey took the Chair.

Allotments

- d) To receive report/feedback from HAHA meeting attended by Cllr. Bailey in March 2016

Cllr. Bailey was now regularly attending HAHA meetings to feed back/liase on matters with the Parish Council and this was proving useful and informative. East side path closed off due to wetness and this was supported by members. Noted.

- e) To receive update on vacant plots/new tenants and agree any necessary actions

Clerk advised all plots now taken and no vacancies. Noted.

- f) To further consider details on competition for 2016, receive any update and agree any further actions

Clerk to organize posters. Mrs. Hyde had already put in Newsletter. No further actions at present other than advertising. Noted.

- g) To confirm date for site visit and agree any necessary action

Agreed for Monday 11th April 2016 at 10.00 am. Mrs. Hyde to accompany from HAHA and this agreed.

RESOLVED: That visit be held by members on Monday 11th April 2016 at 10.00 am.

- h) To consider item on allotment protocol and recommended to be taken as exempt item

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

Clerk advised on lawful requirement for procedure on allotment issues and this was acknowledged by members present and noted.

Chairman then closed the meeting at 8.48 pm.

Signed:

Date: