

**MINUTES OF A PARISH COUNCIL MEETING OF HUMBERSTON PARISH COUNCIL HELD ON TUESDAY 4<sup>th</sup> APRIL 2017 AT 7.15 PM AT WENDOVER PADDOCK HALL, WENDOVER PADDOCK, HUMBERSTON**

**Present:** Cllr. Hall (Chairman)  
Cllrs. Reynolds, Bailey, C. Hall, Baron, Robinson, Tuplin and Scoffin

**Apologies:** Cllrs. Shreeve, Fenty and Stevenson

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

There were 6 members of the public present.

**17/01 Acceptance of Apologies**

Received from Cllr. Shreeve (holiday); Cllr. Fenty (NELC meeting); Cllr. Stevenson (illness)

**RESOLVED: That apologies be accepted**

**17/01 Declarations of Interest – Code of Conduct 2012**

Cllr. Tuplin declared personal interested in Correspondence Item (a) due to residency.

Clerk declared an interest in Payments Schedule under the Clerk's Code due to payment to relative. Noted.

**17/03 To approve minutes of previous meetings from March 2017–**

Main Council meeting 07.03.17/Planning Meeting 07.03.17/ Allotment Committee Meeting 10.03.17  
Minutes all approved as true record and signed by Chairman and Chairman of Committees.

**RESOLVED: That the minutes of all meetings as listed be approved as true record of the meetings**

And to endorse the recommendations made from the Allotment Committee for action and to re-consider adoption of recommended Standing Orders from Governance Review Committee as specified in report and agree actions

Recommendations from Committee all endorsed and Standing Orders as circulated from the Governance Review Committee, formally adopted with immediate effect.

**RESOLVED: That the recommendations of the Allotment Committee be endorsed for action and That Standing Orders version as circulated be adopted with immediate effect**

**17/04 Police Report (for information only)**

Circulated electronically – apologies had been received from PCSO Burrows.

Number of crimes in Humberston noted and Clerk asked to write to Inspector for area and check patrols are regularly visiting Humberston. One member mentioned CCTV but Clerk advised that the cost of this would be extremely high in Humberston. Noted.

**17/05 Highways/Footpaths/Traffic Issues**

- a. To receive update from Clerk on highways matters and agree any necessary actions

Clerk had nothing to report and all received had been circulated electronically to all members and/or actioned with NELC.

- b. To receive and consider correspondence re. parking issues and also receive update from Chairman on visit to schools re parking issues and agree any actions

Chairman advised meeting had not yet been held as he and Cllr. Reynolds had been unable to arrange one through non-cooperation with school. Agreed that Clerk should write formally and request a meeting.

**RESOLVED: That Clerk writes to Humberston Park School requesting a meeting re parking**

Recycling bins have now been removed but Charity ones still present. Cllr. Scoffin to take details and forward to Clerk who would contact and attempt to get removed. NELC had been informed some rubbish had still accumulated and they had been asked to put up a notice advising recycling facilities had been removed and asking people not to leave items at the site.

**RESOLVED: Clerk to action the removal of the charity recycling facilities**

### 17/06 Correspondence

- a. To receive letter from resident of Brooklyn Drive re planning matter and agree any actions

This matter had been raised previously but resident had not received a response from NELC. Chairman advised that there was nothing the PC could do with regard to the private access to Brooklyn Drive and resident advised it was for information only for the Parish Council. This item was also incorporated into the public break. Noted.

### Public Break

Resident of Brooklyn Drive present re problems of access onto private road due to expanding development. Resident raised concerns at parking on The Cloisters advising she had been blocked in. Proposed lining the parking bays in the car park and Cllr. Harness advised he would take this matter up with NELC.

- b. To receive any other correspondence to date of meeting for information only

Query received re tree at Cemetery from a plot holder, asking if nests could be removed or tree could be trimmed. Cemetery contractor had advised an Ecology report would be required if nesting birds were present and members asked Clerk to obtain price for such a report before taking any further action.

**RESOLVED: That Clerk source price for appropriate ecology report and report back**

Waltham PC had written regarding previous correspondence concerning CCTV provision. It had decided not to progress the matter any further and was writing for information. Noted.

### 17/07 Future Dates

Next Parish Council Meeting – Tuesday 2<sup>nd</sup> May 2017 – the Annual Parish Council Meeting

To agree date for Annual Parish Meeting for Humberston for 2017

**RESOLVED: Annual Parish Meeting for Humberston be held on Tuesday 16<sup>th</sup> May 2017  
At 7.15 pm.**

Mayor's Charity Challenge – Saturday 29<sup>th</sup> April 2017

Chairman updated and asked if members wished to donate to the Mayor's Charity Appeal. This was agreed as a donation of £50.00.

**RESOLVED: That £50 donation be made to the Mayor's Charity Appeal**

Summer Event – 23<sup>rd</sup> July 2017

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

Easter Office Closure – Friday 14<sup>th</sup> to Monday 17<sup>th</sup> April inclusive

Chairman at this point in the meeting advised members that should anything happen whilst the Clerk was on leave or unavailable that no member should take a decision and that members should consult a 'senior councillor' over the matter before any action be taken. Cllr. Robinson asked for clarity on what qualified as a senior councilor. The Clerk intervened and reminded all members that no one Council member outside of a Parish Council meeting, could make any decision whatsoever. Noted.

ERNLLCA Meeting – 20<sup>th</sup> April 2017 – Stallingborough Hall as venue.

**17/08      Reports (for information only)**

**Ward Cllrs. Report**

None present at this point.

**Town and Parish Liasion – 16.03.17**

Cllr. Hall and Baron had attended. Police and Crime Commissioner present again and this dominated the meeting. Parking restriction scheme had been updated and meeting had been advised all parking orders were all ready for signing. Clerk advised she had been given different information.

**Any other reports**

None.

**17/09      Wendover Halls and Paddock**

- a) To receive quotation for window treatments for Wendover Paddock Hall and agree actions

Two quotations received, one written and one verbal to the Clerk. Agreed that A and D Curtains be contracted to supply and fit the sample chosen at previous meeting at cost of £1869. Agreed and 25% deposited noted and also agreed.

**RESOLVED: That A and D curtains quotation be accepted with heavy duty curtain poles and at price Fully fitted and finished of £1,869.00. Agreed for 25% deposit to be arranged.**

- b) To receive update on access ramp and steps and agree any necessary actions

Clerk advised that building contractor would be starting work the following day. Noted.

- c) To receive update on electrical compliance works for information only

All PAT testing done and also Clerk had instructed the upgrading of the smoke alarm system in Wendover Hall to be compliant with new legislation and staff will be recording that alarms are tested weekly. Noted.

- d) To agree commencement of project for refurbishment of Wendover Hall toilets as agreed in budget for 17/18

Members agreed that Clerk commence project and obtain proposals and quotations.

**RESOLVED: That Clerk commence project for refurbishment of toilets and obtain proposals and Quotations.**

**17/10 Parish Council Matters**

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

b) Parish Council Newsletter – to receive update on next edition for information  
Decided to increase print run to 100 extra copies for next edition.

**RESOLVED: That an extra 100 copies be printed as from next edition.**

- c) To receive and consider report/update from Working Group on Summer Event for 2017 and agree formation of formal Committee to progress arrangements and agree any necessary actions

Clerk advised firstly that the small lottery licence had been successfully renewed so raffle tickets could now be arranged. Discussion took place over formation of a formal Committee. Clerk advised that events were only covered by the PC's insurance if wholly organized by the Parish Council, which would mean recording in the minutes details of event and arrangements. It was finally agreed that the Working Party continue but that a written report/informal notes showing bullet points on arrangements be produced from the Working Group meetings and submitted to the full Council each month prior to the meeting so that the full Council could then formally endorse the recommendations as decisions for the event and that the informal notes were on file with the Clerk. Next meeting Friday 21<sup>st</sup> April.

**RESOLVED: That Working Group continue with arrangement of event but written report/informal Notes to be produced after each meeting and submitted to full Council prior to the main Full Council meeting at which recommendations from the Group would then be Discussed and decisions made at full Council level for the event**

d) To receive update of publication of of Cemetery Maintenance Contract  
Published. Noted.

- e) To receive and consider update on allotment boundary hedge and correspondence from adjacent neighbour and agree any necessary actions

This had been completed and Clerk had received correspondence from neighbour over issue which Clerk had responded to but no further response had been received. No action to be taken at this time and noted.

Standing Orders were moved to 9.15 pm.

- f) To receive request from Wendover Preschool to allow scheme by NCS to operate within Wendover Hall and Paddock for 2017 and agree any actions

Agreed no scheme to take place inside either of the Halls. Possible project on outside in the Paddock but this would depend on finished result of new access etc. so this would have to be pending the May meeting.

**RESOLVED: That no scheme be authorized for works within either Wendover or the Paddock Hall And that decision on any possible scheme in paddock be deferred to May meeting**

Cllr. Hall asked that Preschool be requested to mark staff cars using the car park due to parking problems they needed to be clearly identified – Clerk to advise Preschool.

**RESOLVED: That Preschool be asked to clearly identify staff cars parked in the Paddock Car park**

**17/11      Finance**

- a) Cheques for authorization as per attached list

All payments as per list circulated, approved to be made.

**RESOLVED: That all payments as listed, approved to be made.**

- b) To receive notification of date for external audit procedures from PKF Littlejohn  
And agree any necessary actions

Clerk advised that paperwork and schedule had been received from external auditors and all items to be submitted by 12<sup>th</sup> June. Clerk advised that internal audit had been arranged for Thursday 1<sup>st</sup> June and then all paperwork would come before the Council for authorization at the June 2017 meeting for submission to PKF Littlejohn.

**RESOLVED: That schedule for audit regime be noted and that dates be followed as advised by Clerk, with internal audit to be held on Thursday 1<sup>st</sup> June in the morning.**

The Chairman closed the meeting at 9.10 pm.

Signed: .....

Date: .....