

**MINUTES OF A PARISH COUNCIL MEETING OF HUMBERSTON PARISH COUNCIL HELD ON TUESDAY 6<sup>th</sup> DECEMBER 2016 AT 7.00 PM AT WENDOVER PADDOCK HALL, WENDOVER PADDOCK, HUMBERSTON**

**Present:** Cllr. Hall (Chairman)  
Cllrs. Stevenson, Baron, Reynolds, H. Hall, Robinson, Fenty, Scoffin, Tuplin, Bailey and Shreeve (from 7.06 pm)

**Apologies:** Cllr. Shreeve (will arrive late)

**In Attendance:** Cllr. Harness, NELC Ward Cllr.  
Former PCSO Steve Sutton

There were 5 members of the public and 1 member of the press present.

**16/93 Acceptance of Apologies**

Clr. Shreeve to arrive late – received and accepted.

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

**16/94 Declarations of Interest – Code of Conduct 2012**

DPI's declared as recorded for Cllrs. H. Hall, C. Hall and Baron in allotment matters.

Clerk advised that the boundary issue of the fence on the allotments which was on the agenda would be considered as a Parish Council rather than specific allotment issue and therefore would grant dispensations to Cllrs. H. Hall, C. Hall and Baron to remain in the meeting. Noted.

**16/95 To approve minutes of previous meetings from November 2016 –**

Minutes of following meetings approved as true record and signed by the Chairman:

Main Council meeting 01.11.16/Planning Meeting 01.11.16/Planning Meeting 21.11.16/Special Meeting 21.11.16/Governance Review Committee 21.11.16/Extraordinary Mtg 28.11.16

**RESOLVED: That minutes be approved as true record of meetings as shown**

The Chairman then carried out a presentation to the former PCSO for Humberston and New Waltham Ward, Steve Sutton, of a Humberston commemorative shield along with a letter from the Parish thanking him for all of his hard work in the 9 years he served the Ward and best wishes for his new post.

**16/96 Police Report (for information only)**

Police report already circulated. Noted.

**16/97 Highways/Footpaths/Traffic Issues**

- a. To receive update from Clerk on highways matters inc parking restriction scheme from NELC re parking on verges and footways

All issues had been dealt with as passed to the Clerk and passed to NELC if appropriate. Cllr. Stevenson enquired about Sinderson Road and Cllr. Fenty in his capacity as a Ward Cllr. advised that all such

repairs/resurfacing works had been deferred by NELC due to funding. Cllr. Stevenson also advised on some potholes which the Clerk would forward to NELC.

b. To receive any update on sign for Fitties Car Park and agree any necessary actions

Chairman reported that those responsible were trying to source the wood to make a frame free of charge. Cllrs. agreed that the PC could stand the cost of any wood required. Agreed to leave it for a month.

**RESOLVED: That any further action be deferred for one month**

**16/98 Correspondence**

a. To note FOI requests received during November and note responses given

Clerk had circulated all FOI requests and any subsequent responses to all members. There were still some FOI's outstanding and these would be dealt with within the allotted time. Noted.

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

Cllr. Scoffin advised on previous Editorial Meeting with The Countryman regarding the Newsletter and the owner had now allocated some community funding he had received to the project put forward by the PC at that meeting regarding provision of chairs for the office/small room space at the new hall. This would hopefully be forthcoming in the new year. Cllrs. welcomed this news.

**Public Break:**

Staff parking from Humberston Park School raised and discussed. Agreed that Chair, Cllr. Reynolds and Ward Cllrs. would organize a visit to the school again before the February Council meeting.

**16/99 Future Dates**

Next Parish Council Meeting – Tuesday 3<sup>rd</sup> January 2017

Next Committee/Planning Night – Monday 19<sup>th</sup> December 2016 (if required)

Governance Review Committee Meeting – Tuesday 24<sup>th</sup> January 2017

Office Closure – 23<sup>rd</sup> December 2016 to 3<sup>rd</sup> January 2017 inclusive

**16/100 Reports (for information only)**

**Christmas Tree Event**

Meeting held of informal working group on Monday to finalise issues. More people had attended and better organized with having two halls. Chair wished to stress that any funds made as a result of the event are NOT public funds, ie they do not come back to the PC but are donated to local charitable causes. Agreed and endorsed by PC that total of £636.26 generated from the event be split equally between Methodist Youth Club and Cuddles Animal Sanctuary. Cost to Parish Council out of £1k allocated budget had totaled £239.48 plus the cost of printing the raffle tickets. Chairman thanked all of those involved, especially the ladies who had helped on the night itself. Agreed to write to Haha thanking them for use of gazebos and it was agreed that a possible road closure may be considered for next year.

**RESOLVED: That the Parish Council endorses the decision of donation to the two charities named**

ERNLLCA Annual Conference – Friday 18<sup>th</sup> November 2016

Cllr. Bailey and Clerk attended. Workshops on insurance, NALC services and financial requirements at end of year for members – all workshops confirmed that the Parish Council was adhering to all required procedures.

ERNLLCA Training – Tuesday 8<sup>th</sup> November 2016

Personnel training attended by Cllrs. Tuplin, H. Hall and Baron and Clerk. Well attended and informative.

Remembrance Day and Service – Sunday 13<sup>th</sup> November 2016

Very enjoyable service.

Town and Parish Liaison – Thursday 1<sup>st</sup> December 2016

Cllrs. H. Hall and Baron had attended. Return visit by Chief Supt Hall of Humberside Police was main item on agenda.

Ward Cllrs Report

Wd. Cllrs. reported that devolution has at the moment not progressed due to not all of the authorities involved agreeing with details. NELC continues to be financial challenged and residents will start to see cuts in front line services. Schemes for road improvements to areas including Toll Bar roundabout continue to be considered by NELC.

Any other reports

None although the Chairman raised the issue of reviving the Humberston Summer Event. The Happening Group are keen and have a few ideas about event. Cllrs. would consider when budget setting for next year.

**16/101**      **Wendover Halls and Paddock**

- a) To consider outstanding issues for new build and agree any necessary actions

Small items still left to purchase such as boards for plans for display for meetings and shelving and storage cupboard – which the Clerk had ordered. Outside issues still to be resolved with NELC. Noted.

- b) To receive financial update on project and agree any necessary actions

Full details to be presented at budget meeting in January where further finance can be considered if required. Noted.

**16/102**      **Parish Council Matters**

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

Noted and either in circulation box or circulated electronically prior to meeting.

- b) Parish Council Newsletter – to receive update on next edition and agree any actions.

March 2017 for next edition. Cllr. Scoffin and Clerk to have meeting in New Year. Noted.

- c) To consider allotment tenancy agreements for 2017, agree any changes/amendments etc. and agree arrangements for allotment rental collections

Clerk had circulated allotment tenancy agreement in current format. All members asked to email Clerk with any proposed changes/amendments/additions and Clerk would also send copy to HAHA. All could then be considered at January 2017 meeting where tenancy would be formally agreed.

**RESOLVED: That all amendments/proposals for changes to current tenancy agreement be Considered and agreed at January 2017 meeting**

Clerk advised that she and Chairman of Allotments and HAHA representative would agree dates for January 2017 to carry out allotment rent collections and this was noted by members.

**RESOLVED: That Clerk, Chairman of Allotments and representative from HAHA carry out Allotment tenancy renewal and rent collection on dates to be agreed by them in January**

d) To consider issue of broken allotment fencing and agree any necessary actions

Agreed to ask Alexander Hubbards to source and quote for supply of some native British hedging which would reinforce the boundary from the allotment side.

**RESOLVED: That proposal and quotation be sought from Alexander Hubbard for supply of Mature native British hedging plants for boundary of site**

**16/103 Finance**

a) Cheques for authorization as per attached list

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

**RESOLVED: That all payments be approved to be made as per the schedule circulated.**

b) To receive notice of precept arrangements from NELC and agree date for budget setting/precept setting for fy 17/18

Agreed that budget setting be carried out on Tuesday 24<sup>th</sup> January 2017 at full meeting of the Council.

**RESOLVED: That budget/precept setting be carried out by full Council on Tuesday 24<sup>th</sup> January 2017**

c) To receive half year internal audit report and agree any actions

Received and noted with no actions agreed as a result.

**RESOLVED: That half year internal audit report be received and accepted with no actions**

d) To approve appointment of internal auditor for full year internal audit and agree schedule of works

Agreed that Mrs. M. Stennett be appointed to carry out full year internal audit for fy 15/16. Clerk would produce schedule of works for the Council to formally agree.

**RESOLVED: That Mrs. M. Stennett be appointed as internal auditor for full year for fy 15/16 and That schedule of works be approved at later meeting**

e) To consider contribution to Clerk's SLCC membership and agree any action

Deferred until January 2017 meeting pending some further information from ERNLLCA.

**RESOLVED: That decision be deferred until January 2017 meeting.**

Chairman closed the meeting at 8.13 pm.

Signed: .....

Date: .....