



# HUMBERSTON PARISH COUNCIL

Annual Report  
Year 15/16

**Humberston Parish Council**

**ANNUAL REPORT**

For Year 15/16

Councillors' Attendances

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Councillors were present at the full main scheduled monthly meetings of the Parish Council called twelve times during 15/16 as detailed below.

Note that there were also some extraordinary meetings of the Council held as well as additional Planning Meetings and also Committee meetings – these statistics are not listed below and show only the main monthly Parish Council meetings.

Attendances for Councillors serving throughout the year at main meetings called first Tuesday of each calendar month:

|                                  |                       |
|----------------------------------|-----------------------|
| Cllr. Harry Hall (Chairman)      | 12 from a possible 12 |
| Cllr. Jack Baron (Vice-Chairman) | 10 from a possible 12 |
| Cllr. Pam Stevenson              | 10 from a possible 12 |
| Cllr. Sue Bailey                 | 11 from a possible 12 |
| Cllr. Christine Hall             | 11 from a possible 12 |
| Cllr. Brian Waite                | 4 from a possible 4   |
| Cllr. Ann Furneaux               | 1 from a possible 1   |

Former Cllrs. who served through the year but are not longer members

|                      |                     |
|----------------------|---------------------|
| Cllr. Bernie Rea     | 1 from a possible 2 |
| Cllr. Barbara Coulam | 7 from a possible 8 |
| Cllr. Wendy Baron    | 3 from a possible 3 |
| Cllr. Jo Armstrong   | 6 from a possible 7 |
| Cllr. Thomas Feldges | 7 from a possible 8 |
| Cllr. Sandra Dobbs   | 4 from a possible 5 |
| Cllr. Sonia Feldges  | 5 from a possible 5 |
| Cllr. Harry Dolby    | 0 from a possible 1 |

Member also attended meetings of the Personnel Committee, the Planning Committee, Newsletter Committee meetings and several extraordinary meetings of the Council called due to work on the project for the new hall extension and also due to lack of numbers for Committee Meetings to be held.

It was with much sadness that the Council received the news of the very sad death of Cllr. Bernie Rea in May 2015. Cllr. Rea had served as the Vice-Chairman during the previous year and was a very well-respected member of the Council. Members were in attendance at his funeral in early June 2015.

The year had seen elections in May 2015, with the Council seeing 9 members returned after an uncontested election. There had remained vacancies throughout

the year, with the Council starting the year with two casual vacancies, having three vacancies after the Elections, losing and gaining members throughout the year and then finishing the year again with seven members and five vacancies.

Cllr. Hall served as Chairman for the year and Cllr. Baron served as Vice-Chairman for the year.

Cllr. Mrs. C. Hall served as Chairman of the Planning Committee and Cllr. Bailey served as Chairman of the Cemetery and Allotments Committee for the year.

Mrs. Kathy Peers, a CiLCA qualified Clerk, served as the Parish Clerk for the year.

Councillors attended meetings of Committees of the Parish Council and these included the Planning Committee, the Personnel Committee, the Newsletter Committee and the Cemetery and Allotments Committee.

Councillors also served and represented Humberston on various outside bodies and at their meetings. These included the Town and Parish Liaison Committee held in conjunction with North East Lincolnshire Council at Grimsby Town Hall and which are held once a quarter.

Also the Council is a member of the East Riding and Northern Lincolnshire Local Councils' Association and meetings of its North East Lincolnshire District Committee are held three times a year. Representatives from the Parish Council also regularly attend meetings of North East Lincolnshire Council and NELC events such as Mayor Making and other Civic Ceremonies.

Councillors also undertook training throughout the year by attending member training events at NELC, scheduled ERNLLCA training which is nationally accredited training for Council members, workshops at NELC, ERNLLCA conferences, dedicated training sessions and the Clerk continued her ongoing professional development training through the SLCC.

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**ANNUAL REPORT**

For Year 15/16

*Planning Matters*

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The Parish Council is a statutory consultee of the local Planning Authority, which is North East Lincolnshire Council. The Parish Council is consulted on every planning application within the Parish and also those which are on its boundary or close to its boundary within a neighbouring Parish.

During the year the Parish Council was consulted on over 50 planning applications.

The Parish Council has a Planning Committee which meets each month after the main Parish Council meeting and then on a Monday evening later in the month.

During the course of the year various representatives from development teams come to the Council planning meetings to conduct pre-application consultation and gauge the views and initial reactions of the Council members to proposed applications. Development teams often make return visits to the Council to continue the consultation on proposed planning developments, often taking on board Council's comments and making amendments to schemes etc. based on the comments of the members.

The Council's comments and observations on the planning applications are also published on the Parish Council's website, and residents are most welcome to attend meetings of the Planning Committee and make their views known to members.

During the year the Council continued its dialogue with the development teams responsible for new residential development along Humberston Avenue and has also received financial support from Keystone Developments for the new build village hall extension project.

The Parish Council was also consulted by NELC on the new Local Plan and sent in its observations as part of the consultation.

Cllr. Mrs. C. Hall served as the Chairman of Planning for Humberston Parish Council for the year.

**ANNUAL REPORT**

For Year 15/16

*Wendover Hall*

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The Parish Council runs Wendover Hall and also maintains the Paddock area outside of the Hall for local residents. This area incorporates play equipment and leisure equipment areas. Security for the whole compound is provided in-house via the Wendover Hall Caretaking staff.

The Hall has been hired throughout the year by Wendover Pre School; Humberston WI; the Ashlie Cate Dance School; Humberston Carpet Bowling Club; Crystal Healing Class, a local History Group, a Sewing Group, a Judo Group and a Tai-Kwando Class. The Hall also has occasional hirings by residents for family parties and birthdays etc.

The Hall has also hosted various Committee meetings held locally with other Councils and local government organisations and meetings with Humberston Happening.

During the year the Council received planning permission to erect a new stand-alone facility/extension to Wendover Hall within the Paddock and the Council set about sourcing funding for this project. £40k was donated from Keystone Developments for which the Council was very grateful, £60k came from earmarked reserved the Council had been setting aside for the project and it was agreed that the remaining £55k required be raised through borrowing from the Public Works Loan Board. The Parish Council therefore submitted an approval to borrow to the DCLG, which was granted, and the year ended with Council approving the appointment of a building contractor and awaiting a start date for the project to commence.

The Parish Council was hoping that the facility would be open and ready by September 2016 and already had a waiting list of hirers/user groups for the facility.

The Parish Council employs a Caretaker/Cleaner and also a Holiday Cover Caretaker at Wendover Hall and the staff also take care of security for the Paddock Area.

The grounds are professionally maintained by a grounds maintenance contractor contracted by the Council to maintain areas of land it has responsibility for.

**ANNUAL REPORT**

For Year 15/16

*Humberston Cemetery and Allotments*

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Cemetery

The Parish Council runs the Humberston Cemetery and Allotment Site on Humberston Avenue.

Costs for using the cemetery have two different rating schedules – one for Humberston residents and another for non-residents. Facilities are provided for either burial or cremated remains interments as well as ashes scattering. There is also the facility for reservation of plots whereupon a fee is paid and a Deed issued. Burials, cremations and plot reservations are booked through the Parish Clerk, as are applications to erect monuments and memorials.

The Parish Council employs a contractor to cut the grass and hedges etc. The burial plots are dug by gravediggers employed through the individual funeral directors.

Fees for the cemetery were increased for the year 15/16 by a very slight increase on the cost of actual plot purchase prices.

The Parish Council continues its maintenance programme at the cemetery and carries out quarterly inspections and is responsible for turfing plots when ready and also routine tree inspections and maintenance.

During the year the Cemetery site saw assistance from a group of Young People working through the NCS Scheme – the National Citizenship Scheme. This scheme sees young people from local schools, who have just finished Year 11, commit to a four week course whereby two weeks are spent planning and then carrying out a community project. A team from the Scheme came to work at the Cemetery, painting the inside of the Cemetery Shelter and also weeding and strimming around graves and also cleaning down headstones and memorials and generally tidying up the environment within the Cemetery. Following on from this, the Cemetery Shelter had its exterior completely refurbished by the Parish Council, with new doors and windows and a major refurbishment to the roof and then painting the outside of the shelter.

Allotments

Regarding the allotments, the new section has been fully operational for nearly four years, with over 80 allotment gardens now being used on the site. The Humberston

Allotment Holders Association continued to work closely with the Parish Council and uses its own dutch barn on the site for a meeting room/utility area for the members of the Association to meet and provide social functions. The Allotment Holders Association is represented at each of the Cemetery and Allotments Committee Meetings of the Parish Council. Annual rents/water charges are billed each February/March and monies raised go directly to the Parish Council.

The Parish Clerk, together with the Chairman of Cemetery and Allotments, and the Chairman of the Allotment Holders' Association, collected the rents for the year over three different days during early 2016. A rent increase to tenants was made at the start of 15/16 for allotment gardens with increases for the covering of insurance for all individual allotment plots covered by the Parish Council for the first time, with the cost passed onto each individual tenant. This ensures that all tenants are fully covered for necessary insurances. Also during the year, a competition for allotment holders was announced and this will be judged during the Summer of 2016 with trophies and prizes awarded.

There is a waiting list for allotments on the site, with a two tier system in operation – first preference being given to Humberston residents and then a secondary list for those living outside of the Parish.

The members of the Committee for the site carry out regular inspections of the site.

Cllr. Sue Bailey served as Chairman of the Cemetery and Allotments Committee for the year.

**ANNUAL REPORT**

For Year 15/16

Community/Highways/Footpaths/Other

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During the year the Council carried out minor works to areas of land owned and maintained by the Parish Council including Cemetery Road, which is the access road to the Cemetery and Allotments site and which is owned by the Parish Council. It also increased its winter maintenance provision by gritting the areas it is responsible for with regard to public access – these included both the Cemetery and its paths and the Wendover Hall paths.

During the year, the Parish Council continued its lease of the Fitties Community Room, leasing it from NELC specifically for use by the residents of the Fitties Community and also continued to take responsibility for the locking of the gate to the Fitties Car Park as a result of requests from residents over issues of security to the site etc. Both schemes have now been successfully running for several years and are being continued by the Parish Council through agreement with NELC.

For Christmas 2015, the Parish Council again provided a village Christmas tree and lights but also agreed to hold a lighting service, as it used to, open to village groups and residents to participate. The event was held in conjunction with Humberston Happening and over 300 people attended the carol singing around the tree on the green and then joined the Parish Council afterwards for mulled wine and mince pies in Wendover Hall. There were so many people who attended that the Parish Council has committed to continue this event and cater for larger numbers for 2016.

During the year the Parish Council is also represented at local events, with members also attending the annual Remembrance Day service and laying a wreath on behalf of the Parish.

**Humberston Parish Council**

**ANNUAL REPORT**

For Year 15/16

*Newsletter*

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The Parish Council has continued with the production and distribution of its Newsletter during the year.

This publication is produced every quarter, with four editions covering Spring, Summer, Autumn and Winter. The publication sells advertising to support the cost of production and distribution and is managed entirely by Council members and the Clerk.

The Newsletter is very successful and well-read and is supported entirely through the sold advertising. There is a small Committee of the Parish Council which handles the sale of advertising, receiving the articles and items for the editorial content and the Clerk handles all invoicing and accounting for the Newsletter.

The actual printing is carried out through a local printing contractor and the distribution is carried out by a team of distributors employed locally by the Parish Council.

A copy of the Newsletter is distributed to every home within the Humberston electoral area, including Humberston Fitties, and also to every business in the Village, including all of those on Wilton Road Industrial Estate.

Again, for the year 15/16, the costs of printing and distributing the Newsletter were covered by the revenue taken from advertising, thereby making the Newsletter free from costs to the Parish Council and residents.

Cllr. Bailey served as Chairman of the Newsletter Committee during the year.

**ANNUAL REPORT**

For Year 15/16

*Finance*

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The precept set by the Parish Council for 15/16 was £49,500 which was unchanged from the previous year.

**Income for the year:**

- Precept - £49,500
- Grant from NELC - £5,058
- allotment rents - £3,016
- cemetery income - £18,362
- income from hire of Wendover Hall - £14,541
- income from advertising sold in village newsletter - £4,475
- VAT refund - £3,594
- Ward funding - £1,000

(VAT reclamation is allowed to local authorities and affiliated bodies)

**Expenditure for the year:**

- Wendover Hall and Paddock - £13,577
- Cemetery expenditure - £16,602
- Allotment expenditure - £1,460
- Highways/footpaths - £9,082
- Newsletter expenditure - £4,200
- Fitties Community Room - £217
- Salaries for all staff - £37,144
- Events and donations - £709
- General administration - £7,351
- New hall extension project - £11,068
- VAT (to be reclaimed during next year) - £6,359

**Notes on Expenditure:**

Wendover Hall and paddock includes all insurance, heat, water and commercial rates as well as repairs and day to day running costs such as cleaning materials and sanitary products as well as all necessary electrical and gas compliance etc.

Cemetery Expenditure includes the grounds maintenance contract which also covers grass cutting at Wendover Hall and two small footpaths the Parish Council own and manage. There are also insurances, water rates and non-domestic rates payable on the site as well as annual rental charges from NELC. The grounds maintenance contract is awarded to a contractor every two years as part of a competitive bid process.

Allotment expenditure includes insurance, water rates and any minor repairs carried out by the Council.

Highways and footpaths includes all maintenance of land owned by the Council such as Postman's Walk and Strang Walk and also repairs to street lighting – during the year all lighting along Postman's Walk was replaced with new lighting columns through NELC and paid for the Parish Council.

Newsletter expenditure includes printing and distribution.

Fitties Community Room includes the rental fee, any repairs and the non-domestic rates payable to NELC.

Salaries covers three members of staff and covers all PAYE, holiday/relief cover and also the provision of pensions for staff members as dictated by new pension regulations which came into force for the Parish Council during the year.

Events and donations covered a donation to the Poppy Appeal to pay for the cost of the wreath and also costs for the Christmas event. Proceeds from this were donated to the local charity agreed by the Parish Council, the Humberston Live At Home Scheme.

General administration covers the Council for all of its insurances, membership of its County Association, the East Riding and Northern Lincs Local County Association, training for members and the Clerk, all office and administration costs including postage, stationery and travel expenses for both members and the Clerk, a Chairman's allowance and also membership of bodies such as the National Institute of Cemetery and Crematoria Management.

The new hall extension project did not commence actual building until the start of the new year in April 2016, but during the year for this report, fees were paid for the obtaining of planning permission, building regulation fees and other necessary fees as well as a deposit/stage payment made to the building contractor for the ordering of necessary equipment and materials prior to the start of the build.

The Parish Council has an approved list of contractors which it uses for works/contracts/repairs etc. This is based on a local contractor priority policy as far as is practical and also any of the advertisers which support the Parish Newsletter.

At its Annual Parish Council meeting in May 2015, the Parish Council reviewed its risk management/governance paperwork and was completely satisfied that all of its necessary procedures were in place to adhere to its own financial regulations and any relevant legislation. The governance arrangements ensure that Council members have sight of all administrative and financial paperwork including full accounts.

There was a half yearly internal audit carried out for the half year to September 2015 and the full year internal audit for the fy 15-16 will be carried out in May 2016. There were four quarterly account reconciliations carried out in June 2015, September 2015, December 2015 and then at the end of the financial year in March 2016 – these are all published on the Parish Council’s own website.

The Parish Council did have its website provided through a contractual supplier, but during the course of the year 15/16 cancelled this arrangement and brought it ‘in house’ and it is now administered by the Parish Clerk.

The Parish Council met in January 2016 to ensure budgets were on target and to set the precept for the coming year fy 16/17.

During the year the Parish Council received its borrowing approval for the draw down of a loan to complete the funding for the provision of the new hall extension and this was being carried forward to the new financial year 16/17 during which the actual build would commence.

**ANNUAL REPORT**

For Year 15/16

*General Matters*

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Ward Councillors from NELC for the year were Cllrs. Stan Shreeve, John Fenty and Stephen Harness. The three Ward Councillors are regular attendees at the Parish Council meetings each month and work closely with the Council on projects and issues both locally and borough wide with NELC.

Members of the public were also regular attendees of meetings over the course of the year along with various visitors including representatives of developers/planners who regularly conduct consultation with the Council on planning matters.

The Parish Council also enjoys a close working relationship with the local Policing Team and acknowledges their hard work on behalf of the Parish throughout the year. Regular attendance by the team occurs throughout the year at the main Parish Council meetings and detailed written reports are received each month throughout the year.

The main item for discussion and consideration during the year was the extension build to Wendover Hall, for which the Parish Council was delighted to receive planning permission. This was achieved with the assistance of local planning consultant Mr. Dieter Nelson who assisted the Parish Council in bringing the project to fruition.

Once again the Parish Council continued its donations to community projects with the Humberston Fitties Community Room continuing to be leased by the Parish Council for free usage by members of the Fitties Community for meetings, classes, social events etc. The Parish Council pays lease costs, rates and any utility bills for the premises as well as covering the insurance.

The Parish Council was also still waiting, during the year, for NELC to initiate the parking restriction scheme to prevent parking on footways and verges. Previously, the Parish Council sent out detailed information on the proposals to all residents as an appendix to one of its Newsletter editions and has been waiting for over 18 months for news of the scheme's introduction.

The Parish Council had considered the possibility of an Emergency Plan and had formed a small working group but this has been held in abeyance whilst new members were being sought.

Other issues of note which came before the Council during the year were the proposed new local plan, fairly substantial planning applications at both the Manor House and at developments off Humberston Avenue.

Residents were present at some of the meetings held by the Council and the Council members welcome the presence of both members of the press and residents at all of its meetings.

**Humberston Parish Council**

**BANK RECONCILIATION FOR FINANCIAL YEAR 15/16**

Full year reconciliation from 01.04.15 to 31.03.16

ACCOUNT RECONCILIATION

|  |            |
|--|------------|
| Bank Balance/Cash in Hand as at 31.03.16 | £63,496.26 |
| Post Office Savings                      | 592.83     |

**£64,089.09**

**Current Account**

|                                     |              |   |
|-------------------------------------|--------------|---|
| Opening Balance as at 01.04.15      |              | £72,249.05                                  |
| LESS Unpaid cheques from prev. year | £ 566.57     | £71,682.48                                  |
| ADD Receipts for year               | £101,195.88  | £172,878.36                                 |
| LESS Payments for year              | £109,382.10  | £ 63,496.26                                 |
| ADD Unpaid cheques as listed        | £ 1,759.56   | £ 65,255.82                                 |
| LESS Uncleared credits as listed    | (£ 1,173.90) | <b><u>£ 64,081.92</u></b>                   |
|                                     |              | (this corresponds with<br>bank at 29.03.16) |
| LESS Unpaid cheques as listed       | £ 1,759.56   |   |
| ADD Uncleared credits as listed     | £ 1,173.90   | £63,496.26                                  |

*Unpaid Cheques:*    3841   30.00   3881   5.84   3883   5.84  
                         3919   5.00   3943   408.00            3944   612.00            3949   15.00  
                         3950   15.00   3953   5.00            3954   489.22            3955   168.86  
*Total £1759.56*

**NATIONAL SAVINGS ACCOUNT**

|                        |            |                        |
|------------------------|------------|------------------------|
| Balance as at 01.04.15 |            | £ 592.83               |
| Withdrawals/Deposits   | Withdrawal | £ 0.00                 |
|                        | Interest   | £ 0.00                 |
|                        |            | £ 592.83               |
| Balance as at 31.03.16 |            | <b><u>£ 592.83</u></b> |