

**MINUTES OF A PARISH COUNCIL MEETING OF HUMBERSTON PARISH COUNCIL HELD ON TUESDAY 5<sup>TH</sup> JUNE 2018 AT 7.15 PM AT WENDOVER HALL, WENDOVER PADDOCK, HUMBERSTON**

**Present** Cllr. Hall (Chairman)  
Cllrs. Stevenson, Bailey, Watkins, Grayson, Baron, Scoffin, H. Hall, Robinson and Shreeve (arriving late)

**Apologies** Cllrs. Fenty and Tuplin

Prior to the meeting commencing, there was a presentation to Theresa Barker of Rainbows and Brownies of the Grant Aid Awarded by the Parish Council for £300.

There were 2 members of the public present.

**18/27 Acceptance of Apologies**

Received from Cllr. Fenty (holiday) and Cllr. Tuplin (holiday) – accepted.

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

**18/28 Declarations of Interest – Code of Conduct 2012**

None made.

**18/29 To approve minutes of previous meetings from May 2018:**

Main Council meeting, Planning Meetings x 1, Personnel Meetings x 2,  
Annual Parish Meeting for Humberston

**RESOLVED: That minutes be approved as a true record of the meetings and signed by the  
Appropriate Chairmen**

And to endorse any recommendations from Committee Meetings if applicable

None for this meeting. Chairman advised that the Council was certifying minutes as a true record only and that any recommendations if presented from a Committee could be overruled by the Council. Clerk advised that if a Committee had full delegated powers it did not forward recommendations to full Council but had already made decisions but Chairman advised the meeting that decisions taken under full delegated powers could be overruled by the Council.

**18/30 Police Report (for information only)**

Written report received and circulated. Noted.

**18/31 Highways/Footpaths/Traffic Issues**

- a. To receive update from Clerk on highways matters

Fly tipping on Tetney Road by the farm gate. Clerk to pass to NELC.

**18/32 Correspondence**

- a. To receive any correspondence to date of meeting

Letter from Town and Parish Liaison Committee received regarding the Charter. Noted.

Merchant Navy Day 3<sup>rd</sup> September – Invitation to fly the Red Ensign. Chairman to check if Church would agree to the flying of this flag and if so, then the Parish Council agreed to provide it.

**RESOLVED: That the Parish Council provide a flag for the Church to fly on Merchant Navy Day if agreeable**

**18/33 Future Dates**

Next Parish Council Meeting – Tuesday 3<sup>rd</sup> July 2018

Next Planning/Committee Night – Tuesday 19<sup>th</sup> June 2018

Town and Parish Liaison – Thursday 26<sup>th</sup> July 2018

Highways Meeting with Engie – Wednesday 22<sup>nd</sup> August, 2018

Wendover Committee – tbc

Allotment Committee – tbc

Office Closure – 18<sup>th</sup> June to 22<sup>nd</sup> June 2018

**Summer Fair – to receive update**

Cllr. Robinson said most things now in place. Still seeking people to help out on the day. We are putting a cake stall on so asking for cakes. Finalising programme for printing with Clerk this week. Noted.

Any other future dates – none.

**18/34 Reports (for information only)**

**Highways Meeting with ENGIE – 23.05.18**

Chair and Vice-Chair attended along with Clerk and representative from New Waltham Parish Council as this meeting covered the Ward. Item discussed included Scheme for parking restrictions, possible waiting limit on the car park by the old Library, pot holes and also the wider spread of communications. Noted.

To receive any other reports – none.

**18/35 Wendover Hall and Paddock**

- a) To receive update on quotations for repairs to car park at WEndover and agree any necessary actions

c/f to July meeting.

- b) To receive report on roof repairs and agree any necessary actions

Repairs done and leak appears to have been fixed. Report on flat roof had been received and this would go to next Wendover project group meeting. Noted.

**19/36 Parish Council Matters**

- a) To receive information from ERNLLCA/NALC/NELC and note for circulation including upgrading of website

Quotation received for upgrading of website but Clerk to check first on how much usage the site receives. Agreed however for Clerk to organize electronic files and information to be compliant for GDPR with Mariner computers.

**RESOLVED: That Clerk asks Mariner to ensure compliance with GDPR for all electronic data**

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

b) Parish Council Newsletter – to receive report on recent/next edition

Cllr. Bailey reported that the PC now responsible for circulation on the Fitties as NW Group no longer wish to do it. Cllr. Bailey and Clerk had appointed a distributor and necessary instructions would be given as usual. Appeal for more articles to balance the number of adverts etc. Noted.

c) To receive further information regarding the provision of a defibrillator for the village and agree any necessary actions

Chairman said this was ongoing and he would report back. Don't seem to be many for public use – they are all in premises. Chairman to contact Gingerbread House to see if it would contribute towards and/or pay for one. Noted.

d) To receive update on compliance with new General Data Protection Registration and agree any necessary actions

Letter for allotment holders would be done by Clerk. Consent forms being done for members and staff. Distributors of Newsletters to also get a form.

**RESOLVED: That the Council continues to work towards compliance with GDPR**

e) To consider issue of verge cutting frequency by NELC and consider extra cutting to be carried out by the Parish Council

Clerk gave short report on frequency of verge cuts carried out by NELC/ENGIE and that one Parish Council was now carrying out extra grass cuts throughout the current season with agreement from NELC. Cllr. Bailey also presented requests from residents on current poor state of verge cutting. Cllr. Shreeve discussed representations made by the Ward Cllrs. to NELC/ENGIE on the frequency of the cutting. He also advised it might be better for the PC to consider taking on the whole service for the season next year from NELC. It was agreed that the Clerk obtain prices for July meeting for the PC to consider.

**RESOLVED: That the Clerk obtain prices for a verge cut and bring back to July meeting.**

**Public Break**

Clerk to chase Mariner Groundworks over cemetery road repairs.

f) To consider appointing another named substitute member of Allotment Committee to ensure quorum for meetings

Cllr. Tuplin appointed as a named substitute.

**RESOLVED: That Cllr. Tuplin be appointed as a named substitute for the Allotment Committee**

g) To consider awarding specific delegated power to Allotment Committee and Clerk to issue standard pro-forma letters following allotment site inspection visits in line with adopted Allotment Protocol

Clerk advised that the three members with DPI's in allotment matters should not take part in the item and when advised that Dispensations were in place, the Clerk reminded the three members that the dispensations granted to them had been annual ones and had been awarded in February 2017 meaning they had now expired. Cllr. Shreeve proposed that Standing Orders be suspended, this was voted on 5 for and 5 against with the Chairman taking the casting vote to suspend standing orders.

The Chairman advised that it was the Clerk's job to remind members of dispensations and the renewals of them and that it 'had been kept quiet' until the meeting.

The Clerk advised that it was not the Clerk's role to remind members to renew or apply for any dispensations. Firstly it was the responsibility of each member to do this and secondly, the Council had removed any powers connected with dispensation from the Clerk in February 2017 and granted them to the Council. The Chairman and Cllr. Shreeve advised that the Clerk should inform members when any dispensations they had been granted had run out and then make sure the members had the proper paperwork. The Clerk again said it was individual member's responsibility to apply for their own dispensations.

At this point another 3 members of the public arrived who were in attendance for planning meeting.

Cllr. Shreeve said he could not see why the three dispensations to allotment holding Council members shouldn't be agreed again – and in anticipation of item (g) on the agenda. He advised he would be in support of item (g) and that granting the dispensation would not affect the vote. Cllr. Bailey advised that the three members present were three allotment holders and they should not be put in a position to have an advantage over other allotment holders who were not able to vote on such matters. Cllr. Bailey asked if a member of the public would perceive that these members were using their position to gain an advantage and if so, they should not be allowed to stay in the meeting. Cllr. Bailey rebuked the Chairman for laughing at this point, advising she thought it rude. She advised that whilst she had been Chair of Allotment Committee for 3 years, other allotment holders had come up to her and asked Parish Council members should be any different to them.

Cllr. Shreeve proposed that item (g) be carried forward to next meeting to allow those three members with dpi's in allotment matters to be allowed to apply for a dispensation before the next meeting and then be allowed to vote. He advised he expected other members 'out of decency' to vote to allow this. Cllr. Robinson said he had heard arguments but did not wish to delay the item for a further month.

Some discussion took place around item (g) with the Clerk also advising that administratively the current situation was unworkable and that a restricted delegated power should be given to the Allotment Committee to allow it to follow the Parish Council's own full adopted protocol for allotment inspections. Cllr. Robinson agreed with this.

The Clerk reminded members they had suspended Standing Orders and so it was resolved to go back to Standing Orders. Cllr. Shreeve proposed that it was difficult to consider this item and due to dispensations not being in place, the Parish Council could not vote on it and he felt it may have been a deliberate act to ensure that the three members whose dispensations had run out, could not vote. The Clerk said she took issue with this statement as it was untrue.

Proposed that item (g) be postponed until July meeting to allow three members with dpi's to apply for dispensations to allow them to vote on this matter and seconded. Voted 5 for , 5 against and Chairman took casting vote so that the proposal be accepted.

**RESOLVED: That item (g) be postponed until July meeting to allow three members with dpi's in Allotment matters to apply for dispensation to allow them to vote on the item at the July meeting**

**19/37          Finance**

- a) Cheques for authorization as per attached list

All payments approved to be made.

**RESOLVED:    That all payments be approved to be made.**

- b) To receive the year end accounts and account reconciliation for fy 17/18 and formally approve

Clerk had circulated cash book, account reconciliation and copy of bank statement to all members.

Signed and approved.

**RESOLVED:    That the final year end accounts and reconciliations for fy 17/18 be formally approved  
By the Council**

- c) To receive internal audit report for final six months of fy 17/18 and agree any necessary actions

Received and no actions agreed as necessary. Clerk to post on the website .

**RESOLVED:    That the internal audit be received and approved with no necessary actions approved**

- d) To agree completion of Annual Return, submission to external auditors and note the dates for the public rights of inspection and agree any necessary actions

All members had received copy of Annual Return along with all necessary information. Councillors went through the Governance Section and agreed all responses. Chairman and Clerk signed the Annual Return and agreed for submission to the external auditors by 11<sup>th</sup> June 2018.

**RESOLVED:    That the Annual Return be completed and signed by the Chairman and Clerk and  
Submitted with all necessary paperwork to the external auditors**

**19/38          To consider 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>i</sup>**

**19/39          To receive information from the Personnel Committee and Clerk over procedural matter  
In connection with GDPR and data protection**

Clerk, supported by Personnel Committee, read out a statement regarding a matter connected to GDPR which affected all members and staff. Chairman advised that statement was not wholly correct and Cllr. Shreeve advised that the Personnel Committee should not make decisions without consulting all parties and collecting all the facts. The Clerk assured the Council that written advice on this matter had been received from ERNLLCA and the members of the Personnel Committee had hard copies of this advice. Advice had also been received from the SLCC. Cllr. Bailey refuted Cllr. Shreeve's comments as the Chairman of Personnel, and advised that the Clerk had a duty to alert all members to any issues relating to GDPR and this is what was being done. Noted.

**19/40          To receive update on training for individual members from Standards Board case  
outcome and agree any necessary actions**

Clerk advised that despite setting a date for the outstanding training for the three members with allotment DPI's, they had refused to attend. Discussions took place on how this should be organized and

it was agreed that training will be done at a mutually convenient date within the next three months – agreed. This was carried by majority vote with only one abstaining - Cllr. Baron.

**RESOLVED: That the Clerk organize the outstanding training within three months**

The Chairman closed the meeting at 8.58 pm.

Signed: .....

Date: .....

\_\_\_\_\_