

MINUTES OF A PARISH COUNCIL MEETING OF HUMBERSTON PARISH COUNCIL HELD ON TUESDAY 6TH JUNE 2017 AT 7.15 PM AT WENDOVER HALL, WENDOVER PADDOCK, HUMBERSTON

Present Cllr. Hall (Chairman)
Cllrs. Mrs. C. Hall, Reynolds, Stevenson, Baron, Shreeve, Bailey and Watkins (after cooption)

Apologies Cllrs. Fenty, Tuplin, Scoffin and Robinson

In Attendance: Cllr. Harness, Ward Cllr. NELC
Mr. Dieter Nelson

There were 3 members of the public present including the candidate for cooption.

17/28 Acceptance of Apologies

Received from Cllr. Fenty (business), Cllrs. Scoffin, Tuplin and Robinson (ERNLLCA training) – all received and accepted.

RESOLVED: That apologies be received and accepted

Chairman presented Mr. D. Nelson a Humberston Commemorative Plaque for his work with the new Wendover Paddock Hall.

17/29 Declarations of Interest – Code of Conduct 2012

Clerk declared an interest under the Clerk's code in 17/38 (f) due to family connection. Noted.

17/30 To approve minutes of previous meetings from May 2017:

Main Council Meeting, Planning Meetings x 2, Annual Parish Meeting and Allotment Committee Meeting and Wendover Project Group Meeting -

Chairman drew attention to minutes from Allotment Committee advising that the setting of date for next meeting should be part of the recommendations put to the Council for endorsement. The Clerk advised that the meetings were usually convened on a date to suit the Committee members being able to attend and that the full Council was always advised of the dates of the meeting as they all received agendas and/or notification of the dates of any allotment inspection visits by the Committee.

All minutes were agreed as a true record and signed by the Chairman/Chairman of the Committees.

And to endorse any actions from Committee Meetings – endorsed.

RESOLVED: That all minutes be approved as true record of the meetings and that recommendations From Committees be endorsed for action

17/31 To receive and consider candidate for Cooption to fill casual vacancy:

Candidate present – Mrs. D. Watkins. Mrs. Watkins said a few words about herself and was unanimously elected to fill the remaining casual vacancy on the Parish Council. Mrs. Watkins had previously been issued with a copy of the Code of Conduct prior to the meeting and signed her Declaration of Acceptance of Office.

RESOLVED: That Cllr. Watkins be coopted onto the Council with immediate effect.

17/32 Police Report (for information only)

PCSO Burrows sent apologies. Report circulated. Cllr. Shreeve advised on regional initiative regarding bicycle thefts. PSCO asked to supply article for next Newsletter and bring information regarding this issue to the Summer Fete day. Noted.

17/33 Highways/Footpaths/Traffic Issues

- a. To receive update from Clerk on highways matters

None at present time other than those already being progressed.

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

Clerk had sent in information again regarding possible exemptions to NELC and update now awaited.

- c. To receive any update from meeting held with NELC on parking issues and agree any necessary actions

Chairman and Ward Cllrs. and Cllr. Baron met with NELC to discuss issues around parking in the public car park. NELC to investigate possible transfer of the car park to the Parish Council and will look at any possible existing covenants and consider possible enforcement issues. Cllr. Shreeve advised that time limiting for two hours for use of car park could be put in place if meter was installed. This would mean that enforcement for breaches of this could then be carried out. Lining the car park would increase capacity by 20/30% and NELC had agreed to provide this. Noted.

17/34 Correspondence

- a. To receive any correspondence to date of meeting

Request for bench within the Cemetery had been received and this was approved subject to the usual conditions.

RESOLVED: That Bench be allowed within the Cemetery subject to the usual conditions

PC had received free invitation of two free tickets to concert from New Waltham and Cllr. Baron and guest to attend. Noted.

17/35 Future Dates

Next Parish Council Meeting – Tuesday 4th July 2017

Next Committee/Planning Meeting night – Tuesday 20th June 2017

Office Closure – 26th to 30th June inclusive

Humberston Summer Fete – Sunday 23rd July 2017

To set date for Personnel Committee meeting – Clerk to liaise with members to agree date.

17/36 Reports (for information only)

To receive any other reports – none received.

17/37 Wendover Hall and Paddock

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

Completed and satisfied and account could now be settled.

RESOLVED: That the access ramp and steps had now been completed satisfactorily.

- b) To receive update on curtains ordered and update on blinds for Wendover Hall small meeting room and agree any necessary actions

Blackout linings to go up on windows on that coming Friday. Cllr. Bailey and Clerk to source some quotes and/or proposals for window treatments at Wendover Meeting Room. Noted.

17/38 Parish Council Matters

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

All circulated as received and/or placed in circulation box.

- b) Parish Council Newsletter – to receive notice of next edition

Done and out for circulation. Next edition is September 2016.

- c) To receive written report on Summer Event, consider items and agree any necessary actions

Cllr. Bailey had taken notes and read these out from the Working Group. Plan had been set to organize the paddock, gazebo booked, games from the Fire Brigade with Fire Engine present from 2 to 4.30 pm, Dancing dogs, HAHA stall, outside bar 1 to 5, ice creams, laser shooting, bouncy castle, RNLI and soft refreshments, face painter, cup cakes, owls, police, candle stall and book stall, tombola, hog roast, drift wood stall – 26th June was deadline for anyone to come back with a stall. Next meeting 26th June then final meeting on 17th July. All noted.

Chairman advised that Methodist Youth Club will run a book staff for their funds. Two gazebos being borrowed from New Waltham. Clerk had emailed Gingerbread House for paperwork for hog roast and was asked to Email Cllr. Fenty for contact for laser shooting. Gingerbread House will provide banners for event at their cost and depending on election, Martin Vickers MP would be invited to open the event. Chairman to organize publicity. All noted.

- d) To consider issue of boundary on Humberston Allotment Site and agree any necessary actions

Clerk had obtained photographs from Alexander Hubbard from when hedging plants were installed. In the interim fencing had been put on top of them and most of them had been swamped by weeds etc. Agreed that permanent fence be looked at and Clerk to obtain quotations and write to resident advising.

RESOLVED: That Clerk investigate prices for fencing and proposals for permanent boundary to site

Public Break – Nothing raised.

- e) To consider issue of greenhouses/sheds/other equipment left on vacant allotment plots and agree any necessary actions

Agreed that the agreement be amended for the coming year to cover this item as advised by ERNLLCA. Agreed in the interim that the PC honours past practices and makes all reasonable effort to contact the former tenants but only reasonable effort. If contact made and confirmation received, then costs for assets left could be passed onto the former tenants in the interim until new condition added to the tenancy agreement.

RESOLVED: That the Parish Council amend its tenancy agreement for the coming year to cover this issue and that in the interim, past/current practices be continued and the Clerk make Reasonable efforts to contact former tenants to reimburse them for payment for Greenhouses/sheds etc.

- f) To receive update/report on Cemetery/Grounds Maintenance Contract commencing July 2017 from Clerk and agree procedures to be put in place in respect of

Clerk had declared an interest under the Clerk's code in this item due to family member connection. Clerk advised that she had contacted ERNLLCA to take advice and the Chairman verified he had spoken to the Chairman of Healing Parish Council who had assured him that all measures were in place to ensure openness and transparency with the handling of the quotations for the grounds maintenance and that the Clerk had no involvement in the quotations received other than bringing them to the meeting's attention. Clerk put master copy of quotations and information in the circulation bag but asked members not to misplace them as they were the original copies and required for audit procedures. Clerk requested that good practice procedures be put in place to prevent her solely dealing with the new contractor and it was agreed that procedures be put in place where contact with the new Contractors would be done solely by email and that the Chairman be copied in to all correspondence. Also regular reviews from site beheld with Clerk, Chair and Vice-Chair and then issues passed to the contractor accordingly. All members were in agreement.

RESOLVED: That the procedures agreed be put in place for the new Cemetery Contractor from 1st July 2017.

17/39 Finance

- a) Cheques for authorization as per attached list

List circulated to all members and members did propose that cemetery invoice is not settled if current contractor continues to fail to meet the standards required. Agreed that site visit be held in time before the end of the contract so that issues could be passed onto the current contractor for settling before termination of contract on 30th June. If this did not occur, then final invoices would not be settled.

RESOLVED: That all payments be made as per list circulated but that final cemetery contract Invoice be paid only subject to satisfactory completion of the contract's requirements Following report from site visit by Clerk and members prior to end of the contract.

- b) To internal audit report for fy 16/17 and agree any necessary actions

Report had been circulated to all members. Cllr. Shreeve advised that he had attended one of the previous internal audits at the half year stage and the auditor in question had probed with questions and investigations into issues and verified that it was conducted thoroughly. This was noted and internal audit report was formally received with comments noted for any actions.

RESOLVED: That the internal audit report be received and noted with any recommendations noted

- c) To receive full year accounts and account reconciliation for fy 16/17 and approve

Full cash book and account reconciliations to end of the year had been circulated to all members and were verified at the meeting against the appropriate bank statements. Accounts formally approved and signed by the Chairman.

RESOLVED: That the year end accounts and account reconciliations be formally approved for fy 16/17

- d) To receive Annual Return and consider governance statement and agree submission of report once completed for external audit with any necessary actions

Clerk had circulated copies of the Annual Return to all members. Chairman read out the governance section and this was agreed and completed by the Council and signed by the Chairman. Annual Return was then approved for signature by the Clerk and Chairman and to be submitted to the External Auditor.

RESOLVED: That the Council complete and authorize the Governance Section of the Annual Report For fy 16/17 and that the Chairman and Clerk sign the Annual Report and it be Submitted to the external audit process as now required.

- e) To note dates for exercise of public rights of inspection of accounts and agree any necessary actions

Noted and Cllr. Bailey had placed on the notice board.

RESOLVED: That the appropriate information was being displayed regarding exercise of public Rights of inspection for the audit process

Chairman closed the meeting at 8.45 pm.

Signed:	Date:
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