

**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING OF HUMBERSTON PARISH COUNCIL HELD ON TUESDAY 3<sup>RD</sup> MAY 2016 AT 7.00 PM AT WENDOVER HALL, WENDOVER PADDOCK, HUMBERSTON**

**Present** Cllr. Hall (Chairman)  
Cllrs. Bailey, Tuplin, Scoffin, Baron, C. Hall, Stevenson, Anne, Ann and Brian

**Apologies** None received

**In Attendance** Two representatives, Humberside Police  
Cllrs. Harness and Shreeve, NELC

There were 3 members of the public present.

**16/15 Election of Chairman**

Propose and seconded Cllr. Hall and agreed unanimously. Cllr. Hall signed declaration of acceptance of office for Chairman.

**RESOLVED: That Cllr. Hall be elected as Chairman for the year.**

**16/16 Acceptance of Apologies**

None.

**16/17 Declarations of Interest**

Cllrs. Hall, C. Hall and Baron have DPI's on allotment matters due to allotment tenancies.

**16/18 Election of Vice-Chairman**

Cllr. Baron proposed, seconded and agreed unanimously.

**RESOLVED: That Cllr. Baron serve as Vice-Chairman for the year**

**16/19 Election of Committees (and Committee Chairmen):-**

To consider membership of and appoint members to the following Committees, together with Chairman of each Committee:

**Personnel Committee** – Chairman Cllr. Tuplin  
Members – Cllrs. Bailey and Stevenson  
Named Substitute – Cllr. Furneaux

Members agreed to split the Cemetery and Allotments Committee into two separate Committees for the coming year.

**Cemetery Committee** – Chairman Cllr. Waite  
Members - Chair and Vice-Chair and Cllrs. Tuplin, Scoffin and Stevenson

**Allotment Committee** – Chairman – Cllr. Bailey  
Members – Cllrs. Stevenson, Furneaux and Reavey

**Newsletter Committee** – Chairman to be elected at meetings  
Members - Cllr. Bailey, Cllr. Waite and Cllr. Furneaux

**Youth Liaison/Community Action Committee –pending**

**Planning Meetings** – Chairman - C. Hall  
Members – all Council members available.

Terms of Reference had been circulated and were formally approved for each Committee.

**RESOLVED:** That all Committees be appointed as agreed and Terms of Reference adopted for each

**16/20 Election of Representatives onto Outside Bodies:-**

Town and Parish Liaison – Chair and Vice-Chair as voting reps

ERNLLCA District Committee – Chair and Clerk

Any other outside bodies none at moment

**RESOLVED:** That official voting representatives be appointed as agreed

**16/21 Review of governance/procedural documents for Council for year**

To review and agree any amendments/necessary actions on the following:

**Asset Register**

No changes at present time, but Clerk would be reissuing in new format for June meeting.

**Insurance provision – inc building of new village hall annexe**

Satisfactory and Clerk had made insurance company aware of new build project

**Community Engagement Statement**

Agreed as current but members will reconsider if a Council member is willing to revisit and act as liaison for this issue.

**Publication of Information Statement**

No changes as satisfactory.

**Website Provision**

Happy with current provision of being provided in-house. Clerk to add new photos and agreed that contact numbers should be Clerk and Chairman.

**Risk Management Strategy inc risk assessments as appropriate**

Risk Management Strategy has no changes and is satisfactory. Clerk highlighted that risk assessments need to be brought up to date and she would organize this for future meeting.

**Training Criteria and ongoing development strategy**

Agreed that when ERNLLCA or other training is available that the Council supports all members in training requirements and stands the cost of such – both members and staff.

**Schedule of Delegation and Bank Mandate update**

No changes and satisfactory. Now more members available, Clerk would revisit bank mandate with view to additional signatories.

**Bad debt recovery policy and invoicing procedures**

No changes required and current system works very well.

**Governance Documents of Standing Orders and Financial Regulations**

No changes required.

**Complaints Policy and Procedures**

No changes required.

**Personnel Management Documentation**

Clerk advised that these did need updating and a future Personnel Committee meeting would be called and model documents considered.

Registers of Interest

Clerk reminded members of need to update if any changes occurred.

**RESOLVED: That all actions agreed as above be implemented or noted.**

**16/22 To approve minutes of previous meetings from April 2016 inc any committee minutes**

All minutes from April 2016, as circulated, approved as true record of meeting and signed by the Chairman.

**RESOLVED: That minutes be accepted as true record of the meetings**

**16/23 Police Report (for information only)**

PCSO Dove and PC Dunks present. Concern at burglaries to sheds and garages. Crime reduction initiative with New Waltham with shed alarms and local policing team seeking 100 shed alarms for Humberston at cost of £5.00 each. Agreed to consider donation at next available meeting of the Council.

**RESOLVED: That the request for grant aid be taken to the next available meeting of the Council**

**Public Break** – nothing raised by residents present.

**16/24 Highways/Footpaths/Traffic Issues**

- a. To receive update from Clerk on highways matters

Nothing to report.

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

Signs have gone up but no contact from NELC. Agreed next agenda for exemptions and Clerk agreed to contact NELC Officer and invite him to meeting to discuss. Order had quoted May 17<sup>th</sup> as effective date advised a Council member. Agreed that leaflet advising of scheme would be run again in the next available Newsletter.

**RESOLVED: That Clerk invite Officer from NELC to future meeting to discuss and matter be Publicized as widely as possible to public**

- c. To receive update on works to Cemetery Road re post installation

Ordered and waiting for delivery. Noted.

- d. To receive update from Clerk on streetlighting issues and agree any necessary actions

Clerk had again reminded NELC Street Lighting that the column outside of the Hall within the Paddock had not been repaired. Clerk to contact NELC again and progress. Noted.

**16/25 Correspondence**

- a. To receive any correspondence to date of meeting - playground

Longhurst housing had sent through suggested playground for new housing development – Cllrs. were aware a playground would be installed and had no issue with the scheme. Clerk to advise.

**RESOLVED: That the Parish Council had no issue with installation of playground on housing site**

**16/26 Future Dates**

Next Parish Council Meeting – Tuesday 7<sup>th</sup> June 2016

Annual Parish Meeting for Humberston – Monday 16<sup>th</sup> May 2016 at 7.00 pm

Next Committee/Planning Meeting night – Monday 16<sup>th</sup> May at 7.30 pm

ERNLLCA Training – Advanced Chairmanship Course – Cllr. Baron to attend final third session

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

Mayor Making – 19<sup>th</sup> May 2016 – no member expressed an interest in attending.

**16/27      Reports (for information only)**

**NELC COMA programme – Clerk to report**

This consultation group had now finalized its report and proposed procedure document which would now go before North East Lincolnshire Council. Clerk had been asked to sit as possible panel member and this was readily accepted. Noted.

**To receive any other reports**

None

**16/28      Wendover Hall and Paddock**

- a) To receive report from Clerk on progress with new building project including receiving of report on financial overview at commencement of project, projected financial calculations and agree any necessary actions

Report received from Clerk and circulated to all members. Problems had arisen as result of archaeological requirements for the dig which would now necessitate a new foundation system of concrete rafting. Roof tiles being questioned and will also be more expensive than those budgeted for and also drainage issues due to foundation changes would now necessitate the installation of a cess pit bank. Approximately further possible costs of £35/£40k on top of current build price. Members discussed and also received information on new loan board repayment rates for additional borrowing capacity. Agreed to apply for an additional £40k with Clerk and Chairman advising that this did all have to be drawn down and hopefully additional costs might be lower than those anticipated.

**RESOLVED: That the Council agree to apply for an extra £40k borrowing on top of the £55k already Approved and that new application for £95k be submitted to DCLG for borrowing Approval. Additional repayment loan costs will be met through reserves**

- b) To consider and agree hirings proposed for new facility from September and agree any necessary actions with regard to reserved slots for Parish Council and community requirements

Clerk had already taken regular weekly bookings for 8 slots. Costs would be set at future meeting but based on current Wendover Hall rates. Advised that one potential hiring may clash with Council availability at Hall and this was deferred pending further information to be obtained by Clerk. Agreed that weekends should have no regular bookings and be reserved solely for spot hiring use.

**RESOLVED: That the Clerk continue to take bookings for new hiring facility and that rates be Agreed at future Council meeting.**

- c) To note that member of staff recruitment has been passed to Personnel Committee for necessary actions for new facility

Noted and Personnel Committee meeting following main meeting.

**16/29      Parish Council Matters**

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

All previously circulated electronically or placed in circulation bag.

- b) To receive response and update on issue of Fitties car park gate and agree any necessary actions

Clerk had received response and had been assured all procedures were being followed and maintained. Councillors asked Clerk to alert of any further issues if occurring. Request for cosmetic decorating had also been received for interior and this was approved. Clerk asked if pictures could be obtained also for recording purposes.

**RESOLVED: That the response on car parking gate be noted and that decorating the interior be approved**

- c) To receive update on issue of flag at Church and agree any actions

New flag noted but not supplied by the Parish Council. Chairman to investigate why the flag only flies at certain times and report back. Noted.

- d) Parish Council Newsletter – to receive any update and consider next edition

Next edition June 2016 – Informal meeting held between members and further informal meeting with Printer to be held – will be out by beginning of June. Noted.

- e) To receive update on Christmas Event for 2016 and agree any necessary actions

Meeting arranged during June and Council would then be updated. Noted.

**16/30 Finance**

- a) Cheques for authorization as per attached list

Payments as per list circulated, approved and signed by the Chairman.

**RESOLVED: That payments be made as per list circulated.**

- b) To receive update on internal audit, receive internal audit report and agree any necessary actions

Internal audit had now been held and report awaited and would be circulated to all members when received. Noted.

- c) To agree completion of Annual Return and submission of all information to External Auditor

To be carried forward to future meeting when internal audit report had been received.

- d) To agree formal arrangements for inspection of accounts and make necessary arrangements

Agreed that for public rights to inspect, Cllr. Baron take the necessary information and stand in for the Clerk should any such request be received.

**RESOLVED: That Cllr. Baron hold the information in the absence of the Clerk during holidays for The public right of inspection period**

Chairman closed at 8.45 pm.

Signed:..... Date: .....