

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING OF HUMBERSTON PARISH COUNCIL HELD ON TUESDAY 2nd MAY 2017 AT 7.15 PM AT WENDOVER HALL, WENDOVER PADDOCK, HUMBERSTON

Present: Cllr. Hall (Chairman)
Cllrs. C. Hall, Bailey, Robinson, Scoffin, Tuplin, Reynolds, Baron, Shreeve, Fenty
And Stevenson

Apologies: None received

In Attendance: Cllr. S. Harness, Ward Cllr., NELC
PCSO's Burrows and Pullett

There were 2 members of the public present.

17/12 Election of Chairman

Cllr. Hall proposed and seconded for Chairman. Vote took place and Cllr. Hall elected by majority and signed Declaration of Acceptance of Office for Chairman.

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

17/13 Acceptance of Apologies

None received, all present.

17/14 Declarations of Interest – Code of Conduct 2012

Clerk declared an interest under the SLCC Clerk's Code in cemetery tender in relation to two of the contractors bidding for the work and this was noted.

17/15 Election of Vice-Chairman

Propose Cllr. Baron and Cllr. Bailey – Cllr. Baron won the vote 6 votes to 5.

RESOLVED: That Cllr. Baron be elected as Vice-Chairman for the year

17/16 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 (this Committee has full delegated powers)

Cllr. Tuplin (Chairman)

Members – Cllrs. Bailey and Stephenson with Cllr. Robinson as named substitute

Allotments Committee

Cllr. Bailey (Chairman)

Members – Cllrs. Scoffin, Tuplin, Stevenson and Robinson

Cemetery Committee – none formed and agreed that necessary issues be presented to full Council.

Wendover Community Project Group

Cllr. Robinson (Chairman)

Members – Cllrs. Scoffin, Bailey and Stevenson

Ward Cllrs. offered to assist where appropriate with projects.

Planning Chairman

Agreed Cllr. Mrs. Hall as Chairman for Planning Meetings.

Any other committees - None

And to consider and agree terms of reference for each of these committees

Terms of Reference agreed as per existing.

RESOLVED: That all Committees be appointed as agreed and Terms of Reference be adopted and approved

17/17 Election of Representatives onto Outside Bodies:-

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

ERNLLCA District Committee – Chair and Vice-Chair and Clerk

Any other outside bodies – none.

Chairman advised that all members were welcome at all meetings.

17/18 Review of governance/procedural documents for Council for year

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

Asset Register – new hall to be added

Insurance provision – inc building of new village hall annexe

Community Engagement Statement

Publication of Information Statement

Website Provision

Risk Management Strategy inc risk assessments as appropriate

Training Criteria and ongoing development strategy

Schedule of Delegation and Bank Mandate update

Bad debt recovery policy and invoicing procedures

Governance Documents of Standing Orders and Financial Regulations

Complaints Policy and Procedures

Personnel Management Documentation

Registers of Interest

Members agreed that all documentation had been reviewed by Governance Review Committee and full report submitted to Council and approved by full Council at prior meeting.

RESOLVED: That all governance documents were previously reviewed and approved by full Council and therefore no further actions required

17/19 To approve minutes of previous meetings from April 2017:

Minutes of main Council Meeting in April and also two Planning Meetings held in April.

RESOLVED: That minutes be approved as true record of the meeting and signed by appropriate Chairmen

17/20 Police Report (for information only)

Apologies given for not attending for last few meetings. Report read out.

Cllr. Tuplin raised issue of Brooklyn Drive being unlit and raised concern over it. Cllr. Tuplin also confirmed that she has seen PCSO's on the beat during the month. PCSO's volunteered to assist with Wendover Project Group if required. Noted.

Cllr. Fenty raised traffic issue with regard to access to car park and access to area by The Cloisters in general and advised all members that the issue is being heightened in importance and Ward Cllrs. had held meeting with PC Dave Cave. PCSO Burrows advised on actions taken.

Cllr. Robinson asked about shed alarms purchased by the PC and PCSO Burrows said she is attempting to allocate them and Cllr. Hall proposed that Police presence would be beneficial at Parish event on 23rd July which would assist. Noted.

17/21 Highways/Footpaths/Traffic Issuesa. To receive update from Clerk on highways matters

None. Fieldhouse Road raised by Cllr. Stevenson and Ward Cllrs. reported that issue was ongoing with NELC. PROW up to Wendover Hall to be reported to NELC. All noted.

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

Clerk updated on ongoing measures by NELC to put into place. Parking at school discussed with meetings held and/or arranged. Cllr. Fenty asked if TRO could include an ibar provision if residents were to stand the cost of painting of the ibar and Clerk would check with NELC.

RESOLVED: Clerk to continue to progress parking restrictions with NELC and report back

c. To receive any update from Chairman on parking issues with schools and agree any necessary actions

Parking – meeting held with the school and Ward Cllr. present. Future management of the car parks needed confirming and problems with parking needed resolving. Ward Cllrs. to liaise with NELC and site visit to be held if possible

RESOLVED: That NELC be invited to discuss further issues with management of the car park

17/22 Correspondencea. To receive any correspondence to date of meeting

IT was agreed to present MR. Dieter Nelson a Humberston commemorative plaque for his services on the Hall. To be arranged and Clerk to notify.

RESOLVED: That Humberston commemorative plaque be awarded to Mr. Nelson for his work On the new hall build

17/23 Future Dates

Next Parish Council Meeting – Tuesday 6th June 2017

Next Committee/Planning Meeting night – Tuesday 16th May 2017 – apologies from Ward Cllrs.

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

ERNLLCA New Councillor training – to confirm dates – venue Wendover Hall and to Consider PC meetings to be rearranged – Cllrs. Scoffin, Tuplin and Robinson.
Office Closure – 15th – 19th May inclusive

17/24 Reports (for information only)

Mayor's Charity Challenge – Saturday 29th April 2017

Successful visit reported by Chairman. Presented cheque from the Parish Council as a donation. Approximately £100 was raised and Mayor was delighted and asked for thanks to be passed on. Thanked Cllrs. C. Hall, Reynolds and Scoffin for assisting. Noted.

Town and Parish Liaison – special meeting

Cllrs. Hall, Baron and C. Hall attended and two Ward Cllrs. attended. Not particularly successful meeting. NELC rep did not attend. Noted.

ERNLLCA District Committee – 20.04.17

Cllr. Reynolds attended and Cllr. Baron. Next one scheduled for Humberston in July. Noted.

To receive any other reports

None.

17/25 Wendover Hall and Paddock

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

Works should soon be completed when railings were installed and Clerk to examine pathway when ramp works completed. Noted.

b) **To receive update on remaining repairs/snagging items and agree any necessary actions and to receive update on curtains ordered**

Clerk had instructed builder to carry out list of snagging works identified. Door needs attention as it isn't closing properly. Discussion over fire exit took place and Clerk confirmed the front exit was the only official fire exit but members asked about converting the side door to a fire door and Clerk would investigate.

RESOLVED: Clerk to investigate the potential of converting side glazed door to fire door.

c) **To consider and agree use of office/small meeting room and agree necessary actions**

Agreed to charge £5.00 an hour for office hire.

RESOLVED: That small office be hired out at cost of £5.00 per hour if required.

d) **To receive report from annual inspection of playground and agree necessary actions**

Minor matters noted and would be actioned by Clerk. Wendover gate – new hinge – gate at far end has dropped. All noted.

Public Break

Nothing raised.

17/26 Parish Council Matters

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

*Woodberry Lodge, 11 Nicholson Road,
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Noted and all information already circulated.

b) Parish Council Newsletter – to receive notice of next edition
June edition is next and would be out by 1st June hopefully. Noted.

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

Cllr. Tuplin had made written notes and read these out for the meeting. Clerk asked about risk assessments and those from Gingerbread House and was advised these would be available. TEN required for the day. Mobile bar being sought. RNLI doing the teas as WI were not able to. NWatch providing stewards on the day. Agreed all finance to go through the Clerk would keep a spreadsheet for the event. Any donations made by the Parish Council as a result of monies raised would be paid by cheque to the agreed recipients. Name of event as Humberston Summer Fete agreed.

RESOLVED: That all points raised be noted and actioned as required

The meeting agreed the moving of Standing Orders to 9.30 pm

d) To receive and consider quotations for Cemetery/Grounds Maintenance Contract commencing 2017 and agree any necessary actions

Three quotations received and circulated to all members as A, B and C. Clerk reminded meeting of her declaration of interest in the matter and advised members she could not answer any questions on the issue. Cllr. Fenty proposed contractor A for a two year contract, seconded and agreed unanimously.

RESOLVED: That Just Gardens be awarded the contract for the Grounds Maintenance for Humberston for 2017/2019

17/27 Finance

a) Cheques for authorization as per attached list

All approved.

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

b) To receive and consider ERNLLCA subscription for fy 17/18

Agreed to renew.

RESOLVED: That ERNLLCA subscription be renewed for year 17/18

c) To receive update on year end procedures and audit schedules and agree any necessary action

Clerk had arranged internal audit for 1st June 2017 and any members were welcome to attend. Annual Return and full accounts together with an internal audit report would be presented to June meeting for completion and submission for external audit by 12th June 2017.

RESOLVED: That the year end procedures be implemented and report back to June meeting for Consideration and completion of all audit paperwork

The Chairman closed the meeting at 9.16 pm.

Signed:.....

Date:

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