

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING OF HUMBERSTON PARISH COUNCIL HELD ON TUESDAY 1ST MAY 2018 AT 7.15 PM AT WENDOVER HALL, WENDOVER PADDOCK, HUMBERSTON

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

Apologies: None

In Attendance: Cllr. Harness, NELC Ward Cllr.

There were 2 members of the public present.

18/11 Election of Chairman

Two nominations made from the floor for Cllrs. Bailey and H. Hall. Voting took place with 6 votes for each candidate resulting in a tie. Cllr. Hall as Chairman took the casting vote and voted for himself to be Chairman.

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

18/12 Acceptance of Apologies

None received, all present.

18/13 Declarations of Interest – Code of Conduct 2012

Cllr. Mrs. C. Hall declared a personal interest at this point in the Election of Chairman.

18/14 Election of Vice-Chairman

Two nominations made from the floor for Cllrs. Bailey and Baron. Voting took place with 7 votes for Cllr. Bailey and 5 votes for Cllr. Baron.

RESOLVED: That Cllr. Bailey be appointed as Vice-Chairman for the year

18/15 Election of Committees (and Committee Chairmen):-

The following Committees were considered and appointed together with Chairman of each Committee:

Personnel Committee (this Committee has full delegated powers)

Chairman to be Vice-Chairman of the Council as per ERNLLCA recommendations

Chairman – Cllr. Bailey

Members – Cllrs. Grayson and Watkins

Named Substitute – Cllr. Scoffin

Allotments Committee

Chairman – Cllr. Robinson

Members – Cllrs. Stevenson, Scoffin and Watkins

Named Substitute – Cllr. Fenty

Cemetery Committee

Agreed not to appoint at present time and any necessary Cemetery matters to be presented to full Council.

New Wendover/Community/Project Committee

Chairman – Cllr. Baron

Members – Cllrs. Robinson, Grayson and Stevenson

Newsletter Working Group

Clerk with Cllrs. Scoffin and Grayson

Cllr. Bailey to oversee distribution

Terms of reference for each of these committees was agreed as per the papers circulated prior to the meeting.

Chair of Planning – Cllr. C. Hall appointed as Chairman of Planning Meetings.

RESOLVED: That all Committees be appointed as agreed and that terms of reference be adopted As circulated for each Committee

18/16 Election of Representatives onto Outside Bodies:-

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

ERNLLCA District Committee – Chair or Vice-Chair and Clerk as official voting members.

Any other outside bodies – none.

RESOLVED: That official representatives onto the above listed bodies be appointed as agreed

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

The following were subject to review and any amendments/necessary actions agreed as shown:

Asset Register – no changes at present time.

Insurance provision – no changes at present time.

Community Engagement Statement – Wendover Committee to look at and consider

Publication of Information Statement – to comply with GDPR but no changes other than those

Website Provision + FB page – Provision suitable but Clerk would look at revamping Facebook page

Risk Management Strategy inc risk assessments as appropriate – Clerk was reviewing risk assessments

Training Criteria and ongoing development strategy – no changes at present time, but training for 3 members still outstanding and needed reminding to NELC

Schedule of Delegation and Bank Mandate update – would update bank mandate to add some new members.

Bad debt recovery policy and invoicing procedures – no changes at present

Governance Documents of Standing Orders – June 2018 and Financial Regulations

Clerk advised new version of Standing Orders was now published so these would come to future meeting shortly for consideration, no change to Finance Regs.

Complaints Policy and Procedures – no changes at present time

Personnel Management Documentation – all in place and reviewed annually by Personnel Committee

Registers of Interest – Clerk reminded all members to update and review as necessary

Audit procedures – all in place and internal audit for half year already carried out with final year end one shortly to be carried out and external audit arrangements noted for this year.

GDPR – Council was working towards compliance with GDPR

RESOLVED: That all governance matters be agreed and actioned as above as necessary

18/18 To approve minutes of previous meetings from April 2018:

Main Council meeting, Planning Meetings x 2

Minutes as circulated approved as true record of the meetings and signed by the Chairman.

RESOLVED: That minutes be approved as a true record of the meetings

Chairman raised the question of allotment site inspections and advised he thought dates should not be set by the Committee but by full Council. Members agreed that this would not be workable and the Clerk asked that the Council vote on the matter for clarity. Cllr. Shreeve proposed that the right to carry out allotment inspections continues as present with no other members nor allotment holders knowing in advance and this was agreed by majority vote.

RESOLVED: That Allotment Committee site inspection dates be set and agreed by Allotment Committee as required with no notice required to others or full Council

And to endorse any recommendations from Committee Meetings if applicable – none presented.

18/19 Police Report (for information only)

Written report received and noted.

18/20 Highways/Footpaths/Traffic Issues

a. To receive update from Clerk on highways matters

Some minor reporting of hedges obstructing the footway, the PROW at Wendover impassable and Clerk to notify NELC and pot holes again discussed.

Petition which Ward Cllrs. organized is being submitted to Portfolio holder at NELC with clarification sought for criteria for works for potholes. Also dog fouling on Brooklyn Drive reported. Clerk to report to NELC all those matters not already actioned. Noted.

18/21 Correspondence

a. To receive any correspondence to date of meeting

None received.

18/22 Future Dates

Next Parish Council Meeting – Tuesday 5th June 2018

Next Planning/Committee Night – Tuesday 15th May 2018 7.30

Annual Parish Meeting for Humberston – Tuesday 15th May 2018 7.15

Highways Meeting with Engie – Wednesday 23rd May 2018 at 2.00 pm – Wendover Hall – Chair and Vice-Chair to attend with Clerk. Will be a Ward-wide meeting held with New Waltham.

To fix date for next Allotment Committee and Wendover Committee with Committee Chairmen – to be done after meeting.

NELC Assets Open Days/Drop in Days – 21st May and 24th May 2018
Mayor Making – Thursday 17th May – Cllrs. Watkins and Grayson to attend.

Summer Fair – to receive update

Cllr. Robinson as former Chair of Wendover Committee reported on progress. Date was Saturday 14th July – had a small steering group making arrangements. Next group informal meeting on 11th May at 3 pm. Event to be called Picnic in the Paddock. People to bring their own food and drink. Programme will be drawn up. The Happening aren't actively involved in the organizing but are supporting by laying on games and a selected group of small stalls along with usual tea, coffee etc. Full programme will go before full Council. Volunteers are essential. Times will be 2 to 6 pm. It was agreed in view of all arrangements in place and imminent that the Steering group currently in place continue with organizing the event and that new membership of the Wendover Project Group be invited to assist/participate.

RESOLVED: That existing steering group continue with arranging the Summer Fair and that New membership of Wendover Project Group be invited to assist should they wish to do So but current Steering Group will continue with event

18/23 Reports (for information only)

Town and Parish Liaison Committee – 12.04.18

Four members from Humberston present. Update on Engie and Chairman wished to put on record that remarks made by the Chairman of Town and Parish Liaison about meetings held with Clerks were his and his alone and not endorsed by anyone present. Verge parking was supposed to be imminent for an update. Noted.

ERNLLCA Councillors' Financial Responsibilities Training – 25.04.18

Cllrs. Hall, Baron, Grayson and Bailey attended as well as the Clerk. Very informative and Humberston PC appeared to be compliant with all matters raised. Noted.

ERNLLCA District Meeting – 19.04.18

Cllrs. Hall, Baron and Grayson had attended but it was agreed that without an Officer from ERNLLCA in attendance the meetings didn't have much purpose. Clerk would be writing to advise ERNLLCA of the PC's point of view. Noted.

To receive any other reports

None received.

18/24 Wendover Hall and Paddock

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

To be carried forward to future meeting whilst Clerk obtains further quotations. Noted.

Clerk had already requested Mariner Groundworks to carry out repairs to Cemetery Road. Noted.

19/25 Parish Council Matters

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

All information already circulated or placed in circulation bag.

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

The next edition will be published a little later in middle of June to accommodate the advertising of the Summer Fair closer to the event date. Noted.

c) To consider quotations from cemetery contractor for continuous/per usage removal of soil from cemetery and agree any necessary actions

The method for this was again discussed. The Clerk reminded members of her declared interest in this matter under the SLCC Clerk's code. It was agreed that Cllrs. Hall, Bailey and Baron visit the Cemetery together when contractor was present to discuss as a group a possible solution and then report back to the PC.

RESOLVED: That Cllrs. Hall, Bailey and Baron organize an informal meeting with the Cemetery Contractor to discuss possible solutions and costings for soil disposal/removal

Chairman was asked about any feedback on allotment drainage at this point. NELC had supplied a plan which would total approx. £3.8. Further action included NELC talking to landowners and Westleigh, if all that is positive, NELC would get a quote from a contractor. £1k left over from Ward funding and they had requested that it be held over pending a contribution to any possible works on this issue. Noted.

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

C/f to next meeting as Chairman was investigating number of defibrillators currently in area. Leave with Chairman. Noted.

e) To receive and consider compliance with new General Data Protection Registration with regard to appointment of Data Protection Officer and to agree all necessary actions

Working towards compliance and Clerk had advised that Data Protection Officer was now no longer required for the PC as advised by ERNLLCA. Clerk would now put in place necessary measures for compliance with regard to data handled by the PC.

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

f) To receive report on inspection of play area and agree necessary actions

Circulated and noted. Only issue was wearing away of grass by sports wall. Clerk would ask contractor if this area could be seeded for some repair.

RESOLVED: That play area inspection be received and noted with only action necessary being the Reseeding of some grassed area near to the sports wall.

g) To receive initial legal transfer documents for Public Open Space at Humberston Avenue and agree in principle the terms and conditions

Keep going ahead.

19/26 Finance

a) Cheques for authorization as per attached list

Payments approved to be made as per information circulated.

RESOLVED: That all payments be approved to be made as per list circulated

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

- b) To receive the year end accounts and account reconciliation for fy 17/18 and formally approve – this will be mid-May or June meeting.

Clerk advised that full year accounts will come to June 2018 meeting for approval. Noted.

- c) To receive report from Clerk on VAT reclamation for fy 17/18 for information

Clerk advised that when year end accounts finalized, this would be carried out as part of standard year end procedures. Noted.

- d) To consider renewal of membership of Institute of Crematoria and Cemetery Management for the year and agree any action

Agreed to continue membership at cost of £90 per year.

RESOLVED: That the Council maintains its membership of the ICCM for £90 for the year

Chairman closed the meeting at 8.50 pm.

Signed:

Date: