

**MINUTES OF A PARISH COUNCIL MEETING OF HUMBERSTON PARISH COUNCIL HELD ON TUESDAY 7<sup>th</sup> NOVEMBER 2017 AT 7.15 PM AT WENDOVER HALL, WENDOVER PADDOCK, HUMBERSTON**

**Present:** Cllr. Hall (Chairman)  
Cllrs. Watkins, Bailey, Robinson, Fenty, Baron, Reynolds, Hall, Stevenson, Scoffin, Tuplin and Shreeve

**Apologies:** None received

**In Attendance:** Cllr. S. Harness, NELC Ward Cllr.

There was 1 member of the public present for whole of meeting and one representative from Scotts for part of meeting of public break.

**17/84 Acceptance of Apologies**

None – all present.

**17/85 Declarations of Interest – Code of Conduct 2012**

None made.

**17/86 To approve minutes of previous meetings from October 2017:**

Main Council meeting, Planning Meetings x 2, Personnel Committee and Wendover Project Group Committee on 3<sup>rd</sup> November 2017 – Wendover Project Group had not been held due to meeting being inquorate so there were no minutes from that meeting.

**RESOLVED: That minutes of meetings of main Council, planning and personnel meetings be Approved as a true record and signed by appropriate Chairmen**

And to endorse any recommendations from Committee Meetings – none made as not held. Noted.

**17/87 Police Report (for information only)**

Written report received and Clerk to email and ask what they are doing about burglaries which seem to be on the increase.

**RESOLVED: Clerk to contact LPT and ask what actions are being taken.**

**17/88 To receive statement from Chairman of Personnel Committee to full Council**

Cllr. Tuplin, Chair of Personnel Committee, firstly thanked Cllr. Robinson for standing in for her absence for the Personnel Committee. Cllr. Tuplin highlighted governance Review which had considered and agreed all procedures and protocols with relation to staffing, which were in place and relevant. She then reminded all members of the need to adhere to these procedures and gave examples of recent breaches to these procedures which should not have occurred. She also highlighted the need for procedures to be followed with regard to extra agenda items being brought to the table which prevented members of the public from being informed of what is to be discussed and also impedes Council members from being informed and so it was important that all items for discussion were on the Agenda. Cllr. Tuplin also advised that a staff member had just completed 30 years of service and the Personnel Committee wished to mark this in some way and this was supported by full Council.

**RESOLVED: That the Personnel Committee organize the marking of long service by staff member**

**17/89 Highways/Footpaths/Traffic Issues**

- a. To receive update from Clerk on highways matters

Response from NELC had been received regarding the PC's suggestions for extra gritting, this would not be added to the primary route list. Noted. Also the Preschool had asked for possible street direction sign – Clerk would check viability with NELC. Noted.

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

Delayed due to consultation taking place on amendments for New Waltham. Noted.

- c. To receive and consider correspondence regarding St Christophers Playing Fields and agree any necessary actions (Cllr. Harness)

Cllr. Harness had informed NELC about PC's decision on playing field gates and this had been noted.

**17/90 Correspondence**

- a. To receive any correspondence to date of meeting

Correspondence received re Remembrance Sunday and it was agreed that a £50 fee be paid to the RBL for the supply of the wreath.

**RESOLVED: That a £50 fee be paid to the Poppy Appeal for the supply of the wreath for Remembrance Sunday**

Chairman of Planning drew attention to letters from residents re proposed changes to licensing at Coachhouse – the objections raised were supported by residents and it was agreed to send submission into Licensing in objection to all proposals for extensions in relation to the premises.

**RESOLVED: That objections be submitted to Licensing in relation to proposed extensions to Licensing in respect of premises in Humberston**

**17/91 Future Dates**

Next Parish Council Meeting – Tuesday 5<sup>th</sup> December 2017

Next Meeting night – Tuesday 21<sup>st</sup> November 2017

DPI Training for 3 members – Tuesday 21<sup>st</sup> November 2017 at 6.30 pm

ERNLLCA Conference – Friday 17<sup>th</sup> November 2017 – Cllrs. Bailey, Reynolds and Clerk attending.

Remembrance Day – Sunday 12<sup>th</sup> November 2017 – Four places confirmed.

Christmas Tree Lighting Event – Friday 8<sup>th</sup> December 2017

**17/92 Reports (for information only)**

To receive any reports – none received.

**17/93 Wendover Hall and Paddock**

- a) To note completion of blinds for Wendover Hall and agree any further necessary actions

Work had now been completed but pelmet, as discussed previously could not be provided. IT was agreed a solid/wooden/mdf pelmet would be beneficial and could be painted – Clerk to ask Caretaker if this could be supplied and a price for doing so.

**RESOLVED: That solid pelmet be made to fit the window and request be made of Caretaker to see if one could be supplied and a cost for doing so.**

b) To receive update on safety matting repairs in Paddock for information

Ordered with Newby Leisure as agreed and awaiting completion. Noted.

### **Public Break**

Representative from Scotts present following on from previous visit in May. Cllr. Scoffin reminded members of her DPI which directly related to this case and left the room taking no part in the discussions or presentation. New proposed plan had been drawn up and this was discussed and left with the Council for consideration at its next Planning Meeting. A discussion was held in relation to the Local Plan and the progression of a previous proposal with Planning Department which had not been successful.

### **17/94 Parish Council Matters**

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

All in circulation bag.

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

First run proof already in place and will be confirmed by following week for printing in plenty of time for end of November. Noted.

Cllr. Bailey advised that a new distributor was in place and asked members to monitor receipt of the Newsletter. Noted.

c) To receive report from meeting held with Tingdene on Tuesday 7<sup>th</sup> November 2017 with Clerk, Chair and Vice-Chair to discuss Humberston Fitties Community Room lease and agree any necessary actions

Chair, Vice-Chair and Clerk had attended meeting with Tingdene on that afternoon to which the PC had been invited. Future leasing of Community Room discussed and Tingdene happy for the lease to be surrendered should the PC wish to do so, and it would then be passed to the CIC, a residents group on the Fitties. The CIC had indicated they would be willing to take the lease. Cllr. Reynolds then declared a prejudicial interest when prompted by the Clerk as Chairman of the CIC group and then left the room. It was agreed to surrender lease on condition it goes to the CIC group and also to surrender the responsibility for gate operation pending consideration for usage.

**RESOLVED: That the lease for the Fitties Community Room be surrendered by the PC on condition That Tingdene then offers it to the CIC group, and also that the PC relinquishes Formally its responsibility for the locking/unlocking of the gate carpark to Tingdene.**

d) To receive Site Inspection Report from Cemetery and agree any necessary actions

No inspection had been held in the past month and next one would be held in January 2018. Noted.

e) To consider upgrading of Parish Council photograph and agree any necessary actions

Cllrs. Hall and Reynolds had obtained quotations for a new PC photograph and had received quotes of £225 and £150 from two suppliers for large print and 12 smaller ones. Discussions held on whether photograph should be taken and Chairman advised that if the motion was not successful due to cost, then he would be willing to stand the £150 cost to have the photograph taken.

A separate discussion took place regarding budgetary constraints and whether a photograph was an essential item of expenditure and the replacement of fire doors from the previous meeting was brought up as an example of the Council deferring their replacement due to budgetary implications. Members who had not been present at that meeting asked the Clerk why the replacement of the doors had been deferred and whether funding was available from the PC budget. The Clerk advised there were indeed sufficient funds to carry out the works as an important safety consideration but the previous Council meeting had agreed to defer the replacement of the doors pending further inspection by the Wendover Project Group. The Clerk reminded members that this work had been recommended by the Project Group to full Council, but that full Council had deferred the decision.

Finally, proposals and amendments took place with final proposal that a photograph be taken and paid for by the Parish Council at a cost of the lower quote of £150.00. Voted 8 for, 2 against and 2 abstentions.

Chairman advised he would organize for this to be done on night of December 2017 meeting as all members had indicated they would be present and he would then advise everyone of timings.

**RESOLVED: That the PC photograph be updated at a cost of £150 for a large print and 12 Smaller A4 sized prints, one for each member, and Chairman to organize date for Tuesday 5<sup>th</sup> December prior to the Council meeting**

**17/95 Finance**

a) Cheques for authorization as per attached list

Approved for payment. Question was asked of Clerk regarding extra works at Cemetery and who had authorized this work. Clerk advised that she had been instructed to have three extra jobs carried out following the Cemetery site visit held in September/October when Chair, Vice Chair and Cllr. Reynolds had all inspected the site. Three jobs were agreed and Clerk was told quite clearly to get those works carried out by the three members present on the site visit.

**RESOLVED: That all payments be authorized to be made as per schedule circulated.**

b) To receive half yearly accounts and account reconciliation for fy 17/18 for approval

Clerk had circulated half year/six months accounts with cash book to each member and also account reconciliation for the half year point. These were accepted, approved, checked against the bank statement and signed.

**RESOLVED: That the half yearly accounts be approved and account reconciliation be approved.**

c) To consider half yearly internal audit and agree necessary actions

Agreed that half yearly internal audit be carried out and members asked Clerk to invite Mrs. Stennett to carry this out. Clerk to organize and then circulate date to members who would be welcome to attend. Cllr. Shreeve advised he had attended previous internal audit and recommended members to attend for interest and information and recommended the process undertaken when the audit was carried out.

**RESOLVED: That a half year internal audit be carried out by MRs. STennett as agreed**

The Chairman closed the meeting at 9.10 pm.

Signed: .....

Date: .....