

**MINUTES OF A PARISH COUNCIL MEETING OF HUMBERSTON PARISH COUNCIL HELD ON TUESDAY 3<sup>rd</sup> OCTOBER 2017 AT 7.15 PM AT WENDOVER HALL, WENDOVER PADDOCK, HUMBERSTON**

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

**Apologies:** Cllrs. Shreeve and Fenty

There were 5 members of the public present

**17/73 Acceptance of Apologies**

Received from Cllrs. Fenty and Shreeve (NELC meeting)

**RESOLVED: That apologies be received and accepted**

Also received from Cllr. Harness as Ward Cllr.

**17/74 Declarations of Interest – Code of Conduct 2012**

None made.

**17/75 To approve minutes of previous meetings from August 2017:**

Wendover Project Committee AND Personnel Committee – both approved and signed by Committee Chairmen

**To approve minutes of previous meetings from September 2017:**

Main Council meeting, (JB) Planning Meetings x (JB) 2, Special Council Meeting , Allotment Committee and Wendover Project Group Committee

All minutes approved and signed by appropriate Chairman as true record and that recommendations from Committees be endorsed for action.

And to endorse any recommendations from Committee Meetings

**RESOLVED: That all minutes listed be approved as a true record of the meetings and that the Recommendations from the Allotment Committee and Wendover Project Group Committee be endorsed for action**

**17/76 Police Report (for information only)**

Clerk had received written report and would re-circulate to all members.

**17/77 Highways/Footpaths/Traffic Issues**

- a. To receive update from Clerk on highways matters

Consultation received on winter maintenance from NELC – members agreed to request inclusion of Fieldhouse and possibly Midfield Road – Clerk to make request.

**RESOLVED: That a request be made for inclusion as shown of extra streets into winter Maintenance schedule.**

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

Clerk reported that meeting had been held on this new order at New Waltham last week and it was hoped that it could now move forward. Noted.

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

Correspondence received from Ward Cllrs. and NELC on locking of gates. Members agreed that they would prefer not to see the gate left open all day due to possibility of asb. Clerk to pass on to Cllr. Harness.

**RESOLVED: That the Parish Council would not wish to see the gates left open all day at ST Christophers Playing Field**

**17/78 Correspondence**

- a. To receive any correspondence to date of meeting

Correspondence received re drainage and Clerk asked to forward to Andy Smith

Correspondence received re crossings on Humberston Avenue and Clerk asked to forward to Ward Cllrs.

**RESOLVED: That correspondence received be forwarded as agreed**

**17/79 Future Dates**

Next Parish Council Meeting – Tuesday 7<sup>th</sup> November 2017

Next Meeting night – Tuesday 17<sup>th</sup> October 2017

ERNLLCA Conference – Friday 17<sup>th</sup> November 2017 – Cllr. Bailey, Clerk and Cllr. Reynolds requested and agreed to attend.

**RESOLVED: That three named attendees be booked into ERNLLCA Conference**

Remembrance Day – Sunday 12<sup>th</sup> November 2017 – letter of invitation also received from Church – members committed to attend were Chair and Cllr. Mrs. Hall plus Cllr. Fenty and guest – total of 4. Clerk to advise Church.

**RESOLVED: That Clerk inform Church of numbers**

Local History Day – Saturday 14<sup>th</sup> October 2017

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

**17/80 Reports (for information only)**

Town and Parish Liaison – Thursday 28<sup>th</sup> September 2017

Cllr. Baron had attended. Supt David Hall from Police present, statement from Dept Director of ENGIE, Mark Scarr and presentation on new rubbish collections. Noted.

To receive any other reports

None.

**17/81 Wendover Hall and Paddock**

- a) To receive update re blinds for Wendover Hall small meeting room and agree any necessary actions

Cllr Bailey explained a technical problem with closure of the blinds previously agreed for supply by the Council. Discussions took place and it was agreed that Kensway blinds provide a straight-topped vertical

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

blind and Cllr. Bailey to ask if they could provide a stiff pelmet to match it. If they could do so for under £365 for the whole job plus no more than 10% variance, then pelmet agreed to be ordered, if not just the blinds to be supplied and fitted.

**RESOLVED: That Kensway blinds provide blinds as per specification agreed and that if pelmet Can also be provided for window to match the blind for amount agreed then pelmet Also to be added.**

To receive quotations for repairs to safety matting in paddock and agree necessary actions

Quotations received from Streetscape and Newby Leisure – proposed, seconded and unanimous that works be carried out by Newby Leisure at cost of £2,545.00 plus VAT.

**RESOLVED: That Newby Leisure be contracted to carry out the works in the Paddock at the cost of £2,545.00 plus VAT**

b) To receive quotation for replacement fire doors at Wendover Hall and agree any necessary actions

Quotation had been received but Clerk advised it would be necessary to consult with Conservation Officer/Planning for replacement doors. Agreed that Project Group Committee conduct an inspection of the fire doors first to see which ones had priority for repair etc. and then report back to Clerk.

**RESOLVED: That the Wendover Project Group Committee conduct an inspection of the fire doors To prioritise repairs/replacements and then report back to Clerk**

### **Public Break**

Resident present re parking in Fieldhouse Road outside of the shops which was confirmed to him as being private parking.

### **17/82 Parish Council Matters**

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

Clerk had circulated and/or place in circulation bag. Noted.

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

Next edition had started being collated by Clerk and Cllr. Scoffin and they would ensure production for December 2017. Noted.

c) To receive response from resident on issue of fencing of boundary on Humberston Allotment Site, information from NELC and agree any necessary actions

Clerk read out correspondence from neighbouring resident who had offered £500 as a contribution to any new fence. It was agreed that no fence be provided and the Parish Council takes whatever action is Needed in future and in the meantime, ascertain the actual boundary and see if it could be marked.

**RESOLVED: That the Parish Council not provide any new fencing along the allotment boundary And that the boundary be established and marked in some way.**

d) To receive request that a member of this Council may provide the Clerk with an email address, other than the dedicated Parish Council address created for that Councillor, to which all parish council correspondence is sent and to agree any actions

Proposal/question had come from Cllr. Reynolds. It was explained to Cllr. Reynolds of the significance of using a private email address and any possible ramifications of that but Cllr. Reynolds said he accepted

this responsibility. Agreed by majority vote, 8 for and 2 abstentions to allow Cllr. Reynolds to use his personal email address for Council business.

**RESOLVED: That Cllr. Reynolds be allowed to use his private email address for Council business  
With immediate effect**

- e) To consider action on donation/usage of proceeds from Humberston Summer Fete and agree any necessary actions

There was approx £450 held as proceeds. Agreed that invitation be published in next Newsletter to apply for share of the proceeds to be used locally.

**RESOLVED: That applications be invited, via the next Parish Newsletter, from Village Groups/local Charities etc. to receive a share of the monies held.**

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

Cllrs. Reynolds, Hall and Baron along with the Clerk had conducted a formal cemetery inspection. Two small trees to take out which might interfere with future grave plots, and a mound of earth which had been left some time previously on the edge of the Cemetery Car Park needed removing - these would be requested as extra works for the Contractor. Clerk reported that strimming had left debris on gravestones and this needed to be tidied. The Council members who had inspected approved of works carried out and thought the Cemetery in a good state of maintenance.

**RESOLVED: That extra works as agreed be requested to be carried out by the Cemetery contractor  
And that the members were satisfied with the state of maintenance of the Cemetery**

- g) To receive any update on Decision Notice from NELC's Standards Adjudication Panel and agree any further necessary actions

Clerk updated and advised that Mrs. Richardson-Smith, one of the MO's at NELC, would be delivering the training to Cllrs. H. Hall, C. Hall and J. Baron and this had been arranged for Tuesday 21<sup>st</sup> November 2017 at 6.30 pm at Wendover Hall. The three members confirmed they would be present.

**RESOLVED: That training take place for the three named members as per the accepted decision  
From NELC's Standards Adjudication Panel on Tuesday 21<sup>st</sup> November 2017 at 6.30 pm**

### **17/83 Finance**

- a) Cheques for authorization as per attached list

All payments as circulated, approved to be made.

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

- b) To receive Annual Return from external auditors for fy 16/17 and agree any necessary actions

Annual Return received back from PKF Littlejohn. Only point raised is that the Parish Council had allowed an extra day for the period of public rights of inspection and technically PKF's viewed this as non compliance with the 30 day window. This was noted.

**RESOLVED: That the annual audit for fy 16/17 was now completed and closed and there were no  
Further outstanding actions**

- c) To receive notification of pension scheme contribution increases in line with legislation effective from 01.04.18 for information.

Clerk advised that from 01.04.18 contributions would be increased from 1% to 3% from employees and 2% from employers. This was noted and would be handled by Personnel Committee when setting salaries budget for 2018.

Chairman closed the meeting at 8.45 pm.

Signed:.....

Date: .....