

MINUTES OF A MEETING OF HUMBERSTON PARISH COUNCIL HELD ON MONDAY 18th APRIL 2016 AT 7.00 PM AT WENDOVER HALL, WENDOVER PADDOCK, WENDOVER LANE, HUMBERSTON

Present: Cllr. Hall (Chairman)
Cllrs. Baron, Stevenson, Bailey, Furneaux and Waite

Apologies Cllr. C. Hall

There were 3 members of the public present and also 3 candidates for cooption to the Council

16/01S Acceptance of Apologies

Received from Cllr. Mrs. Hall due to illness – received and accepted.

RESOLVED: That apologies be received and accepted

16/02s Declaration of Interests

DPIs already declared by Cllrs. H. Hall and Baron due to allotment tenancies.

16/03s Cooption to fill casual vacancies

To consider candidates present standing for cooption to the Council to fill casual vacancies, take a vote on candidates and agree actions

Three candidates were present and all had attended previous meeting held earlier in April - Mrs. Phillippa Scoffin, Mrs Ann Reavy and Mrs. An-Marie Tuplin

All candidates gave short speech about themselves and their reasons for wishing to join the Council. Members agreed to take in a block. All proposed and unanimously agreed. Three candidates signed Declaration of Acceptance of Office and had previously been issued with the Code of Conduct.

RESOLVED: That all three candidates be unanimously voted onto the Council to fill Three of the existing casual vacancies with immediate effect. Clerk to inform NELC and send all new members welcome pack with governance documents. New Members also completed their Declarations of Interest forms and returned them to The Clerk

16/04s To receive update on progress with new build for annexe to Wendover Hall and agree any necessary actions

Clerk advised that this was now resolved in part enabling a start date of Monday 25th April 2016. All outstanding issues were to be progressed with NELC but members agreed that they would reinforce the Parish Council's observations on roofing and guttering treatments in reaching an agreement with NELC.

RESOLVED: That start date be noted as Monday 25th April 2016. Clerk would produce overview For finance for the new build project at May meeting for consideration by members

16/05s Finance

a) To authorize payments as per list circulated

Agreed that all payments be made as per list circulated.

RESOLVED: That All payments be made as per list circulated

b) To receive full year end accounts, year end account reconciliation, consider approval and agree actions

Clerk had circulated prior to the meeting and also produced hard copies at the meeting. Clerk advised on checking off of all figures from the cash book and the bank statement against the final year reconciliation and members advised they had done so. Chairman made a query about salary

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

balance payments and this was explained in relation to standing orders for payment of part salaries of members of staff and cheques for balances due to variable rates of pay each month and this was noted with other members already aware of these procedures.

RESOLVED: That year end accounts and account reconciliation be accepted and approved and They were then signed by the Chairman

- c) To receive report from Clerk on year end PAYE and VAT completion and agree any actions

Clerk advised the PAYE had now been completed for year 15/16 and the new paye year had been started on the payroll software for 16/17 and all members of staff had been given P60's.

VAT had now been reconciled and the submission for reclamation of VAT would now be sent off.

RESOLVED: Noted that year end procedures had been actioned

- d) To receive date from Clerk for Internal Audit and agree any actions

Clerk advised that Mrs. Stennett would be attending the office address of the Parish Council on Monday 25th April 2016 to conduct the internal audit in the afternoon. The Clerk advised that any members were most welcome to attend whilst the auditor was present.

RESOLVED: Noted by members that internal audit would be carried out on 25.04.16

Cllrs. Baron and Hall left the room due to DPI declarations and Cllr. Bailey took the Chair for this item.

16/06s Cemetery and Allotments

Allotments

- a) To receive report on allotment inspection held on 11.04.16 and agree any necessary actions

Cllr. Bailey gave feedback on last two visits to HAHA meetings. Mentioned path on East side and it had been blocked off, bench at entrance to cemetery discussed and HAHA to have a look and see if it can be tidied up and bench put back into usage. Fence to side of allotments with broken fence discussed and property had now been sold and the PC would be writing to new owner.

Plant Fayre arranged for 14th but now moved to 28th April.

Cllr. Bailey explained how the members work with monitoring etc. and that the Parish Council has a protocol which has been formally adopted and which is followed with regard to monitoring and inspections.

RESOLVED: That report is noted.

- b) To consider application from tenant for chicken housing and agree any necessary actions

No problems for members and this would be ratified pending clarification with Mrs. Hyde from HAHA with regard to whether there would be a chicken run or not. If acceptable with HAHA when information obtained, then Clerk to authorize at instruction of the meeting.

RESOLVED: That if HAHA clarifies with tenant about chicken run, if acceptable and Clerk notified Of this, then Clerk to authorize acceptance in accordance with members' wishes

- c) To receive further update on progress with allotment competition and advertising the event and agree any necessary actions

Posters had been done and printed professionally and Clerk produced at meeting. HAHA had advised with regard to allotment numbers being displayed, that it was going to stencil the plot numbers on every plot. Ward Cllrs. had confirmed that they would be happy to judge competition and Clerk was liaising re suitable date. Agreed that Ward Members, Chair of Allotment Committee and Clerk would attend on day of judging, but no representative from HAHA would attend. Ward Cllrs. had advised they would be happy to provide a trophy and Clerk to obtain and then Wrd Cllrs would reimburse.

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

RESOLVED: That Ward Cllrs. and Clerk liaise over suitable date for judging and that the Clerk Purchase a trophy at maximum cost of £40 and the Ward Cllrs. would then Reimburse. Judging to be carried out by Ward Cllrs. only and accompanied on the day by Clerk and Chair of Allotments Committee. Ward Cllrs. decision would be final.

The Chairman declared the meeting closed at 7.50 pm.