

**MINUTES OF AN EXTRAORDINARY MEETING OF HUMBERSTON PARISH COUNCIL
ON MONDAY 16th OCTOBER 2015 AT 7.30 PM AT WENDOVER HALL, WENDOVER
PADDOCK, WENDOVER LANE, HUMBERSTON**

Present: Cllr. Hall (Chairman)
Cllrs. Baron, Mrs. C. Hall, T. Feldges, Mrs. S. Feldges, Dobbs, Bailey, Coulam and Stevenson

Apologies: None

There was no one else present

15/17S Acceptance of Apologies

None.

15/18s Declaration of Interests

DPI's already declared by Cllrs. Hall, C. Hall and Baron due to allotment tenancies in all allotment matters.

Clerk had spoken to ERNLLCA to reinforce situation with regard to any member declaring DPI's and reiterated that any member with a DPI in any matter was not allowed to remain in the room nor take any part in any matter in which they had their declared DPI. This interest also remained outside of the meeting and members were advised to take heed of the advice from ERNLLCA on this matter. ERNLLCA had advised any member could contact Alan Barker for further clarification on this matter. Clerk also advised that the power to grant dispensations rested solely with the Clerk and whilst the Council was quorate for allotment issues, without those members who had declared DPI's due to allotment tenancies, she did not therefore think it necessary to grant dispensations to those members with DPI's in the matter.

15/19s Christmas Event

- a) To consider and agree charities for donations from any surplus revenue generated from Christmas event

Agreed that £500 budget already agreed by the PC would be used to stage the event and fund the printing of raffle tickets. Proceeds solely on raffle ticket sales would be donated to charities. The charities to be agreed upon after consultation with Humberston Happening and then report back to the full Council for confirmation.

RESOLVED: That PC budget pay for anything required for event and that raffle ticket Proceeds be used solely for donation to charities to be confirmed

- b) To receive update on raffle licence and receive printed raffle tickets from Clerk

Clerk had obtained gaming/raffle licence and had had 75 tickets printed which she gave to Cllr. Coulam. If further required, then Clerk would order more. At the event, it would be fine to use cloakroom tickets as extras if raffle tickets had all been used. But for prior sales before the actual event, the printed tickets were required to be used.

RESOLVED: Raffle tickets to be distributed and Clerk to order more if required.

15/20s To receive any update on new annexe for Wendover Hall and agree any necessary actions

Mr. Nelson had confirmed that he was waiting for guidance drawing from NELC Conservation Officer on design of windows before final drawing could be agreed with NELC. Noted.

15/21s To appoint new member of Personnel Committee to ensure quorum and agree/Confirm named substitute(s)

Clerk advised that due to resignation of Cllr. Armstrong, new member for Personnel Committee required. Since Cllr. Stevenson had been named substitute, she was agreed as new member of the Committee and Cllr. Feldges agreed as named substitute.

RESOLVED: **That Personnel Committee, with immediate effect, be made up of Cllr. Baron (Chairman), Cllr. Bailey and Cllr. Stevenson and Cllr. Feldges be named substitute**

15/23s Finance

a) To authorize payments as per list circulated

Payments authorized as per list circulated.

RESOLVED: **That payments be authorized as per list**

15/22s Cemetery and Allotments

Cllrs. Hall, Baron and C. Hall had DPI's in allotment matters due to allotment tenancies and so left the meeting taking no part in discussion and/or debate and did not return to the meeting.

Cllr. Bailey appointed as Chairman for this part of the meeting.

a) To appoint new member(s) to Cemetery and Allotments Committee to ensure quorate numbers due to DPI's

Clerk advised that since the resignation of Cllr. Armstrong, new member/s required to ensure quorum at meetings. Agreed that Cllrs. Coulam, Dobbs, Feldges and MRs. S. Feldges join the Cemetery and Allotments Committee and that this would constitute the maximum number. Any new members coopted onto the Council after this date would not be members of the Committee. This to continue until May 2016 when Committees would be reconstituted.

RESOLVED: **That above named members join the Cemetery and Allotments Committee, the quorum for which to remain at 4.**

b) To consider a proposal for a protocol regarding allotment checks and monitoring for adoption by the Council as a formal procedure/policy with immediate effect and to consider the proposed need to delegate powers for allotment rescission to the Cemetery and Allotments Committee and agree any necessary actions

Clerk had drafted formal proposal and after discussion with ERNLLCA on allotment issues, it was confirmed that this was a good idea and would then form part of the Cemetery and Allotments Tenancy Agreement for 2016/17. The protocol was discussed and approved with minor changes and Clerk would send out formal copy to all for note at the December meeting at which it would be formally adopted and form part of the tenancy agreement for the coming year. Agreed that NO delegated powers were required for the Committee as the full Council could meet mid-month if required and so next available meeting was never more than approximately two weeks away for decision to be made.

RESOLVED: **That a formal procedure/protocol be adopted as per the draft agreed at The meeting for allotment checking/monitoring and that it form part of Tenancy Agreement for all tenants for allotment year 16/17. Agreed also That no delegated powers be given to the Cemetery and Allotments Cttee As decisions could be taken by full Council mid-month if required and To be agenda'd by Clerk as necessary.**

- c) To receive update from Clerk on recent changes to tenancies and agree any action including reallocating of vacant plots to new tenants

Four letters had been sent out as agreed at last meeting to rescind four tenancies. Two tenants had contacted the Clerk and Chairman of the Committee to advise that they had carried out work and asking for tenancies to continue. Members unanimously agreed that all four tenancies had not kept to the tenancy agreement with the standard of cultivation of their allotment plots and that the tenancies still be rescinded as agreed.

RESOLVED: **That all four tenancies still be rescinded as per previous Council decision
And that if required, clearance take place by 28th November at the latest
And that Clerk then re-allocate the vacant plots to those on waiting list**

- d) To consider proposed allotment agreement for 2016 and agree any necessary actions

Clerk had circulated current agreement. Members to take away and consider and bring back proposed amendments to December meeting. Final draft would then be sent to Haha as a courtesy and then final draft be agreed upon at January 2016 meeting ready for new allotment year in February 2016.

RESOLVED: **That the process for agreeing a tenancy agreement for allotment tenancies
For 2016/17 has commenced and formal agreement to be reached by
January 2016 meeting.**

The Chairman closed the meeting at 9.05 pm.

Signed:	Date:
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