



# Humberston Village Council

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Clerk to the Council – Kathy Peers Telephone 07494 577661  
*e-mail 'clerk@humberstonvillagecouncil.com*

**TO ALL COUNCILLORS:**

**YOU ARE SUMMONED TO THE ANNUAL PARISH COUNCIL MEETING OF HUMBERSTON VILLAGE COUNCIL  
ON TUESDAY 7<sup>TH</sup> MAY 2024 AT 7.15 PM AT QUEEN ELIZABETH HALL, WENDOVER PADDOCK, HUMBERSTON**

Please inform the Clerk if you are unable to attend.

*KJ Peers*

Clerk to the Council – 30.04.2024

## **AGENDA**

The meeting will have a period of public consultation at the discretion of the Chairman. Anyone wishing to record the meeting should notify the Chairman and/or Clerk before the meeting starts.

**24/21** Election of Chairman

**24/22** To receive and accept apologies for absence

**24/23** **Declarations of Interest – Code of Conduct**

- a) To record declarations of interest by any member of the council in respect of the agenda items listed. Members declaring interests should identify the agenda item and type of interest being declared.
- b) To note dispensations given to any member of the council in respect of the agenda items listed.

**24/24** Election of Vice-Chairman

**24/25** **Election of Committees and Terms of Reference**

Election of Committees, Committee Chairman and agree Terms of Reference for each Committee –  
Allotment and Cemetery Committee  
Planning Committee  
Personnel Committee

**23/26** **Election of Representatives onto Outside Bodies:-**

Town and Parish Liaison  
ERNLLCA District Committee  
Any other outside bodies

**23/27** **Review of governance/procedural documents for Council for year**

To review and agree any amendments/necessary actions on the following:

- Asset Register
- Insurance provision
- Publication of Information Statement
- Website Provision and social media provision
- Risk Management Strategy inc risk assessments as appropriate

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*1 Beach View Court, Norfolk Lane,  
Cleethorpes DN35 8BT*

Training Criteria and ongoing development strategy  
Schedule of Delegation and banking procedures  
Bad debt recovery policy and invoicing procedures  
Governance Documents of Standing Orders and Financial Regulations  
Complaints Policy and Procedures  
Personnel Management Documentation inc Member/Officer protocol  
Registers of Interest  
Audit procedures  
GDPR policy  
CCTV Policy  
Allotment Protocol  
Contracts – issue of and procurement of tenders/quotations  
Any other documents/policies for consideration inc. staff delegation schedule

**24/28 To approve minutes of previous meetings –**

Village Council minutes and Planning Committee minutes from April 2024.

**24/29 Police Report**

To receive police report for information and agree any necessary actions from report.

**24/30 Highways/footpaths/traffic issues**

- a) To receive any highways/footpaths/traffic issues for consideration and agree any necessary actions including report from Highways Meeting held on 1<sup>st</sup> May 2024

**24/31 Planning Matters**

To consider the following planning applications:

**Planning Application Reference: DM/0790/23/REM**

**Proposal: Variation application of condition 10 (Approved Plans) as granted on DM/0851/15/REM to relocation of LEAP (Locally Equipped Area of Play), amended landscaping and position of footpath (Amended Description).**

**Location: Land Rear Of 32 - 64 Humberston Avenue Humberston**

**Planning Application Reference: DM/0347/24/FUL**

**Proposal: Variation of Condition 2 (Approved Plans) as granted on application DM/1090/22/FUL to amend house type and garage for plot 8**

**Location: 36 Humberston Avenue Humberston**

**Planning Application Reference: DM/0258/24/FUL**

**Proposal: Erect single storey rear / side extension with associated works**

**Location: 87 Humberston Fitties Humberston**

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**Planning Application Reference: DM/0175/24/FULA**

**Proposal: Erect brick chimney stack to side elevation, remove existing outbuilding and erect two outbuildings to the rear of existing chalet, remove and replace external render to existing chalet with cement board, remove decking to front, alterations to windows and doors to include replacement of existing uPVC units with timber and various associated alterations (amended plans and description April 2024)**

**Location: 26 Humberston Fitties Humberston**

To receive any other planning correspondence/representations from development teams and/or residents and to agree any further actions.

**24/32 Allotment/Cemetery Matters**

**Cemetery:**

- a) To receive report on progress cemetery extension project including:
  - Update on landscaping works and other schedule of works
  - To receive figures from Clerk and agree on loan draw down details for continuing works

**Allotments:**

- a) To receive update on withdrawn plots for information
- b) To receive report on Committee Site Visit on 22<sup>nd</sup> April 2024 and agree any further actions

**24/33 Wendover Halls/Paddock Matters**

- a) To consider new play equipment within Paddock for 2024 provision
- b) To receive report on potential acoustic boarding and solar panels for hall and agree any further necessary actions.

**24/34 Land Management**

- a) To receive report on any land management issues and agree any necessary actions including continuation of contractors currently used to carry out works to sites

**24/35 Village Council matters**

- a) To receive dates and reports for next Summer edition/June 2024 of Newsletter for publication

**24/36 Future Dates**

Date of next meetings: Tuesday 4<sup>th</sup> June 2024 and note absence of Clerk due to annual leave and agree arrangements for meetings and agendas

Planning Committee meeting – Tuesday 21<sup>st</sup> May 2024

Office Closure – 28<sup>th</sup> May to 7<sup>th</sup> June 2024 inclusive

DDay 80<sup>th</sup> Anniversary Celebration Afternoon Tea – Thursday 6<sup>th</sup> June 2024

Summer Event – Saturday 6<sup>th</sup> July 2024

To receive any other future dates

**24/37 Reports**

To receive any reports

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**24/38**            **Finance**

- a) To agree payments as per list circulated
- b) To note second half year VAT reclaimed and received in bank account
- c) To receive report from internal auditor and agree any necessary actions
- d) To receive AGAR and consider and agree completion of governance sections as required
- e) To approve AGAR as finalized and agree submission to external auditors along with all necessary paperwork, noting the Council has been selected for the 5% intermediate audit

**24/39**            **Events**

To receive information on upcoming events and consider and agree necessary actions including – D Day lunch, Summer Clubs and Summer Event

**24/40**            **To consider exclusion of press and public**

To consider exemption of press and public for remainder of meeting under Public Bodies Admissions To Meetings Act 1960, Section 1 (2) on the grounds that discussion of the following business is likely to disclose confidential information

**24/41**            **Personnel Matters**

- a) To approve salaries as per schedule circulated

*Es/kjp/30.04.24*