



# 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 VILLAGE COUNCIL MEETING OF HUMBERSTON VILLAGE COUNCIL  
ON TUESDAY 6<sup>TH</sup> MAY 2025 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 – 29.03.25

## **A G E N D A**

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.

25/17 Election of Chairman

25/18 To receive and accept apologies for absence

**25/19 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.

25/20 Election of Vice-Chairman

**25/21 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

**25/22 Election of Representatives onto Outside Bodies:-**

Town and Parish Liaison  
ERNLLCA District Committee  
Any other outside bodies

**25/23 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 – new version  
Complaints Policy and Procedures  
Personnel Management Documentation inc Member/Officer protocol  
Registers of Interest  
Audit procedures  
GDPR policy  
CCTV Policy  
Discrimination and Anti Bullying Policy  
Allotment Protocol  
Contracts – issue of and procurement of tenders/quotations  
Any other documents/policies for consideration inc. staff delegation schedule25/01

**25/24 To approve minutes of previous meetings –**

Village Council minutes from March 2025 – main meeting and planning meeting

**25/25 Police Report**

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

**25/26 Highways/footpaths/traffic issues**

a) To receive any highways/footpaths/traffic issues for consideration and agree any necessary actions

**25/27 Planning Matters**

To consider the following planning applications:

**Planning Application Reference: DM/0142/25/FUL**

**Proposal: Removal of ground fuel storage tanks and installation of two 120,000 litre double skin steel storage tank and new petrol interceptor. Partial demolition and alterations to existing canopy. Installation of two jet washes and air and water facilities. Construction of new storage area to side of existing shop with various associated works**

**Location: Tesco Extra Filling Station Hewitts Avenue New Waltham**

**Planning Application Reference: DM/0175/25/OUT**

**Proposal: Removal/Variation of Condition 15 (Retirement Homes) attached to DC/107/12/HUM - AMENDED ENDING TO CASE REFERENCE**

**Location: Land South Side Of Humberston Avenue Humberston**

**Planning Application Reference: DM/1052/24/FUL**

**Proposal: Demolition of existing modular units, erection of a single and two storey teaching and support building with roof lights and solar panels. Refurbishment of existing block to life skills, installation of air source heat pumps with acoustic screening, creation of horticulture area with polytunnel, landscaping and associated works -AMENDED DESCRIPTION AND PLANS**

**Location: Humberston Park School St Thomas Close Humberston**

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

**25/28 Allotment/Cemetery Matters**

**Cemetery:**

- a) To receive report on progress cemetery extension project including:
  - Consideration of proposals for plaque memorial monuments

**Allotments:**

- a) To receive report on allotment inspection follow up and agree any necessary actions
- b) To receive report on skip provision over Easter weekend

**25/29 Wendover Halls/Paddock Matters**

- a) To receive update on installation of hand driers.

**25/30 Land Management**

- a) To receive report on any land management issues including date for site inspection by Clerk and members

**25/31 Village Council matters**

- a) To note date for next edition for Summer/June 2025
- b) To receive any update on possibility of land purchase to extend paddock/recreational area.

**25/32 Future Dates**

Date of next meetings: Tuesday 3<sup>rd</sup> June 2025

Annual Parish Meeting for Humberston – Tuesday 20<sup>th</sup> May 2025

Planning Committee - Tuesday 20<sup>th</sup> May 2025

VE Day Senior's Lunch – Thursday 8<sup>th</sup> May 2025

Office Closure – 19<sup>th</sup> – 22<sup>nd</sup> May 2025 (inclusive)

To receive any other future dates

**25/33 Reports**

To receive any reports

Town and Parish Liaison and ERNLLCA District Meeting - Thursday 10<sup>th</sup> April 2025

Local Mayoral Elections – Thursday 1<sup>st</sup> May 2025

Any other reports

**25/34 Finance**

- a) To agree payments as per list circulated.
- b) To receive and approve final year accounts for fy 24/25 including cash book, account reconciliations and bank statements
- c) To note receipt of VAT reclaim from second half of fy 24-25
- d) To note commencement of audit regime for fy 24-25

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**25/35**            **Events**

To receive information on upcoming events and consider and agree necessary actions including –  
Update on summer holiday clubs and consideration of all future events laid on by the Council.

**25/36**            **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

**25/37**            **Personnel Matters**

a) To approve salaries as per schedule circulated

*Es/kjp/29.04.25*