

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING OF HUMBERSTON PARISH COUNCIL HELD ON TUESDAY 2ND JUNE 2020 AT 7.15 PM AS VIRTUAL MEETING ON ZOOM PORTAL

Present: Cllr. Bailey (Chairman)
Cllrs. Scoffin, Shawhulme, Rudd, Clarke, Hodgins, Watkins and Vince
(Members present through both audio and visual means at the meeting.
Clerk was present also through both audio and visual means

Apologies: Cllr. Stevenson

In Attendance: Cllrs. Harness and Shreeve, Ward Cllrs, NELC (only for brief part of meeting) – present through both audio and visual means.

There were 3 members of the public present – present through both audio and visual means.

20/26 Election of Chairman

Cllr. Bailey proposed, seconded and unanimously elected as Chairman for the year. Cllr. Bailey signed Declaration of Acceptance of Office as Chairman.

RESOLVED: That Cllr. Bailey serve as Chairman for the year

20/27 Acceptance of Apologies and to accept resignation of Cllr. D. Robinson

Apologies received from Cllr. Stevenson due to ill health and accepted. Noted the resignation of Cllr. Robinson, with a letter to be read out at the end of the meeting as directed by the Chairman.

RESOLVED: That apologies be received and accepted and that Cllr. Robinson's resignation be Noted and Casual Vacancy actioned

20/28 Declarations of Interest – Code of Conduct 2012

Cllr. Scoffin declared personal interest in application for The Cloisters due to residency in same area and Cllr. Hodgins declared a personal interest in application for Cloverfields School due to interest in car parking in the area due to residency. Noted.

20/29 Election of Vice-Chairman

Cllr. Scoffin proposed, seconded and unanimously elected as Vice-Chair for the year.

RESOLVED: That Cllr. Scoffin serve as Vice-Chair for the year.

20/30 Election of Committees (and Committee Chairmen):-

To consider membership of and appoint members to the following Committees, together with Chairman of each Committee – Chairman advised that since Committees had only been agreed, with the exception of Personnel, when member numbers reached 10 or over, due to the resignation of Cllr. Robinson, members were now 9, so all other Committees with the exception of the Personnel Committee would be deferred and this was agreed.

Personnel Committee (this Committee has full delegated powers)

Cllrs. Vince, Rudd and Shawhulme to be members with Chairman elected at first meeting of the Committee. Cllr. Scoffin to serve as substitute member. Terms of reference agreed as per document circulated prior to meeting.

RESOLVED: That Cllrs. Rudd, Vince and Shawhulme with Cllr. Scoffin as substitute member, form the Personnel Committee which has full delegated powers and terms of reference adopted as circulated.

And that all other Committees be deferred until membership was 10 or more members Of the full Council.

20/31 Election of Representatives onto Outside Bodies:-

Town and Parish Liaison – Chair, Vice-Chair and any other members wishing to attend.

ERNLLCA District Committee – Chair, Vice-Chair and Clerk but the future of this meeting was unclear.

Any other outside bodies – none agreed.

RESOLVED: That representatives be agreed as listed.

20/32 Review of governance/procedural documents for Council for year

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

Asset Register – bins, picnic tables and marquee and gazebo added on to register.

Insurance provision – covered and third party small hiring groups confirmed as covered by this.

Community Engagement Statement – wish to keep in place as current.

Publication of Information Statement – no changes and Clerk updates as required.

Website Provision – no changes.

Risk Management Strategy inc risk assessments as appropriate – in place and updated as required.

Training Criteria and ongoing development strategy – all members encouraged to take up training as it is made available.

Schedule of Delegation and Bank Mandate update – no changes.

Bad debt recovery policy and invoicing procedures – no changes.

Governance Documents of Standing Orders and Financial Regulations – no changes – additional document added to cover virtual meetings already adopted.

Complaints Policy and Procedures – no changes

Personnel Management Documentation – new Personnel Committee to review and report back to Council.

Registers of Interest – Clerk reminded all members to update if required.

Financial procedures including policy for electronic banking and audit procedures – no changes.

Social Media provision – Cllr. Vince to be lead member for this and look at improving social media across all platforms for the Parish Council.

RESOLVED: That Review of governance documents is completed for year as agreed

20/33 To approve minutes of previous meetings from May 2020 –

Mid month May meeting, Personnel Committee Meeting, Appeals Panel Meeting –

All minutes approved as circulated and virtually signed by the Chairman.

RESOLVED: That all minutes be approved as a true record of the meetings held

20/34 Police Report (for information only)

Circulated as received and noted.

20/35 Parish Council matters

- a) To receive update on completion of exterior decorating of Wendover Paddock and agree any further actions

All exterior decorating now completed and invoice to be settled.

RESOLVED: That decorating, both interior and exterior to Wendover Paddock Hall now completed.

- b) To receive update on Nursery reopening and agree any further necessary actions

Wendover Preschool had reopened on 1st June. Action plan had been signed by Manager and the Preschool procedures and risk assessments had been received by the Clerk. At the moment, only 3 days per week usage and members confirmed that all equipment must be packed away each day to allow for thorough cleaning of the Hall after each use. Noted.

- c) To receive update on next edition of the Newsletter, Summer 2020, and agree any necessary actions

Ongoing and closing date for completion was 20th June for issue to then be sent to printers. Cllr. Clarke talking to advertisers to amend any adverts as required etc.

- d) To receive any further update on Government guidelines and restrictions regarding coronavirus pandemic and consider implications on Parish Council operations of hall and paddock, cemetery and allotment management

No changes at the moment and Clerk to continue to place on agenda as rolling item pending any further relaxation of lockdown regulations etc. Agreed that Clerk contact all hall hirers to make contact and see what plans each might consider for returning to the Halls when appropriate and safe to do so.

RESOLVED: That Clerk contact all existing regular hall hirers for an update

- e) To receive any further update on TRO from NELC and agree any further actions

No feedback yet received from NELC. Noted.

- f) To receive request from HAHA to hold plant sales on Allotment Site and agree necessary actions

Agreed that this be appropriate place for plant sales to be held as long as HAHA managed regulations in force.

RESOLVED: That HAHA be allowed to hold plant sales on allotment site.

- g) To receive notification of closure of charitable trusts for Wendover Paddock for information

Clerk advised, on behalf of Cllr. Stevenson, that both Trusts associated with Wendover and the Paddock had now been closed and were no longer registered as charitable status trusts with the Charities Committee. Cllr. Stevenson was the only remaining member of the Board of Trustees and so chose to close the Trusts due to membership levels. The Charities Commission had been informed after Cllr. Stevenson had convened and held a Trust meeting to action the closure. This was given to the PC for information only. Noted.

20/36 Planning Matters

The following planning applications were considered:

Planning Application Reference: DM/0340/20/FUL

Proposal: Demolish existing modular building and erect single storey modular building to create 3 additional classrooms and various alterations

Location: Humberston Cloverfields School St Thomas Close Humberston

Objections to the siting of the proposed buildings which will impact on the car parking available by reducing available car parking spaces. The PC had no objections to the addition of the classrooms and buildings themselves, just the proposed location on the site.

Public Break

The Chairman called a public break and two residents made representations on their objections to the planning application for The Cloisters. Noted.

Planning Application Reference: DM/0316/20/FUL

Proposal: Raise roof height to create second floor living accommodation to include the installation of rooflights and various internal and external alterations

Location: 8 The Cloisters Humberston Grimsby

Objections from the Parish Council. Whilst acknowledging the variance of this application, the PC was still in objection with members against the proposed height and impact of the building upon neighbouring properties and the privacy they currently enjoy.

Members of the public and Ward Cllrs. left the meeting leaving no others present apart from Council members.

RESOLVED: That comments be submitted to NELC as agreed.

20/37 Finance

a) Payments for authorization as per schedule circulated

All payments agreed to be made as per list circulated.

RESOLVED: That all payments be approved to be made.

b) To receive request from Marie Curie for financial assistance and agree any further actions

Clerk to contact organisation and find out whether any contribution would be spent locally and then report back. If necessary, representative could be invited to meeting.

RESOLVED: That further information be obtained before any decision made.

c) To consider grant funding from wind farm companies and agree any further actions

Clerk to investigate with Grantscape application could be submitted by the Parish Council.

RESOLVED: Clerk to investigate viability of grant application.

d) To receive internal audit report from audit carried out on 20.05.2020

Full written internal audit received and circulated from Mr. Peterson, internal auditor. Noted that both Chair and the then Vice-Chair had attended for part of the internal audit. Members noted the audit, noted actions from previous year had been carried out and approved receipt of the internal audit with no further actions to be taken.

RESOLVED: That the internal audit report be received and published on the website

e) To receive Annual Return (AGAR) for fy 19/20, consider and agree completion and agree submission with necessary paperwork for external auditors

Clerk had circulated copy of AGAR to all members prior to the meeting. Internal auditor had completed internal audit section and Clerk had completed the final account figures. The Chairman went through the internal governance section with all members and answers were agreed and completed by Chairman. AGAR approved for signing by Chairman and Clerk and for submission to external auditors.

RESOLVED: That the AGAR be completed, signed by the Chairman and Clerk and submitted for External audit as approved

f) To receive notification of public rights of inspection of accounts for fy 19/20 and note dates

Members approved the dates as set on the schedule by the external auditors. Clerk to publish on the PC website.

RESOLVED: That dates for public rights of inspection be set as shown on sample from external Auditors and published on the PC website

g) To receive update on staff furlough/job retention scheme from Clerk and agree any further necessary actions

Agreed that one staff member be removed from furlough to service the return of the Wendover preschool and that the other two remaining staff members for the Halls remain on furlough for June 2020.

RESOLVED: That staff furloughs be maintained for two members and the third member returned to Work at Wendover Hall with effect from June 2020.

20/38 Future Dates

Date of next meetings: Tuesday 16th June 2020 and Tuesday 7th July 2020

Office closure – 1.06.20 and 03.06.20 to 05.06.20

RESOLVED: That dates be confirmed and received.

Item c/f at end of meeting:

Clerk read out Cllr. Robinson's resignation letter at request of Chairman and went through questions raised by Cllr. Robinson over the procedures for the recently held Appeals Panel Meeting. Members were unanimously agreed that procedures had been followed according to the Council's adopted Personnel Management procedures. Clerk to write to Cllr. Robinson confirming this and thanking him for his contribution whilst on the Parish Council.

RESOLVED: That members were satisfied with procedures carried out by the Appeals Panel and that Cllr. Robinson be advised of same and thanked for his contribution to the Council whilst A serving member.

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

Chairman closed the meeting at 8.30 pm.

Signed:

Date: