

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING OF HUMBERSTON VILLAGE COUNCIL HELD ON TUESDAY 7TH MAY 2024 AT 7.15 PM AT QUEEN ELIZABETH HALL, WENDOVER PADDOCK, HUMBERSTON

Present: Cllr. Shawhulme (Chairman)
Cllrs. Rudd, Duff, Hudson, Thompson and Clark (from 7.33 pm)

Apologies: Cllrs. Sharp, Hodgins

In Attendance: PC Cave, LPT

There were 2 members of the public present

24/21 Election of Chairman

Cllr. Shawhulme elected unanimously as Chair for the year and signed Declaration of Acceptance of Office.

RESOLVED: That Cllr. Shawhulme serve as Chair for the year.

24/22 To receive and accept apologies for absence

24/23 Declarations of Interest – Code of Conduct

Cllr. Thompson declared personal interest on planning application for DM/0347 due to knowledge of applicants. Noted. Heidi planning fitties

24/24 Election of Vice-Chairman

Cllr Sharpe elected unanimously as Vice-Chair for the year.

RESOLVED: That Cllr. Sharp be elected as Vice-Chair for the year.

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

Cllr. Rudd as Chairman – Members Cllr. Duff, Hudson and Sharp and Cllr. Thompson as substitute.

Planning Committee

Chair to be elected at next Committee Meeting – Members Cllrs Sharp, Shawhulme, Hodgins and Hudson and Cllr. Thompson as substitute.

Personnel Committee

Cllr. Rudd as Chairman – Members Cllrs. Sharp and Thompson and Cllr. Hudson as substitute.

RESOLVED: That Committees and Terms of Reference be set as agreed above.

23/26 Election of Representatives onto Outside Bodies:-

Town and Parish Liaison – Floating rep.

ERNLLCA District Committee – Chair and Clerk

Any other outside bodies – none.

RESOLVED: That representatives serve on outside bodies as agreed.

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

The following documents were considered and reviewed as follows:

Asset Register
Insurance provision
Publication of Information Statement
Website Provision and social media provision
Risk Management Strategy inc risk assessments as appropriate
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 – slight amendment to remove one stage which was duplicated
Contracts – issue of and procurement of tenders/quotations
Any other documents/policies for consideration inc. staff delegation schedule

Clerk advised that some new policies were also coming through necessary channels and these would be presented at next available meeting.

RESOLVED: That review of all governance procedures be completed as agreed.

24/28 To approve minutes of previous meetings –

Village Council minutes, Annual Parish Meeting and Planning Committee minutes from April 2024

All minutes approved as a true record of the meetings held and signed by the Chair.

RESOLVED: That all minutes be approved as a true record.

24/29 Police Report

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

PC Cave present and report received prior to meeting and

Formally note that PC Cave has been congratulated etc.

Public Break:

Residents present re planning application for DM/0347/24/FUL as applicant.

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 1st May 2024

Chairman and Clerk had attended and gave short report. Need to identify schemes to ask for inclusion in LPT and funds available for smaller items such as signs and minor repairs etc. Will be organizing walk around the parish as part of ongoing meetings.

24/31 Planning Matters

The following planning applications were discussed:

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

No objections and no further comments to make.

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

No objections.

Planning Application Reference: DM/0258/24/FUL

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

Location: 87 Humberston Fitties Humberston

Objections - the Village Council would defer to any comments which will come forward from the Heritage Officer but the Village Council believes the proposed footprint is at odds with the surrounding chalets and is not in keeping. The overall size of the proposal would result in a 50% increase in floor area and the Village Council believes this would be too large and out of keeping with the other chalets close by. The use of some of the materials should also be questioned and may result in an over-modern appearance which may not be in keeping with the design guidelines for this conservation area.

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

No further comments to make and would support those made by the Heritage Officer.

To receive any other planning correspondence/representations from development teams and/or residents and to agree any further actions – none received.

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

Clerk to follow up with Contractor for target date for finishing works and report back.

- To receive figures from Clerk and agree on loan draw down details for continuing works

Recommended by the Internal Auditor that the VC as a body makes the decision on when to draw down the loan. Deferred to June meeting for consideration of interest rates at that point.

RESOLVED: That draw down date of loan for Cemetery Extension works be decided by full Council and Deferred to June 2024 meeting.

Allotments:

- a) To receive update on withdrawn plots for information

Now withdrawn as agreed and remaining tenant now moved to an alternative plot. Noted.

- b) To receive report on Committee Site Visit on 22nd April 2024 and agree any further actions

Cllr. Rudd gave report and written report circulated as usual. Some correspondence from plot holders dealt with. Follow up agreed on informal basis only on plots requiring follow up post-letter. Noted.

24/33 Wendover Halls/Paddock Matters

- a) To consider new play equipment within Paddock for 2024 provision

Agreed in principle swinging equipment and Clerk to obtain pictures and prices for next meeting.

RESOLVED: That examples and prices of equipment discussed be obtained for next meeting.

- b) To receive report on potential acoustic boarding and solar panels for hall and agree any further necessary actions.

Agreed to accept quotation from QMS for procurement and fitting of acoustic boards as identified and Clerk to liaise with contractor on exact size and coverage at no more than figure quoted of £3,150.00.

RESOLVED: That quotation for works be accepted from QMS for no more than £3,150.00.

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

Cllr. Clark agreed to liaise with Scout Group about removal of dead trees on land off Humberston Avenue Site and report back. Donation to Scouts would then be made as thank you. Clerk liaising with Green Cuts over ongoing work for the Summer. Noted.

24/35 Village Council matters

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

Newsletter projected and minor amendments agreed and Clerk to now send to printers. Noted.

24/36 Future Dates

Date of next meetings: Tuesday 4th June 2024 and note absence of Clerk – Clerk to produce agenda and then member present at meeting will take notes for Clerk's return to work. Noted.

Planning Committee meeting – Tuesday 21st May 2024

Office Closure – 28th May to 7th June 2024 inclusive

DDay 80th Anniversary Celebration Afternoon Tea – Thursday 6th June 2024

Summer Event – Saturday 6th July 2024

To receive any other future dates

24/37 Reports

To receive any reports

None.

24/38 Finance

a) To agree payments as per list circulated

Payments as per list circulated agreed to be made.

RESOLVED: That all payments be made as per list circulated.

b) To note second half year VAT reclaimed and received in bank account

Noted.

c) To receive report from internal auditor and agree any necessary actions

Full written internal audit report received and circulated prior to meeting along with internal audit section of AGAR. No further actions required and report received.

RESOLVED: That internal audit report be received and no further actions agreed.

d) To receive AGAR and consider and agree completion of governance sections as required

Clerk had circulated AGAR and associated paperwork and also projected at the meeting. Members agreed responses to Governance Section as required and noted figures completed by Clerk in the finance section.

RESOLVED: That Members agreed responses and completion of governance section of AGAR for fy 23/24.

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

Members approved the signing of the AGAR and the submission to external auditors together with variance figures and all other necessary paperwork, including the publication of dates for the Public Rights of Inspection.

RESOLVED: Members agreed signing of AGAR by Chair and Clerk and noted all associated paperwork Such as variance explanations and the dates for Public Rights of inspection and agreed All paperwork.

24/39 Events

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

D Day – Ongoing and more publicity to be done. Clerk had cancelled hirings that day.

Summer Clubs – Organised and Clerk to check all details with all providers shortly.

Summer Event – local groups be invited to have a stall for fundraising, extra bouncy castle to be booked for smaller children, group organized for entertainment.

24/40 To consider exclusion of press and public

RESOLVED: 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

All salaries approved to be made as per schedule.

RESOLVED: That all salary payments be made as per schedule circulated.

Chairman closed the meeting at 9.10 pm

Signed:

Date: