

**MINUTES OF THE ANNUAL VILLAGE COUNCIL MEETING OF HUMBERSTON VILLAGE COUNCIL HELD ON TUESDAY 6<sup>TH</sup> MAY 2025 AT 7.15 PM AT QUEEN ELIZABETH HALL, WENDOVER PADDOCK, HUMBERSTON**

**Present:** Cllr. Sharpe (Chairman)  
Cllr. Hudson, Shawhulme, Dunne, Hodgins. Duff, Clark and Rudd

**Apologies:** None received.

**In attendance:** PC Cave, PC Dan Mosley, LPT  
Cllrs Harness, Shreeve and Dawkins, Ward Cllrs., NELC

There were 4 members of the public present.

**25/17 Election of Chairman**

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

**RESOLVED: That Cllr. Sharp be elected as Chairman for year.**

**25/18 To receive and accept apologies for absence**

None received, all present.

**25/19 Declarations of Interest – Code of Conduct**

Cllr. Hudson declared personal interest in DM/0175 planning application due to residency.

**25/20 Election of Vice-Chairman**

Cllr. Shawhulme nominated, seconded and unanimously elected as Vice-Chairman for the year.

**RESOLVED: That Cllr. Shawhulme serve as Chairman for the year.**

**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**

Cllr. Rudd as Chairman - Cllrs. Duff, Hudson and Sharp as members and agreed a quorum of 3.

**Planning Committee**

Cllr. Shawhulme as Chairman – Cllrs. Hudson, Dunne and Hodgins as members and Cllr. Sharp as named substitute.

**Personnel Committee**

Cllr. Rudd as Chairman – Cllrs. Sharp and Hodgins and Cllr. Rudd as named substitute.

**RESOLVED: That all Committees be appointed and Terms of Reference be adopted as per Documentation circulated prior to the meeting.**

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

**Town and Parish Liaison**

Chair and Vice-Chair and any member who wishes to attend.

**ERNLLCA District Committee**

Chair and Vice-Chair and any member who wishes to attend. This meeting is looking to be held on the same evening as the Town and Parish Liaison.

**Any other outside bodies**

None.

**RESOLVED: That representatives be appointed to outside bodies as agreed.**

**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
- 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

Clerk highlighted new policies required under new legislation and members had received updated Standing Orders and agreed new version to be adopted.

**RESOLVED: That all documentation be adopted for the Council year as agreed including new version Of Standing Orders.**

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

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

Minutes approved as a true record of the meeting held and signed by the Chairman.

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

**25/25 Police Report**

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

Written report received, circulated prior to meeting and projected. Officers present from LPT and highlighted issues from the report. Police left the meeting.

**Public Break**

Residents here re. planning application for land off Humberston Avenue.

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

a) To receive any highways/footpaths/traffic issues for consideration and agree any necessary actions  
Enforcement officers to be based here . passed to ward cllrs.

**25/27 Planning Matters**

The following planning applications were considered:

**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**

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

**RESOLVED: That comments be submitted to NELC as agreed.**

*Ward Cllrs. left the meeting at this point.*

**25/28 Allotment/Cemetery Matters**

**Cemetery:**

a) To receive report on progress cemetery extension project including:

- Consideration of proposals for plaque memorial monuments

Defer - \_still waiting for an additional quotation obtained by Council member.

**Allotments:**

- a) To receive report on allotment inspection follow up and agree any necessary actions

Clerk had sent out letters as required. Committee to follow up shortly.

HAHA representatives requested that 20 mph speed limit on Cemetery Road be reduced to 10 mph and Clerk to put on next agenda. HAHA also raised issues of dogs around cemetery car park – some more signs on car park area requested. Clerk to obtain.

- b) To receive report on skip provision over Easter weekend

Successful and operated successfully and thanked Council for the skip provision. HAHA will organise another skip for later in the year with cost from HAHA. Noted.

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

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

Ongoing and noted.

**25/30 Land Management**

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

Clerk would do site inspection in June with new contractors and report back. Noted.

**25/31 Village Council matters**

- a) To note date for next edition for Summer/June 2025

Almost completed and would be sent to printers by end of the week. Noted.

- b) To receive any update on possibility of land purchase to extend paddock/recreational area.

No further update.

**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 - none received.

**25/33 Reports**

To receive any reports

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

No one attended.

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

Hall used as polling station and noted.

Any other reports

None.

**25/34 Finance**

- a) To agree payments as per list circulated.

Payments all agreed to be made as per list circulated.

**RESOLVED: That all payments be approved to be made.**

- b) To receive and approve final year accounts for fy 24/25 including cash book, account reconciliations and bank statements

Circulated prior to meeting and formally received and approved.

**RESOLVED: That final year accounts for fy 24/25 be formally received and approved.**

- c) To note receipt of VAT reclaim from second half of fy 24-25

Noted that this had been submitted and also received.

- d) To note commencement of audit regime for fy 24-25

Internal auditor booked for Thursday 29<sup>th</sup> May in the Office to conduct audit and all necessary information and paperwork to be sent in advance. Clerk advised any members would be welcome to be present.

**RESOLVED: That internal auditor be present on 29.05.25.**

**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.

Clerk had contacted all summer holiday club providers and confirmed dates.

Chairman went through details for Summer event and this was ongoing in planning. Noted.

**25/36 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**

**25/37 Personnel Matters**

- a) To approve salaries as per schedule circulated

All salaries approved to be made and new rates of pay for NLW noted.

**RESOLVED: That all salaries be paid as per schedule circulated.**

*Chairman closed the meeting at 8.32 pm.*

Signed: .....

Date: .....