

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING OF HUMBERSTON VILLAGE COUNCIL HELD ON WEDNESDAY 5th MAY 2021 at 7.15 pm via the Zoom Portal

Present: Cllr. Bailey (Chairman)
Cllrs. Watkins, Stevenson, Leveridge, Shawhulme, Rudd, Clarke, Scoffin, Thompson, Woollock and Hodgins

Apologies: None received, all present.

In attendance: Cllr. Harness, Ward Cllr., NELC
PC Horscraft (for police report only)

There were no members of the public present
(All those present by both audio and visual means including the Clerk as minute taker)

21/28 Election of Chairman

Cllr. Bailey proposed and seconded and unanimously elected as Chairman.

RESOLVED: That Cllr. Bailey be elected as Chairman for the year.

21/29 Acceptance of Apologies

None – all received.

21/30 Declarations of Interest – Code of Conduct 2012

Cllr. Woollock declared prejudicial interest in planning application for Sinderson Road due to residency. Noted.

21/31 Election of Vice-Chairman

Cllr. Clarke proposed and seconded and elected as Vice-Chairman.

RESOLVED: That Cllr. Clarke be elected as Vice-Chairman for the year.

21/32 Election of Committees (and Committee Chairmen):-

To consider membership of and appoint members to the following Committees, together with Chairman of each Committee:

Personnel Committee (this Committee has full delegated powers)

Cllr. Shawhulme (Chairman)

Members - Cllrs. Rudd and Thompson

Substitute member – Cllr. Watkins

Allotment and Cemetery Committee (part delegated powers)

Cllr. Rudd (Chairman)

Members - Cllrs. Clarke, Leveridge, Thompson, Woollock and Watkins

Newsletter Informal Working Group or Committee

Clerk, Chairman and Cllrs. Clarke, Shawhulme and Scoffin as and when time allows.

To remain as Working Group at moment.

Any other committee

Planning White Paper awaited and if necessary agreed that Working Party be formed to review: Chairman, Cllrs. Woollock, Hodgins and Shawhulem.

Working Party for future events – as before based on availability and informal working party meetings held and organized by Chairman.

Terms of Reference adopted as circulated.

RESOLVED: That Committees be appointed as agreed, along with Working Parties as agreed and That formal terms of Reference as circulated prior to the meeting be adopted

Police Report

PC Zach Horscraft in attendance. Written report received and circulated to all members prior to meeting. Discussed burglaries. Noted.

21/33 Election of Representatives onto Outside Bodies:-

Town and Parish Liaison – Chair and Vice-Chair as official members and any interested member.
ERNLLCA District Committee – Chair and Clerk and/or Vice-Chair and any other interested member.
Any other outside bodies – none.

RESOLVED: That representatives onto outside bodies be agreed as shown

21/34 Review of governance/procedural documents for Council for year

To review and agree any amendments/necessary actions on the following:
Asset Register – updated as required when assets purchased
Insurance provision – reviewed each year upon renewal documentation
Community Engagement Statement – Clerk will update to include events and social media.
Publication of Information Statement – reviewed along with GDPR
Website Provision and social media provision - satisfactory
Risk Management Strategy inc risk assessments as appropriate - satisfactory
Training Criteria and ongoing development strategy – all members encouraged to attend training
Schedule of Delegation and Bank Mandate update - satisfactory
Bad debt recovery policy and invoicing procedures - satisfactory
Governance Documents of Standing Orders and Financial Regulations - satisfactory
Complaints Policy and Procedures - satisfactory
Personnel Management Documentation – always under review by Committee as appropriate
Registers of Interest – Clerk reminded members to update any changes
Audit procedures - Satisfactory
CCTV Policy – In place recently and satisfactory
Any other documents/policies for consideration - none

RESOLVED: That all documentation was reviewed as shown and was satisfactory – agreed by All members after being circulated prior to meeting.

21/35 To approve minutes of previous meetings from April 2021 –

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

Village Council minutes from mid-month April meeting

Approved as a true record of the meeting and virtually signed by the Chairman.

RESOLVED: That minutes be authorized as a true record of the meeting.

21/36 Highways/Footpaths/Traffic issues

a) To receive any highways/footpaths/traffic issues and agree any necessary actions
Pot holes from previous meeting all reported. Nothing further reported.

21/37 Wendover Hall and Paddock Matters

a) To note works completed at Hall and note dates scheduled for both toilet refurbishment works, decorating works and rear storage room works
Final works to rear storage room and kitchen ceiling to be completed at May half term. Toilet refurbishment scheduled in for w/c 9th August 2021 and decorators in from 16th August 2021. Deposit paid to contractor for toilet refurbishment. All noted.

b) To note Paddock Hall as Polling Station for May 6th Elections 2021
Organised and confirmed for following day.

21/38 Allotment and Cemetery Matters

a) To confirm date for next inspection – Wednesday 26th May 2021 at 10.30 am
Confirmed. New Committee members to note.

b) To receive information from NELC re lease on cemetery/allotment site and responsibility for road repairs to Cemetery Road
NELC had now confirmed that there was joint responsibility through NELC's leasing for the cemetery road access. NELC had determined 5 parties to agreements, with allotments and cemetery counting as two of the five parties. Therefore 40% of cost of maintenance would be responsibility of Village Council. This included recent repair costs which would now be charged onto the Council at 40% of original quotation for works. Welcomed by members. Clerk had asked NELC to ensure at least twice yearly inspections to identify repairs.

RESOLVED: That members were satisfied with outcome from cemetery road maintenance enquiry And that twice yearly maintenance visits be held with NELC to determine repairs

c) To receive quotations for Grounds Maintenance/Cemetery contract and agree appointment of contractor

Three quotations received and circulated to all members prior to the meeting by the Chairman. The quotations had been sent direct to the Chairman and the Clerk had not been involved in the process at all by her own request. The Clerk took no part in discussions apart from confirming the budget amount set by the Council for the grounds maintenance for the year 21/22. Members agreed to accept Quotation A for £13,750 per year/£1,145.83 per month with soil removal at £50 for single depth grave and £80 for double depth grave. Contract awarded for 2 years from July 2021 through to June 2023. Contractor A awarded the contract was N. Peers.

RESOLVED: That N Peers be awarded grounds maintenance contract for two years from July 2021 To June 2022 at costs shown

- d) To receive update from Committee Chairman on issue from allotment inspection held on 21.04.21 and agree any further necessary actions

All cockerels now appear to have been removed following follow up inspection on 01.05.21 by Cllr. Rudd and Clerk. Letters issued to 3 plots as a result of inspection and one plot had ceased tenancy and this had already been filled by a new tenant from the waiting list. Community Plot 44 – shed now gone and rubbish gone with thanks to Cemetery Contractor for removing this. Haha have sprayed and rotivated half of the front part of the plot. Volunteers needed to help clear so ongoing. All noted.

21/39 **Village Council matters**

- a) To consider proposal for possible ‘centenary green’ to mark the Village Council’s centenary in 2022 and agree any necessary actions

Proposed by Cllr. Thompson. Proposed that green in front of Church could be central village feature and that the Church be approached as the landowners with view to a Centenary Green for the Village for 2022. The proposal would ask that the land be allowed to be maintained by the Village Council and perhaps seating installed. Members were supportive of proposal and agreed Clerk should write to the Church making a formal request.

RESOLVED: That a request as agreed above, be made to the Church, for a Centenary Green which Would be managed and maintained by the Village Council

21/40 **Land Management**

- a) To receive update report from Clerk on bridges in place and agree any further necessary action

Clerk updated on situation and members were satisfied at progress on this issue at the present time. Noted.

- b) To receive update on outstanding works to site and agree any further necessary actions

Boundary works had been confirmed and waiting for Contractor to complete the works. Noted.

- c) To receive S104 agreement for access for drainage and agree any necessary actions

Approved to be signed when all information received. Solicitor had confirmed all costs covered by the development team with no responsibilities for the Village Council at all. Emailed information had been circulated to all members explaining the need for the S104 agreement and this was understood and welcomed by all members. Noted.

21/41 **Planning Matters**

The following planning applications were considered:

Planning Application Reference: DM/0396/21/FUL

Proposal: Erect a single storey extension to the existing pool plant area with alterations

Location: Thorpe Park Holiday Camp Anthonys Bank Road Humberston

No objections.

Planning Application Reference: DM/0401/21/FULA

Proposal: Erect single storey side extension

Location: 8 Sinderson Road Humberston

Cllr. Woollock had declared a prejudicial interest and took no part in the discussions for this application.

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

No objections.

Planning Application Reference: DM/0400/21/TBR

Proposal: Removal of telephone box

Location: Phone Box Humberston Fitties Humberston

Objections and believe that residents should be supported and that the phone box should be retained. If required the Village Council would be willing to organize responsibility on behalf of any community group on the Fitties if an official organization is required to do so.

Planning Application Reference: DM/0395/21/FUL

Proposal: Erect single storey extension to existing garage

Location: 3 Grange Farm Lane Humberston

No objections but condition requested that private drive to rear not be used for building and construction traffic.

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

RESOLVED: That all comments be submitted as agreed.

21/42 Future Dates

Date of next meetings: Wednesday 19th May 2021 and receive and consider report from Clerk on risk assessments for ‘in person’ meetings and agree any further necessary actions including provision for Annual Parish Meeting on 19th May 2021.

Clerk confirmed legislation allowing virtual meetings had now come to an end. The Paddock Hall venue is covid-secure and Clerk went over requirements. Members were happy to continue with meetings face to face in the Hall from 19th May with all necessary health and safety measures in place.

Agreed that Annual Parish Meeting be held at 6.45 pm on Wednesday 19th May 2021.

Any other future dates – none.

RESOLVED: That all dates be set as shown and agreed

21/43 Reports

ERNLLCA District Meeting – 22.04.21

Cllr. Rudd had attended. The Chair, ERNLLCA rep, a Clerk and Cllr. Rudd were only people in attendance and ERNLLCA was disappointed at lack of attendance. Training had been successful via virtual means. Noted.

To receive any other reports

None received.

Cllr. Harness left the meeting at this point.

21/44 Finance

a) Any payments for authorization as per schedule circulated

All approved.

RESOLVED: That payments be made as per schedule circulated.

- b) To receive request for grant aid from Lincolnshire Lowland Search and Rescue and agree any necessary action

Request received and circulated to all members. Cllr. Rudd proposed making a donation due to beachside location and semi-rural nature of Parish. Cllr. Shawhulme in support of work identified through the request. Cllr. Watkins disagreed. Cllr. Thompson agreed. £25.00 donation proposed by Cllr. Scoffin and seconded. Clerk confirmed £500 in budget for grant aid. £25.00 donation approved.

RESOLVED: That £25 donation be made to Lincs Lowland Search and Rescue as agreed

- c) To note date for internal audit – Tuesday 25th May 2021 at 9.30 am at the Paddock Hall

Clerk advised members were happy to attend and ask the auditor any questions. Noted.

RESOLVED: That internal audit be held at Wendover Paddock Hall on 25.05.21 at 9.30 am.

21/45 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

21/46 Personnel Matters

- a) To approve salaries for payment as per schedule circulated

Approved.

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

- b) To receive update from Clerk on furloughs for staff and any further necessary actions to be agreed

Some staff were still part-time furloughed, some still full-time furloughed for their hours. May should see return to regular hours at Hall and Clerk would remove furloughed members of staff as appropriate. Noted.

- c) To receive update from Personnel Committee on staff appraisals

Cllr. Thompson and Cllr. Rudd had carried out appraisals on three members of staff and still to carry out Clerk’s appraisal which would be organized for following week. Noted.

Chairman closed the meeting at 20.37 pm.

Signed:

Date: