

MINUTES OF A PARISH COUNCIL MEETING OF HUMBERSTON PARISH COUNCIL HELD ON TUESDAY 19TH MAY 2020 AT 7.15 PM AS VIRTUAL MEETING ON ZOOM PORTAL

Present: Cllr. Bailey (Chairman)
Cllrs. Robinson, Watkins, Rudd, Clarke, Vince, Scoffin, Hodgins and Shawhulme
(all members present had both audio and visual access to the meeting)
Clerk *(also present with both audio and visual access)*

Apologies: Cllr. Stevenson

There was 1 member of the public present.

20/18 Acceptance of Apologies

Received from Cllr. Stevenson due to illness and accepted.

RESOLVED: That apologies be received and accepted

20/19 Declarations of Interest – Code of Conduct 2012

Prejudicial interest declared by Cllr. Rudd on planning application no. DM/0305/20/FUL due to residency and DPI declared by Cllr. Scoffin on application no. DM/0305/20/FUL. Noted.

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

Main Council meeting – minutes approved and virtually signed by the Chairman.

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

20/21 Police Report (for information only)

This had been received at the main meeting in May. Noted.

Public Break

Resident present over concerns on Forrest Way development but advised that these had been satisfactorily addressed by developer concerned and so there were no objections from their part.

20/22 Parish Council matters

- a) To receive quotation for exterior decorating works to Paddock Hall and agree any further necessary actions

Members had already agreed that no further quotations were required and it was formally agreed to award exterior decorating contract at Paddock Hall to B Marsh at cost of £1,500.

RESOLVED: That exterior decorating contract be awarded to B Marsh at cost of £1,500.

- b) To receive any update on TRO for Humberston and other highways matters from NELC

This had been advertised as requested by NELC on the PC's website and on social media. Noted.

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

Wendover Preschool had given notice that Nursery would be reopening on 1st June. It would provide all necessary policies and risk assessments to cover current situation. Agreed Action Plan be put in place at Hall and sent to Preschool. Clerk to submit draft to Chair/Vice-Chair and when approved send out to Nursery. Agreed that Clerk contact all hirers to advise they would all be required to submit their own action plan for reopening at appropriate time etc. Allotments and Cemetery to continue as currently with no changes and Playground to remain closed within the Wendover Paddock as agreed. Nursery to access only through new pedestrian gate. Clerk to organize staff through next Personnel Committee meeting.

RESOLVED: That Action Plan be put in place by the Parish Council for returning hirers and that All returning hirers be asked to provide their own risk assessments, action plans to be Approved by the Council before returning. Allotments and Cemetery operations to Remain as currently and Wendover Paddock to remain closed.

- d) To consider the next edition of the Newsletter – Summer 2020 – and agree any necessary actions

Agreed that this be published as usual and that Clerk would contact all regular contributors and ask for submissions. Most advertisers had signed up for full year but Cllr. Clarke would chase any other advertisers if time allowed, otherwise yearly adverts only would be continued. Chairman had checked with all distribution team who were happy to distribute. Agreed target date of 20th June to go to printers.

RESOLVED: That Summer edition be published as agreed

- e) To consider the Summer Event in July 2020 and agree any necessary actions

It was agreed that this be cancelled due to current circumstances.

RESOLVED: That Summer Event be cancelled.

- f) To receive update on cemetery gates replacement order for information

Clerk advised these had now been ordered. Contractors not yet fully operational due to supply issues and limited workforce but order had been acknowledged. Noted.

- g) To receive update on storage and retention policy and liaison with Conservation Officer re storage facility in paddock for information

Clerk advised that this matter was in continuance but Conservation Officer would not be available until regular working hours for NELC staff were again reestablished. Noted. Clerk would send out for future meeting a draft policy on retention of documents. Noted.

20/23 Planning Matters

The following planning applications were considered:

Planning Application Reference: DM/0306/20/FUL

Proposal: Erect single storey front extension

Location: 10 Midfield Road Humberston

No objections.

Planning Application Reference: DM/0305/20/FUL

Proposal: Erect 9 dwellings to include garages, landscaping and new access

Location: Land At Forest Way Humberston

Cllrs. Scoffin and Rudd had DPI or prejudicial interests declared in this application and fully left the meeting, taking no part in discussion or debate of this issue.

Objections – impact on neighbouring properties on Carrington Drive, disappointment that developers had added more dwellings after initial application, fences should be included to protect privacy.

20/24 Finance

a) Payments for authorization as per schedule circulated

No payment list circulated. Noted.

b) To receive and approve schedule for internal auditor to complete for fy 19/20 and to confirm internal audit date for Wednesday 20th May 2020

Schedule as circulated to be passed to internal auditor for completion of internal audit. Clerk advised any members to attend should they wish to do so. Internal audit taking place on 20th May from 9.30 am onwards at Paddock Hall. All necessary social distancing rules would be adhered to.

RESOLVED: That internal audit proceed on 20th May in line with schedule agreed for internal Auditor

c) To receive update on staff furlough/job retention scheme from Clerk

Members confirmed that staff remained on furlough for May 2020 and Clerk should submit claim as such and that previous agreement that salaries be paid at 100% of usual amount be continued. Furloughs for June 2020 to be discussed at next meeting.

RESOLVED: That claim be submitted for furloughed staff for May 2020

20/25 Next meeting date

Date of next meetings:

Tuesday 2nd June 2020 and Tuesday 16th June 2020

Clerk advised that should the Council wish to do so, it could hold the Annual Parish Council meeting via Zoom portal as with other meetings currently held and it was agreed to hold this meeting on the next meeting date of 2nd June 2020.

RESOLVED: That the 2nd June meeting be the Annual Parish Council Meeting

Chairman closed the meeting at 8.22 pm.

Signed:

Date: