

**MINUTES OF A PARISH COUNCIL MEETING OF HUMBERSTON PARISH COUNCIL HELD ON TUESDAY 7<sup>th</sup> JULY 2020 AT 7.15 PM AS VIRTUAL MEETING ON ZOOM PORTAL**

**Present:** Cllr. Bailey (Chairman)  
Cllrs. Clarke, Rudd, Shawhulme, Scoffin, Watkins, Hodgins and Woollock  
*(All members present through both visual and audio means)*  
Clerk present through both audio and visual means)

**Apologies:** Cllrs. Vince and Stevenson

**In Attendance:** Cllrs. Fenty and Shreeve, NELC Ward Cllrs.  
Mr M. Nearny, Mr. M. Gibbons and N. Lowther all representing NELC  
*(present through both audio and visual means)*

**20/49 Acceptance of Apologies**

Received from Cllrs. Stevenson (due to illness) and Cllr. Vince (due to work commitments) and accepted.

**RESOLVED: That apologies be received and accepted.**

**20/50 Declarations of Interest – Code of Conduct 2012**

None made.

**20/51 To approve minutes of previous meetings from June 2020 –**

**Parish Council minutes mid-month June 2020 + Personnel Minutes**

Minutes as circulated approved as true record of meetings and signed by Chairman virtually.

**20/52 Police Report (for information only)**

Circulated to all members prior to meeting and noted. Clerk to invite PCC representative Katrina Goodhand to future meeting. Noted.

**20/53 Highways/Footpaths/Traffic issues**

a) To receive any update from Clerk and agree any necessary actions

TRO advertised now as sealed order and noted. Consultation on bus shelter received for Church Lane and members had no objections and Clerk to respond to NELC. Other minor issues discussed and passed onto Ward Cllrs. as required.

**RESOLVED: That there were no objections to proposal for bus shelter on Church Lane and other Items noted.**

NELC representatives were in attendance to discuss Toll Bar roundabout improvement works and scheme of works. Representatives took questions from members, advised on work schedules and approximate dates etc. Members noted information and considered prospect of increased traffic through the Village whilst works were being carried out. Chairman thanked representatives for attending to give update.

**20/54 Parish Council matters**

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

Distributors now in process of distributing Summer Newsletter. Noted.

- b) To receive correspondence re site within Humberston and consider and agree response re provision of land for private allotment use

Correspondence received re proposed site for private allotment use. Agreed that not enough information to offer formal comments and Clerk asked to respond advising this and also add that land would be better used for leisure purposes rather than building, the PC had an interest as landlord of a site with existing allotments, there would be some concerns over traffic access/egress to the site and confusion over amount of acreage involved in the project.

**RESOLVED: That the Council sends in its response as agreed**

- c) To receive and consider information and costings for upgrading of PC computer and agree any necessary actions

Clerk advised all necessary hardware was in place and did not need replacing apart from hard drive and agreed to replace with additional SSD. Clerk advised approximate costs would be under £150 and members advised Clerk to proceed when appropriate to get upgrade done.

**RESOLVED: That PC computer be upgraded as required**

**20/55 Wendover Hall and Paddock Matters**

- a) To note updates on easing of lockdown restrictions and consider implications for future hall re-openings and agree action plan for next two months pending further restriction updates

Clerk advised that classes were resuming and further information regarding easing of lockdown for indoor fitness and exercise classes would follow and the Hall would be reopened. At the moment only old Hall involved but new Hall would be reopened as necessary when enough hirings returned. Action Plans were being sent to all returning hirers making sure guidance was being adhered to and necessary measures were in place. Noted. Staff would need to be unfurloughed as necessary to deal with hirings and Personnel would supervise this aspect with Clerk.

- b) To receive update on hiring at Wendover Hall regarding payment issues and agree any necessary actions

Amount owing for hiring had now been settled but backlog had built up again and action had been required to be taken. Agreed when hiring returned that 14 days payment window from date of invoice and no extension and payment must be made for full amount. If not complied with the hiring would be immediately suspended on first occasion of non-compliance and matter taken before next available full Council meeting.

**RESOLVED: That the hiring be required to pay in full within 14 days of invoice date and any Non compliance will result in immediate suspension of hiring with matter to then be Discussed at next available full Council meeting**

- c) To receive report on possible storage facility at Wendover Paddock following meeting with Conservation Officer on 24.06.20 and agree any necessary actions

Chairman and Clerk had met with Conservation Officer from NELC and had been advised a wooden structure would be appropriate and sizings agreed would not require planning permission and Clerk would check this with NELC. Chairman and Clerk would source quotations and bring back to full Council. Conservation Officer had also approved replacement of Preschool metal storage shed with larger wooden one provided it fitted the existing base. Noted.

- d) To consider hiring out of marquee for hall hirers and agree any necessary actions

Agreed that offering hire of marquee to hirers at Paddock Hall would be beneficial. Cost of £500 depending on size available with deposit of £100. Clerk advised cost of erection and taking down and restoring would be £150.00. Agreed trial run of marquee build for Saturday 25<sup>th</sup> July at 10.30 am at the Cemetery.

**RESOLVED: That the marquee be offered to hire for functions at Paddock Hall at cost of £500 Depending upon size required.**

- e) To receive notice of reopening of play area on Saturday 4th July and agree any further necessary actions

Clerk advised play area now reopened and outdoor sanitisers had been provided and notices as appropriate put up. Equipment was also being sanitized as much as possible twice per day whilst Preschool was in session. Noted.

#### **20/56 Humberston Cemetery Matters**

- a) To receive report on tree survey at Humberston Cemetery and visit by members on 26<sup>th</sup> June 2020 and agree necessary actions

Quotations had been received concerning all works discussed and Clerk requested to seek additional quotation for comparison.

**RESOLVED: That Clerk obtain further quotation for works to be carried out.**

- b) To receive letter from cemetery user and agree response re vehicular access to cemetery and consider and agree policy and necessary protocols for vehicular access to the Cemetery during cemetery opening times

Members considered correspondence and wider issue of vehicles within the Cemetery. Clerk had taken advice from Regional Adviser at ICCM. Agreed that part time Cemetery Sexton be appointed and that vehicles be allowed into the cemetery for visitors twice per week – Tuesday afternoons and Friday mornings, and that the member of staff appointed supervise the use by vehicles. No vehicles, apart from contractor's vehicles, to be allowed at any other times. Visitors would also have to pre-register with the Clerk to be allowed to take vehicles into the cemetery at the times shown.

**RESOLVED: That vehicles be allowed for visitors into the Cemetery twice per week at the times Shown and that the Personnel Committee appoint a part time Cemetery Sexton to Be on duty at those times and supervise the vehicular access as required. All vehicles must pre-register with the Clerk and Clerk to advertise and respond to Resident concerned**

- c) To note updates on easing of lockdown restrictions and consider implications for cemetery and allotment site management and agree any necessary actions

No changes for Cemetery. Chair of Allotment/Cemetery Committee to organize first allotment inspection of the year during July 2020 as they were now allowed. Date agreed as Monday 13<sup>th</sup> July at 10.30 am.

**RESOLVED: That allotment inspection take place on Monday 13<sup>th</sup> July 2020 at 10.30 am.**

**20/57**      **Planning Matters**

The following planning applications were considered:

**Planning Application Reference: DM/0453/20/FUL**

**Proposal: Demolish existing single storey rear extension, erect two storey rear extension to create additional accommodation at first floor and install roof lights**

**Location: 4 Coniston Crescent Humberston**

*Objecting – supporting neighbours objections on overlooking, impact on neighbouring properties etc.*

**Planning Application Reference: DM/0414/20/FUL**

**Proposal: Demolish existing sheds, erect single storey timber shed, erect pergola and various external alterations**

**Location: 158 Humberston Fitties Humberston**

*No objections.*

**Correspondence from NELC re Cloverfields application**

Correspondence received re recent application for additional classrooms at Cloverfields School and this had been circulated prior to the meeting to all members. Members agreed to withdraw previous objections to use of car parking spaces for development as these had been offset by extra provision elsewhere on site. Clerk to forward comments as agreed to NELC.

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

**20/58**      **Finance**

- a) Payments for authorization as per schedule circulated

All payments as circulated approved to be made.

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

- b) To note receipt of local support grant from NELC

Chairman had asked Clerk to apply for local support grant of £10,000 and this had now been received. Noted.

*Standing Orders proposed and agreed to be moved to 9.20 pm.*

- c) To receive and approve first quarter accounts to end June 2020, account reconciliation and bank statement plus budget monitoring for quarter period

Clerk had circulated cash book for first quarter, account reconciliation, budget monitoring and bank statement for June 2020 to all members prior to meeting. Members formally accepted and approved the first quarter accounts.

**RESOLVED: That quarterly accounts for first quarter of fy 20/21 be formally approved**

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

d) To receive update on Annual Return/external audit and agree any necessary actions  
Annual Return and all associated documentation had been submitted as agreed and all information also on the PC website. Noted.

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

Clerk advised that part time furlough claims now available and this would be calculated when all staff were brought back to work by Personnel Committee pending the reopening of Halls. Council members committed to 'topping up' claims to ensure all staff members received contracted pay.

**RESOLVED: That furlough claims continue and the PC continue to top up amount to full contracted Pay and part time furlough claims be made where appropriate when Halls reopened Fully if required**

f) To receive any further information on financial request from Marie Curie and agree any necessary actions

No further action on this as donations could not be kept local if donated to Charity directly.

**RESOLVED: That no further action be taken.**

g) To receive update on grant funding application for Hall refurbishment works

Clerk had registered the PC for the grant application and was now completing application for submission before closing date towards the end of July. Noted.

**20/59 Future Dates**

Date of next meetings: Tuesday 21<sup>st</sup> July 2020 and 4<sup>th</sup> August 2020

Office Closure – Mon 24<sup>th</sup> August to Tuesday 1<sup>st</sup> September 2020

Chairman closed the meeting at 9.20 pm.

Signed: .....

Date: .....