



# HUMBERSTON VILLAGE COUNCIL

Annual Report and Accounts  
Year 20/21

## Humberston Village Council

### ANNUAL REPORT

For Year 20/21

#### Councillors' Attendances

---

The year saw temporary legislation in place to allow virtual meetings from April 2020 through to May 2021. From May 2021 onwards the Council would then have to revert to 'in person' meetings.

All Council members were able to access the zoom platform and so the meetings continued throughout the year as per the usual meeting timetable with both Council members and residents all accessing the meeting via Zoom.

Each month the usual Council meetings were called on the first Wednesday and then mid-monthly meetings are usually also held on the third Wednesday of each month. The Council also called one extraordinary meeting during the year

Attendances for Councillors serving throughout the year – 23 full regular meetings called during the year:

Cllr. Sue Bailey (Chairman)	23 out of possible 23
Cllr. Phillippa Scoffin (Vice-Chair)	21 out of possible 23
Cllr. Heidi Clark	19 out of possible 23
Cllr. Mike Hodgins	23 out of possible 23
Cllr. Tracey Rudd	22 out of possible 23
Cllr. Liz Shawhulme	22 out of possible 23
Cllr. Pam Stevenson	11 out of possible 23
<i>(Note that Cllr. Stevenson was granted a 6 month sabbatical leave by the Council)</i>	
Cllr. Denise Watkins	21 out of possible 23

#### Members who joined during the year:

Cllr. Jane Woollock	Coopted June '20	17 out of possible 18
Cllr. Mark Thompson	Coopted August '20	12 out of possible 16
Cllr. Mark Leveridge	Coopted mid-September '20	11 out of possible 11

#### Former Cllrs. who served through the year but are not longer members

Former Cllr. David Robinson and former Cllr. Carl Vince

The Council started the year with 12 members out of a possible 12 and completed the year with 10 members.

Cllr. Bailey served as Chairman for the year and Cllr. Scoffin served as Vice-Chairman for the year.

Cllr. Rudd served as Chairman of the Allotments Committee for the year and Cllr. Shawhulme served as Chairman of the Personnel Committee for the year.

Mrs. Kathy Peers, a CiLCA qualified Clerk, served as the Village Clerk for the year.

Councillors also undertook training throughout the year by attending virtual events including planning training and the Clerk attended the Society of Local Council Clerk's Practitioners Conference for three days, virtually, during February 2021.

---

**ANNUAL REPORT**

For Year 20/21

*Planning Matters*

---

The Village Council is a statutory consultee of the local Planning Authority, which is North East Lincolnshire Council. The Village Council is consulted on every planning application within the Village and also those which are on its boundary or close to its boundary within a neighbouring Village.

During the year the Village Council was consulted on all planning applications which are within, or adjacent to, Humberston Village. Consultation is 'paperless' with a list sent through, the applications added to each Agenda and Members viewing the plans and details through the planning portal on the NELC website.

During the course of the year various representatives from development teams come to the Council planning meetings, attending virtually, to conduct pre-application consultation and gauge the views and initial reactions of the Council members to proposed applications. Development teams often make return visits to the Council to continue the consultation on proposed planning developments, often taking on board Council's comments and making amendments to schemes etc. based on the comments of the members.

The Council's comments and observations on the planning applications are also published on the Village Council's website, and residents are most welcome to attend meetings of the Planning Committee and make their views known to members.

During the year the Council the main issues centred around new housing developments and residents often attended the meetings virtually to make representations over planning applications.

**ANNUAL REPORT**

For Year 20/21

*Wendover Hall and Wendover Paddock Hall*

---

The Village Council owns and manages the Wendover Paddock area which incorporates play equipment and leisure equipment areas as well as both Wendover Hall and Wendover Paddock Hall. Security for the whole compound is provided in-house via the Village Council's own staff.

During the last year, due to lockdown, the Halls have remained closed for the majority of months. However, the Wendover Preschool was in session for much of the year and there were months where the Halls were able to open for organised and supervised activities for under 18's. There were also a few weeks in the Summer of 2020 when hirings were once again allowed back into the Halls, although they had to maintain social distancing, but the end of the year saw the Halls once again in lockdown.

The Halls were registered as covid-secure venues and had QR code check-ins, hand sanitisers in place through the venues, social distancing rules and extra cleaning procedures to make sure when they were open, they followed all the guidelines for users' safety. No private parties or family hirings were allowed at all during the year in line with Government restrictions in place.

The Village Council employs three Caretaking/Cleaning staff and staff were placed on furlough where necessary and appropriate with the Village Council maintaining each staff member's full level of pay during the lockdown periods.

The grounds are professionally maintained by a grounds maintenance contractor contracted by the Council to maintain areas of land it has responsibility for.

Although during the first lockdown, playgrounds were closed, the Village Council still maintained its annual playground inspection of the paddock play equipment and carried out any necessary repairs.

## Humberston Village Council

### ANNUAL REPORT

For Year 20/21

#### Humberston Cemetery and Allotments

---

##### Cemetery

The Village Council runs the Humberston Cemetery and Allotment Site on Humberston Avenue.

Costs for using the cemetery have two different rating schedules – one for Humberston residents and another for non-residents. Facilities are provided for either burial or cremated remains interments as well as ashes scattering. There is also the facility for reservation of plots whereupon a fee is paid and a Deed issued. Burials, cremations and plot reservations are booked through the Village Clerk, as are applications to erect monuments and memorials.

The Village Council employs a contractor to cut the grass and hedges etc. The burial plots are dug by gravediggers employed through the individual funeral directors.

Fees for the cemetery had only been increased very slightly for the year in question.

The Village Council continues its maintenance programme at the cemetery and carries out monthly inspections and is responsible for turving plots when ready and also routine tree inspections and maintenance.

During the year the Village Council had new Cemetery Gates installed at a cost of approx.. £6,000 and has also had a new path laid, using contractors from NELC/ENGIE, with the cost just over £5,000. Also, two of the large trees along the main pathway in the Cemetery had to be removed for health reasons and the Council will be undertaking further tree removal and will look at alternative planting schemes in this part of the Cemetery. Further improvements are planned with more pathway repairs, extra planting around the site and repairs to the Cemetery Shelter.

Day-to-day administration of the Cemetery is carried out by the Village Clerk with any necessary matters being placed before the full Council. During the pandemic strict rules were in place for interments at the Cemetery with all funeral directors following regulations in place. The Village Council also now employs a 'Cemetery Sexton' who assist with Cemetery issues and is in attendance at interments within the Cemetery.

### Allotments

There are over 80 allotment gardens on the site and the Humberston Allotment Holders Association continues to work closely with the Village Council and uses its own dutch barn on the site for a meeting room/utility area for the members of the Association to meet and provide social functions.

The allotments were allowed to remain open during the lockdowns and so have been open to members all year as usual.

Each January the tenancies are renewed and during the lockdown period in January 2021, all renewals were done through emails, direct payments etc. with HAHA supporting the Village Council in doing this.

Tenancy fees include insurance for individual plots and water rates. Due to the pandemic, the annual allotment competition was not held in 2020.

There is a waiting list for allotments on the site, with a two tier system in operation – first preference being given to Humberston residents and then a secondary list for those living outside of the Village.

The members of the Committee for the site carry out regular inspections of the site.

Cllr. Tracey Rudd served as Chairman of the Allotment and Cemetery Committee for the year.

**ANNUAL REPORT**

For Year 20/21

Community/Highways/Footpaths/Other

---

During the year the Council carried out necessary repair and improvement works to areas of land owned and maintained by the Village Council. During the year it also finally took formal ownership of the land at Carrington Gardens and Westleigh Homes, both off Humberston Avenue. This land has an adopted landscaping plan and the Village Council received a sum to fund its maintenance for the next few years. A contractor has been awarded a contract for the site for routine maintenance and the Council has been making improvements to the site since the transfer of ownership. The improvements include replacement planting, extra planting and litter/dog bins placed alongside the Public Right of Way which runs across the site.

As the remainder of this site is developed by the owners, then further land will be transferred to the ownership of the Council along with another bonded sum for its upkeep. The Council has met with local representatives, the original development land-owners and local residents to discuss management of the site.

The Village Council also owns two thoroughfares within the Village known as Strang Walk and Postman's Walk and these are also maintained through the Grounds Maintenance Contract which also incorporates the Cemetery.

The Village Council employs a litter picker who covers the whole village on a few hours per week and this was carried out during lockdown as this is viewed as a key-worker post.

Naturally events were not held during the year with the Village Council very disappointed to have to cancel its very popular Christmas Event and also then its Summer event, although residents take part in VE day events within their own gardens etc.

**Humberston Village Council**

**ANNUAL REPORT**

For Year 20/21

*Newsletter*

---

The Village Council has continued with the production and distribution of its Newsletter during the year although the last edition during the year, for Spring 2021, was not distributed house to house, but published online owing to the lockdown in place at the time. This was done to keep the distributors safe.

This publication is produced every quarter, with four editions covering Spring, Summer, Autumn and Winter. The publication sells advertising to support the cost of production and distribution and is managed entirely by Council members and the Clerk.

A copy of the Newsletter is usually distributed to every home within the Humberston electoral area, including Humberston Fitties, and also to every business in the Village, including all of those on Wilton Road Industrial Estate.

**ANNUAL REPORT**

For Year 20/21

*Finance*

---

The precept set by the Village Council for 20/21 was £85,00 which was increased from the previous year.

**Income for the year:**

- Precept - £85,000
- Grants from NELC for local business support grants - £19,431
- Ward Councillor funding - £3,000
- allotment rents - £3,912
- cemetery income - £21,605
- income from hire of Wendover Hall - £7,402
- income from hire of Wendover Paddock Hall - £4,053
- income from advertising sold in village newsletter - £1,666
- VAT refund - £7,919
- Other income - £57,000 for land ownership bonded sum

(VAT reclamation is allowed to local authorities and affiliated bodies)

**Expenditure for the year:**

- Wendover Halls and Paddock - £28,970 (this includes redecoration, new equipment and improvements)
- Cemetery expenditure - £28,248 (including new paths, new gates and tree works)
- Allotment expenditure - £1,504
- Highways/footpaths - £5,526
- Newsletter expenditure - £4,964
- Salaries for all staff - £43,374 (5 members of staff)
- Donations - £184
- New storage facility at the Paddock - £5,500
- General administration - £5,585
- Loan repayments - £15,486
- VAT (to be reclaimed during next year) - £6,970

Notes on Expenditure:

Hall expenditure includes all insurance, heat, water and commercial rates as well as repairs and day to day running costs such as cleaning materials and hygiene products as well as all necessary electrical and gas compliance etc.

Cemetery Expenditure includes the grounds maintenance contract which also covers grass cutting at Wendover Hall and two small footpaths the Village Council own and manage. There are also insurances, water rates and non-domestic rates payable on the site as well as annual rental charges from NELC. The grounds maintenance contract is awarded to a contractor every two years as part of a competitive bid process and the current contract expires in June 2021 and will be awarded at that point until June 2023.

Allotment expenditure includes insurance, water rates and any minor repairs carried out by the Council.

Highways and footpaths includes all maintenance of land owned by the Council such as Postman's Walk and Strang Walk and also repairs to street lighting. This also includes all gritting works carried out during the winter months.

Newsletter expenditure includes printing and distribution.

Salaries covers five members of staff and covers all PAYE such as tax and national insurance as well as holiday/relief cover and pension contributions.

General administration covers the Council for all of its insurances, membership of its County Association, the East Riding and Northern Lincs Local County Association, training for members and the Clerk, all office and administration costs including postage, stationery and travel expenses for both members and the Clerk, a Chairman's allowance and also membership of bodies such as the National Institute of Cemetery and Crematoria Management.

The Village Council has an approved list of contractors which it uses for works/contracts/repairs etc. This is based on a local contractor priority policy as far as is practical and also any of the advertisers which support the Village Newsletter.

There is an internal audit carried out each year, and this was done in May 2020, with a full written report submitted to the Village Council. An external audit has to then take place which is usually completed by September each year. No concerns or actions were raised from either of the audits for the previous financial year. There were four quarterly account reconciliations carried out in June 2020, September 2020, December 2020 and then at the end of the financial year in March 2021 – these are all published on the Village Council's own website.

The Village Council's external audit each year is carried out by the nationally appointed auditors, PKF Littlejohn and the Village Council complies with all legal requirements of the audit process each year.

The Village Council has its own website which is administered by the Village Clerk and has a Facebook page to keep residents updated with events and Village Council news.

The Village Council met in January 2020 to ensure budgets were on target, set the budget for fy 21/22 and to set the precept for the coming year.

**ANNUAL REPORT**

For Year 20/21

*General Matters*

---

Ward Councillors from NELC for the year were Cllrs. Stan Shreeve, John Fenty and Stephen Harness. The three Ward Councillors are regular attendees at the Village Council meetings each month and work closely with the Council on projects and issues both locally and borough wide with NELC.

Members of the public were also regular attendees of meetings over the course of the year along with various visitors including representatives of developers/planners who regularly conduct consultation with the Council on planning matters.

The Village Council also enjoys a close working relationship with the local Policing Team and acknowledges their hard work on behalf of the Village throughout the year. There was no attendance at meetings by the Police during the year, but detailed written reports are received each month throughout the year and circulated to all members of the Council.

The main issues concerning the Council during the year was the final introduction of the parking restrictions throughout the village, which prohibits parking on verges and footways apart from exempt streets. The other main issue was the transfer of the land off Humberston Avenue to the ownership of the Parish Council and the receipt of a bonded sum of money to maintain the land.

The Council was also busy making improvements were necessary and replaced the traditional wooden gates at the Cemetery, re-laid a major path at the Cemetery, commissioned a storage facility for Wendover Paddock, introduced a new pathway for the side exit of the Hall, had the Paddock Hall redecorated both inside and out and also carried out some planting within the Hall grounds.

The Village Council also responded to a request from the Church to assist with the flower beds on the green area outside of the Church, with the Church providing some funding and the Village Council purchasing and planting shrubs and laying down chipped bark to improve the area.

For the coming year of 21/22, the Village Council has already commenced major refurbishment to Wendover Old Hall and the end of the year in March 2021 saw refurbishment works commenced to the rear of the building with new damp proofing works started and a new roof to the rear of the building.

Continuing works which will take place during the year 21/22 will be the replacement of fencing adjacent to the Hall, a new kitchen ceiling, new flooring and plastering to the rear storage room, a complete refurbishment of the toilet facilities at Wendover, which is booked to commence in August 2021. When these works have been completed, the entire hall will then be redecorated throughout, with all works completed by September 2021.