

MINUTES OF A PARISH COUNCIL MEETING OF HUMBERSTON PARISH COUNCIL HELD ON TUESDAY 2nd JULY 2019 AT 7.15 PM AT WENDOVER HALL, WENDOVER PADDOCK, HUMBERSTON

Present: Cllr. Bailey (Chairman)
Cllrs. Watkins, Scoffin, Fenty, Clarke, Robinson, Hodgins, Stevenson and Rudd (after Co-option)

Apologies: None received.

In Attendance: Penny Parkinson and Maureen Edwards, Marie Curie
Cllr. S. Harness, Ward Cllr., NELC
Mrs. K. Goodhand, Representative for NE Lincs, PCC Office

There were 18 members of the public present

The commenced with a presentation by the Chairman to the Marie Curie Charity of funds raised by the recently held Charity Fashion Show. £580.00 had been raised and then donated to Marie Curie.

19/45 Acceptance of Apologies

None received – all present.

19/46 Declarations of Interest – Code of Conduct 2012

None made.

19/47 To approve minutes of previous meetings from June 2019:

Main Council meeting, Planning Meetings x 2

All minutes approved to be signed and signed by Chairman as true record of meetings held.

RESOLVED: That minutes be approved as true record of the meetings

19/48 To receive and consider a candidate for cooption to the Council: Mrs. T. Rudd

And agree any necessary actions

Mrs T. Rudd present and gave short introduction to members. Proposed, seconded and unanimously agreed that Mrs. Rudd be coopted to fill casual vacancy with immediate effect.

RESOLVED: That Mrs. T. Rudd be coopted to join the Parish Council

19/49 Police Report (for information only)

Report received and concern expressed again at number of burglaries.

Visit by Katrina Goodhand, NE Lincs Representative for PCC Office

Mrs. Goodhand gave short overview of her role and duties and spoke about burglaries and reinforced what the Inspector had advised the members of at a previous meeting. She did advise she would take the matters discussed back to the next briefing meeting. Chairman thanked her for attendance.

19/50 Highways/Footpaths/Traffic Issues

- a. To receive report from Highways Meeting held 12th June 2019 and agree any necessary actions

Chairman and Clerk had attended and hosted by Healing PC. Matters raised included ongoing issue of difficulties with verge parking restrictions due to boundary issues and waiting restrictions on the public car park. Members had still not received any official consultation from NELC on car parking proposals and all agreed that 2 hour waiting restriction was required and not 4. Matters to be progressed through next meeting but the PC had asked for the matter to be discussed at the next Town and Parish Meeting in August 2019. Noted.

- b. To receive update from Clerk on any highways matters or correspondence received

Clerk had received email regarding speeding from resident on Humberston Avenue. Clerk to forward to NELC and advise resident that this had been done. Noted.

19/51 Correspondence

- a. To receive any correspondence to date of meeting - letter regarding cemetery fees

Correspondence received and discussed:

- Request from Humberston Happening to reconsider use of Hall for Friday 6th December and members agreed that the PC's own event had been set since the last Christmas event, the Happening had been aware of this and that the Halls were required to set up for the PC event on Saturday 7th December. Request was declined and Clerk asked to point out in response that the PC was providing a Christmas Event with all usual activities, plus additional ones, for residents.

RESOLVED: That the request to use the Hall on Friday 6th December be declined.

- Cemetery customer had made initial complaint about fees and had now completed an official complaints form which had been submitted to the Clerk and which would be heard at the mid – month meeting on 16th July 2019. Noted.

19/52 Future Dates

Next Parish Council Meeting – Tuesday 6th August 2019

Next Planning/Committee Night – Tuesday 16th July 2019

Personnel Committee – to be confirmed once staff holidays allowed

ERNLLCA Training - 3 x members and ongoing – new member Cllr. Rudd to check diary for dates

Clerk's SLCC Training Day – Monday 15th July 2019

Town and Parish Liaison Committee – Thursday 1st August 2019

Office Open Session – Wendover Paddock Hall – Friday 26th July 2019 – 10 to 11.30 am

Allotment Competition Presentation Event – Friday 19th July 2019 – 2 pm

Office Closure – 1st to 5th July 2019 and 5th to 16th September 2019 inclusive – Chairman pointed out that Clerk had kindly attended meeting and would c/f time off in lieu of holiday time. Noted.

ERNLLCA District Meeting – Thursday 18th July 2019

19/53 Reports (for information only)

To receive report from events group

Chairman reported and all in order for Summer event and final meetings to be held to check over all details etc. As much assistance as possible requested from members on the day.

To receive any other reports

None received.

19/54 **Wendover Hall and Paddock**

- a) To receive update on repairs to step access to Paddock Hall and agree any necessary actions

Clerk chasing contractor for update on this work. Noted.

- b) To receive update on new windows and agree any necessary actions

Clerk had requested update from Mr. Nelson and had been liaising with contractor re fitting during summer holidays. All members agreed that obscure glass should be maintained in the smaller two rear windows. Noted.

- c) To receive update to repairs to new Paddock Hall following meetings with building contractors and agree any necessary actions

Chairman, Vice-Chair and Clerk had met with second building contractor. The contractor had advised that no repairs to cracks were required from building point of view and that when redecoration took place, expandable decorating caulk would be sufficient to cover over cracks. Agreed that no major works needed doing and no apparent problems with building works.

RESOLVED: That no further action be taken over internal cracks at Paddock Hall and that they be Filled when redecoration took place

- d) To receive update on repairs to roof and quotations for new flat roof and agree any necessary actions

Works as requested had now been actioned and Clerk seeking second quotation for repair of flat roof and would bring back to next meeting. Noted.

- e) To receive written report on visit and inspection of both Halls and Paddock on Thursday 13th June and agree any necessary actions

Clerk had submitted this to all members and circulated prior to meeting. Agreed for benches and bin at the Paddock. Storage issue discussed and agreed that Clerk write to regular hiring group discussed and advise that storage was limited and that some of its equipment needed to be removed. Clerk advised other actions all bullet pointed needed prioritizing. Due to planning meeting to follow it was agreed to move the remainder of this item to next available meeting.

RESOLVED: That benches and bin be placed in the Paddock as noted in report, that regular hiring Group be written to with regard to storage issue and that prioritizing Of actions for halls be moved to next available meeting.

- f) To consider emergency closure procedures for both Halls and consider and agree a formal protocol for action

Discussed requirement for emergency locking procedures and agreed to c/f with other hall items to next meeting.

RESOLVED: That item be c/f to next available meeting as part of Hall issues

- g) To receive update on insurance for Hall hirers from Clerk and agree any further necessary actions

Clerk had progressed this through the PC insurers and all hirers who were 'non commercial' were covered for hall use under an indemnity hirers policy within the PC's own policy. Clerk had sent list through to insurers for record. Noted that this matter now closed.

RESOLVED: That all non commercial hirers were now covered under insurance

19/55 Parish Council Matters

- a) To receive information from ERNLLCA/NALC/NELC and note for circulation

All circulated as received and/or to be placed in circulation bag.

- b) Parish Council Newsletter – to receive report on recent/next edition

Closing date to be early August and Cllr. Scoffin and Clerk to collaborate as usual to produce edition for delivery for early September. Noted.

- c) To consider event proposed by Cllr. Scoffin for 2020 as part of VE celebrations and agree any necessary actions

Cllr. Scoffin advised of national event to ring Church bells to mark 75 years since VE Day and Humberston Church had signed up to take part. Agreed to do event in the Paddock and Halls to mark this occasion, culminating in church bells being rung. Cllr. Scoffin to progress actions. Weekend of 8th May 2020.

RESOLVED: That an event in collaboration with church bells being run at St Peters to mark the 75th anniversary of VE Day be provided in 2020 led by Cllr. Scoffin.

- d) To receive report from Chairman on presentation of gift to former Chairman for note

Chairman advised that small memento, engraved with details, had been purchased and presented to former Chairman, Mr. Harry Hall. Chair, Vice-Chair and Cllr. Stevenson had visited and made the presentation. Noted.

19/56 Allotment Matters

- a) To receive update on recent allotment allocations and vacancies and agree any further actions

At the moment two plots were vacant. No one on waiting list at present time. Noted.

- b) To receive report from allotment inspection carried out on Friday 28th June 2019 and agree any necessary actions

Clerk had circulated report and this was approved with recommendations endorsed for action.

RESOLVED: That all recommendations be endorsed for action from the report circulated.

- c) To receive update on details for Allotment Competition for 2019 from Chairman and agree any further necessary actions

Chairman gave update on competition but did not advise of judging date and also advised on presentation event at 2 pm on Friday 19th July to which all members were invited. HAHA had kindly offered to host the event. Agreed that the PC would provide wine for the event.

RESOLVED: That the PC supply wine for the allotment presentation event

- d) To receive any further update from Cllr. Robinson on drainage issue and agree any further actions

Nothing further at present. Work had commenced on removing the mound of earth but this was ongoing. Noted.

19/57 Cemetery Matters

- a) To receive draft of final proposals from Cemetery Working Group for new cemetery rules to be adopted and agree any necessary actions

Clerk had circulated final draft copy of proposed rules. Cllr. Hodgins asked about the electoral register and Clerk advised that as any new building took place, these would be checked to ensure they were in Humberston should an enquiry arise. Agreed that rules be adopted and published as required. Also agreed that cemetery gates should be locked again and combination be given to funeral directors as necessary but that no other vehicles should be allowed in the cemetery unless with prior authorization by the Clerk.

RESOLVED: That the new rules be adopted and published and that the Clerk make arrangements to Have the cemetery gates locked as soon as possible.

- b) To receive update on purchase of equipment for disposal of soil from graves and agree any further necessary actions

As previously agreed, trailer now purchased and trial period would commence with reports back to the PC meetings. Noted.

19/58 Finance

- a) Cheques for authorization as per attached list

All payments as per list circulated approved to be made.

RESOLVED: That all payments be approved to be made

- b) To receive confirmation from Clerk on submission of external audit paperwork and publication on the PC website and agree any further necessary actions

Clerk advised that all paperwork had been submitted and was also published on website as required. For note, amendment to Section 1 of Annual Return to comply with directions from external auditors had been made and signed by Chairman and Clerk. Paperwork had been acknowledged as received by PKF. Noted.

- c) To receive notice from Clerk on VAT reclamation for fy 18-19.

VAT reclaim for fy 18/19 had now been submitted. Noted.

The Chairman closed the meeting at 8.25 pm.

Signed:	Date:
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