

**MINUTES OF A PARISH COUNCIL MEETING OF HUMBERSTON PARISH COUNCIL HELD ON TUESDAY 7<sup>th</sup> JANUARY 2020 AT 7.15 PM AT WENDOVER HALL, WENDOVER PADDOCK, HUMBERSTON**

**Present:** Cllr. Bailey (Chairman)  
Cllr. Watkins, Scoffin, Clarke, Fenty, Hodgins, Rudd and Robinson

**Apologies** Cllr. Shawhulme and Stevenson

**In Attendance** Cllr. Shreeve, Ward Cllr., NELC

There was 1 member of the public present.

**19/127 Acceptance of Apologies**

Received from Cllr. Shawhulme (alternative appointment) and Cllr. Stevenson due to illness – accepted.

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

Chairman presented Cllrs. Watkins, Rudd and Clarke with certificate for completing the 3 part Good Councillor course.

**19/128 Declarations of Interest – Code of Conduct 2012**

None made.

**19/129 To approve minutes of previous meetings from December 2019**

Main Council meeting, Planning Meetings x 2 and Personnel minutes x 1

All minutes approved and signed as true record by Chairman.

**RESOLVED: That all minutes be approved as a true record of the meetings held**

**19/130 Police Report (for information only)**

**To receive update on public meeting with Police in New Year**

Chairman advised that LPT had called meeting at New Waltham but had been informed that Humberston PC wished to have its own community meeting within Humberston and Clerk would progress date with team. Noted.

**19/131 Highways/Footpaths/Traffic Issues**

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

NELC would alert when consultation letter on TRO was being sent out to village – no news yet received. Noted.

NELC had sent consultation to the PC over parking restrictions at public car park outside of the Church. Members agreed preferred the two hours limit and asked Clerk to check on restrictions on non repeatable tickets during the same 24 hour period to prevent automatic ticket renewals.

**RESOLVED: That the PC prefer a 2 hour waiting limit on the public car park and to ensure that A ticket cannot be renewed for the same period in any 24 hours.**

Public break

Resident present concerned about parking on The Cloisters and the possible restrictions in the car park. Cllr. Shreeve joined conversation and advised he would follow up with NELC on alternative proposals for parking and it was being investigated. Cllr. Scoffin advised that parking restrictions in front of the first three houses on either side would not be a problem and may prevent parking problems. Agreed that Clerk write to all three primary schools and advise that a two hour rule is being progressed to be brought in and they should utilize their car parking and use this public car park for visitors. Clerk also asked to write to Gingerbread house and update them.

b. To note date of next Highways Meeting – Wednesday 11<sup>th</sup> March 2020

Venue to be confirmed but likely to be Humberston. Noted.

**19/132 Correspondence**

a. To receive any correspondence to date of meeting including:

Letter received from WI informing of permanent closure after January 2020 meeting. Noted.

Also, proposed scheme plan for adoption of public open space on Westleigh Homes development received from Solicitors at Wilkin and Chapman and approved as correct. Both noted.

**19/133 Future Dates**

Next Parish Council Meeting – Tuesday 4<sup>th</sup> February 2020

Mid-Month Planning/Budget Meeting – Tuesday 21<sup>st</sup> January 2020

ERNLLCA/NALC Employer Training – Friday 14<sup>th</sup> February 2020

To set date for Summer Event 2020 – Saturday 25<sup>th</sup> July 2020

Christmas Event – provisionally set for weekend of 5<sup>th</sup> and 6<sup>th</sup> December 2020.

VE Event – Friday 8<sup>th</sup> May 2020

**19/134 Reports (for information only)**

To receive report from events group on Christmas Event and agree date for debrief meeting

Public open session – 20.12.19

Clerk and Chair attended. Only one resident in attendance. Next session to be Friday 31<sup>st</sup> January 2020 10.30 to 12.00 noon.

To receive any other reports

None received.

**19/135 Wendover Hall and Paddock**

a) To receive update on fire door to Paddock Hall and agree any necessary action

Clerk advised still waiting for locksmith to be available to carry out the work. Noted.

b) To receive update on equipment funded through Ward Cllr. Funding and agree any further necessary actions

Cllr. Clarke had received quotation to fit in with Wd Cllr. Funding but not for piece of equipment preferred. Cllr. Clarke to speak to Newby leisure to see if preferred equipment could be found within the budget.

**RESOLVED: Newby Leisure be asked for quotation for preferred equipment as agreed**

**19/136 Parish Council Matters**

a) To receive information from ERNLLCA/NALC/NELC and note for circulation  
All circulated as received and/or placed in circulation bag. Noted.

b) Parish Council Newsletter – to receive report on recent/next edition  
Cllr. Clarke already commenced speaking to advertisers. Cllrs. Clarke and Chairman and Clerk to set up meeting to start next Newsletter edition. Clerk will commence editorial after budget meetings. Noted.

c) To receive update from Cllr. Scoffin on VE Event and agree any necessary actions including setting of date for Events Group meeting to agree details for event  
£1k budget confirmed and Cllr. Scoffin would update Events Group when next meeting held to organize helpers, other details etc. Noted.

d) To receive update from Personnel Committee re new role of General Assistant/Operative and agree any further actions  
Cllr. Robinson advised appointment had been made. Clerk advised that all equipment had been purchased and/or provided and that time sheets had been provided and all personnel paperwork such as contracts, job descriptions etc. provided as well as Lone Worker Policy and Highway Safety Policy to new employee. Noted.

e) To agree progress action on issue of storage and retention of documents and if required agree meeting date for February 2020  
Meeting date to be agreed at end of meeting. Noted.

**19/137 Allotment Matters**

a) To receive dates for allotment rent collection – Saturday 11<sup>th</sup> January and Wednesday 15<sup>th</sup> January 2020  
HAHA would be very kindly hosting this event on the two dates and Clerk would be present to renew tenancies and collect rental payments. Chairman advised she would also be present. Noted.

b) To agree allotment site inspection date for February 2020.  
Agreed for date in March and date to be circulated. Noted.

**19/138 Cemetery Matters**

To set date for Cemetery Working Party meeting – date to be set at end of meeting.  
Bench policy – Clerk had received request for bench very close to existing bench. Agreed to defer decision pending visit to Cemetery as above and bench policy would then be recommended and agreed by full Council.

**RESOLVED: That the Working Group recommend a policy on bench provision and siting which Will need to be approved by full Council**

**19/139 Finance**

a) Payments for authorization as per attached list

All payments authorized as per list circulated. Chairman stressed need for all members to check payments against lists and bank statements and for the authorization of such to be carried out by all members not just the same members at each meeting.

**RESOLVED: That all payments be authorized to be made as per schedule submitted.**

- b) To receive third quarter accounts to end of December 2019 for approval with account reconciliation and budget monitoring to date of reconciliation

Clerk had circulated cash book to December 2019 and bank account summary and account reconciliation to all members prior to the meeting and these were approved and signed by the Chairman.

**RESOLVED: That third quarter accounts be approved and authorized by the Chairman.**

Chairman closed the meeting at 8.15 pm.

*Signed:* .....

*Date:* .....