

**MINUTES OF A PARISH COUNCIL MEETING OF HUMBERSTON PARISH COUNCIL HELD ON TUESDAY 21<sup>st</sup> APRIL 2020 AT 7.15 PM AS VIRTUAL MEETING ON ZOOM PORTAL**

**Present:** Chairman – Cllr. Bailey  
Cllrs. Hodgins, Rudd, Watkins, Scoffin, Vince, Robinson, Shawhulme and Clarke  
*All present via webcam with visual and audio access*  
Clerk (as minute taker, with visual and audio access)

**Apologies:** Cllr. Stevenson

**In Attendance:** Cllr. Shreeve, Ward Cllr., NELC (*with visual and audio access*)

**20/01 Acceptance of Apologies**

Received from Cllr. Stevenson due to illness and accepted.

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

**20/02 Declarations of Interest – Code of Conduct 2012**

Personal interest declared by Cllr. Scoffin in Planning Application for 8 the Cloisters due to same residential area.

DPI interest declared by Cllr. Scoffin in items 20/06 (a) and (b).

All noted and Chairman moved the two items within agenda item 20/06 to end of meeting so that Cllr. Scoffin would not be present. Noted.

**20/03 To approve minutes of previous meetings from March 2020 –**

Main Council meeting and Planning Meeting – approved as a true record and virtually signed.

**RESOLVED: That minutes be approved as a true record of the Meeting**

**20/04 Police Report (for information only)**

Received and circulated to all members prior to the meeting. Noted.

**20/05 To add items to Standing Orders noting virtual meetings and governing of such and Agree procedures for voting and compliance with new legislation**

Clerk had circulated report prior to meeting and document formally adopted to cover period of virtual meetings.

**RESOLVED: That amendments/additions to Standing Orders be formally adopted with Immediate effect to cover virtual meetings**

Cllr. Bailey raised issue of volunteer group which had been operating since beginning of lockdown period. Agreed not to join in with neighbouring parishes but to stick to current format. Agreed to publish telephone contact help number more widely and Clerk had produced A5 flier which was agreed to be printed professionally and Chairman to organize volunteers to distribute for whole of Humberston.

**RESOLVED: That volunteer group continue current work as stand alone group within Humberston and use flier to advertise contact number to village residents**

**20/06**      **Parish Council matters**

- a) To note report circulated on meetings held with Planning Consultant and Architectural Technician and meeting held with Structural Engineer regarding issues raised over Wendover Hall and agree any further actions

Clerk had circulated written report prior to meeting to all members. Meetings had been held as shown and outcome from final visit by independent Structural Engineer had advised that his professional opinion was that no structural defects were present and that the building was settling and sinking only. Members agreed to accept this information and continue with plan for decorating the Hall.

**RESOLVED: That the report and the opinion of the Structural Engineer be received and welcomed and That no further action be taken in this matter and to continue with decorating as planned**

- b) To receive quotations for decorating of Wendover Paddock Hall and agree any necessary actions

Three quotes had been received against specification previously agreed and issued. Agreed to use Contractor A at cost of £2,500 for decorating and that Chairman and other members agree colour scheme. Boxing in work to be carried out by Contractor B at cost of £180.00.

**RESOLVED: That Barrie Marsh Decorating Services be awarded contract to decorate the new Paddock Hall at cost of £2,500 and that S. McHale be contracted to carry out boxing in At cost of £180.00. Chairman and some members to choose colour scheme and work To be carried out whilst Hall was closed.**

- c) To receive report on furloughing of staff and deep cleaning of Hall for information

Clerk advised that all caretaking staff had now been furloughed and deep cleaning had taken place with some minor works outstanding to old Hall but which would be completed before Halls reopened. Noted.

- d) To receive report from Cemetery, additional rules covering funerals and review cemetery closure and agree any further necessary actions

Chairman and Clerk updated on changing position with Cemetery which had now been reopened for visitors from 20<sup>th</sup> April at request from Government centrally. Funerals were now immediate family only. New rules posted on social media and also within Cemetery. Noted.

- e) To note social distancing procedures in place from Haha on allotments for information

Chairman advised that allotments had remained open as per Government advice and that Haha had worked hard to put in place social distancing measures and regulations for all members whilst on site and these were being adhered to. Clerk advised that several members of Haha had been clearing vacant allotment sites to keep busy and it was agreed to send a letter of thanks to Haha advising of the PC's gratitude for this work. Clerk advised that three of those vacant allotments had now been let and allotment matters continued throughout the lockdown period.

**RESOLVED: That letter of thanks be sent to Haha for volunteers clearing vacant allotment plots**

**20/07**      **Planning Matters**

The following planning applications were considered and Chairman reminded all members that all plans should be viewed via the NELC planning portal prior to meetings. Clerk had sent out guide to doing so.

**DM/0257/20/FUL 2 Queen Elizabeth Road, Humberston**

**Alterations to existing dwelling, including roof light, installation of dormers to front, balcony to rear and erect a single storey rear extension with roof light**

*No objections.*

**DM/0254/20/FUL 124A Humberston Avenue Humberston**

**Erect single storey extension to front, erect car port to side and roof lift and alterations to include installation of dormers to front and rear to create additional accommodation at first floor to with various alterations\_**

*No objections.*

**DM/0233/20/FULA 229B Humberston Fitties, Humberston**

**Erect single storey conservatory to side elevation\_**

*No objections provided the proposal met with guidelines for this area as set by NELC*

Two applications listed were not discussed as decisions had already been agreed by NELC.

**DM/0214/20/FUL The Poplars 9 Poplar Drive**

**Proposal: Erect two storey and first floor extensions to the rear, partial conversion of existing roof space to include the installation of dormers to the front and side with various alterations**

*No objections.*

**DM/0205/20/FUL 8 The Cloisters, Humberston**

**Raise roof height to create second floor living accommodation to include the Installation of rooflights and dormer to rear and various internal and external alterations**

*Objections – members wished to support concerns of residents living nearby. Felt that the development would be overbearing and out of keeping and have detrimental impact on streetscene and neighbouring properties. Recommend supporting neighbouring objections and refuse application.*

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

**20/08 Finance**

a) Payments for authorization as per schedule circulated

All payments agreed.

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

b) To formally receive and endorse final year accounts, account reconciliation and final year bank statement for fy 19/20

Clerk had circulated full cash book, final bank statement and account reconciliation to all members prior to meeting. Agreed and formally approved the year end accounts.

**RESOLVED: That the year end accounts for fy 19/20 be formally received and approved and signed By Chairman.**

- c) To receive confirmation of VAT reclaim for fy 19/20 submitted and PAYE for fy 19/20 closed down and new year commenced

Clerk had completed VAT reclaim for fy 19/20 and this had now been submitted to HRMC. Noted.

- d) To receive report for information only on staff furlough/job retention scheme from Clerk

Clerk would be using the HMRC portal to claim for the furloughed staff who were believed to be eligible for the Job Retention Scheme. Noted.

**20/09                      Next meeting date**

Date of next meeting Tuesday 5<sup>th</sup> May 2020 and to confirm new legislation suspending Requirement for any annual meetings to be held during current situation – noted.

Chairman closed the meeting at 8.14 pm and the Clerk terminated the virtual meeting access.

*Signed:* .....

*Date:* .....