

**MINUTES OF A VIRTUAL COUNCIL MEETING OF HUMBERSTON VILLAGE COUNCIL HELD ON WEDNESDAY
3rd MARCH 2021 at 7.15 pm via the Zoom Portal**

Present: Cllr. Bailey (Chairman)
Cllrs. Leveridge, Rudd, Woollock, Watkins, Shawhulme, Hodgins, Scoffin, Clark and
Stevenson

Apologies: Cllrs. Thompson and Clarke

In attendance: Cllr. Harness, NELC Ward Cllr.

There were 2 members of the public present
(All those present by audio and visual means including the Clerk as minute taker)

20/237 Acceptance of Apologies

Received from Cllr. Thompson (a prior commitment) and accepted.

RESOLVED: That apologies be received and accepted.

20/238 Declarations of Interest – Code of Conduct 2012

Cllr. Clark declared personal and prejudicial interest in Preschool item due to committee membership.
Noted.

20/239 To approve minutes of previous meetings from mid-February 2021 –

Village Council minutes from mid-February 2021 meeting and Personnel Committee meeting
Minutes approved as a true record of the meetings held and virtually signed by the Chairman.

RESOLVED: That minutes be approved as a true record.

20/240 Highways/Footpaths/Traffic issues

a) To receive any highways/footpaths/traffic issues and agree any necessary actions

Pavements on Humberston Avenue were reported as in poor repair – Clerk to pass through to NELC portal.
Grass verges on Eastfield reported as in poor state. This due to parking. Potholes on Swales Road also to
be reported through the NELC portal.

PROW along Wendover Lane – Members had agreed to support resident in calling for reinstatement of
gates and Clerk to send through to PROW officer for response.

RESOLVED: All items as agreed to be actioned with relevant bodies

20/241 Wendover Hall and Paddock Matters

a) To receive update on shed storage for information from Cllr. Leveridge

Brackets had arrived and now completed and all marquee poles etc. now stored in size etc. Thanks
minuted to Cllr and Mrs. Leveridge for their efforts. Clerk to arrange surplus tables and chairs to be stored
in the shed. Noted.

b) To receive update on Paddock security installation.

All installations now complete and Clerk and Chairman meeting contractor later in the week to go over usage etc. and whether any extra equipment would be required. CCTV Policy on website and signs now up in the Paddock as required. Agreed cages to be installed around each camera. Noted.

- c) To receive report on necessary works to Wendover Hall re rear storage room and agree any necessary actions including receiving quotation for works to be carried out and schedule for decorating

Chair reported on quotations received and advice from contractors etc. All equipment now moved from the room into the side room at the Hall. Kitchen ceiling will need replastering. Quotations for toilet improvements were ongoing and being obtained. Agreed to move decorating old HALL to the Summer to allow building works to the rear storeroom to be completed. Three quotations for works had been received and the Clerk shared these three quotations on screen so that they were visible to all members. Cllr. Hodgins proposed that powers be delegated to the Clerk in liaison with the Chairman to accept quotation no. 1 and also have flat roof examined before work proceeds and report back to the Council. Agreed by members.

RESOLVED: That quotation for £2,340 be accepted from King Damp and Clerk and Chairman to liaise Timescales with quotations for any necessary roofing works, quotations for which will be Brought back to the main Council for agreement

- d) To receive update from Clerk on Hall reopening and agree any necessary actions

Due to open on 12th April for organized activities for under 18's. Then restrictions lifted for indoor sports on 17th May, although social distancing would still be in place, and then from 21st June all social distancing restrictions are to be lifted and everyone can return including parties etc. if all goes according to the national plan.

A long term, regular hirer had asked about possibility of retention payment for hire slots. Agreed that final cut off date be 21st June for all hirers and any regular hirer not committed to return by then be asked to make commitment or slot may be offered elsewhere. Agreed that, as done before, this be relayed to all hirers and confirm if not back by 21st June at the latest then their slot may be lost if another hirer came forward to take it.

RESOLVED: That Hall restriction easing follows national guidelines and that final cut off date for Commitment to return from all previous regular hirers is 21st June 2021. No retention Payments would be accepted and all hirers would need to confirm return from 21st June 2021 onwards or risk losing their regular hiring slot.

- e) To receive correspondence from the Preschool regarding usage of the side room and agree any necessary further actions

Correspondence circulated to all members prior to the meeting. It was proposed and agreed that the Village Council withdraw the proposed charge from 1st April 2021 for the side/meeting room for the Preschool use and that it can be used by the Preschool free of charge whilst in session.

RESOLVED: That the proposed charge for use of the side room by the Preschool whilst in session Be withdrawn and that the Preschool can use the side room at no extra charge should it Wishes to do so.

20/242 Allotment and Cemetery Matters

- a) Next Allotment and Cemetery inspection – Wed. 10th March 2021

Set for 10.00 am on Wednesday 10th March 2021. Noted.

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

- b) To agree amendments to memorial application process as recommended by the Clerk and agree new policies to be put in place

Clerk had made recommendations following SLCC course on memorial management and circulated paperwork to all members prior to the meeting. Members approved adoption of the new policies and procedures. Clerk to send out to local memorial masons.

RESOLVED: That new policy and procedure for approvals and fitting of memorials within the Cemetery be adopted with immediate effect

20/243 Village Council matters

- a) To receive any response from NELC re request regarding South View

Clerk had sent reminder to NELC advising no response had yet been received. Noted.

- b) To receive update on Church flower beds re planting

£150 funding had been received from Church. Cllr. Rudd had organized some bark to cover. Plants were to be purchased and installed within the next 2 weeks. Minute thanks to the contractor. Noted.

- c) To receive notice from CPRE for Best Kept Village

Preparing for entry during centenary year for 2022. Noted.

- d) To receive update on Spring edition of Newsletter and agree any necessary actions

Clerk asked for members to confirm items for leader article on future Newsletter publication. Agreed that since the next edition was not being delivered to every household and published online only, that this item be delayed to the Summer edition.

RESOLVED: That the Spring Newsletter be published online, with 300 copies for retail outlets within The village and that the item on future Newsletter publications be placed in the Summer edition which should be delivered to every household as usual.

20/244 Planning Matters

The following planning applications were considered:

Planning Application Reference: DM/0161/21/FUL

Proposal: Convert existing garage into dining room, replace garage door with window, alterations to dormers at front and erect single storey conservatory to rear

Location: 21A Forest Way Humberston

No objections.

Planning Application Reference: DM/0143/21/FUL

Proposal: Erection of boundary wall with timber panel infills (Resubmission of DM/0859/20/FUL)

Location: 75 Church Avenue Humberston

No objections.

To receive any other planning correspondence/representations from development teams and/or residents:

- letter from resident re removal of trees behind Abeys, Wilton Road

Acknowledge and trust NELC's judgement on the matter.

*1 Beach View Court, Norfolk Lane,
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Public Break

Member of the public present to support correspondence received re planning application for Humberston Fitties and gave details to meeting.

- receive further information re DM/0966/20/FUL – 197 Humberston Fitties, retrospective application for replacement chalet

Agreed to withdraw objections.

Letter also received re 41 Humberston Avenue – resident querying VC's position on application and Clerk to confirm that VC was in objection and previous comments submitted related to amendments only.

Noted.

RESOLVED: That all planning comments be submitted as agreed

20/245 Future Dates

Date of next meetings: Wednesday 17th March 2021

Office Closure – 19th to 26th March 2021

20/246 Reports

Clerk's SLCC Conference – 23rd-25th February 2021

Clerk had attended and received training and workshops on Code of Conduct, Memorial Management within the Cemetery, Purpose and happiness at work, emergency planning, Clerk's tool kit for Parish Council management and Cemetery management. Very informative and actions already being considered through the meeting.

Standing orders were moved to 9.30 pm.

To receive any other reports

None received.

20/247 Finance

- a) Any payments for authorization as per schedule circulated

All payments were authorized to be made.

RESOLVED: That all payments be made as per list circulated.

- b) To agree internal audit schedule for fy 20/21 and all necessary actions

Internal audit schedule approved as circulated for audit for current financial year 20/21.

Clerk advised, as result of previous audit, that correspondence had now been received from National Savings. The account had not had signatories updated for some years and this now needed bringing up to date. Members authorized the Clerk as the Proper Officer to act as signatory on this account in liaison with one other from the Chairman and/or Vice-Chairman. Clerk to organize signatures and completion of paperwork and send back to NS&1.

RESOLVED: That the Clerk be authorized, as the Proper Officer, to act as signatory and Administrator on the National Savings Account in liaison with Chairman and/or Vice-Chairman and submit the necessary signatures and paperwork

20/248 To consider exclusion of press and public

RESOLVED: exemption of press and public for remainder of meeting under Public Bodies Admissions To Meetings Act 1960, Section 1 (2) on the grounds that discussion of the following business is likely to disclose confidential information

20/249 Personnel Matters

- a) To approve salaries for payment

Approved as per list circulated.

RESOLVED: That salaries be approved as per list circulated.

- b) To receive update on staffing situation with regard to furlough and agree any necessary actions

Staff still furloughed and when Hall reopened, part time furlough will be commenced to facilitate returning hirings. Noted.

- c) To receive and agree policy for office closure procedures to be put in place in absence of Clerk

Clerk had circulated prior to meeting and approved with Chairman’s phone number as first number for contact for general enquiries only etc. in absence of Clerk. Chairman of Cemetery and Allotments Committee confirmed as contact for Cemetery enquiries. Protocol formally adopted.

RESOLVED: That office closure policy be formally adopted as agreed.

Chairman closed the meeting at 9.25 pm.

Signed:

Date: