

**MINUTES OF A PARISH COUNCIL MEETING OF HUMBERSTON PARISH COUNCIL HELD ON TUESDAY 5<sup>th</sup> MAY 2020 AT 7.15 PM AS VIRTUAL MEETING ON ZOOM PORTAL**

**Present:** Cllr. Bailey (Chairman)  
Cllrs. Vince, Clarke, Rudd, Shawhulme, Hodgins, Scoffin, Robinson and Watkins  
*(all members present by audio and visual access)*

*Clerk as minute taker (present by audio and visual access)*

**Apologies:** Cllr. Stevenson

There were no others present and there had been no requests to access the meeting.

**20/10 Acceptance of Apologies**

Received from Cllr. Stevenson due to illness and accepted.

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

**20/11 Declarations of Interest – Code of Conduct 2012**

None.

**20/12 To approve minutes of previous meetings from April 2020 –**

Main Council meeting and Personnel Committee Meeting

Minutes of main Council meeting from April and Personnel Committee approved and signed virtually by Chairman.

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

**20/13 Police Report (for information only)**

Received and circulated to all members prior to the meeting – noted.

**20/14 Parish Council matters**

- a) To receive update on painting works to new Paddock Hall and agree any further necessary actions

Chairman reported that works had now been completed and it was agreed that payment be made. Quotation received from same contractor for decorating outside of the building and agreed that no further quotations be sought but that the item be placed on next agenda for full authorization.

**RESOLVED: That interior decorating works to the Paddock Hall were now satisfactorily completed  
And that exterior decorating quotation be placed on next agenda from same Contractor for consideration**

- b) To confirm details for replacement Cemetery Gates as previously agreed from quotation received and agree any necessary actions

Clerk reminded members of quotation received and approved from November 2019. New financial year had budget for works and it was agreed that cost of £5,100 + VAT be approved and that the Clerk officially order through Traditional Joinery.

**RESOLVED: That order be placed as per quotation for replacement cemetery gates**

- c) To receive report on 5 year electrical check to Old Wendover Hall and agree any necessary actions

Chairman and Clerk reported this was ongoing and 95% complete. Lighting had been updated as part of the works and final works to main fuse box were awaited. All noted.

d) To receive any update on TRO for Humberston and other highways matters from NELC  
NELC had advised notice of intent of Order would be published and the PC had been asked to support this advertising through its website and FB page and this was agreed. Clerk to publish on Thursday 7<sup>th</sup> May 2020. Update would then follow from NELC after statutory consultation period.

**RESOLVED: That the PC advertises NELC's Notice of Intent of Order via its website and FB page**

- e) To receive report from Clerk on allotment vacancies and agree any necessary actions for site

Clerk reported that vacancies were being filled via procedures put in place to maintain social distancing and only 1 or 2 vacant plots now remained. Clerk minuted thanks to HAHA for assistance with this. Noted.

- f) To receive documentation re land transfer from Keystone Developments, plans and proposed sale and purchase agreement and agree any further necessary actions

Clerk had circulated this paperwork to all member prior to the meeting and it was agreed that documentation could now be signed by Chairman in order to proceed.

**RESOLVED: That Chairman should sign necessary paperwork to progress with transfer as required**

## **20/15 Planning Matters**

The following planning applications were considered:

**Planning Application Reference: DM/0286/20/FUL**

**Proposal: Erect two storey side extension**

**Location: 23 Church Avenue Humberston**

*No objections.*

Second application on agenda had already been commented on from previous meeting.

There were no other planning matters.

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

## **20/16 Finance**

- a) Payments for authorization as per schedule circulated

All payments approved to be made as per schedule circulated.

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

- b) To receive confirmation of VAT reclaim for fy 19-20 now received

Clerk had submitted VAT reclaim for 19/20 and the reimbursement had now been received.

**RESOLVED: That VAT reclaim for 19/20 had been successfully claimed and reimbursed.**

c) To receive update on staff furlough/job retention scheme from Clerk

Claim for April had been submitted and reimbursement received on 30<sup>th</sup> April 2020. Next claim for May would be made by end of month and Council to consider June options at next meeting.

**RESOLVED: That scheme be continued for May and that claim be made for May 2020**

d) To receive update from Clerk on schedule for internal and then external audit

Clerk advised that internal audit date would be Wednesday 20<sup>th</sup> May 2020 at 9.30 am at Healing Village Hall in the Conference Room. This venue chosen for convenience to internal auditor and also to manage safe social distancing. Clerk advised all/any members welcome to attend should they wish to do so. Schedule for internal audit to be same as previous year and all paperwork to be returned to June 2020 meeting for approval.

**RESOLVED: That schedule and arrangements for internal audit be approved**

**20/17      Next meeting date**

Date of next meeting Tuesday 19<sup>th</sup> May 2020

Chairman closed the meeting at 7.52 pm.

Signed: .....	Date: .....
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