

**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING OF HUMBERSTON VILLAGE COUNCIL ON WEDNESDAY 4<sup>TH</sup> MAY 2022 AT 7.20 PM AT THE PADDOCK HALL, WENDOVER PADDOCK, HUMBERSTON**

**Present:** Cllr. Shawhulme (Chairman)  
Cllrs. Hodgins, Wollock and Rudd

**Apologies:** Cllr. Duff

**In attendance:** Cllrs. Dawkins, Harness and Shreeve, Ward Cllrs., NELC  
PCSO J McKie, LPT

There were no others present.

**22/24 Election of Chairman**

Cllr. Shawhulme proposed and unanimously elected as Chairman for year and signed declaration of acceptance of office.

**RESOLVED: That Cllr. Shawhulme be elected as Chairman**

**22/25 Acceptance of Apologies**

Received from Cllr. Duff (illness) and accepted.

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

**22/26 Election of Vice-Chairman**

Deferred until Cllr. Clark returned from sabbatical.

**22/27 Election of Committees (and Committee Chairmen):-**

To consider membership of and appoint members to the following Committees, together with Chairman of each Committee:

Personnel Committee (this Committee has full delegated powers) – Cllr. Rudd (Chairman) and Cllrs. Duff and Hodgins as members.

Allotment and Cemetery Committee (part delegated powers) - Cllr. Rudd (Chairman) and Cllrs. Woollock and Hodgins as members.

Any other committee – none.

And to consider and agree terms of reference for each of these committees – as agreed, no changes apart from numbers revised.

**RESOLVED: That Committees be elected as shown and Terms of Reference be adopted as agreed.**

**22/28 Election of Representatives onto Outside Bodies:-**

Town and Parish Liaison – Chair and any other members.

ERNLLCA District Committee – Chair and Clerk

Any other outside bodies – none.

**RESOLVED: That official voting representatives be appointed as agreed but any members welcome**

**22/29 Review of governance/procedural documents for Council for year**

To review and agree any amendments/necessary actions on the following:

Asset Register – items added as purchased and continually updated as required.

Insurance provision – Long term deal taken and only change was addition of zip wire

Community Engagement Statement – FB/social media to be added.

Publication of Information Statement – no change.

Website Provision and social media provision – no change.

Risk Management Strategy inc risk assessments as appropriate – no change.

Training Criteria and ongoing development strategy – no change.

Schedule of Delegation and Bank Mandate update – no change and most transactions electronic

Bad debt recovery policy and invoicing procedures – no change.

Governance Documents of Standing Orders and Financial Regulations – no change.

Complaints Policy and Procedures – no change.

Personnel Management Documentation – no current change but updated as appropriate.

Registers of Interest – Clerk reminded members to update as required.

Audit procedures – no change and dates noted for year and will be adhered to.

CCTV Policy – no change.

Any other documents/policies for consideration – approved contractors list being updated by Clerk.

**RESOLVED: That all documents be amended or remain unchanged as listed above**

**22/30 Declarations of Interest – Code of Conduct**

None made.

**22/31 To approve minutes of previous meetings –**

Village Council minutes from mid-April 2022 meeting

Minutes approved as a true record and signed by the Chairman.

**RESOLVED: That minutes be approved as true record of the meeting held.**

**22/32 Police Report**

To receive any police report/police matters for consideration

PSCO present and monitoring parking on Church Lane along with Road Safety from NELC.

Police report circulated prior to meeting and PCSO advised she would find out more information on increased number of assaults recorded. Noted.

**22/33 Highways/footpaths/traffic issues**

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

Cllr. Shreeve advised on updated information for public car park and asked Council to confirm its request for action to the car park. Members agreed that the Village Council wished to reiterate its request for time limited parking on the car park to be put into place as soon as possible for 2 or 4 hours (2 preferably) limit and no return within 24 hours.

**RESOLVED: That restrictions limiting parking via machine be introduced at the public car park**

**22/34 Planning Matters**

The following planning applications were considered:

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

**Planning Application Reference: DM/0263/22/FUL**

**Proposal: Erect single storey flat roof side extension with various alterations to existing chalet to include changes to windows and doors, and installation of cladding**

**Location: 205 Humberston Fitties Humberston**

*Objections - the Village Council feel that this application should not be granted permission as it is out of keeping with the overall character of the area and is too large for the plot. The proposed changes would make the overall appearance not in keeping with the area and adjacent properties.*

**Planning Application Reference: DM/0328/22/FULA**

**Proposal: Erect single storey side extension**

**Location: 124 Coniston Crescent Humberston**

*No objections and although neighbours have submitted comments, they are not objections for the Village Council to support so the Council has no objections to the application.*

**Planning Application Reference: DM/0348/22/FUL**

**Proposal: Erect single storey side extension with associated works**

**Location: 23 Derwent Drive Humberston**

*No objections.*

**Planning Application Reference: DM/0329/22/FUL**

**Proposal: Demolish existing single storey side extension, erect one and a half storey rear extension with roof lights, erect canopy to front elevation and various other alterations**

**Location: 41A Humberston Avenue Humberston**

*The Village Council notes that the address shown on all of the plans submitted for this application is incorrect and puts it in New Waltham and not Humberston. Despite acknowledging that the actual plans are in relation to the proposed development, the Council members feel that this should not have been validated with incorrect information contained on it which can be confusing for residents etc. who wish to view the plans and take part in formal consultation. The plans should be correctly labelled and when amended the Village Council would be then happy for it to be resubmitted to it for consideration.*

To receive any other planning correspondence/representations from development teams and/or residents – application comments from previous meeting on Fitties application deferred to Heritage Officer and Planning Officer had now confirmed no objections from Heritage Office and so Council members agreed no objections – DM/0131/22.

Gingerbread House Chimney – Clerk had held discussions with NELC and would now confirm concerns raised by the Council formally. Noted.

**RESOLVED: That all planning comments be sent through to NELC as agreed.**

**22/35 Village Council matters**

a) To receive update on Centenary Green project and agree any further necessary actions  
Flowerbed completed and to be filled next week with soil. Planning application live. Noted.

- b) To consider next edition of Newsletter for Summer/June 2022 edition and agree any necessary actions

Cllr. Duff to do distribution. Notice for delivery team as to when it will be printed approximately. Noted.

- c) To consider provision of Summer Holiday Club for 2022 and agree any necessary actions

Clerk had discussed provision with LC Fitness. Indoor physical activities to also be provided in case of bad weather and no need for members to be present but agreed that refreshments would still be provided and member present if possible. Cost of £200 per session and Clerk to confirm.

**RESOLVED: That LC Fitness be contracted to provide holiday club provision for 4 Fridays in school Summer holidays**

### **22/36 Wendover Halls and Paddock**

- a) To receive update on new roundabout play equipment installation for information

Clerk to chase Kompan and ask for update. Noted.

- b) To consider and agree new signage in the Paddock

Clerk had produced draft of one sign covering all aspects. Agreed and that 3 should be obtained.

**RESOLVED: That 3 signs as per draft circulated be ordered for the Paddock area.**

### **22/37 Cemetery and Allotment Site**

- a) To receive any updates or items from Allotment site and set date for next allotment inspection visit

Issue with hose running on plot and Clerk to write to plot holder and remind that it is a breach of the tenancy agreement. Agreed pm on Monday 16<sup>th</sup> May for next inspection – Clerk to email allotment holders.

**RESOLVED: That next site inspection be held on Monday 16<sup>th</sup> May in the afternoon. Also that Letter be sent to plot re hosepipe usage.**

- b) To receive update on replacement storage unit for information

Done and Cllr. Rudd had now installed and allotment tenant had acknowledged.

- c) To consider fenced off storage area to rear of cemetery and receive quotation for same and agree any necessary actions

Members agreed this would be beneficial and Clerk to ask cemetery contractor for quotation for works.

**RESOLVED: That fenced off area be created in far corner of cemetery**

- d) To receive quotation for path repairs in the new extension and agree any actions

Quotation received from NELC and agreed as per quotation.

**RESOLVED: That two paths in the new extension be resurfaced as per quotation from NELC**

### **22/38 Future Dates**

Date of next meetings: Tuesday 24<sup>th</sup> May<sup>th</sup> May for planning meeting 7 pm

One meeting Tuesday 7<sup>th</sup> June 2022 7.00 pm + APM and Tuesday 5<sup>th</sup> July and 2<sup>nd</sup> August dates with mid-month dates to be confirmed as required during holiday season.

Office Closure – 16.05.22 to 20.05.22 inclusive

To fix date for Annual Parish Meeting for Humberston for 2022 – 7<sup>th</sup> June 2022.

Beacon Lighting – Thursday 2<sup>nd</sup> June 2022

Centenary Event – 2<sup>nd</sup> July 2022

Christmas Event – Saturday 3<sup>rd</sup> December 2022

To receive any other future dates

### **22/39 Reports**

Fashion Show – Friday 22<sup>nd</sup> April 2022

Sum of £287.10 from fashion show tickets and raffle after expenses of wine etc. removed. Agreed to round up donation to CARE to £300.

**RESOLVED: That £300 be donated to CARE**

To receive any other reports – none received.

### **22/40 Finance**

a) To agree payments as per list circulated

Agreed as per schedule.

**RESOLVED: That payments be made as per schedule circulated.**

b) To note internal audit date of Thursday 26<sup>th</sup> May 2022 for information and agree schedule of works for internal auditor

Internal audit date set for 26<sup>th</sup> May 2022 at 9.30 am and schedule of works agreed as per schedule for previous year.

**RESOLVED: That internal audit schedule of works be approved and passed to internal auditor**

### **22/41 Events**

To receive information on upcoming events and agree necessary actions –

Beacon Lighting - June 2022

Provide a toast which will be provided by Chairman and approved.

Centenary Event – July 2022

2pm to 6 pm and ongoing.

Christmas Event – December 2022

Defer to later meeting.

### **22/42 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**

### **22/43 Personnel Matters**

a) To approve salaries as per schedule circulated

Approved for payment.

**RESOLVED: That salaries all be paid as per schedule circulated.**

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

Chairman closed the meeting at 9.20 pm.

Signed: .....

Date: .....