

MINUTES OF A PARISH COUNCIL MEETING OF HUMBERSTON PARISH COUNCIL ON TUESDAY 3rd DECEMBER 2019 AT 7.15 PM AT WENDOVER HALL, WENDOVER PADDOCK, HUMBERSTON

Present: Cllr Bailey (Chairman)
Cllr. Watkins, Rudd, Clarke, Fenty, Robinson, Hodgins and Stevenson and
Shawhulme (after cooption)

Apologies: Cllr. Scoffin

In Attendance: Cllr. Shreeve, NELC

There were 3 members of the public present, including candidate for cooption.

19/111 Acceptance of Apologies

Cllr. Scoffin due to family bereavement – received and accepted.

RESOLVED: That apologies be received and accepted.

19/112 Declarations of Interest – Code of Conduct 2012

None declared.

19/113 To approve minutes of previous meetings from November 2019:

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

All agreed and signed by Chairman and Chairman of Personnel

RESOLVED: That the minutes of the meetings be accepted as true record and signed by Chairmen

19/114 To receive candidate for CoOption – Mrs. Shawhulme

Candidate invited to say a few words in application for cooption. Chair asked about time commitments and interest in planning. Proposed, seconded and unanimously agreed that Mrs. E. Shawhulme be coopted to fill casual vacancy with immediate effect.

RESOLVED: That Mrs. E. Shawhulme be coopted to fill casual vacancy with immediate effect

19/115 Police Report (for information only)

Written report received and read out by Chairman.

To agree date for public meeting with Police in New Year for awareness of issues including County Lines issues

Chair and Clerk to set up meeting with Police in New Year.

19/116 Highways/Footpaths/Traffic Issues

- a. To receive report from Highways Meeting with NELC on 14.11.19

Chair and Clerk attended with NELC. Consultation being undertaken and then report back to Council. Noted.

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

Fieldhouse Road – Cllr. Fenty advised that NELC will be doing all road. Spring of 2020 see work completed.

19/117 Correspondence

a. To receive any correspondence to date of meeting

None received.

19/118 **Future Dates**

Next Parish Council Meeting – Tuesday 7th January 2020

Personnel Committee Meeting – Tuesday 7th January 2020

Christmas Event Saturday 7th December 2019

To agree donation to Humberston Lions for attendance at event and to consider local Charities for donations from proceeds of events

£100 donation agreed to Lions. Clerk to list all donations already made to local charities/groups etc. and table at January 2020 meeting.

RESOLVED: That £100 donation be made to Humberston Lions for Christmas event and that Clerk List all charitable donations already made for January 2020 meeting.

Office Public Open Session – Friday 20th December 2019

Mid-month Budget/Precept Setting Meeting – Tuesday 21st January 2020

Office Closure – Friday 20th December through to 2nd January 2020

Any other future dates

19/119 **Reports (for information only)**

To receive report from events group

Cllr. Robinson reported that everything was in place.

Public open session – 29.11.19

Chair and Clerk had attended and one resident had attended with cemetery query which had now been actioned and dealt with and resident had acknowledged. Noted.

To receive any other reports

None.

19/120 **Wendover Hall and Paddock**

a) To note replacement basket swing in paddock now in place and item closed

Done.

RESOLVED: That matter is now closed and swing replaced satisfactorily

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

Clerk to progress installation of bolts with RED. Noted.

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

Ward funding received and already in bank account. Cllr. Clarke waiting for supplier to come back with firm price for supply and installation.

RESOLVED: That ward funding noted as received and equipment pending installation

- d) To receive notice from Clerk on matter with regular hirer, receive recommendations from the Clerk and agree necessary actions

Clerk advised on late payments from regular hirer, which had been chased and now payment in full up to date had been made. Clerk advised that this had happened before with this hirer and made recommendations which were agreed for continued payments each month. Clerk to inform hirer. Clerk advised also of long term regular hirer ceasing from January 2020 due to change in circumstance which involves change in venue – Clerk had thanked them for their continued hiring to this date. Also, Clerk advised that there had been a slight damage to the floor following a weekend private hiring and it was agreed that the deposit not be refunded.

RESOLVED: That recommendations for regular hirer be confirmed and put into place as condition Of their continued hiring; that long term hiring cancellation be noted and that Deposit refund for private hiring NOT be made and that the deposit be retained

19/121 Parish Council Matters

- a) To receive information from ERNLLCA/NALC/NELC and note for circulation

Circulated as received and put in circulation bag.

- b) Parish Council Newsletter – to receive report on recent/next edition+ Distribution update

Chairman reported Newsletter was now distributed and distribution had been paid for. Chairman had given distribution team members a small chocolate gift for Christmas also. Noted.

- c) To receive update from Cllr. Scoffin on VE Event and agree any necessary actions

Defer to next meeting due to Cllr. Scoffin's absence.

- d) To receive update on purchase of marquee and agree any necessary actions

Clerk advised received and now moved by cemetery contractor to the storage place agreed. Members would have a trial run to erect and Clerk and Cllr. Scoffin and Chairman would inspect and look at suitable storage boxes. Clerk to cover with insurance.

RESOLVED: That the marquee be stored as agreed and covered under insurance cover

- e) To receive recommendations from Personnel Committee re provision of a litter picker for Humberston Village and agree further actions

Cllr. Robinson gave report. Proposed member of staff currently under contract and that extra hours be offered to cover this post. General duties to be litter picking and light maintenance tasks at paddock, pavilion and other areas when requested. Existing staff member already keyholder so can access Halls. Timesheet/diary to be kept. Trial period of 3 months with 5 contracted hours per week and if more hours worked, then those to be paid at end of each month when verified. Clerk advised this would fall within current staffing budget figure already in place. Agreed duties to include gritting of Strang Walk and Postman's Walk as agreed with Clerk as line manager. Proposal agreed and review at end of March 2020. Two people already expressing interest to be written to and advised that the Parish Council would be covering duties with existing member of staff.

RESOLVED: That existing staff member be offered position as Litter Picker/General Assistant Commencing on 5 hours per week with extra hours worked to be paid at same rate And national living wage rate to be applied. Trial period of 3 months with review at End on number of hours worked. To commence 2nd January 2020.

**Clerk would draft out contract of employment and job description for approval
By Personnel Committee.**

19/122 Allotment Matters

- a) To receive report from allotment inspection held on 27th Nov and agree any necessary actions

Deferred due to weather. Noted.

- b) To receive report re meeting held on 27th November re flooding on allotment plots and agree any necessary actions

Chair reported on meeting and Clerk had circulated written report with three options for consideration by the Council. HAHA had confirmed that only 2 tenants from the 4 concerned wished to share the spare plot no. 82. Proposed that Option 2 be suitable and reviewed annually with each tenancy renewal year.

RESOLVED: That Option 2 be actioned – free tenancy for 4 plots identified and 2 of the plots Confirmed to share free of charge plot no. 82 which was currently spare. To be Reviewed annual and Clerk to draw up separate contract for this to go with each Tenancy agreement for the 4 specific plots.

- c) To receive comments from HAHA re allotment agreement for 2020/21 and agree any necessary actions

Proposed allotment tenancy agreement confirmed with changes as suggested by HAHA.

RESOLVED: That allotment tenancy agreement for 2020/21 is confirmed.

- d) To agree arrangements for collection of rents and renewal of tenancies for allotment plots for year 20/21

Agreed that HAHA hosts in barn on site and Clerk renew tenancy agreements and collect rents as in previous years. Chairman advised she would also attend. Dates agreed and Clerk would publish with January 2020 agenda.

RESOLVED: That Clerk collect rents and renew allotment tenancy agreements during January 2020 With arrangements as previously and hosted by HAHA on dates approved with Chairman

19/123 Cemetery Matters

To agree Working Party set up for progression of issue of additional cemetery space and Agree meeting schedule for working party

Clerk advised this had been agreed but no members appointed. Agreed Chair, Vice-Chair and Cllrs. Rudd, Watkins and Hodgins.

RESOLVED: Cemetery working party formed with members as named and to commence meetings In new year

19/124 Finance

- a) Cheques for authorization as per attached list

All payments to be authorized as agreed.

RESOLVED: All payments to be made as per list circulated.

- b) To consider contribution to Clerk's membership of SLCC for 2020

£50 agreed to be donated.

RESOLVED: That £50 contribution be made to the Clerk’s membership of SLCC

c) To consider renewal of TV Licence for Wendover Hall and agree any necessary actions

No TV licence to be renewed for Wendover Hall as thought not required.

RESOLVED: That a TV Licence for Wendover Hall is not required.

19/125 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

19/126 To receive a request from a member of staff re contracted hours and agree any necessary Actions

Request received from member of staff as appeal to decision by Personnel Committee. Member of staff left room and took no part in discussions.

Agreed for the matter to go back to the next Personnel Meeting.

RESOLVED: That the matter be referred back to the next Personnel Meeting

Chairman closed the meeting at 8.52 pm.

Signed:

Date: