

# WEST HALTON & COLEBY PARISH COUNCIL

30<sup>th</sup> June 2020, 6.30pm at West Halton Village Hall.

## PARISH COUNCIL MINUTES

**Present:**

Councillor Charles Dent (Chair)  
 Councillor Alan Batley ( Vice Chair)  
 Emma Bainbridge  
 Councillor Sue Robinson  
 Councillor Fran Altoft  
 Councillor Steve Hodson  
 Councillor Ralph Ogg

**Organisation:**

West Halton Parish Council  
 West Halton Parish Council  
 Clerk  
 West Halton Parish Council  
 West Halton Parish Council  
 West Halton Parish Council  
 West Halton Parish Council/NLC

**Apologies:**

Councillor Elaine Marper  
 Councillor Helen Rowson  
 Councillor Ian Williams

NLC  
 NLC  
 West Halton Parish Council

<b>Apologies for Absence:</b>	<b>Action</b>
<p>Cllr Dent welcomed everyone to the meeting.                      The above apologies were noted.</p>	
<p><b>Minutes from the Previous Meeting – 17<sup>th</sup> March 2020.</b>                      The minutes of the meeting had been distributed with the agenda for this meeting.                       It was proposed by Councillor Batley seconded by Councillor Hodson that the minutes be accepted as a true record of the meeting.</p>	
<p><b>Matters Arising</b></p> <ul style="list-style-type: none"> <li>• <b>Wedding Request</b> – Cllr Dent reported that he had replied to the bride and groom with the terms and conditions set by the Council. The couple are currently looking at their insurance cover and what it would cover in terms of damage etc. It was also noted that the wedding finish time would need to be agreed. After discussion the Council agreed that the event should have a finish time of midnight. Cllr Dent to contact the couple and make them aware of the finish time and confirm insurance cover.</li> <li>• <b>Website</b> – Clerk has all the previous minutes now saved as a pdf. Clerk to contact Kyanite and ask whether we can have access to update the website. Invoice to pay for the website £192.00 previously and £138.00 for the annual hosting fee. Agreed that this be paid.</li> <li>• <b>Winteringham Lane</b> – Nothing to report.</li> <li>• <b>Litter</b> – Litter had improved during lockdown. A litter pick to be arranged once COVID lockdown rules ease.</li> <li>• <b>Bus Shelter</b> – Defer for now and look at an installation date in the near future. To remain as an agenda item.</li> <li>• <b>Speeding</b> –. After discussion it was agreed that the speeding sign should be placed just past the 30 sign on Coleby Road just before Winteringham Lane and attach to the first street light if needed. Clerk to contact Whitton Parish Council.</li> <li>• <b>Coronavirus Update</b> - Cllrs had received requests from the community to help residents with collecting prescriptions and supplies.</li> <li>• <b>Allotment Request</b> – Clerk reported that we had received a request for an allotment space. It was agreed that a plot be allocated. Clerk to forward Cllr Altoft’s contact email to the person requesting the plot.. It was noted that the Parish Council owned the land. Cllr Dent asked whether we had any deeds that showed the ownership. Cllr Ogg to forward all paperwork re: the allotments to Cllr Altoft to have a look and see if the Council has a copy of the deeds.                      Cllr Ogg declared that he no longer wishes to rent the land for the allotments. Cllr Ogg reported that the rent for the year is £25.00 a year. Cllr Altoft had prepared a draft</li> </ul>	<p>CD</p> <p>ALL</p> <p>ALL</p> <p>CLERK</p>

<p>allotment agreement, risk assessment and other paperwork on behalf of the Council. Councillors to discuss the proposed documents at the next meeting. Cllr Ogg to look at an OS map to define the actual boundary of the allotments. Council to check that the current insurance covers the allotment area too. Need to make the insurance company aware that the Council are responsible for the land.</p> <ul style="list-style-type: none"> <li>• <b>Para motor and Leisure activities at OS Field 4747, Winteringham Lane</b> – It was noted that the activities were restricted to 28 days per calendar year. The Parish Council to continue monitor.</li> </ul>	
<p><b>Flooding – Flood Plan</b>  <b>Flooding</b> – Sandra Howard from the Environment Agency has contacted Cllr Altoft to confirm that she is happy to attend site and bring a technical officer with her. The Parish Council agreed that a site visit take place on a Friday during the day.</p> <p>Clerk to continue populating the draft Emergency plan.</p>	<p>FA</p> <p>Clerk</p>
<p><b>NL Councillor’s Report</b>  Cllr Ogg reported the following:</p> <ul style="list-style-type: none"> <li>• West Halton identified as an area to be expanded in the LDP. Site identified is Winteringham Lane. Clerk to send the link to all Councillors.</li> <li>• Hedge on Winteringham Lane is overgrown. Cllr Ogg to report this to the Local Authority tomorrow.</li> </ul>	<p>CLERK</p>
<p><b>Financial Matters</b>  <b>a) Invoices to be paid</b></p> <ul style="list-style-type: none"> <li>• Kyanite Consulting – website hosting £138.68</li> <li>• Savills – Rent £15.58</li> <li>• Village Hall - £140.00</li> <li>• Fran Altoft - Petrol for the strimmer, paint cemetery sign, stain for the seating in the cemetery £68.90</li> <li>• Clerk Salary - £370.00</li> <li>• HMRC - £80.00</li> </ul> <p>Cllr Dent reported that the original quote from Richard Mason for legal fees was quoted as £250. Due to the time it has taken to sort the lease and work undertaken by Richard and his team it has been requested that an additional £500.00 be paid to cover the time and work involved. The Council agreed that Cllr Dent contact Richard and ask what the disbursements were. Cllr Dent to report.</p> <p>The above amounts were approved and cheques raised.</p> <p>Cllr Dent to email over a copy of the scheduled payment dates for future meetings.</p> <p><b>Mandate – Yorkshire Bank</b>  A new mandate to be circulated to all Councillors. This will allow the Parish Council access to internet banking.</p> <p><b>Annual Accounts AGAR 2019/20</b> – It was agreed that any surplus expenditure be spent on maintenance for the village hall wall. Cllr Batley reported that he had carried out an internal audit of the 2019/20 accounts and noted the following issues:</p> <ul style="list-style-type: none"> <li>• Layout of the spreadsheet needs to be amended to show cheque numbers in order. The formulas need checking to ensure that they are correct.</li> <li>• 2018/19 – duplicated cheque showing on 2018/19 and 2019/20.</li> <li>• allocated.</li> <li>• Ensure that the invoice dates and meeting agreed dates are correct.</li> </ul> <p>It was agreed that the Clerk look at the annual return after the meeting with Cllr Dent and Cllr Batley.</p>	<p>CD</p>

<p><b>Highway Matters</b></p> <p>a) Holes in road surfaces: Nothing reported. b) Street lights: Church side street light changed to LED lighting now.</p>	
<p><b>Planning</b></p> <p>a) Planning Permission Requested: PA/2020/206 – no decision made. The Parish Council had no objections. b) Planning Permissions Refused: None.</p>	
<p><b>Village Green</b></p> <p>Goal posts need to be erected. Councillors to organise a date and time to put them into place as the posts are not designed to be erected as a permanent fixture.</p> <p>Wall – Cllr Altoft has chased D.Roberts re: the wall quote and had no response. Agreed to contact another local businessman for a quote to repair the wall.</p> <p>Cllr Altoft and Williams have repaired the gate and painted it. Cllr Altoft has painted the seat in the grave yard.</p> <p>Two dead trees in the green. Let the Church Commissioners know that we are having to dispose of the trees. Cllr Dent to contact the Church Commissioners to ask whether we are responsible for maintenance of the trees. Quote for a tree surgeon in to remove.</p>	<p>ALL</p> <p>CD</p>
<p><b>Play Area</b></p> <p>It was noted that play areas can re-open on the 4<sup>th</sup> July. Therefore the equipment will be available for use from that date. Cllr Dent is to erect the dog fouling sign. Cllr Altoft has purchased a sign to put on the gate stating no dogs which will be put on the entrance to the play area.</p>	<p>CD</p>
<p><b>Other Business</b></p> <p><b>Parish Paths</b> – to remain as a future agenda item. Quotes sought from Grove Groundworks and John White contacted. Grove Groundworks £80 a cut x 3 cuts a year £240.00 for the year, the Council allocated £230.00. The Council agreed that Grove Groundworks carry out the work. First cut to be done sooner rather than later.</p> <p>It was noted that at the bottom of Water Lane the footpath is being blocked by branches and twigs etc. The trees hang over and are the land owner’s responsibility. Parish Council to write to the landowner asking him to address the issue. Cllr Altoft to send details to the Clerk.</p>	<p>CLERK</p>
<p><b>Correspondence Received</b></p> <p>NLC Forthcoming meetings was sent to Councillors via email.</p>	
<p><b>Comments from Councillors to Chairman and Clerk</b></p> <p>Cllr Dents declaration of interests was sent via email last year. Forwarded to the LA again.</p>	
<p><b>16 - Date and Time of the Next Meeting</b></p> <p>Future proposed meeting dates: 28<sup>th</sup> July, 6.30pm (to be rearranged).</p>	