



**WEST HALTON AND COLEBY PARISH COUNCIL**  
**Minutes of the Parish Council meeting held on Tuesday 7<sup>th</sup> February at 18.30 – venue West Halton Village Hall**

**Present**

Cllr Charles Dent (Chair)	West Halton and Coleby Councillor
Frances Altoft	Clerk
Cllr Ian Williams	West Halton and Coleby Councillor
Cllr Alan Batley	West Halton and Coleby Councillor
Cllr Ralph Ogg	North Lincolnshire Councillor & West Halton & Coleby Councillor

One member of the Public

Abbreviations; NLC – North Lincolnshire Council  
 WH&CPC – West Halton and Coleby Parish Council

**Apologies**

Cllr Helen Rowson	North Lincolnshire Councillor
Cllr Elaine Marper	North Lincolnshire Councillor

<b>1. Apologies for Absence</b>	<b>Action</b>
Cllr Dent welcomed Councillors to the meeting. The above apologies were noted.	
<b>2. Minutes of the last meeting</b> The minutes of January 11 <sup>th</sup> , 2023, were approved; Proposed Cllr Williams; Seconded Cllr Batley. The minutes from the meeting November 2022 were not available to approve. Cllr Dent to bring to next meeting for approval	AP230111:01 Cllr Dent <b>Ongoing</b>
<b>3. Matters Arising</b> <b>Bus Shelter</b> – Shuttering for bus shelter base. <b>AP230111:02 closed</b> Cllr Ogg advised that several residents in Coleby had raised concerns about the lack of a bus shelter and that the one the council have purchased is not fit for purpose. After a discussion it was decided to look at purchasing a similar wooden structure (like the previous shelter) base measurements are 3265mm x 170mm AP1	AP230207: 01 Cllr Ogg
<b>Phone Box</b> – Door still requires hanging. Cllr Dent to action. Residents are keen to utilise the box (Book swap/plant swap etc)	AP230111:03 Cllr Dent <b>ongoing</b>
Paving slabs – Clerk contacted local resident who apologised for the delay. Clerk to continue to liaise with resident	AP230111:04 Clerk <b>Ongoing</b>
<b>Speeding signs</b> – Clerk contacted Jonathon Lillicrap @NLC and has requested for NLC to commence with pole installations. Mr Lillicrap will send official notification to WH&CPC stating the agreed price and date of commencement.	AP230207: 02 Clerk
Clerk updated grant information <b>AP230111:05 Closed</b> Cllr Dent had checked the Verio web page for the cost of the speeding signs. He advised that the prices had gone up and no available stock at present. Cllr Dent to re check and confirm new price and availability prior to sending in community grant to NLC	AP230111:06 Cllr Dent <b>ongoing Submission</b> AP230207: 03 Cllr Dent (check new price)
<b>Notice boards</b> – Notice board on line have sent through several different font designs. It was unanimously agreed that font 3 is the best. See attached appendix 2. Proposed Cllr Dent Seconded Cllr Batley. Clerk to order boards Clerk to order new noticeboards. Clerk to check with NLC to ensure that it will be acceptable to install a noticeboard on the road verge in Coleby	AP230111:07 Clerk <b>on going</b> AP230111:08 Clerk <b>on going</b>

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<p><b>Councillor vacancies and new clerk position</b></p> <p>Cllr Williams contacted the interested resident. The resident is pleased to accept the nomination; Mr John Clough. <b>AP230111:11 Closed</b></p> <p>Cllr Dent to provide necessary application forms to Cllr Williams</p> <p>Cllr Dent contact NLC concerning changes on WH&amp;CPC. <b>AP230111:13 Closed</b></p> <p>Second vacancy to be filled during May 2023 elections and to be advertised April 2023. The vacancy is already visible on the web page</p> <p>The Clerk has circulated NLC application forms for the elections in May. All Councillors will require to complete and return these. Cllr Dent to check on the dead line date for submission</p> <p>Cllr Dent to provide Mrs Altoft with contract of employment. This was present to Mrs Altoft at this meeting and was duly signed by both parties. <b>AP230111:09 Closed</b></p> <p>Cllr Dent is to arrange a handover meeting for Mrs Altoft with the previous clerk Mid February</p> <p><b>Website</b> - Clerk web page updates. <b>AP230111:14 Closed.</b> It was decided that the council would keep this internet provider and monitor throughout 2023. Clerk to monitor and report back. No action issued – on going monitoring</p> <p><b>Village Hall</b> – A representative from the village hall, Mr K Reed attended the meeting. He raised a few issues which are mentioned under the subject titles</p>	<p>AP230111:12 Cllr Dent <b>on- going</b></p> <p>AP230207:04 Cllr Dent</p> <p>AP230111:10 Cllr Dent <b>on- going</b></p>
<p><b>4. NLC Councillor’s Report</b></p> <p>NLC representative Cllr Ogg reported that pot holes and road surfaces were a major concern in many villages.</p> <p>Plans are being drawn up for the installation of a new roundabout along Burringham Road to allow access to the M181</p>	
<p><b>5. Financial Report</b></p> <p><b>Current and savings account update</b> - Current account as of 07.02.2023 = £7859.56; savings account = £3,628.98</p> <p><b>In bloom grant</b> – £193.00 grant confirmed with a total budget of £350.00. Plants have been purchased and receipt and project report submitted to NLC. <b>AP230111:16 closed</b></p> <p>Cllr Dent advised a payment of £158 has been received from NLC and was this part of the inbloom grant; Clerk to investigate</p> <p><b>Debit card.</b> Cllr Dent debit card is possible <b>AP230111:38 closed.</b> Cllr Dent to visit bank in Scunthorpe to arrange. Cllr Dent explained that strict financial rules require to be in place for a debit card and presented proposed rules – see attached appendix 1. It was agreed that the WH&amp;CPC financial regulations would be updated to include this statement. Cllr Dent to update financial regulations</p> <p>Cllr Dent to forward on to clerk payment calendar</p>	<p>AP230207:05 Clerk</p> <p>AP230207:06 Cllr Dent (bank visit)</p> <p>AP230207:07 Cllr Dent (update docs)</p> <p>AP230111:17 Cllr Dent <b>on going</b></p>



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<p><b>Outstanding invoices to pay</b></p> <p><b>Kyanite</b> – Chase outstanding invoice <b>AP230111:18 Closed</b> – received and <b>paid</b>          Adrian AS Farming £1200.00. <b>Paid</b>          Grove Groundworks - £770.00 4<sup>th</sup> Cut PROW £80.00 and 3 cuts verges £690.00 <b>Paid</b>          Christmas tree (West Halton village Hall) £25.00          Replacement gate posts £193.00 + VAT (return payment to Cllr Dent)          Hall Hire amount unknown Cllr Dent to advise          Cllr Dent to arrange above payments</p> <p><b>New Payments</b>          Noticeboard on line – £2174.40          Playdale spring – £105.60          Mr K Reed – various receipts bolts/steel pole/wood for benches £79.80          Cler to arrange above payments</p> <p>Standing order to be set up for Clerk office allowance £24.00</p> <p><b>NLC Grass Cutting Allowances</b> Cllr Ogg had previously implied NLC grants may not be available. Action point was issued (Cllr Dent) <b>AP230111:15 closed</b>          The Chair confirmed NLC allowances for financial year 2023          PROW - £226.00          Verges £1637.00          Cllr Dent confirmed that Grove had agreed to carry out the grass cutting at the same prices as 2022. 9 verge cuts a year @ £230 a cut; 4 PROW cuts @ £320.00. Clerk to contact Grove to request a grass cutting schedule for 2023</p> <p>The Clerk noted that the asset register on the web page needs updating (current one is from 2020). Cllr Dent to amend and issue to Clerk</p>	<p>AP230207:08 Cllr Dent</p> <p>AP230207:09 Clerk</p> <p>AP230207:10 Cllr Dent</p> <p>AP230207:11 Clerk</p> <p>AP230111:39 Cllr Dent <b>on going</b></p>
<p><b>6 Highways matters</b></p> <p>The 30mph sign – still an issue. Clerk to see if anyone within highways department would assist.</p> <p>Salt bins – Cllr Williams advised that he had reported the empty bins to NLC. During the last cold spell, a gritter was seen in West Halton – probably due to the empty bins.</p> <p><b>Fly Tipping</b> – There has been a large fly tip along Coleby Road and was reported by a resident NLC quickly cleared the tip. It was noted that many large fly tips still occur within the parish</p>	<p>AP230111:19 Clerk <b>on going</b></p> <p>AP230111:20 Cllr Williams <b>on going</b></p>
<p><b>7. Planning</b></p> <p>No planning applications received.          Winterton Solar Park. Cllr Dent to write to Arcus Consultancy Services.</p>	<p>AP230111:21 Cllr Dent <b>on going</b></p>
<p><b>8. Village Green + Graveyard</b></p> <p><b>Play equipment</b> – Damaged gate spring.          Cllr Dent to provide the name of the company <b>AP230123:22 Cllr Dent closed</b>          Cllr Williams to contact company. <b>AP230111:23 Cllr Williams closed.</b>          A quotation has been received from Playdale – Total cost inc delivery £105.60. It was agreed to purchase the spring. Proposed Cllr Batley. Seconded Cllr Dent. Clerk to complete customer order form, arrange payment and order new spring (see finance)</p>	<p>AP230207:12 Clerk</p>



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<p><b>Graveyard</b> – Plant of internment area provided by Cllr Dent <b>AP230111:24 Closed</b></p> <p>Three residents still require burial plots registering in their names; Mrs Sparks; Mr and Mrs Robinson. Clerk will take action however the plot numbers require identification. Cllr Dent to provide to Clerk</p> <p>The graveyard little bin needs moving. Cllr Dent to contact Cllr Ogg to arrange <b>AP230111:26 Closed</b> A discussion took place and it was agreed clerk to contact Grove Ground to obtain a price</p> <p>New sign for graveyard. Cllr Williams revisited and decided that the sign needed a new wood border and cleaning. <b>230111:27 closed,</b></p> <p>Discussions took place concerning the current costs of internment, Urn internment etc. Cllr Dent stated that these had not been reviewed for some time. Clerk to check other parish costs and feed back at the next meeting</p> <p><b>Goal posts</b> – Mr Reed reiterated the urgency to have these installed as many residents had been asking about them.  Cllr Dent - ground anchors. <b>AP230111:28 Closed</b>  Cllr Dent - size of bolts <b>AP230111: 29 Closed</b>  Clerk to source bolts -  Once bolts sourced Cllr Williams to liaise with residents</p> <p><b>Village gate repairs</b>  Cllr Dent to provide additional gate key to Clerk. <b>AP230111:32 closed</b></p> <p><b>Short lane gate</b> - Cllr Williams to liaise with local residents <b>AP230111:33 closed</b>  Mr Reed presented several invoices one of which was a steel pole for the gate (see under finances). Mr Reed explained he and some other residents would erect the pole, paint and re install the gate. The council expressed their thanks to Mr Reed</p> <p><b>Whitton Road gate.</b> Cllr Dent Grove contact information. <b>AP230111:34 closed.</b> Contact Rick Green – <a href="mailto:rickgreen30@outlook.com">rickgreen30@outlook.com</a>  Clerk to obtain price for removal, pole installation and rebuilding of surrounding fence.</p> <p><b>Wall Repairs</b> – D Fielding confirmed that work would commence Monday 13<sup>th</sup> February. He requested for all the greenery and stones to be moved off the section of the wall from where the last work took place up to the village green entrance gate on Short Lane and for water to be provided. Cllr Williams volunteered to carry out these tasks.</p> <p><b>Grass cutting</b> – Cllr Dent to issue grass cutting plan. <b>AP23011137 closed</b></p>	<p>AP230111:25  Clerk <b>on going (register)</b></p> <p>AP230207:13 Cllr Dent (grave numbers)</p> <p>AP230207::14  Clerk</p> <p>AP230111:27 Cllr Williams</p> <p>AP230207::15  Clerk</p> <p>AP230111:30  Clerk <b>on going</b>  AP230111:31 Cllr Williams <b>on going</b></p> <p>AP230111:35  Clerk <b>on going</b></p> <p>AP230207:16 Cllr Williams</p>
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<p><b>9. New Business</b></p> <p>Recent electrical installation and work. Cllr Dent to write to Northern power grid  Cllr Dent requested some photos of the new and old poles. Cllr Williams to oblige</p> <p>Mr Reed stated that the Village Hall would like to organise a Summer Camp Out on the village green and he wondered if this would be possible. The Council advised that the lease would require checking to see if this would be possible.</p> <p><b>Coronation weekend.</b> Mr Reed confirmed that the village Hall would be organising an event to celebrate the Coronation and he invited members of the PC to assist where ever possible</p> <p><b>Christmas Luncheon.</b> Mr Reed information the council that the village hall committee are looking at reviving the Christmas Luncheon</p> <p><b>Coleby Defib.</b> Cllr Ogg stated that Coleby residents had pushed again for the installation of a defib. One issue is that the defb requires mains power and it is proving difficult to find a suitable location however one resident had come forward and agreed to have the machine installed on their wall. Cllr Ogg advised that the cost of a defib was approximately £1500.00. Cllr Dent stated that the council would send in a community grant request to cover the cost and this would be done along side submission of the community grant request for the speeding signs and poles. Combined with on going AP230111:06</p> <p><b>Village hall noticeboard.</b> Mr Reed had asked if it were possible to put up a village hall noticeboard in Coleby. Cllr Ogg had contacted a local resident to see if it would be possible to attach the board to their wall, however the resident declined. After discussions it was decided to attach the noticeboard to the new bus shelter once erected</p>	<p>AP230111:136 Cllr Dent <b>on going</b>  AP230207:17 Cllr Williams  AP230207:18 Cllr Dent (lease)</p>
<p><b>10. Correspondence received</b></p> <p>NLC long term housing plan. Cllr Dent will forward the E mail to all WH&amp;CPC councillors, along with a draft letter to NLC.</p> <p>Clerk received an E mail from Active England. <a href="mailto:activeplaces@adetiq.co.uk">activeplaces@adetiq.co.uk</a>. Active England hold a database of sports fields etc throughout the UK. They required an update on WH&amp;C facilities (football field etc). Clerk has updated the web page and created account and password. Password is Parishcouncil1234</p> <p>Serenity Memorials. Clerk had received an email from E Marper requesting her to contact Serenity memorials as they had not been able to make contact with anyone concerning the installation of a headstone. Clerk called the company and received a picture of the proposed headstone for Mr Harry Oliver. The council agreed the proposed headstone. Proposed Cllr Williams; seconded Cllr Dent. Clerk to feed back to Serenity Memorials</p>	<p>AP230111:40 Cllr Dent <b>On going</b></p> <p>AP230207:19 Clerk</p>
<p><b>11. Any other business</b></p> <p>The Clerk informed the council that she had applied for the vacancy of Winteringham Parish Clerk and that she had been successful in her application.</p>	
<p><b>12. Comments from the Councillors to the Chairman and Clerk</b></p> <p>No comments made.</p>	



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<p><b>13. Date and time of next meetings;</b> <b>7<sup>th</sup> March 2023 18.30 West Halton Village Hall; 4<sup>th</sup> April 2023 18.30 West Halton Village Hall; 3<sup>rd</sup> May 2023 18.30 West Halton Village Hall</b> Attached Appendix 1 Debit card instructions. Appendix 2 Agreed font</p>	
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Unapproved

## **Appendix 1 Debit card regulations proposed wording**

### **Introduction**

*In view of the increase of internet purchasing due to the potential savings that online purchasing may offer and the requirements of maintaining operations, West Halton & Coleby Parish Council may authorise the issue of debit cards to the Parish Clerk for business use. This policy refers only to the issue and use of Council debit cards.*

### **Policy Statement**

*The issue of a Council debit card to the Clerk must be authorised by the Parish Council and be issued to the named person for their use only, no other individual may use the debit card.*

*The financial limit of each issued debit card shall not exceed £200. Upon being issued a debit card the named person shall be advised of their individual financial limit.*

*The named person issued with a debit card is solely responsible for its safe keeping and usage and for ensuring that the card is not used by others. In particular, PIN numbers will only be issued to the card holder and must be kept confidential, as must the card security (CSC/CVN) number.*

*Lost or stolen cards must be reported to the issuing bank immediately upon discovery that the card is missing. With no exceptions the members of the Parish Council must also be informed immediately.*

*In the event of any employee's termination of employment or any named person issued a debit card and ceased to be a member of the council, they must return any issued debit card to the Council and the card will be destroyed.*

*The issuing bank must be advised to cancel the debit card to prevent any unauthorised usage.*

### **Usage**

*Cash withdrawals are not permitted. A debit card issued to an employee or named person shall be used for business purposes only and in conjunction with the employee's job role or execution of duties as Clerk of the Parish Council. It shall not be used for any non-business transactions nor for any personal purchases.*

### **Reconciliation and Inspection**

*Receipts for all purchases must be presented to the Parish Council at the subsequent Council meeting. Receipts are checked and subsequently accepted by the Parish Council and this decision recorded in the minutes. The transaction receipts shall be reconciled monthly with the bank statements. In the event of any discrepancy, the Clerk and Chair must be notified and an investigation initiated.*

*The cardholder is responsible for obtaining and submitting receipts for all transactions. Failure to produce transaction receipts may result in the cardholder being held liable for the sum of the said transactions.*

### **Fraudulent or Misuse of a Debit Card**

*If the cardholder misuses the debit card or fraudulently uses the card, this may result in disciplinary action being taken against the cardholder. This policy forms an addendum to the Council's Financial Regulations.*

*Appendix 2 agreed font*



# West Halton and Coleby Parish