



WEST HALTON AND COLEBY PARISH COUNCIL
Minutes of the Annual Parish Council meeting held on Thursday 11th May 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 John Clough	West Halton and Coleby Councillor

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

<p>1. Election of Chairman and to receive the Chairman’s Declaration of Acceptance of Office Cllr Dent was duly re-elected as the Chair. Proposed Cllr Williams; seconded Cllr Clough</p>	<p>Action</p>
<p>2. Election of Vice Chairman Cllr Williams proposed Cllr Clough. This was seconded by Cllr Dent. Cllr Clough accepted the position of Vice Chair.</p>	
<p>3. Apologies for Absence No apologies for absence were received</p>	
<p>4. Declarations of interest No Declarations of interest were expressed</p>	
<p>5. Minute of the previous meeting The minutes of the meeting from 4th April were approved and signed; Proposed Cllr Williams; seconded Cllr Clough. The minutes of the meeting from November 2022 were not available to approve. Cllr Dent to provide urgently</p>	<p>AP230111:01 Cllr Dent Ongoing</p>
<p>6. Reports from Ward Councillors No ward councillors were present</p>	
<p>7. Internal Audit AP230404:09 Closed Cllr Dent to provide clerk with Smailes Goldie The Clerk confirmed that Glover accountants, Oswald Road, Scunthorpe had agreed to audit the year end accounts. The clerk presented the audited excel year end accounts. These were duly signed by the Chair and Clerk. Proposed Cllr Clough; seconded Cllr Williams. AGAR form – AP230404:10 Closed Cllr Dent was to check to see if council exempt from AGAR reposting. The clerk presented the AGAR forms to confirm that the council is exempt however all sections of the form must be completed. The clerk will send 2022-2023 AGAR form to Glovers for completion. All other AGAR information to be completed for the June meeting – see also under finance</p>	<p>AP230511:01 Clerk (Form)</p>
<p>8. Policies and procedures. The following polices and procedures were reviewed and duly signed by the Chair;</p> <ul style="list-style-type: none"> • NALC Standing orders • NALC Financial regulations • Asset register • Risk assessment • Health and safety • Freedom of information <p>Note slight amendment to issued agenda. The General Powers of Competency were not reviewed and signed as the Clerk is not yet fully qualified. All reviewed policies to be uploaded to the web page</p>	<p>AP230511:02 Clerk (Web)</p>



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<p>Cllr Dent has noticed some duplication within the text on the Child protection policy and the safeguarding policy. Cllr Dent to check the wording and bring the amendments to the next meeting</p>	<p>AP230511:03 Cllr Dent (duplications)</p>
<p>9. Matters arising from the minutes</p> <p>Bus Shelter – Erect bus shelter on Alkborough road bus stop. Clerk to check with NLC to see if planning permission is required AP230404:01 Closed Cllr Dent to provide picture of purchased bus shelter. It was agreed to utilise a picture off the suppliers web page. Clerk to obtain and send to NLC (with AP230309:01) AP230402:02 Closed Cllr Williams to clear Alkborough road bus stop of vegetation</p> <p>Coleby Bus Shelter – Wooden structure to be purchased. It was agreed that the Clerk could utilise the debit card to make this purchase as the cost (£560) is over the £200 agreed limit (Financial regulations point 11). Proposed Cllr Dent; seconded Cllr Clough</p> <p>Phone Box – Door still requires hanging. It was noted that many plant swaps had taken place.</p> <p>Paving Slabs - Clerk to liaise with Grove with regards to price</p> <p>Speeding signs – NLC site survey. AP230207:02 Closed Clerk has contacted NLC to request site survey. However, NLC will not proceed until WH+CPC have paid up front for the work – see under finance. Cllr Dent to submit community grant application to cover the costs of pole installation and one speeding sign. (Defib grant to be completed by clerk). Agreement was made that WH+CPC would contribute £500 towards the cost of the poles/speeding sign.</p> <p>Police and crime commissioners Grant Application – Clerk to complete – for two speeding signs and £500 contribution from WH+CPC</p> <p>Noticeboards – The noticeboards were delivered Wk15. AP230404:05 Closed Cllr Williams and Cllr Clough arranged for their installation. There is slight damage on one of the boards. The clerk has received some touch up paint. Cllr Williams to touch up noticeboard</p> <p>Cllr Vacancies – The Clerk has not yet contacted the resident who expressed an interest. Cllr Dent offered to take action point. AP230309:05 transferred. The official NLC Co-option notice has been displayed on the web and noticeboards. It is hoping that someone from Coleby will express an interest.</p> <p>Coleby Defib – AP230111:06. Cllr Dent applying for community grant in conjunction with speeding project. Clerk offered to make separate grant request for defib. New action issued The Clerk questioned whose responsibility is it to maintain Defibs. It has been noted that the one outside West Halton Village Hall is in a poor state. The exterior labels in places are unreadable and it is covered in algae. Clerk to ask NLC as to where the responsibility lies</p> <p>Electrical work Cllr Dent to write to Northern Power Grid.</p>	<p>AP230309:01 Clerk (permission) on going</p> <p>AP230403:03 Clerk (Purchase) Ongoing</p> <p>AP230111:03 Cllr Dent (door) On-going</p> <p>AP230111:04 Clerk (slabs) On-going</p> <p>AP230111:06 Cllr Dent (grant submission) on going</p> <p>AP230404:04 Clerk (Police grant)</p> <p>AP230511:04 Cllr Williams (Paint)</p> <p>AP230309:05 Cllr Dent (contact resident)</p> <p>AP230511:05 Clerk (Defib grant)</p> <p>AP230511:06 Clerk (NLC contact)</p> <p>AP230404:06 Cllr Dent (Powergrid) On-going</p>



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<p>Solar Farm – Cllr Dent to write to Solar Farm</p> <p>Cllr Rowson to check with NLC concerning possible prosecutions for littering</p>	<p>AP230111:21 Cllr Dent (Solar) On-going</p> <p>AP230404:14 Cllr Rowson On-going</p>
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<p>10. Finance</p> <p>The following documents were presented by the Clerk and duly accepted and signed by the Chair and RFO. Proposed Cllr Williams; seconded Cllr Clough</p> <ul style="list-style-type: none"> • Bank statements April 2023 • Cashbook April 2023 • Summary receipts and payments April 2023 • Bank reconciliations April 2023 • Receipts and payments v Budget April 2023 <p>Current account £8474.90 – Reserve account £3628.98 as of 11th May 2023</p> <p>The following payments were agreed. Clerk to arrange for payments to be entered into Virgin On line</p>	<p>AP230511:07 Clerk (payments)</p>
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Invoice and date	Company	Reason for invoice	Amount
24/04/2023	HP Instant Ink	Clerk expenses Ink cartridges for printer	£4.95
QL202811-1 23/04/2023	SLCC	Clerk expenses Training	£60 (half to be paid by another PC)
25/04/2023	Post Office	Clerk expenses – return of spring	£5.39
205-6026245- 0674726 17/04/2023	Shenz (Amazon)	Clerks expenses for Magnets for noticeboards	£4.99
825248 27/04/2023	Savills	Village Green Rent	£30.42
74014021 24/04/2023	NLC	Supply and installation of posts for speed cameras	£1494.43 ****
18/04/2023	Wickes	Postcrete for noticeboards	£25.60. Purchased with debit card
Inv 368 30/04/2023	Grove Groundworks	Mend Coleby road/fencepost/gate	£190.00

<p>**** NLC invoice. It was unanimously agreed that this invoice would not be paid in the May payment run. Community grant will be submitted asap to cover the costs of this invoice – see speeding project.</p> <p>Payment calendar – Cllr Dent to provide to Clerk</p> <p>Standing order to Clerk £26. AP230207:10 Closed Standing order was created. However the clerk stated that she is only allowed one payment of £26 therefore this cost needs to be shared between WH&CPC and Winteringham. Clerk will discuss with Winteringham</p>	<p>AP230111:17 Cllr Dent (Calendar) On going</p>
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<p>AP230404:07 Closed Rates paid AP230404:08 Closed Confirm rent review to Savills</p> <p>Year end Account Reporting (see point 4 Internal Audit).</p> <p>Clerk confirmed that the VAT return for year 2022-2023 has been submitted to HMRC</p>	
<p>11. Highways 30mph sign – Clerk to contact NLC – log a new case along with photo It was noted that the pothole outside the Village Hall had finally been filled. Cllr Dent reported that the drain culvert outside his property seems to be blocked. Clerk to report on the NLC web page The Clerk has reported the damaged bollards on the grass traffic island at West Halton/Coleby road junction. NLC stated that the bollards have been checked and all is ok at present. This is not the case as one of the bollards is practically smashed and horizontal. Clerk to re raise the issue with NLC</p>	<p>AP230111:19 Clerk (30MPH) on-going AP230511:08 Clerk (drain) AP230511:09 Clerk (bollards)</p>
<p>12. Planning It was noted that no new applications have been issued.</p>	
<p>13. Graveyard A new internment request has been received. Clerk to liaise with Threadgolds AP230404:12 Closed. Grave reservation made- awaiting payment</p>	<p>AP230511:10 Clerk (Threadgolds)</p>
<p>14. Village green Play equipment. Damaged gate spring. When Cllr Batley tried to fit the spring it was found that the company had sent an incorrect sized spring. Clerk has contacted the company and received a replacement spring FOC. Cllr Batley to fit new spring asap</p> <p>NLC SLA – Clerk to ensure inspection takes place in June</p> <p>It was noted that the football pitch is being used consistently since the goal posts and nets have been hung. It is fabulous to see all the young people out playing football. Asset location – strimmer – Clerks residence</p> <p>Whitton road gate – AP230309:14 Closed Grove has replaced all rotten posts and re-hung gate. The Council agreed that Grove had done an excellent job. Cllr Williams proposed that some oil based stain should be purchased to re stain the gates at a cost of £46. It was agreed for the Clerk to use the debit card to purchase stain from Amazon Cllr Williams reported that the council strimmer needed more chord. He advised that Amazon sell the correct chord for £12.99. it was agreed that the Clerk could purchase the chord using the council debit card. Both purchases; Proposed Cllr Williams; seconded Cllr Dent</p> <p>Wall repairs – Clerk has written to Savills – awaiting response. Clerk will chase up Summer Camp out - AP230309:18 closed. The clerk confirmed that Savills have given permission for the event to go ahead. The Clerk has written to the Village Hall committee.</p> <p>Alkborough Lane Bench – AP230404:13 Closed Cllr Williams explained that no further reports have been received concerning school children climbing on the bench and walls. If any more incidents occur Cllr Williams will speak with the children</p>	<p>AP230309:12 Cllr Batley (Spring) on-going AP230404:11 Clerk (SLA) On-going</p> <p>AP230511:11 Clerk (purchases)</p> <p>AP230310:16 Clerk (letter) Ongoing</p>



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<p>15. New Business Cllr Williams reported that many people are concerned about the over hanging Ivy on the village green wall along Coleby road. The footpath here is particularly narrow and the ivy is making the footpath even narrower. Cllr Williams to organise a working party to cut back the ivy</p>	<p>AP230511:12 Cllr Williams (work party)</p>
<p>16. Correspondence received No other correspondence received</p>	
<p>17. St Etheldredas Church Next Service 28th May 11.15 Holy Communion</p>	
<p>18. Village Hall The Coronation celebrations went well all be a slightly lower turn out than for the Jubilee in 2022. Everyone still had a good time and thanks went to the VH committee for all their hard work in organising the event. The car boot sale well attended and the Easter Egg hunt was a great success with 32 children and their families participating. Summer BBQ - 17th June Summer Craft fayre 30th July Summer Camp out date to be confirmed</p>	
<p>19. Butchers Arms Coronation Quiz 6th May. Bingo night 18th May</p>	
<p>20. Comments to the Chair and Clerk No comments</p>	
<p>21. Any other business Village Newsletter combined with the Pub, church, village hall and Parish Council NLC Future housing plan. AP230111:40 Closed Cllr Dent explained that the Government had removed this statutory requirement from local authorities The Clerk has requested for a local farmer to cut down all the blackthorn creepers which seem to be taking over the allotments The meeting closed at 20.25</p>	<p>AP230309:23 Clerk On-going</p>
<p>22. Date of next meeting 7th June 2023 18.30 West Halton and Coleby village hall</p>	

Signed Date..... Position.....