



## WEST HALTON AND COLEBY PARISH COUNCIL

### Minutes of the Parish Council meeting held on Thursday 5<sup>th</sup> October 2023 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
Cllr Janet Van Der Westhuizen	West Halton and Coleby Councillor
NLC Ward Councillor R Ogg – left at 19.00	

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

<b>1. Apologise for Absence</b>	<b>Action</b>
None received. Quorate – 4 councillors present	
<b>2. Declarations of interest</b>	
No declarations of interest were expressed. No dispensations were raised	
<b>3. Minutes of the previous meeting</b>	
Amendment to issues minutes; Point 6 – Insurance premium figure was omitted £670.00 Point added. Revised minutes of the Meeting held on 7 <sup>th</sup> September 2023 were accepted and signed as a true record of business transacted. Proposed Cllr Clough; seconded Cllr Van Der Westhuizen	
<b>4. Matters arising from the previous minutes</b>	
<b>Bus shelter Alkborough Lane;</b> Ward Cllr Ogg to arrange delivery	AP230706:01 Cllr Ogg (shelter) <b>Ongoing</b>
<b>Phone Box</b> – Cllr Dent to fit	AP230111:03 Cllr Dent (Door) <b>Ongoing</b>
<b>Speeding signs and Grant submission.</b> NLC requested during September updated safeguarding policies. Clerk to complete and return to Cllr Dent along with signed H+S policy Clerk <b>AP231005:01</b> NLC pole installations. Clerk signed disclaimer and returned to NLC	AP230706:04 Cllr Dent (chase grant) <b>Ongoing</b>
<b>Noticeboards</b> – Slight damage requires touching up	AP230511:04 Cllr Williams (Paint) <b>Ongoing</b>
<b>Electrical work</b> – Cllr Dent chasing response	AP230404:06 Cllr Dent (Powergrid) <b>On-going</b>
<b>Solar Farm</b> – Cllr Dent chasing response	AP230111:21 Cllr Dent (Solar) <b>On-going</b>
<b>Coleby Defib</b> –Ward Cllr Ogg to speak Coleby resident. There is still a notice on Coleby noticeboard requesting residents to come forward with a suitable location.	AP230907:01 Cllr Ogg (Defib) <b>On-going</b>
<b>Cllr Vacancies</b> – No residents have applied. To be displayed on all noticeboards Clerk <b>AP231005:02</b>	AP230607:12 Cllr Dent (bench) <b>on going</b>
<b>Asset inspection</b> - nothing major to report. A lot of weeds along roadsides. Weeds around new Coleby Bus Shelter. Winteringham lane in urgent need of a clean-up. The footpath is overgrown; weeds growing all down the roadsides	
<b>Alkborough Lane Bench</b> – Cllr Dent to speak with local resident and fix with ground anchors	



## WEST HALTON AND COLEBY PARISH COUNCIL

### Minutes of the Parish Council meeting held on Thursday 5<sup>th</sup> October 2023 at 18.30 – venue West Halton Village Hall

<p><b>5. Reports from Ward Councillor(s)</b> NLC full council 05/10/2023 discussed proposed Scunthorpe hospital changes to cardiology and other services.</p>																					
<p><b>6. Accounts</b> The following documents were presented by the Clerk and duly accepted and signed by the Chair and RFO. Proposed Cllr Williams; seconded Cllr Van Der Westhuizen</p> <ul style="list-style-type: none"> <li>• Bank statements September 2023</li> <li>• Summary receipts and payments September 2023</li> <li>• Bank reconciliations September 2023</li> <li>• Receipts and payments v Budget August 2023</li> </ul> <p>Current account £4.76042 Reserve account £3.630.78 as of 30<sup>th</sup> September 2023</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 5px;"> <thead> <tr> <th style="text-align: left;">Invoice and date</th> <th style="text-align: left;">Company</th> <th style="text-align: left;">Reason for invoice</th> <th style="text-align: left;">Amount</th> </tr> </thead> <tbody> <tr> <td>07/07/2023</td> <td>NLC</td> <td>Playground inspection</td> <td>£119.88</td> </tr> <tr> <td>11/10/2023</td> <td>Savills</td> <td>Village field rent 11/10/2023 – 10/10/2024</td> <td>£198.00</td> </tr> <tr> <td>30/09/2023</td> <td>*Microsoft</td> <td>Microsoft Office annual fee</td> <td>£59.99</td> </tr> <tr> <td>30/09/2023</td> <td>**Clerk Expenses</td> <td>Plants for phone box HP Printing. Printer Paper 2 boxes</td> <td>£44.47</td> </tr> </tbody> </table> <p>*Microsoft Office payment request arrived after agenda was produced ** Clerk expenses presented after agenda was produced Payment calendar – Cllr Dent to provide to Clerk Clerk to arrange payments via Virgin; To pay Microsoft using debit card. <b>AP231005:03</b> Income – VAT return £811.46. Grass Cutting Grant £819 PROW £113 <b>Payroll - Resolution passed.</b> Glover to act as payroll provider. Clerk to arrange. Standing order to be set up in Virgin bank for clerk salary payment. Contracted Salary £2,280 pa. Monthly payment £190 – less tax. Proposed Cllr Van Der Westhuizen; seconded Cllr Clough. Clerk <b>AP231005:04</b></p>	Invoice and date	Company	Reason for invoice	Amount	07/07/2023	NLC	Playground inspection	£119.88	11/10/2023	Savills	Village field rent 11/10/2023 – 10/10/2024	£198.00	30/09/2023	*Microsoft	Microsoft Office annual fee	£59.99	30/09/2023	**Clerk Expenses	Plants for phone box HP Printing. Printer Paper 2 boxes	£44.47	<p>AP230111:17 Cllr Dent (Calendar) <b>On going</b></p>
Invoice and date	Company	Reason for invoice	Amount																		
07/07/2023	NLC	Playground inspection	£119.88																		
11/10/2023	Savills	Village field rent 11/10/2023 – 10/10/2024	£198.00																		
30/09/2023	*Microsoft	Microsoft Office annual fee	£59.99																		
30/09/2023	**Clerk Expenses	Plants for phone box HP Printing. Printer Paper 2 boxes	£44.47																		
<p><b>7. Highways + PROW</b> <b>Water Leak; Water Lane.</b> Ongo letter - Cllr Clough offered to chase Ongo <b>AP231005:05</b> <b>Water Lane/trees/electric cables</b> Cllr Clough to send information to Clerk to log complaint on web page <b>AP231005:06</b> Cllr Clough/Clerk <b>Winteringham Lane footpath flooded.</b> FS509405270 –Clerk confirmed recent NLC communication (October 2023) advises board walk to be installed <b>Damaged bollards Coleby road -</b> FS509329404 Clerk chasing <b>Grass verge Cross street -&gt; Junction Short Lane</b> Clerk contacted Grove. They have offered to include this portion FOC. Members to monitor <b>Drain Cleaning</b> – Water Lane gully now clear. Damaged culvert in Coleby. Clerk to monitor <b>Alkborough road sign</b> – Case number FS545707590 job ticket raised</p>	<p>AP230706:12 Clerk (flooded path) <b>on-going</b></p> <p>AP231005 Cllr Clough (case info)</p> <p>AP231005 Clerk (log case)</p> <p>AP230511:09 Clerk (bollards) <b>on-going</b></p>																				
<p><b>8. Planning</b> Nothing to report</p>																					

## WEST HALTON AND COLEBY PARISH COUNCIL

### Minutes of the Parish Council meeting held on Thursday 5<sup>th</sup> October 2023 at 18.30 – venue West Halton Village Hall

<p><b>9. Cemetery –</b> There are 3 over grown tree stumps covered in ivy and unsightly. Cllr Williams proposed these are removed. <b>Resolution passed</b> Proposed Cllr Williams; seconded Cllr Van Der Westhuizen There are still many ornaments on gravestones.</p>	
<p><b>10. Village Field</b> <b>Play Area –</b> all in good order except gate needs re tensioning. Cllr Clough to look at <b>AP231005:07</b> <b>Flowerbeds – Resolution passed.</b> Members agreed to write a letter of thanks to local resident for all the work on flower beds etc. Proposed Cllr Williams; seconded Cllr Clough. Clerk to organise <b>AP231005:08</b> <b>Asset location –</b> strimmer – Clerk <b>Wall repairs –</b> Clerk to actively seek possible grants – unable to start until 2024/25 financial year. Project budget for 2023/2024 has been utilised <b>Ivy on village green wall –</b> Cllr Clough to organise work party when possible <b>Football pitch -</b> A replacement tub of paint was obtained as compensation for condition of original delivery. Barclays Bank £500 grant application has been awarded. Proposed spending as follows; Spare Nets £130 Harrod Sports <a href="#">2.5mm Poly FP1 Net - Senior   Harrod Sport</a> Goal Post Anchors £10.00 <a href="#">Steel U-Peg Goal Anchors   Net World Sports</a> Goal Net Pegs £10.00 <a href="#">Steel U-Peg Goal Anchors   Net World Sports</a> Pitch Marking £100.00 Corner flags and bag £70.00 <a href="#">Steel U-Peg Goal Anchors   Net World Sports</a> Storage solution £250.00 max Clerk to liaise with village hall committee on selection of storage solution <b>AP231005:09</b> <b>Car Parking –</b> Metal loop stakes for car park; Cllr Williams to organise <b>AP230803:08</b> <b>Tree Maintenance –</b> Programme to be organised in conjunction with Grass cutting contractor and contractor. Clerk to organise <b>AP231005:10</b></p>	<p style="text-align: right;">AP230907:06 Cllr Clough (work party) <b>ongoing</b></p> <p style="text-align: right;">AP230803:08 Cllr Williams (stakes) <b>on-going</b></p>
<p><b>11. New Business</b> Two residents have requested an allotment to share. Agreements have been signed</p>	
<p><b>12. Correspondence received</b> Resident mail concerning cemetery hedge cutting. Clerk responded One request for football pitch booking</p>	
<p><b>13. St Etheldredas Church</b> United Service 15<sup>th</sup> October 10.30 Holy Communion 26<sup>h</sup> November 11.15</p>	
<p><b>14. Village Hall</b> 12<sup>th</sup> October Police Community Drop in. 31<sup>st</sup> October Childrens Halloween Party 26<sup>th</sup> November Christmas Fair 3<sup>rd</sup> December Christmas Tree light switch on 10<sup>th</sup> December Childrens Christmas Party</p>	
<p><b>15. 2024/2025 Budget</b> Clerk presented outline 2024/2025 budget with following amendments/additions</p> <ul style="list-style-type: none"> <li>• Training budget</li> <li>• IT Web page separate budget to include SSL certification. Clerk to compare other providers costs for SSL <b>AP231005:11</b></li> <li>• Microsoft office separate budget</li> </ul>	



## WEST HALTON AND COLEBY PARISH COUNCIL

### Minutes of the Parish Council meeting held on Thursday 5<sup>th</sup> October 2023 at 18.30 – venue West Halton Village Hall

<ul style="list-style-type: none"> <li>• Wages to include office costs/newpayroll/</li> <li>• NLC Grass cutting allowances frozen @ 2023/2024 rates</li> </ul> <p>November meeting budget needs reviewing and completing. Cllr Dent to check on NLC requirements – precept etc <b>AP231005:12</b></p>	
<p><b>16. Butchers Arms</b></p> <p>No comments</p>	
<p><b>17. Any other business</b></p> <p>Village Newsletter combined with the Pub, church, village hall and Parish Council Community Emergency Plan – Need to work with the village hall In the absence of any other matters the meeting closed at 20:15</p>	<p>AP230309:23 Clerk <b>On-going</b></p> <p>AP230803:10 Clerk (plan) <b>ongoing</b></p>
<p><b>18.</b></p> <p>Date of next meeting subject to change 2<sup>nd</sup> November 2023 18.30 West Halton and Coleby Village Hall</p> <p>Closed action points</p> <p>AP230706:03 – Clerk Grove slabs AP230907:02 – Clerk Load payments to Virgin AP230706:10 – Clerk Ongo – transferred to Cllr Clough AP230907:05 – Clerk Alkborough sign log case AP230509:04 – Clerk Grove grass cutting missing verge AP230907:07 – Clerk Contact Glover Payroll</p>	

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