

West Halton and Coleby Parish Council

Parish Clerk – Mrs Frances Altoft
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25th April 2024

Dear Councillor,

You are summoned to attend the Annual meeting of the above named Parish Council to be held on **Thursday 2nd May 2024**. Proceedings will commence at 18.30 at West Halton and Coleby Village Hall, Coleby Road, West Halton. Members of the public and press are welcome to attend.

Mrs Frances Altoft (Clerk to the Council)

Public Participation

Members of the public may raise subjects that they wish to bring to the attention of the Parish Council. Items relating to matters on the agenda will be taken first and the time will be restricted to 15 minutes maximum unless the council decides otherwise. Listeners should note that decisions cannot be made at this meeting on items not on the agenda.

AGENDA

1. Election of Chairman and to receive and sign the Chairman's declaration of Acceptance of office
2. Election of Vice Chairman
3. Receive Apologies and approve reasons for absence
4. Declarations of interest
 - To record declarations of interest by any member of the council in respect of the agenda items listed below. Members declaring interests should identify the agenda item and type of interest being declared.
 - To note dispensations given to any member of the council in respect of the agenda items listed below.
5. Minutes

To approve and sign minutes of the meeting held on the 4th April 2024 as a true record of business transacted
6. Reports from Ward Councillor(s)

Ward Councillor(s) to update the Parish Council on activities within North Lincolnshire Council. Any items requiring an action must be raised under a separate agenda item.
7. AGAR form 2 - Annual Governance Statement 2023-2024 certificate of exemption

To review, accept and sign the Annual Governance Certificate of exemption 2023-2024
8. AGAR Annual internal audit report 2023/2024

To receive report from internal auditor. To note any recommendations and action.
To review, accept and sign the year end audited financial reports as audited by internal auditor

West Halton and Coleby Parish Council

9. AGAR Annual Governance statement AGAR 2023-2024
To review, accept and sign the Annual Governance Statement section 1
10. AGAR Annual Governance accounting statement 2023-2024
To review, accept and sign the Annual Governance Accounting Statement section 2
11. To agree dates for making provision for the exercise of public rights 2023-2024 exempt authorities.
To agree and minute accordingly
12. Policies and Procedures
 - I. To review, approve and sign the NALC model Standing Orders (2020)
 - II. To review, approve and sign the NALC model Financial Regulations (2019)
 - III. To review, approve and sign the Asset register and review any necessary changes to insurance policies
 - IV. To review, approve and sign the Financial Risk Assessment
 - V. To review, approve and sign the Risk Assessment
 - VI. To review, approve and sign the Town and parishes Code of Conduct
 - VII. To review, approve and sign the Health and Safety Policy
 - VIII. To review, approve and sign the Freedom of Information Policy
 - IX. To review, approve and sign Safeguarding Children Policy
 - X. To review, approve and sign Safeguarding Adult Policy
 - XI. To review and approve Equality and diversity Policy
 - XII. To review and approve General Powers of Competency
 - XIII. To consider the adoption of other policies as necessary
13. Highways, footpaths and PROW
To receive notification of any issues and to resolve action required:
 - a) Road surfaces and footpaths.
 - (i) FS5093229404 – Coleby Road junctions damaged bollards
 - (ii) FS545707590 – Alkborough Road Sign
 - (iii) FS573118675 – White House Lane missing street light
 - (iv) FS597840069 – Alkborough Lane fly tip
 - b) Flooding – LLFA follow up/actions
 - c) Bench Coleby Road/Alkborough Lane junction
 - d) Whitton Road – damage to sign and planter
 - e) Winteringham Lane – community service
 - f) Any other matters
14. Butchers Arms
To discuss and resolve any actions relating to
Community group formation
15. Village Services
To discuss and resolve any action
 - a) Coleby Defib – progress with grant application
 - b) Solar Farm - correspondence
 - c) Northern Powergen - correspondence
 - d) Northern Powergen over hanging trees Water Lane complaint number 231221-014698

West Halton and Coleby Parish Council

e) Any other matters

16. Village field, playground and public areas

To discuss and resolve any action:

- a) Ivy clearance
- b) Bus Shelter – Alkborough Lane.
- c) Telephone Box
- d) Asset inspections/ asset locations
- e) In Bloom grant – new planters
- f) Football pitch
- g) Any other matters..

17. Cemetery

To discuss and resolve any action:

- a. Mrs Hoeft – Graveyard damage
 - b. Mole hill removal
 - c. Updated documents as follows;
- Pricing structure
 - Internment request form
 - Burial regulations
 - Next actions

18. Financial

To approve and sign the April 2024 financial information as follows;

- Summary receipts and payments April 2024
- Bank reconciliation April 2024
- Receipts and payments v Budget April 2024

Date and invoice reference	Company	Reason for invoice	Amount
30/04/2024	Clerk	April salary HP Printing costs New planters (reimbursement – funded by In bloom grant) £159.98	£349.27
30/04/2024	Cllr Clough	Re-imbusement – Newtons Printing newsletter	£37.50
30/04/2024	HMRC	PAYE	£152.85***
22/04/2024	Amazon	Padlock for shed	£12.74**
18/04/2024	Village Hall	Room Hire January 2024 – May 2024	£50.00

** Debit card purchase

*** This includes interest as of 23/04/2024

- HMRC – new government Gateway
- Virgin bank account – Additional administrator
- New Virgin Bank account – Sign new mandate
- Accountable volunteer contribution savings

19. Projects

To discuss and resolve any actions

West Halton and Coleby Parish Council

SID signs – Log with Humberside Police

20. Kyanite
To discuss and resolve any actions
SSL Certification
21. Planning
To discuss and resolve any actions
22. Correspondence
To discuss and resolve any actions
23. St Etheldredas Church
Holy Communion 28th April 11.15am
Holy Communion 26th May 11.15am
Holy Communion 23rd June 11.15am
24. Village Hall
Car Boot sale 21st April
Thursday 6th June Beacon Lighting and music at the hall
7th/8th June D-Day Celebrations – more information to follow
6th July Annual BBQ
14th September Race Night
25. Minor items
Newsletter
Clerk – revised contract
26. Agenda for next and future meetings
To determine any items Councillors wish to agenda for the next or future meetings.
27. Next Meeting
To confirm the date and time of the next meeting as, subject to any change, June 2024 venue West Halton and Coleby Village Hall 18.30