



**WEST HALTON AND COLEBY PARISH COUNCIL**  
**Minutes of the Parish Council meeting held on Thursday 2<sup>nd</sup> May 2024 at 18.45 – venue West Halton Village Hall**

**Present**

Cllr Charles Dent	Chair
Frances Altoft	Clerk
Cllr Ian Williams	West Halton and Coleby Councillor
Cllr John Clough	West Halton and Coleby Councillor Vice Chair
Cllr Janet Van der Westhuizen	West Halton and Coleby Councillor
Cllr Sam Duck	West Halton and Coleby Coun cillor

Cllr R Ogg North Lincolnshire Ward Councillor

Abbreviations; NLC – North Lincolnshire Council VH – Village Hall

WH&CPC – West Halton and Coleby Parish Council

<b>240502:01 Election of Chairman and to receive and sign the Chairman’s declaration of Acceptance of office</b>	Cllr Dent was duly elected as the Chair. Proposed Cllr Williams; seconded Cllr Clough. Cllr Dent signed the official Acceptance of Office; Form counter signed by the Clerk
<b>240502:02 Election of Vice-Chair</b>	Cllr Clough was elected as Vice Chair. Proposed Cllr Van Der Westhuizen; seconded Cllr Duck
<b>240502:03 Receive apologise for absence and approve reasons for absence</b>	Apologies were received from Ward Councillors Marper and Rowson and WH+C Cllr Spellman.
<b>240502:04 Declarations of interest</b>	<p><b>(a)</b> Agenda point 18 – Cllr Clough. Financial interest – personal reimbursement.          Agenda point 18 – Clerk. Financial interest – personal reimbursement</p> <p><b>(b)</b> No dispensations granted.</p>
<b>240502:05 Minutes</b>	The minutes of the Meeting held on 4 <sup>th</sup> April 2024 were accepted and signed as a true record of business transacted. Proposed Cllr Duck; seconded Cllr Clough
<b>240502:06 Reports from Ward Councillor(s)</b>	Cllr Ogg expressed his dismay concerning the on-going drainage work in Coleby. The work has been totally un-necessary and Cllr Ogg will take the matter to cabinet at the next opportunity. SID sign – Coleby Pole. Cllr Ogg stated the pole is in totally the wrong place; it should be at the right hand side outside the farm entrance. The Clerk explained that this is where NLC had insisted the pole be installed due to speeding regulations. Cllr Ogg will speak with relevant parties in NLC
<b>240502:07 AGAR Form 2 Annual Governance Statement 2023-2024 certificate of exemption</b>	The Clerk presented the certificate of exemption for review. <b>Resolution passed.</b> Certificate of exemption accepted and signed by the Chair and Clerk. Proposed Cllr Van Der Westhuizen; seconded Cllr Williams.
<b>240502:08 AGAR Annual Internal Audit Report 2023-2024</b>	The Clerk presented the AGAR Annual Internal audit report signed by Glover Accountants – nominated internal auditors. No recommendations made by auditor nor actions. Clerk awaiting year end financial statement from Glover <b>AP240502:01</b>
<b>240502:09 AGAR Annual Governance Statement AGAR 2023-2024 Section 1.</b>	The Clerk presented and read out completed AGAR Section 1 Annual Governance Statement 2023-2024 for council to review. <b>Resolution passed.</b> Section 1 approved and signed by the Chair and Clerk. Proposed Cllr Williams; seconded Cllr Duck
<b>240502:10 AGAR Annual Accounting Statement AGAR 2023-2024 Section 2.</b>	The Clerk presented completed AGAR Section 2 Annual Accounting Statement 2023-2024 for council to review. <b>Resolution passed.</b> Section 2 approved and signed by the Chair and Clerk. Proposed Cllr Van Der Westhuizen. Seconded Cllr Duck
<b>240502:11 To agree dates for making provision for exercise of public rights 2023-2024 exempt authorities</b>	The Clerk proposed the dates as follows; Commencement Monday 3 <sup>rd</sup> June 2024 and ending on

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<p>Friday 12<sup>th</sup> July 2024. <b>Resolution passed.</b> Dates reviewed and accepted. Proposed Cllr Duck; seconded Cllr Williams</p>	
<p><b>240502:12 Policies and procedures</b></p> <ul style="list-style-type: none"> <li>i. To review, approve and sign the NALC model Standing Orders (2020) <b>Approved</b> Proposed Cllr van Der Westhuizen; seconded Cllr Williams</li> <li>ii. To review, approve and sign the NALC model Financial Regulations (2019) <b>Approved</b> Proposed Cllr Duck; seconded Cllr Williams</li> <li>iii. To review, approve and sign the Asset register and review any necessary changes to insurance policies. The current insurance policy provides adequate cover. <b>Approved</b> Proposed Duck Williams; seconded Cllr Duck.</li> <li>iv. To review, approve and sign the Financial Risk Assessment <b>Approved</b> Proposed Cllr Van Der Westhuizen; seconded Cllr Williams</li> <li>v. To review, approve and sign the Risk Assessment <b>Approved</b> Proposed Cllr Williams; seconded Cllr Clough</li> <li>vi. To review, approve and sign the Town and parishes Code of Conduct <b>Approved</b> Proposed Cllr Clough; seconded Cllr Duck</li> <li>vii. To review, approve and sign the Health and Safety Policy <b>Approved</b> Proposed Cllr Duck; seconded Cllr Van Der Westhuizen</li> <li>viii. To review, approve and sign the Freedom of Information Policy <b>Approved</b> Proposed Cllr Clough; seconded Cllr Van Der Westhuizen</li> <li>ix. To review, approve and sign Safeguarding Children Policy <b>Approved</b> Proposed Cllr Duck; seconded Cllr Van Der Westhuizen</li> <li>x. To review, approve and sign Safeguarding Adult Policy <b>Approved</b> Proposed Cllr Clough; seconded Cllr Williams</li> <li>xi. To review and approve Equality and diversity Policy <b>Approved</b> Proposed Cllr Van Der Westhuizen; seconded Cllr Duck</li> <li>xii. To review and approve General Powers of Competency <b>Approved</b> Proposed Cllr Clough; seconded Cllr Van Der Westhuizen</li> <li>xiii. To consider the adoption of other policies as necessary No other policies review during the meeting</li> </ul> <p>Village Hall Ownership/ Cemetery/Allotments. Cllr Dent has written to LawLincs for assistance. On going</p>	<p>AP240201:02 Cllr Dent (VH/cemetery/a llotment ownership) <b>On- going</b></p>
<p><b>240502:13 Highways, footpaths and PROW</b></p> <ul style="list-style-type: none"> <li>(a) Road surfaces and footpaths <ul style="list-style-type: none"> <li>i. FS5093229404 – Coleby Road junctions damaged bollards.</li> <li>ii. FS545707590 – Alkborough Road Sign</li> <li>iii. FS573119675 – White House Lane – Missing Street light. One-Network road works shows job ticket raised for new installation 7<sup>th</sup> May 2024.</li> <li>iv. FS597840069 – Alkborough Lane Fly tip/bridleway entrance. Still not cleared Cllr Ogg to speak with relevant parties @ NLC concerning above outstanding issues</li> </ul> </li> <li>(b) LLFA NLC. Meeting 7<sup>th</sup> March 10.00. NLC have installed new gulleys; Walker Close still requires completing. PC need to provide to LLFA more information on West Halton Beck catchment area. Cllr Williams <b>AP240502:02</b></li> <li>(c) Bench-Coleby Road Junction – Bench is fixed down at the front of the greened area with the new planter installed at the rear.</li> <li>(d) Whitton Road – Sign and planter damage. Grove due W/C 6<sup>th</sup> May (road sign). Cllr Dent chasing planter costs</li> </ul>	<p>AP240201:03 Clerk (NLC streetlight) <b>On- going</b></p> <p>AP230511:09 Clerk (bollards) <b>on-going</b></p> <p>AP240201:05 Cllr Dent (price planter) <b>on- going</b></p> <p>AP240201:04 Clerk (signs) <b>on- going</b></p>

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<p>(e) Winteringham Lane – Community Service. Meeting has been arranged Friday 10<sup>th</sup> May 14.30 with Community Payback Placement Co-Ordinator</p> <p>(f) Dog Fouling – Still awaiting new dog signs (NLC promised January delivery) Community Warden?</p>	<p>AP240301:01 Clerk (c service) <b>On going</b></p>
<p><b>240502:14 Butchers Arms</b>  The Clerk received an E mail 2<sup>nd</sup> May 2024 (circulated to all councillors) from the property owner requesting an update on the progress of the community group. It is still unsure exactly what portion of land is up for sale. Cllr Dent to contact property owner to clarify <b>AP240502:03</b>  Time is of the essence as sources of grant funding could potentially expire soon</p>	
<p><b>240502:15 Village Services</b></p> <p>(a) Coleby Defib. NLC accepted one quotation for installation. Grant application with NLC- awaiting decision.</p> <p>(b) Solar Farm – Cllr Dent chasing response; second letter has been submitted.</p> <p>(c) Northern Powergen – Cllr Dent chasing response; second letter has been submitted.</p> <p>(d) Northern Powergen – Water Lane Trees Clerk has submitted photographic evidence. Complaint number 231221-014698. Clerk to monitor</p>	<p>AP230111:21 Cllr Dent (solar) <b>on-going</b></p> <p>AP230404:06 Cllr Dent (Powergen) <b>on-going</b></p> <p>AP240201:07 Clerk (N/PG) <b>on-going</b></p>
<p><b>240502:16 Village field, playground and public areas</b></p> <p>(a) Ivy Clearance – one final push needed weather permitting</p> <p>(b) Bus Shelter – Alkborough Lane. Cllr Ogg to obtain.</p> <p>(c) Telephone box – door to fit – Cllr Dent</p> <p>(d) Asset inspections/ asset location. Strimmer – Clerk allotment shed. Speed sign spare batteries – Clerks residence. Cllr van Der Westhuizen confirmed all assets in order. FP12 over grown. Grove due W/C 6<sup>th</sup> May 2024.</p> <p>(e) In Bloom Grant. 3 new planters purchased and in place; Walker Close/ Alkborough Road junction/ Coleby.  Total spend to 02/05/2024 £133.31 ex VAT – planters; £94.00 plants – phone box planters/Coleby/St Etheldreda’s close. Resident donated plants for Walker Close planter for which the council express thanks.  Available funds still to spent Grant £435 – (£133.31 + £90.78) = <b>£224.09</b>.</p> <p>(f) Football Pitch. Purchase of more line marking fluid covered by generous resident donation. The council send grateful thanks to the resident. Volunteer will re- mark the pitch as soon as possible as the lines are disappearing fast.</p> <p>(g) Village Beacon – Resident has completed works – approximate costings £100. Clerk to liaise with resident <b>AP240502:04</b></p>	<p>AP230907:06 Cllr Clough (work party) <b>ongoing</b></p> <p>AP230706:01 Cllr Ogg (Shelter) <b>On-going</b></p> <p>AP230111:03 Cllr Dent (door) <b>On-going</b></p> <p>AP230404:03 Cllr Dent (parking) <b>On-going</b></p>
<p><b>240502:17 Cemetery</b></p> <p>(a) Grave damage. Resident pleased with outcome. Re-seeding needs checking. Cllr Clough to check</p> <p>(b) Mole hills. Extensive damage to cemetery area. It was agreed via E mail to employ a mole catcher. 3 moles caught (see finance). Cllr Williams suggested, in the event of any future</p>	

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infestation, the PC purchase mole traps as this could perhaps be a cheaper option for the future

- (c) Updated price matrix. Updated price matrix circulated by the clerk. After discussions it was agreed to adopt the following costs and text;

A resident is someone resident in the Parish of West Halton and Coleby at the time of death or who has left the parish no more than 10 years previously to go into residential care.

<b>Residents</b>	
Internment in a new grave plot	£ 400
Grave Plot for baby or still born baby	£ 100
Internment in cremation plot (urn)	£ 250
Re-opening a double grave	£ 250
Re-opening a double cremation grave	£ 250
Erection of a memorial headstone (grave or cremation plot)	£ 200

Above prices include grave levelling/infilling one year after internment.

**Residents**

A plot (grave or cremation) may be reserved in the current row for a fee of £100.00. This fee is renewable after 10 years for a further fee (subject to increase)

<b>Non – residents</b>	
Internment in a new grave Plot	£1600
Grave Plot for baby or still born baby	£ 550
Internment in cremation Plot (urn)	£ 600
Re-opening a double grave	£ 600
Re-opening a double cremation grave	£ 500
Erection of a memorial headstone (grave or cremation plot)	£ 300

Above prices include grave levelling/infilling one year after internment.

Undertaker application form – Sections added as follows;

*West Halton and Coleby Parish Council reserve the right to remove and charge the funeral direction for any spoil heaps/dumped soil etc which is not removed within 2 months of internment.*

*West Halton and Coleby Parish council will, in one year’s time after internment, inspect the grave and arrange, at no cost, for any levelling/ infilling which may be required. This is to allow out nominated contractor ease of access for cutting the grass to ensure that the cemetery is kept as a clean, tidy and respectful place of rest.*

Proposed Cllr Clough; seconded Cllr Duck

West Halton and Coleby Burial Regulations – section added as follows under point 7

*After approximately one year (to allow for settlement) internment areas will be levelled/infilled at no extra cost.*

Proposed Cllr Williams; seconded Cllr Van Der Westhuizen

Clerk to arrange for new charges to be added to web site and to request Kyanite to update text advising undertakers to ensure clients are aware of regulations etc **AP240502:05**

Levelling of graves. Cllr Williams to provide list of internments that require levelling **AP240502:06**

Ornaments in cemetery. Cllr Dent and Cllr Williams to speak with residents **AP240502:07**

Graves – leasehold/ownership? Cllr Dent (linked in with allotment/Village Hall ownership)

230404:05 Cllr Dent (Ownership) on-going

**240502:18 Finance**

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

- April 2024 Bank statements

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- Summary receipts and payments April 2024
- Bank reconciliation April 2024
- 2023-2024 Explanation Variances to Budget
- 2023-2024 Explanation of expenditure over £100

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 – debit card use
18/04/2024	Village Hall	Room Hire January 2024 – May 2024	£50.00

Two more invoices received after agenda issued

- Humberside Pest and Garden Services - £60 – mole catching
- Glover Chartered Accountants £124.00 – Year end financial Audit

**Resolution passed.** Financial report, payments checked and approved by council. Proposed Cllr Van Der Westhuizen; Seconded Cllr Clough

\*\*\* HMRC agreed via E mail. Paid on line

Clerk confirmed new Government Gateway ID in place

Virgin online banking – Clerk needs to be admin

New Virgin bank account (to replace old reserve account). All forms signed. Clerk to submit to Virgin

**AP240502:08**

Accountable Volunteer Contribution. Cllr Williams suggested that for all volunteer time to be recorded and costed to enable the council to illustrate monies saved. Clerk to draw up form

**AP240502:09**

**240502:19 Projects**

SID Sign. Now in situ at southern entrance to Coleby Village. (see ward councillor report). Clerk has downloaded all Whitton Road data. 75% of road users stick within the speed limit. On average 15% are within the values 30-35mph, with a minority still travelling at excessive speeds. The Council did agree that the sign was roving to be effective in slowing down motorists. Clerk to log serial number with Humberside Police Immobilise. **AP240502:10**

Wall repairs – Clerk to investigate Lottery Grant Funding. Clerk has contacted Heritage England

**240502:20 Kyanite – website**

SSL Certification – Clerk to request Kyanite to organise. Cost £64.61 including VAT charge per year.

**Resolution passed.** Proposed Cllr Williams; seconded Cllr Clough **AP240502:11**

**240502:21 Planning**

Nothing to discuss

**240502:22 Correspondence**

Parking resident’s concerns Cllr Dent to respond to resident’s concerns.

AP231207:05  
Cllr Dent  
(admin) **On-going**

AP230404:03  
Cllr Dent  
(parking) **On-going**



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<p><b>240502:23 St Etheldredas Church</b>          May 26<sup>th</sup> 11.15 Holy Communion          June 23<sup>rd</sup> 11.15 Holy Communion</p>	
<p><b>240502:24 Village Hall</b>          Car Boot sale 21<sup>st</sup> April – Over £300 raised          Thursday 6<sup>th</sup> June Beacon Lighting 21.15 and music at the hall          8<sup>th</sup> June – D-Day Afternoon Tea 12.00 – 17.30 £6.00 per person          6<sup>th</sup> July Annual BBQ          14<sup>th</sup> September Race Night</p>	
<p><b>240502:25 Minor items</b>          April newsletter well received by all residents          Clerk – revised contract. Cllr Dent re-checking hourly rate against NALC SPC levels and monthly contacted hours. Once examined to circulate to all councillors for agreement</p>	<p>AP230404:08          Cllr Dent (on-going)</p>
<p><b>240502:26 Agenda for next and future meetings.</b>          No points raised</p>	
<p><b>240502:27 Next Meeting</b>          Date of next meeting subject to change Thursday 13<sup>th</sup> June 2024 – due to D-Day celebrations on 6<sup>th</sup> June 2024          In the absence of any other matters the meeting closed at 20.00  <u>Closed action points</u>          AP230607:12 Cllr Dent Bench          AP240301:04 Clerk New Virgin Account          AP230404:09 Cllr Williams padlock          AP230404:07 Cllr Van Der Westhuizen bank information          AP230404:06 Clerk Previous Bank admin contact          AP230404:04 Clerk Price Matrix Cemetery          AP230404:02 Cllr Williams fixing kits          AP230404:01 Cllr Dent E mail contact list community group          AP240101:06 Clerk Defib grant          AP230404:05 Cllr Dent Ownership (combined with AP240201:02)</p> <p>Accepted and signed as a true record of business transacted;          Signed ..... Date..... Position.....</p>	