



**WEST HALTON AND COLEBY PARISH COUNCIL**  
**Minutes of the Parish Council meeting held on Thursday 3<sup>rd</sup> October at 18.30 – venue West Halton Village Hall**

<p>vegetation did not allow the passing place to be swept. NLC can cut back at cost of £105.00. Cllr Van Der Westhuizen stated that Ongo had been contacted on several occasions to request for the hedge to be cut back, but to no avail. Cllr Ogg offered to contact Ongo on behalf of WH+C PC Council discussed asking community pay back (CPB) to assist. Clerk to monitor sweeper visits and discuss possibility for CPB to tackle</p> <p>(f) LLFA – Water lane requires mapping</p> <p>(g) Drain cleaning took place in WH 19/20<sup>th</sup> September. Main areas cleaned by super powerful machine.</p>	<p>AP24050:02 Cllr Williams (mapping) <b>On going</b></p>
<p><b>241003:06 Butchers Arms</b> Cllr Ogg reported insolvency of owner</p>	
<p><b>241003:07 Village Services</b></p> <p>(a) Northern Powergen – Complaint number 231221-014698. Road closure showing on One Network 30/10/2024 Coleby Road Clerk has checked road closure with NLC and it is related to tree work. Add to October newsletter</p> <p>(b) Land Registry</p> <p>(i) Village Hall freehold owner – still under investigation</p> <p>(ii) Allotments – Cllr Dent completing relevant forms and will send to Clerk. Claiming possession under ‘adverse possession’ rights. Once registered with LR, council will require more training on the legalities of owning and running allotments</p> <p>(c) Cemetery ownership. NLC have offered to transfer the ownership of the land to WH+C PC. NLC to take through their legal department. Possible solicitors’ costs to be taken by WH+C PC. Council requires urgent training on the legalities of maintaining and running the cemetery. NLC have offered to help with webinars / online training.</p>	<p>AP240201:02 Cllr Dent (VH/allotment ownership) <b>On-going</b></p>
<p><b>241003:08 Village field, playground and public areas</b></p> <p>(a) Bus Shelter – Alkborough Lane. Cllr Ogg to obtain.</p> <p>(b) Telephone box – door to fit – Cllr Dent has checked hinges and brackets on phone box. Drilling work required to remove – will action as soon as possible</p> <p>(c) Community Pay back – 3<sup>rd</sup> visit arranged for w/c 16<sup>th</sup> October – probably to be the weekend of 21<sup>st</sup>/22<sup>nd</sup> October. Council express sincere thanks to Mr Vic Oliver and Ms Sue Airey, who volunteered their time to help remove the 13 bags of waste material from the field.</p> <p>(d) Asset inspections/locations. No monthly report available due to personal commitments. Baby swing needs checking and play area bin emptying. Some of the wall top cemented areas along Churchside are lifting but not posing a H+S issue</p> <p>(e) Village Field Grass cutting. Clerk has received one quotation; Chestnut Mowing – £100 per cut for village field; £20 per cut for cemetery (not VAT registered). Clerk has contacted another company – still awaiting a response.</p> <p>(f) Wall Repair – Contractor booked – will attend as soon as possible weather permitting. Cllr Clough indicated that there is another contractor who could quote for this work.</p> <p>(g) Cllr Van Der Westhuizen mentioned that the football lines were disappearing. Clerk has spoken with volunteer resident, and they will re-mark as soon as possible</p>	<p>AP230706:01 Cllr Ogg (Shelter) <b>On-going</b></p> <p>AP230111:03 Cllr Dent (door) <b>On-going</b></p> <p>AP240801:08 Cllr Williams (swing) <b>On-going</b></p> <p>AP240905:04 Clerk (quotations) <b>On going</b></p>

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<p><b>241003:09 Finance</b>          To approve and sign the September 2024 financial information as follows;</p> <ul style="list-style-type: none"> <li>• Summary receipts and payments September 2024</li> <li>• Bank reconciliation September 2024</li> <li>• Receipts and payments v Budget September 2024</li> <li>• September Bank statements</li> <li>• Q2 report – Explanation of budget variances</li> <li>• Q2 report – Expenditure over £100</li> </ul> <p>All financial reports signed by Chair, RFO and second councillor (not bank statements)  <b>Resolution passed.</b> Payments agreed Proposed Cllr Williams seconded Cllr Van Der Westhuizen</p> <table border="1"> <thead> <tr> <th>Date and invoice reference</th> <th>Company</th> <th>Reason for invoice</th> <th>Payment method</th> <th>Minute reference</th> <th>Amount</th> <th>Authorisation</th> </tr> </thead> <tbody> <tr> <td>17/09/2024</td> <td>Amazon</td> <td>X 2 mole traps</td> <td>DC</td> <td>E mail 17/09/2024</td> <td>£18.96</td> <td>N/A</td> </tr> <tr> <td>31/08/2024</td> <td>Mr I Williams Electrician</td> <td>Defib installation</td> <td>BACS</td> <td>NLC grand funded</td> <td>£294.00</td> <td>Cllr Williams/Cllr Van Der Westhuizen</td> </tr> <tr> <td>22/09/2024</td> <td>Forge Welding</td> <td>Whitton road planter repair</td> <td>BACS</td> <td>240705:05 (b) 240905:05 (d)</td> <td>£250.00</td> <td>Cllr Williams/Cllr Duck</td> </tr> <tr> <td>24/09/2024</td> <td>Mr I Williams (Councillor)</td> <td>M10 throughbolts/rawl plugs for planter</td> <td>BACS</td> <td>N/A</td> <td>£9.00</td> <td>Cllr Van Der Westhuizen/ Cllr Clough</td> </tr> <tr> <td>22/09/2024</td> <td>Sportequip</td> <td>Football line paint</td> <td>DC</td> <td>E mail 20/09/2024</td> <td>£51.60</td> <td>N/A</td> </tr> <tr> <td>11/10/2024</td> <td>Savills</td> <td>Village field Rent 2024-2025</td> <td>BACS</td> <td>N/A</td> <td>£198.00</td> <td>Cllr Dent/Cllr Clough</td> </tr> <tr> <td>30/09/2024</td> <td>Clerk</td> <td>September Salary</td> <td>BACS</td> <td>N/A</td> <td>£204.48</td> <td>Cllr Clough/Cllr Duck</td> </tr> </tbody> </table> <p>Virgin Bank additional administrator – with Cllr Dent          Virgin App set up – Cllr Spellman still to action          Accountable volunteer contribution September - £620.00 to include CPB teams          Clerk salary review; Salary was reviewed minute reference 240613:18 when pay scale was increased. Salary to be kept the same into 2025 unless otherwise dictated by NLAC pay review          Q2 HMRC payment due 22<sup>nd</sup> October. Clerk to advise amount via E mail and action payment</p> <p><b>AP241003:01</b></p>	Date and invoice reference	Company	Reason for invoice	Payment method	Minute reference	Amount	Authorisation	17/09/2024	Amazon	X 2 mole traps	DC	E mail 17/09/2024	£18.96	N/A	31/08/2024	Mr I Williams Electrician	Defib installation	BACS	NLC grand funded	£294.00	Cllr Williams/Cllr Van Der Westhuizen	22/09/2024	Forge Welding	Whitton road planter repair	BACS	240705:05 (b) 240905:05 (d)	£250.00	Cllr Williams/Cllr Duck	24/09/2024	Mr I Williams (Councillor)	M10 throughbolts/rawl plugs for planter	BACS	N/A	£9.00	Cllr Van Der Westhuizen/ Cllr Clough	22/09/2024	Sportequip	Football line paint	DC	E mail 20/09/2024	£51.60	N/A	11/10/2024	Savills	Village field Rent 2024-2025	BACS	N/A	£198.00	Cllr Dent/Cllr Clough	30/09/2024	Clerk	September Salary	BACS	N/A	£204.48	Cllr Clough/Cllr Duck	<p>231207:05 Cllr Dent (admin)  <b>On-going</b>          AP240704:05 Cllr Spellman (Virgin) <b>On-going</b></p>
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<p><b>201003:10</b> – No agenda item listed under point 10 – error on issued agenda</p>																																																									
<p><b>241003:11 Allotments</b>          (a) Mr Townend has resigned his allotment plot due to ill health. There are 2 new groups of residents who have recently taken up allotment plots, on slightly poorer ground. Council voted 4 – 1 to offer first group first refusal for Mr Townend’s allotment. <b>Resolution passed</b> Proposed Cllr Van Der Westhuizen seconded Cllr Clough. Clerk to contact relevant personnel  <b>AP241003:02</b>          One allotment has stood idle all 2024 and is now in a very unkempt state. Council voted unanimously to contact allotment holder to request for allotment to be cleaned up by end of November otherwise the resident will be given notice to quit. <b>Resolution passed</b> All councillors in favour. Clerk to arrange correspondence <b>AP241003:03</b></p>																																																									
<p><b>241003:12 Projects</b>          (a) Community Speed watch – clerk to investigate how to set up          (b) Allotment / Cemetery mains water. Anglian water quotes as follows</p>																																																									

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<p>Allotment - £6440.42 inc VAT          Cemetery - £2877.19 inc VAT          On top of these charges are all the fixtures and fittings WH+C PC must purchase; special underground pipework is required for cemetery water flow; Contractor quotations for digging of trench in allotments/ laying sands etc          Council voted unanimously not to undertake fitting mains water to cemetery <b>Resolution passed</b> Unanimous          Questions to resolve with Anglian water; What is standing charge cost? What is the water meter rate per m<sup>3</sup> Clerk to contact AW <b>AP241003:04</b>          Council agreed that if mains water is installed, allotment rents must increase and allotment agreement requires re-drawing up, maybe to include <i>'mains water available only between months of March – September.</i> To be revisited as project progresses. Funding to come from NL Community Grant – grant request must be completed by Mid November</p> <p>(c) Village Field Car Park re vamp. Quotations being investigated. Possible Heritage Lottery funding linked in with wall repairs. Project discussions to continue at future meetings</p> <p>(d) Future wall repairs – requires grant funding. Council voted to leave until next financial year as more grant funding would push council income over £25,000 threshold (Different AGAR and Audit rules and costs)</p>	
<p><b>241003:13 Octopus</b>          Consultation to be held Winterton Pavilion 29<sup>th</sup> October 10.00 – 19.00. Clerk has displayed on website and parish council notice boards. All residents encouraged to attend. The approach by the PC to the consultants is one of any offered mitigation funding must be based on one of <b>impact</b> to surrounding parishes – <b>not</b> solely the Parish in which the turbine is going to be erected i.e. Winterton</p>	
<p><b>241003:14 Kyanite Consulting</b>          Kyanite have registered WH+C PC for Gov.net domain. Clerk has logged council on web page for possible funding. Clerk has update functionality for web site and Kyanite providing tuition</p>	
<p><b>241003:15 Correspondence</b>          Mr D Townend allotment          NLC Register of interests          PSPO Consultation          NLC September newsletter</p>	
<p><b>241003:16 St Etheldredas Church</b>          22<sup>nd</sup> September Harvest Theme service. Well attended.          1<sup>st</sup> December Candle lit carols in conjunction with village Hall 18.00 hours          Wall repairs finally complete.          CPB team to visit to assist with churchyard clear up</p>	
<p><b>241003:17 Village Hall</b>          Very successful Scarecrow weekend.          Macmillan Coffee morning raised over £200          Tabletop/Car boot and refreshments Sunday 20<sup>th</sup> October 10am-2pm. Free entry. Table £5          Halloween event – further information TBA          Remembrance Sunday 10<sup>th</sup> November 9.30am at the Church followed by refreshments at the Hall          Christmas Craft Fair Sunday 24<sup>th</sup> November 10am -2pm. Free entry. Stalls £5          Sunday 1<sup>st</sup> December – 18.00 hours Christmas Carols in church grounds followed by Christmas Tree light switch on and cash bar and refreshments at the Hall.          Christmas 3 course Lunch Sunday 8<sup>th</sup> December. Adults £15 children £7.50.          Children's Christmas event date and time TBA</p>	
<p><b>241003:18 Minor items</b></p> <p>(a) Date protection registration with ICO. £40.00 annual fee. Proposed Cllr Clough; seconded Cllr Duck. Clerk to organise <b>AP241003:05</b></p> <p>(b) Act of Remembrance. Sunday 10<sup>th</sup> November 09.30. Winterton RBL and PCC to lead act. Prayers, reading and wreath laying. Council voted to ask an ex-service resident to lay the</p>	



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<p>wreath. <b>Resolution passed.</b> Proposed Cllr Duck seconded Cllr Williams. Clerk to arrange.</p> <p>(c) SID sign – needs moving to Coleby. Cllr Dent to organise <b>AP241003:06</b></p> <p>(d) Defib inspection routine. <b>Resolution passed</b> Inspections to be carried out bi-monthly. Proposed Cllr Van Der Westhuizen; seconded Cllr Clough. Clerk has St John’s check sheet. First inspection to take place October</p> <p>(e) Workload – Cllr Clough raised a concern that more and more workload is being put onto Parish Councils from Government levels and also at a local level. More volunteers are needed to help the PC and the community</p> <p>(f) ERNCLLCA – Clerk stated WH+C PC should look at joining this organisation as they can help with training on allotments/ cemeterys etc. Cost is around £500 per annum but they provide many other services such as advise, open day sessions, webinars, annual meetings etc. To be discussed at November meeting under Budget agenda point.</p>	
<p><b>241003:19 Agenda for next and future meetings.</b>  Cllr Williams – village field car park - on agenda under projects</p>	
<p><b>241003:20 Next Meeting</b>  Date of next meeting subject to change Thursday 7<sup>th</sup> November 2024 18.30. In the absence of any other matters the meeting closed at 20.05</p> <p><u>Closed action points</u>  AP240801:02 Cllr Duck planter  AP240905:01 Clerk Sweeping Water Lane  AP240905:02 Cllr Williams pipework etc for allotment water  AP240905:03 Clerk CPB Team jobs  AP240905:05 Clerk wall repair  AP240801:09 Clerk SID information  AP240905:07 Clerk Gov.net funding</p> <p>Accepted and signed as a true record of business transacted;</p> <p>Signed ..... Date..... Position.....</p>	

UN-APPROVED