



WEST HALTON AND COLEBY PARISH COUNCIL

Minutes of the Parish Council meeting held on Thursday 7th November at 18.30 – venue West Halton Village Hall

Present

Frances Altoft
 Cllr Charles Dent (Chair)
 Cllr Ian Williams
 Cllr Sam Duck
 Cllr Janet Van Der Westhuizen
 Cllr John Clough (Vice Chair)
 Cllr Marina Spellman

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

Questions from members of the public. No members of the public in attendance	
241107:01 Receive apologise for absence and approve reasons for absence Apologies were received from Cllr Elaine Marper, Cllr Helen and Cllr Ralph Ogg Quorate – 6 councillors present.	
241107:02 Declarations of interest (a) Agenda point 241107:11 (b) Allotments; Clerk / Cllr van Der Westhuizen – Personal – Allotment holders (b) Agenda point 241107:09 Clerk – Personal - reimbursement of funds (c) No dispensations granted.	
241107:03 Minutes The minutes of the Meeting held on October 3rd, 2024, were accepted and signed as a true record of business transacted. Proposed Cllr Duck; seconded Cllr Clough	
241107:04 Reports from Ward Councillor(s) No ward councillor present	
241107:05 Highways and footpaths (a) FS640115679 (wasFS635981829) Fridge fly tip West Halton Hill. Still not cleared. Clerk chasing with NLC (b) HPWH313 – Flooded footpath Winteringham Lane. New boardwalk in place and footpath is now passable. Many thanks to NLC (c) FS658721182 – Coleby Road outside Village Hall. FS658720984 Pothole Coleby Road junction. Coleby road outside hall patched. Pothole Coleby Road not classed as critical by NLC. Will be patched when possible (d) FS655640668 – West Street PROW finger post rotten. Replaced by NLC (e) LLFA – no responses from team. Coleby road culverts working better. Water Lane needs mapping (f) PROW – Grove increasing prices – see under 241107:08(g)	AP24050:02 Cllr Williams (mapping) On going
241107:06 Butchers Arms Advertised selling price reduced to £150.000.	
241107:07 Village Services (a) Northern Powergen – Complaint number 231221-014698. Tree work complete on Coleby Road. Water Lane requires work – on a different circuit. Clerk to monitor (b) Land Registry	AP240201:02 Cllr Dent (VH/allotment ownership) On-going

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(i) Village Hall freehold owner – still under investigation (ii) Allotments – Cllr Dent completing relevant forms and will send to Clerk. (c) Cemetery ownership. Awaiting further information from NLC Legal team. NLC training at Church Square 11th December 2024 15.00. Clerk has sent list of attendees to NLC contact (d) EA – Halton drain breach is still not mended. Clerk to contact EA again AP241107:01 (e) Short Lane sign damaged. Clerk advised that resident has reported to NLC	
241107:08 Village field, playground and public areas (a) Bus Shelter – Alkborough Lane. Cllr Ogg to obtain. (b) Telephone box – door to fit – Cllr Dent (c) Community Pay back – 3rd visit. Excellent service again. Sincere thanks to all who assisted in removing the very heavy arisings. Council voted overwhelmingly to use again in 2025 (d) Asset inspections/locations. Cllr Van Der Westhuizen reported all in order. Cradle swing handle requires attention. Cllr Dent to action AP241107:02 (e) Village Field Grass cutting. Clerk contacted 2 other companies. Barton Mowing and Fillingham Contractors. No quotations have been received by requested quote date (6th November). Resolution passed. Chestnut Mowing to be offered the contract for 2025– £100 per cut for village field; £20 per cut for cemetery (not VAT registered). Total annual available spend ~ £1800. Clerk to advise contractor and confirm maximum amount of funding available in budget AP241107:03 (f) Arnold Clark community plant funding. Flower bed adjacent to hall has been planted. Clerk tagged Arnold Clark in social media postings, included information in October newsletter and mail sent to Arnold Clark funding to confirm funds have been used correctly. (g) Grove Groundworks to increase PROW and verge cutting prices by 20% for 2025 season. Verges West Halton £150 per cut -> new price £180 per cut Verges Coleby £80 per cut -> new price £96.00 per cut PROW £80 per cut – new price £96.00 per cut NLC total devolved funding does not cover 9 verge cuts. Season 2024 = 8 cuts. Possible reduction to 7 cuts for season 2025. Council to obtain other quotation. Clerk to organise AP241107:04 (h) Public Liability insurance. Concerns were raised during the Halloween event as to where the PL insurance liability sat regarding a 3rd party event on the village field. (Village Hall Committee minutes dated 4th November 2024 point 4) Council agreed if any event is to take place on the village field, then a written request must be submitted to the clerk of WH&CPC at least 2 weeks in advance of the event taking place, thus allowing WH&CPC time to advise the Church Commission Landlord as per terms of the lease. The clerk will respond in writing to the event organiser and state that the organiser <u>must</u> have their own PL insurance in place. WH&CPC PL insurance coverage will <u>not</u> cover the event. Post meeting note Cllr Williams to arrange short meeting with VH Chair and Secretary to discuss AP241107:05	AP230706:01 Cllr Ogg (Shelter) On-going AP230111:03 Cllr Dent (door) On-going
241107:09 Finance To approve and sign the October 2024 financial information as follows; • Summary receipts and payments October 2024 • Bank reconciliation October 2024 • Receipts and payments v Budget October 2024	

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- October Bank statements

All financial reports signed by Chair, selected councillor and RFO.

Resolution passed. Payments agreed Proposed Cllr Duck seconded Cllr Spellman

Date and invoice reference	Company	Reason for invoice	Payment method	Minute reference	Amount	Authorisation
07/10/2024	Newton Printers	October newsletter	DC	20240905:17	£37.50	N/A
08/10/2024 74032215	NLC	Play inspection charges	BACS – Paid 17/10/24	Agreed E mail 17/10/24	£128.87	Cllr Williams/Clough
08/10/2024 1005143778	Crocus – Clerk reimbursement	Plants – covered by Arnold Clark grant funding	BACS – Paid 17/10/24	Agreed E mail 17/10/24	£225.04	Cllr Duck/Cllr Van Der Westhuizen
22/10/2024	HMRC Q2	PAYE	BACS	Agreed E mail 20/10/24	£45.80	Cllr Williams/ Cllr Van Der Westhuizen
31/10/2024	Clerk	October Salary + printing expenses	BACS	N/A	£209.77	Cllr Clough/Cllr Van Der Westhuizen

4 invoices not listed on agenda

- Kyanite Consulting Annual web site hosting 2025 £163.19 inc VAT Authorisers Cllr Duck and Cllr Dent
- AS Stephenson Field and Cemetery grass cutting year 2024 £1800 inc VAT. Authorisers Cllr Williams and Cllr Van Der Westhuizen
- Grove Groundworks Verge and PROW cutting £770 Authorisers Cllr Clough and Cllr Williams
- Dean Fielding – Wall repairs £2000 inc VAT Authorisers Cllr Duck and Cllr Van Der Westhuizen

Virgin App set up – Cllr Spellman requested not to be added to Virgin authorisers

Virgin Bank additional administrator – with Cllr Dent. Agreed to visit Virgin Scunthorpe prior to NLC cemetery training in December

Finances are going to be tight until year end. Possible need for transfer of funds from reserve account to current account to cover invoices and payments December – March. Council to monitor and vote accordingly. Awaiting payment VAT Refund £134.16. December VAT Claim £661.45 to process Accountable volunteer contribution October- £755.00 (includes CPB teams)

231207:05 Cllr Dent (admin)
On-going

241107:10 2025-2026 Budget

Clerk presented outline budget for 2025-2026. Finances are going to be tight. Council agreed that any projects to be undertaken must be grant funded.

Grove – price – see 24107:08 (g).Clerk to request official quotation from Grove **AP241107:06**. Cllr Dent proposed reduce project funding to £500 from £3000.

£26 per month office allowance payable to clerk as from April 2025

Clerk to re visit outline budget and present for final sign off at December meeting **AP241107:07**

241107:11 Projects

- Community Speed watch – Remove from agenda. Revisit later
- Allotment / Cemetery mains water. National Lottery Community fund application submitted 20th October. Decision usually takes 12 weeks. Depending on when/if funding announced Clerk requested assistance with moving project forward
If grant funding successful, council to discuss allotment rentals for 2025. Proposal to include Increase from £15 -> £20 per plot? To revisit once decision received on grant application
- Village Field Car Park re vamp. Quotations being investigated Cllr Williams proposed wood birds mouth fencing. Project discussions to continue at future meetings

241107:12 Octopus 29th October 2024 10.00 – 19.00 Winterton Community Pavillion

Several councillors attended. All councillors pushed Octopus for any mitigation funding to be allocated according to **impact** and not parish location. Council brought to Octopus attention that no photograph had been taken by Octopus from Coleby despite this being the community with the biggest impact location. Photo is now displayed on consultation web site.



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241107:13 Kyanite Consulting Kyanite have registered WH+C PC for Gov.net domain – awaiting next developments. Not a legal requirement however good business practice to have this domain and E mail addresses	
241107:14 Council Workload Cllr Clough expressed concerns over the workload being put on councillors e.g. planter watering. Cllr Clough would like to see more community volunteers to come forward to assist. Information to be displayed in next newsletter and on council web site.	
241107:15 Correspondence NATS meeting 16 th October Winterton Pavillion ERNLLCA Housing document Request for ashes internment – churchyard not cemetery. Clerk has passed onto PCC	
241107:16 St Etheldredas Church Act of Remembrance 10 th November 09.30. Clerk has purchased wreath from RBL and will donate to parish. Two ex-service residents will lay WH+CPC and resident's wreath. Clerk has printed off 25 orders of services 1 st December Candle lit carols in conjunction with village Hall 18.00 hours	
241107:17 Village Hall Halloween Children's party great success Remembrance Sunday 10 th November 9.30am at the Church followed by refreshments at the Hall Christmas Craft Fair Sunday 24 th November 10am -2pm. Free entry. Stalls £5 Santas Grotto Sunday 1 st 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 th December. Adults £15 children £7.50 plus Santa's Grotto	
241107:18 Minor items (a) Date protection registration with ICO. £40.00 annual fee. Proposed Cllr Clough; seconded Cllr Duck. (b) Defib inspection routine. Cllr Duck expressed an interest in taking on the role. Clerk to liaise with Cllr Duck when next inspection is due (Approximately 12 th December 2024). (c) Molehills back in cemetery – Cllr Williams to organise traps etc AP241107:08 (d) Clerk and Cllr Williams on holiday 31 st December – 1 st February inclusive (e) January PAYE due 20 th January. Cllr Dent will arrange payment AP241107:09	AP241003:05 Clerk (ICO fee) On-going
241107:19 Agenda for next and future meetings. Cllr Williams – village field car park - on agenda under projects Cllr Clough – workload	
241107:20 Next Meeting Date of next meeting subject to change Wednesday 4th December 2024 19.15 . In the absence of any other matters the meeting closed at 20.20 <u>Closed action points</u> AP240801:08 Cllr Williams - swing AP240905:01 Clerk Sweeping Water Lane AP240905:04 Clerk Quotations AP240704:05 Cllr Spellman AP241003:01 Clerk; HMRC PAYE amount AP241003:02 Clerk Contact allotmenters AP241003:02 Clerk contact allotmenteer regarding un used plot AP241003:04 Clerk standing charges Anglian Water AP241003:06 Cllr Dent move SID Sign Accepted and signed as a true record of business transacted. Signed Date..... Position.....	