

WEST HALTON AND COLEBY PARISH COUNCIL

Minutes of the Parish Council meeting held on Wednesday 4th December November at 19.15 – 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
 Cllr Ralph Ogg

Clerk
 West Halton and Coleby Councillor
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 North Lincolnshire Ward Councillor (left at 20:00)

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	
241204:01 Receive apologise for absence and approve reasons for absence Apologies were received from Cllr Elaine Marper and Cllr Helen. Quorate – 6 councillors present.	
241204:02 Declarations of interest (a) Agenda point 241204:11 (a) Allotments; Clerk / Cllr van Der Westhuizen – Personal – Allotment holders (b) Agenda point 241207:09 Finance - Clerk – Personal - reimbursement of funds (c) No dispensations granted.	
241204:03 Minutes The minutes of the Meeting held on 7 th November 2024, were accepted and signed as a true record of business transacted. Proposed Cllr Van Der Westhuizen; seconded Cllr Williams	
241204:04 Reports from Ward Councillor(s) NLC supporting pensioners with free energy saving appliances – made national headlines West Halton Drain breach. Internal drainage Board (IDB) have secured funding, and work is to commence within weeks. Clerk has spoken with IDB too Damaged PROW bridge – Clerk to send What3words location to Cllr Ogg AP241204:01 Still terrible fly tipping in parishes Electric work on Coleby Road was to install new power links for air source heat pumps.	
241204:05 Highways and footpaths (a) FS640115679 (was FS635981829) tip West Halton Hill now cleared (b) LLFA – Final reports submitted to LLFA. Monitor (c) Churchside – blind entrance/exit. Several residents have asked if a mirror could be installed at this junction and/or signs. NLC will not allow signs/mirrors to be erected. Residents need to report any near misses to Council who will keep a record of the incidents. (d) Coleby Footpaths. Community Payback Team unable to take on more work until 2025. Clerk will continue to liaise with CPB contacts. Coleby footpaths to be first task for CPB teams. (e) NLC installed SID sign outside St Etheldredas Close. No-one was aware of this taking place. To be in situ for 3 months (f) WH+CPC SID sign battery requires changing. Cllr Williams to organise	
241204:06 Butchers Arms Due to close end January 2025. Selling price reduced to £150,000	
241204:07 Village Services	AP240201:02

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(a) Northern Powergen – Complaint number 231221-014698. Cllr Clough has re reported Water Lane vegetation to NPG. NPG team visited and have logged Water Lane as a priority to action (b) Land Registry (i) Village Hall freehold owner – still under investigation (ii) Allotments – Cllr Dent completing relevant forms and will send to Clerk. (c) Cemetery ownership. NLC training at Church Square 11th December 2024 15.00. (d) EA – Halton drain breach. Clerk spoke with EA who directed her to IDB. See point 241204:04	Cllr Dent (VH/allotment ownership) On-going
241204:08 Village field, playground and public areas (a) Bus Shelter – Alkborough Lane. Cllr Ogg to obtain. (b) Telephone box – door to fit – Cllr Dent (c) Asset inspections/locations. Visual checks taken place by Cllr Van Der Westhuizen. Cradle swing handle still requires attention. (d) Dog Training Event 30th November 2024 Village Field. Council gave VH committee consent via E mail. Event was very successful. (e) Grove Groundworks price increases 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 Clerk sent out tenders for further quotations; no responses received. Resolution passed Nominate Grove as contactor for 2025. Proposed Cllr Williams seconded Cllr Duck NLC total devolved funding does not cover 9 verge cuts. Council agreed reduce to 7 cuts 2025. Resolution passed Proposed Cllr Van Der Westhuizen seconded Cllr Williams. Cllr Williams requested council to write to NLC stating that cuts are being reduced to 7; Clerk to action AP241204:02 (f) Public Liability insurance. Cllr Williams held short meeting with Village Hall committee to clarify PL liabilities. All parties agreed as per minute reference 241107:08 (h) (g) Cemetery. Clerk has received request for 2 reservations for burial plots. One is for a WH resident, and the other plot is for a Burton resident (who was brought up in WH). A discussion took place concerning plot reservation for non- resident. Cllr Clough suggested council to re debate this point once NLC cemetery training has taken place. Clerk to contact resident to advise AP241204:03	AP230706:01 Cllr Ogg (Shelter) On-going AP230111:03 Cllr Dent (door) On-going AP241107:02 Cllr Dent (swing) On-going
241204:09 Finance To approve and sign the November 2024 financial information as follows; • Summary receipts and payments November 2024 • Bank reconciliation November 2024 • Receipts and payments v Budget November 2024 • November Bank statements All financial reports signed by Chair, selected councillor and RFO. Resolution passed. Payments agreed Proposed Cllr Van Der Westhuizen seconded Cllr Spellman	

Date and invoice reference	Company	Reason for invoice	Payment Method	Minute reference	Amount	Authorisation
10/11/2024	Village Hall	Room Hire	BACS	N/A	£40.00	Cllr Dent/ Cllr

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		November/December 2024 – February – March 2025				Duck	
30/11/2024	Grove Groundworks	Cemetery Hedge Annual cut	BACS	N/A	£180.00	Cllr Duck/Cllr Williams	
30/11/2024	Village Hall	Christmas Tree donation	BACS	20241204:09 (f)	£25	Cllr Van Der Westhuizen/Cllr Duck	
30/11/2024	Clerk	Reimbursement; £20 RBL Wreath £21.49 Printing costs	BACS	N/A	£20.00 £21.49	Cllr Dent/Cllr Clough	
30/11/2024	Clerk	November salary	BACS	N/A	245.68	Cllr Clough/ Cllr Van Der Westhuizen	
a) Virgin Bank additional administrator – with Cllr Dent. Agreed to visit Virgin Scunthorpe prior to NLC cemetery training in December b) Clerk additional printing costs for Remembrance order of service – Purchase of wreath Resolution passed payments to be processed Proposed Cllr Van Der Westhuizen seconded Cllr Duck c) Accountable volunteer contribution savings November – Cllr Williams reported not much taken place zero value. d) January PAYE £14.25 to be paid in December. Resolution passed Proposed Cllr Dent seconded Cllr Duck Post meeting note Clerk checked December Salary with payroll. No PAYE due. Q3 PAYE totals £15.40. Clerk has arranged payment via Virgin – Authorisers Cllr Van Der Westhuizen and Cllr Duck e) Transfer of funds from reserve -> current account. Resolution passed £1000 transfer. Proposed Cllr Dent seconded Cllr Spellman f) Village Hall Christmas Tree – £137 donation payment of £25.00 approved. Proposed Cllr Van Der Westhuizen seconded Cllr Duck g) Cemetery rates – Cllr Williams proposed if NLC have not transferred ownership when rates are due, council are to hold off paying. Resolution passed Proposed Cllr Williams seconded Cllr Duck							231207:05 Cllr Dent (admin) On-going
241204:10 2025-2026 Budget Clerk presented revised Budget. Amendments as follows; - Projects – set at £1000 thus allowing possible 10% match funding allowing grant funding of £10,000 - Plants - £0. All must be either grant funded and/or donated - Village Hall £165 - meeting rent increased from £10 -> £15.00. Council voted unanimously to drop August meeting and accept rent increase - Cemetery maintenance - £215 – Cemetery hedge cut - Training - £60 ERNLLCA courses often £20 – 3 training opportunities - Repairs - £2000. General repairs – not wall maintenance. Any wall repairs must be grant funded. - Projected VAT reclaim – not as high due to several suppliers not being VAT registered Council agreed to set precept at £6800 Resolution passed Proposed Cllr Dent seconded Cllr Clough. Clerk to submit precept request to NLC. AP241204:04							
241204:11 Projects (a) Allotment / Cemetery mains water. Cllr Van Der Westhuizen did not take part in discussions. 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, allotment plot rental to be increased from £15 -> £20 per plot. Resolution passed Proposed Cllr Duck seconded Cllr Spellman. In the meantime, Clerk to send out invoices at current price £15. AP241204:05							

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One spare plot still available. Council agreed to wait until NLCF application decision prior to advertising. (b) Village Field Car Park re vamp. Project discussions to continue at future meetings – grant funded dependant (c) Village field Wall repairs. National Lottery Heritage Grant funding would be a major project undertaking. Clerk has contacted Historic England (HE) regarding installation of an interpretation boards. Permission must be obtained from HE, Department of Culture Sports and Media, and the Church Commission. Clerk will submit form. No point in progressing further with Heritage funding if permission is not granted	
241204:12 Council Workload Volunteer has been found to assist with deliver of Coleby Newsletters Cllr Dent proposed litter picks in 2025	
20241204:13 & 20241204:14 No agenda points issued	
241204:15 Correspondence NATS November newsletter Ms S Maddison – cemetery application	
241204:16 St Etheldredas Church 12th December Carol Service 18:00 The Barn Water Lane, by kind permission of Mr and Mrs Townend 22nd December 11.15 Christmas Communion Christmas Carols and lights switch on was poorly attended – was this due to event being held on Sunday? Clerk drew up risk assessment for event	
241204:17 Village Hall Christmas 3 course Lunch Sunday 8th December. Adults £15 children £7.50 – fully booked 18th January Race night Pie and peas. Joint venture for 2025 War Commemorations. Council to come up with suggestions	
241204:18 Minor items (a) Date protection registration with ICO. To be reviewed at start of new financial year. (b) Defib inspection due. Clerk advised local resident (fully trained on Defibs) has offered to help. Council agreed to explore possibility – written report would be required from volunteer for council records. Clerk to liaise with resident and report back AP241204:06 (c) Molehills back in cemetery – Cllr Williams to organise (d) Sexual and General Harassment Policy reviewed and accepted. Proposed Cllr Clough seconded Cllr Ven Der Westhuizen	AP241107:08 Cllr Williams (moles) on going
241204:19 Agenda for next and future meetings. Cllr Williams – village field car park - on agenda under projects Cllr Clough – workload	
241204:20 Next Meeting Date of next meeting subject to change 6th February 2025 18.30 West Halton and Coleby Village Hall. In the absence of any other matters the meeting closed at 20:40 <u>Closed action points</u> AP240502:02 Cllr Williams mapping AP241107:03 Clerk Contractor AP241107:05 Cllr Williams PL meeting AP241107:06 Clerk Grove quotation AP241107:01 Clerk EA AP241107:07 Clerk Budget AP241107:04 Clerk PROW quotations AP241107:05 Cllr Williams meeting AP241107:06 Clerk Grove quotation AP241107:09 Cllr Dent PAYE AP241003:5 Clerk ICO fee Accepted and signed as a true record of business transacted. Signed <i>Ian Williams</i> Date 06.02.2025 Position Councillor	