

West Halton and Coleby Parish Council

Parish Clerk – Mrs Frances Altoft
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24th April 2024

Dear Councillor,

You are summoned to attend the Annual Parish Assembly of the above named Parish Council to be held on **Thursday 1st May 2025**. Proceedings will commence at 18.15 at West Halton and Coleby Village Hall, Coleby Road, West Halton.

The Parish Assembly will be followed by the Annual Parish Council meeting, therefore you are summoned to attend the Annual Parish Council meeting to be held on **Thursday 1st May 2025**. Proceedings will commence at 18.30, or after the cessation of the Parish Assembly.

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

20250501:01 Election of Chairman and to receive and sign the Chairman's declaration of Acceptance of office

20250501:02 Election of Vice Chairman

20250501:03 Receive Apologies and approve reasons for absence

20250501:04 Declarations of interest

- i. To record declarations of interest by any member of the council in respect of the agenda listed below. Members declaring interests should identify the agenda item and type of interest being declared.
- ii. To note dispensations given to any member of the council in respect of the agenda items listed below

20250501:05 Minutes

To approve and sign minutes of the meeting held on the 3rd April 2025 as a true record of business transacted

20250501:06 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.

20250501:07 Internal Audit 2023/2024

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

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20250501:08 Annual Governance Statement Section 1 AGAR 2023/2024

Members to consider the Governance Statement.

Members to resolve the approval of the Governance Statement

Governance statement to be signed and dated by the Chairman and Clerk

20250501:09 Annual Accounting Statement Section 2 AGAR 2023/2024

Members to consider the Accounting Statement.

Members to resolve the approval of the Accounting Statement.

Accounting statement to be signed and dated by the Chairman.

20250501:10 Annual Governance and Accountability Return (AGAR) 2023/2024

An authority with either gross income or gross expenditure exceeding £25,000 is unable to certify itself exempt from a limited assurance review and must return completed and signed AGAR forms to external auditor for them to complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with Proper Practices.

Members to resolve the submission of the AGAR as per the stated requirements.

20250501:11 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 (2025)
- III. To review, approve and sign West Halton Financial Regulations
- IV. To review, approve and sign the Asset register and review any necessary changes to insurance policies
- V. To review, approve and sign the Financial Risk Assessment
- VI. To review, approve and sign the General Risk Assessment
- VII. To review, approve and sign the Town and parishes Code of Conduct
- VIII. To review, approve and sign the Health and Safety Policy
- IX. To; review, approve and sign the Freedom of Information Policy
- X. To nominate a deputy safe-guarder; review, approve and sign Safeguarding Children Policy
- XI. To nominate a deputy safe-guarder review, approve and sign Safeguarding Adult Policy
- XII. To review and approve General Powers of Competency
- XIII. To consider the adoption of other policies as necessary

20250501:12 Councillor Vacancies

To discuss and resolve

20250501:13 Highways, footpaths and PROW

To receive notification of any issues and to resolve action required:

- a) Road surfaces and footpaths.

20250501:14 Village Services

To discuss and resolve any action

Planned Water Lane road closure June

20250501:15 Village field, playground and public areas

To discuss and resolve any action:

- a) Bus shelter
- b) Telephone box
- c) Asset inspections
- d) Community pay back visit

20250501:16 Cemetery

To discuss and resolve any action:

Updated policies

Burial request

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20250501:17 Allotments

To discuss and resolve any action;
Land registry
Northern Forest
Insurance – metered water loss

20250501:18 Financial

To approve and sign the April 2025 financial information as follows;

- Summary receipts and payments April 2025
- Bank reconciliation April 2025
- Receipts and payments v Budget April 2025

Date and invoice reference	Company	Reason for invoice	Minute reference if applicable	Amount
01/04/2025	ERNLLCA	Annual membership	Agreed December budget	£306.00
21/04/2025	Kyanite	Set up new clerk E mail	250403:15	£6.00
20/04/2025	HP Printing	Quarterly payment (clerk expenses)	N/A	£25.49
30/04/2025	Clerk	April Salary	N/A	

2024-2025 Year End financial accounts

Accountable volunteer savings April

Update bank mandate

In Bloom grant application

Precept

20250501:19 Current Projects

To discuss and resolve any actions
Allotment mains water
Field Car Park re-vamp
Village field wall repairs – FCC grant funding

20250501:20 Kyanite

To discuss and resolve any actions
Clerk new E mail address

20250501:21 Planning

To discuss and resolve any actions
PA/2025/374 Grange Tigger – planning permission for the installation of a wind turbine up to 90M tall. Application Octopus Energy

20250501:22 Correspondence

To discuss and resolve any actions
Mr Kersh – trees

20250501:23 St Etheldredas Church

27th April Holy Communion 11.15 joint service with other parishes
25th May Holy Communion 11.15
22nd June Holy Communion 11.15

20250501:24 Village Hall

Ivy damage
Social evenings. 24th May, 7th June, 28th June
VE Day Event 10th May - suggestions needed from council
VJ Day 16th August

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Macmillan Coffee Morning date to be confirmed
Scarecrow weekend 27-28 September – PC to make a scarecrow ?
Halloween Disco – date TBC
Christmas Craft Fayre 23th November
Christmas Lunch 7th December
Children's Christmas Party 29th November and Christmas Tree light switch on

20250501:25 Minor items and projects idea 'car park'

Clerk holiday

20250501:26 Agenda for next and future meetings

To determine any items Councillors wish to agenda for the next or future meetings.

20250501:27 Next Meeting

To confirm the date and time of the next meeting as, subject to any change, 5th June 2025

18.30 venue West Halton and Coleby Village Hall