

WEST HALTON AND COLEBY PARISH COUNCIL

Minutes of the Annual Parish Council meeting held on Thursday 1st May 2025 at 18.30 – venue West Halton Village Hall

Present

Frances Altoft	Clerk
Cllr Ian Williams	West Halton and Coleby Councillor
Cllr Charles Dent- Chair	West Halton and Coleby Councillor
Cllr Janet Van Der Westhuizen	West Halton and Coleby Councillor
Cllr Sam Duck – Vice Chair	West Halton and Coleby Councillor

No members of the public

Abbreviations; NLC – North Lincolnshire Council VH – Village Hall

WH&CPC – West Halton and Coleby Parish Council

250501:01 Election of Chairman and to receive and sign the Chairman's declaration of Acceptance of office Cllr Dent was duly elected as Chair of the Parish Council. Proposed Cllr Duck seconded Cllr Van Der Westhuizen. Cllr Dent signed the Chairman's declaration of acceptance	
250501:02 Election of Vice-Chairman Cllr Duck was duly elected as Vice Chair of the Parish Council. Proposed Cllr Van der Westhuizen; seconded Cllr Williams	
250501:03 Receive apologies and approve reasons for absence Apologies received from Cllr's Ogg, Rawson and Marper	
250501:04 Declarations of interest (a) Agenda points 250501:17 and 250501:19 Allotments; Clerk / Cllr van Der Westhuizen – Personal – Allotment holders Agenda point 250501:18 – Personal - Clerk reimbursement of funds (b) No dispensations granted.	
250501:05 Minutes Change to issued minutes; removal of spurious comment under point 250501:07. The amended minutes of the Meeting held on 3 rd April 2025 were accepted and signed as a true record of business transacted. Proposed Cllr Duck; Seconded Cllr Williams	
250501:06 Reports from Ward Councillor(s) No ward Councillors present due to elections	
250501:12 Councillor Vacancies Agenda point brought forward at the request of the Chair. Mr Trevor Davey presented himself as a candidate. Council discussed Mr Davey's application and voted unanimously to accept his candidacy. Resolution passed Proposed Cllr Duck seconded Cllr Van Der Westhuizen. Mr Davey signed the declaration of acceptance of office. Cllr Dent welcomed Cllr Davey to WH+C PC. Council will continue to advertise one remaining vacancy	
250501:07 Internal Audit report The Clerk presented the AGAR Annual Internal audit report signed by Glover Accountants – nominated internal auditors. Year expenditure and income had both been overstated by £4700 due to internal bank account transfers being incorrectly recorded as income and expenditure. Total year end income - £20216.29. Total year end expenditure - £21783.62. Council can claim exemption as both under £25,000. Year End Bank reconciliation Current account £1623.01 (£941.06 National Lottery Grant - £135 allotment ear marked funds) Reserve account £2532.79. Total Bank reconciliation £4155.80	
250501:08 Annual Governance Statement Section 1 Agar 2023/2024 The Clerk presented and read out completed AGAR Section 1 Annual Governance Statement 2023-2024 for council to review. Resolution passed. Section 1 approved and signed by the Chair and Clerk. Proposed Cllr Williams; seconded Cllr Duck.	
250501:09 Annual Accounting Statement Section 2 AGAR 2023/2024 The Clerk presented completed AGAR Section 2 Annual Accounting Statement 2023-2024 for council to review. Resolution passed. Section 2 approved and signed by the Chair and Clerk. Proposed Cllr Van Der Westhuizen. Seconded Cllr Duck	

WEST HALTON AND COLEBY PARISH COUNCIL

Minutes of the Annual Parish Council meeting held on Thursday 1st May 2025 at 18.30 – venue West Halton Village Hall

To agree dates for making provision for exercise of public rights 2023-2024 exempt authorities The Clerk proposed the dates as follows; Commencement Monday 3rd June 2024 and ending on Friday 14th July 2024. Resolution passed. Dates reviewed and accepted. Proposed Cllr Duck; seconded Cllr Williams	
250501:10 Annual Governance and Accountability Return (AGAR) 2023/2024 Not applicable as council able to request exemption	
250501:11 Policies and Procedures I. To review, approve and sign the NALC model Standing Orders (2020) Approved Proposed Cllr van Der Westhuizen; seconded Cllr Williams II. To review, approve and sign the NALC model Financial Regulations (2025) Approved Proposed Cllr van Der Westhuizen; seconded Cllr Duck III. To review, approve and sign West Halton Financial Regulations Approved Proposed Cllr Dent; seconded Cllr Williams IV. To review, approve and sign the Asset register and review any necessary changes to insurance policies Approved Proposed Cllr Duck; seconded Cllr Dent V. To review, approve and sign the Financial Risk Assessment Approved Proposed Cllr Dent; seconded Cllr Van Der Westhuizen VI. To review, approve and sign the General Risk Assessment Approved Proposed Cllr Williams; seconded Cllr Dent VII. To review, approve and sign the Town and parishes Code of Conduct Approved Proposed Cllr Duck; seconded Cllr Williams VIII. To review, approve and sign the Health and Safety Policy Approved Proposed Cllr van Der Westhuizen; seconded Cllr Williams IX. To; review, approve and sign the Freedom of Information Policy Approved Proposed Cllr Dent; seconded Cllr Duck X. To nominate a deputy safe guarder; review, approve and sign Safeguarding Children Policy Clerk nominated as deputy. Proposed Cllr Dent seconded Cllr Van Der Westhuizen. Policy approved Proposed Cllr Dent; seconded Cllr Van Der Westhuizen. XI. To nominate a deputy safe-guarder; review, approve and sign Safeguarding Adult Policy Clerk nominated as deputy. Proposed Cllr Van Der Westhuizen; Seconded Cllr Duck Policy approved Proposed Cllr Van Der Westhuizen; Seconded Cllr Duck XII. To review and approve General Powers of Competency Approved Proposed Cllr Williams; seconded Cllr Van Der Westhuizen	
250501:13 Highways and footpaths (a) No major issues to report (b) Short Lane sign damaged. Cllr Dent to report to NLC	
250501:14 Village Services (a) Possible Water Lane Road Closure 2nd – 6th June. NLC to map and jet drains	
250501:15 Village field, playground and public areas (a) Bus Shelter – Alkborough Lane. Cllr Ogg to obtain. (b) Telephone box – Cllr Dent has carried out more work (c) Asset inspections/locations. Strimmer stored with Clerk. Cllr Van Der Westhuizen reported highways and some footpaths require sweeping and telephone box needs a re-paint (d) Community pay back team (CPBT). Thanks to Cllr Ogg and local resident for their assistance with removing arisings from recent field clean up. CPBT next visit end May – strim village field boundaries, tree bases, barrow hill and possibly re edge footpaths. Bags available at clerk's	AP230706:01 Cllr Ogg (Shelter) On-going AP230111:03 Cllr Dent (door) On-going

WEST HALTON AND COLEBY PARISH COUNCIL

Minutes of the Annual Parish Council meeting held on Thursday 1st May 2025 at 18.30 – venue West Halton Village Hall

residency.																																				
(e) Northern Forest Tree planting. Not feasible – point closed.																																				
(f) Concern was raised by Cllr Van Der Westhuizen that the village field was not being cut as short as it has been previously. Contractor is currently cutting field weekly and cemetery fortnightly. Cllr Williams stated that contractor must be made aware of our budget and should not be cutting as they seem fit but according to the agreement with the council. Field budget cutting is limited for this financial year. Clerk to contact contractor to discuss AP250501:01																																				
(g) Cllr Williams stated football field markings have virtually disappeared and it was noted the local volunteer resident, who used to mark the pitch out, would be leaving the village soon. Cllr Davey mentioned that once the pub re-opens maybe football matches may re commence. Council voted to leave the re-marking of the lines and if it is required later then this can be revisited. Resolution passed Proposed Cllr Williams seconded Cllr Duck																																				
250501:16 Cemetery (a) Cemetery ownership. On going with NLC. Clerk monitoring. (b) Regulation templates; Council to remove reference to differing types of graves. Cllr Dent to complete review and forward onto clerk. AP250403:04 (c) Burial request. Once amended regulations completed clerk to forward to residents who have requested to reserve plots	AP250403:04 Cllr Dent (templates)																																			
250501:17 Allotments (a) Land Registry Allotments – Cllr Dent has completed application and allotment boundaries are now registered. There will be a charge (cost unknown at present) for the Land Registry and for a land inspection by HM Land Registry. Cllr Dent to send completed forms to all councillors for inspection.	AP240201:02 Cllr Dent (allotment ownership) On-going																																			
250501:18 Finance To approve and sign the following reports; - Summary receipts and payments April 2025 - Bank Reconciliation April 2025 - Receipts and payments v Budget 2025 Resolution passed All payments to be processed. Proposed Cllr Duck; seconded Cllr Van Der Westhuizen																																				
<table><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><tr><td>01/04/2025</td><td>ERNLLCA</td><td>Annual subscription</td><td>BACS</td><td>Agreed Budget December 2024</td><td>£306.00</td><td>Cllr Dent/Cllr Duck</td></tr><tr><td>21/04/2025</td><td>Kyanite</td><td>Clerk new E mail address</td><td>BACS</td><td>250403:15</td><td>£6.00</td><td>Cllr Williams/Cllr Van Der Westhuizen</td></tr><tr><td>20/04/2025</td><td>HP Printing</td><td>Quarterly payment (clerk expense)</td><td>BACS</td><td>N/A</td><td>£25.49</td><td>Cllr Van Der Westhuizen/Cllr Duck</td></tr><tr><td>30/04/2025</td><td>Clerk</td><td>April salary</td><td>BACS</td><td>N/A</td><td>£245.68</td><td>Cllr Van Der Westhuizen/Cllr Duck</td></tr></table>	Date and invoice reference	Company	Reason for invoice	Payment method	Minute reference	Amount	Authorisation	01/04/2025	ERNLLCA	Annual subscription	BACS	Agreed Budget December 2024	£306.00	Cllr Dent/Cllr Duck	21/04/2025	Kyanite	Clerk new E mail address	BACS	250403:15	£6.00	Cllr Williams/Cllr Van Der Westhuizen	20/04/2025	HP Printing	Quarterly payment (clerk expense)	BACS	N/A	£25.49	Cllr Van Der Westhuizen/Cllr Duck	30/04/2025	Clerk	April salary	BACS	N/A	£245.68	Cllr Van Der Westhuizen/Cllr Duck	
Date and invoice reference	Company	Reason for invoice	Payment method	Minute reference	Amount	Authorisation																														
01/04/2025	ERNLLCA	Annual subscription	BACS	Agreed Budget December 2024	£306.00	Cllr Dent/Cllr Duck																														
21/04/2025	Kyanite	Clerk new E mail address	BACS	250403:15	£6.00	Cllr Williams/Cllr Van Der Westhuizen																														
20/04/2025	HP Printing	Quarterly payment (clerk expense)	BACS	N/A	£25.49	Cllr Van Der Westhuizen/Cllr Duck																														
30/04/2025	Clerk	April salary	BACS	N/A	£245.68	Cllr Van Der Westhuizen/Cllr Duck																														
Additional invoice received post meeting. Chestnut Mowing Total invoice £460.00. Agreed via E mail to pay on consideration of agenda point 250501:15 (f) Accountable volunteer savings for April = £820. ~ £500 accounted for by CPBT Bank mandate requires updating. Clerk to organise with Virgin AP250501:02																																				

WEST HALTON AND COLEBY PARISH COUNCIL

Minutes of the Annual Parish Council meeting held on Thursday 1st May 2025 at 18.30 – venue West Halton Village Hall

Cllr Davey to be added to Virgin. Clerk to action AP250501:03 Precept received £7022 Clerk has applied for In Bloom grant - £359.32 Council contribution £50. Total application £309.32 Current account as of 30th April 2025 £8488.53. Reserve account £2539.39	
250501:19 Current Projects (a) National Lottery Allotment mains water. Trench and pipe work has been paid and has passed Anglia Water Inspection. Road closure booked for 28th July to make mains connection. Clerk has forwarded updated expenditure sheet to National Lottery (NL). NL have confirmed that all accounts are in order and grant application will be classed as closed/complete as of 1st May 2025 and no further reporting is required. Council must keep all records of expenditure etc for 7 years as per NL grant policies. (b) Village Field Car Park re vamp. Project discussions to continue at future meetings – grant funded dependant. Approach NLC for funding? (c) Village field Wall repairs. National Lottery Heritage Grant? FCC grant? Clerk to investigate FCC funding to cover sections not badly affected by ivy damage. Clerk to chase response from Historic England regarding use of digger	
250501:20 Kyanite New Clerk E mail address now in place. clerk@westhaltonandcolebyparishcouncil.gov.uk	
250501:21 Planning Application submitted under Winterton Parish. PA/2025/374 Grange Tigger – planning permission for the installation of a wind turbine up to 90M tall. Applicant Octopus Energy. Council has no objections to this application. Clerk to enter comment into NLC planning Portal	
250501:22 Correspondence Mr Kersh – requesting confirmation on ownership of trees outside Manor Cottage. Clerk has contacted NLC – awaiting response and will monitor Applicant for councillor vacancy – see agenda point 250501:12 ERNLLA Training	
250501:23 St Etheldredas Church 27th April 11.15 Holy Communion – joint service with Burton, Flixborough, Alkborough and Whitton – well attended 25th May 11.15 Holy Communion 22nd June 11.15 Holy Communion	
250501:24 Village Hall Social evenings. 24th May, 7th June, 28th June VE Day Event 10th May – Parish Council suggestion – Morris Dancing. Successful booking has been secured VJ Day 16th August Macmillan Coffee Morning date to be confirmed Scarecrow weekend 27-28 September – Parish Council will contribute a scarecrow Halloween Disco – date TBC Christmas Craft Fayre 23rd November Christmas Lunch 7th December Children's Christmas Party 29th November and Christmas Tree light switch on	
250501:25 Miscellaneous items Clerk Holiday 5th May – 26th May SID battery requires changing. Cllr Dent to action Clerk informed council that a sponsor has come forward for the quarterly community newsletter. The sponsor would like to sponsor one year's worth of publications as from July 2025. Council expresses their grateful thanks. Cllr Davey questioned how the political landscape would map out after the Mayoral elections 1st May 2025. Would local councils be abolished? Cllr Duck will see if any information is available from Lincoln County Council	



WEST HALTON AND COLEBY PARISH COUNCIL
Minutes of the Annual Parish Council meeting held on Thursday 1st May 2025 at 18.30 – venue
West Halton Village Hall

250501:26 Agenda for next and future meetings. No comments from councillors. Business concluded and meeting closed at 20.10	
250501::27 Next Meeting The next meeting as, subject to any change, 5 th June 2025 18.30 venue West Halton and Coleby Village Hall <u>Closed action points</u> AP250403:01 Clerk forward information to Cll Ogg AP250306:03 Cllr Williams football pitch AP250403:05 Cllr Dent respond to VH AP250403:06 Clerk year end accounts to auditor AP250403:07 Clerk financial regs update AP250403:08 Clerk Kyanite new e mail address AP250403:02 Cllr Dent Village field maintenance AP241107:02 Cllr Dent Cradle swing Accepted and signed as a true record of business transacted. Signed Date..... Position.....	