

WEST HALTON AND COLEBY PARISH COUNCIL

Minutes of the Annual Parish Council meeting held on Thursday 5th June 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 Trevor Davey	West Halton and Coleby Councillor
Cllr Sam Duck – Vice Chair	West Halton and Coleby Councillor
Cllr Ralph Ogg	North Lincolnshire Council Ward Councillor
No members of the public	Quorate 4 councillors present
Abbreviations; NLC – North Lincolnshire Council	VH – Village Hall
WH&CPC – West Halton and Coleby Parish Council	

250605:01 Receive apologies and approve reasons for absence Apologies received from Ward Cllr's Rawson and Marper and Cllr Van Der Westhuizen	
250605:02 Declarations of interest (a) Agenda point 250605:07 and 250605:11 Allotments; Clerk – Personal – Allotment holder (b) No dispensations granted.	
250605:03 Minutes Change to issued minutes; removal of spurious comment under point 250501:07. The amended minutes of the Annual Parish Council Meeting held on 1 st May 2025 were accepted and signed as a true record of business transacted. Proposed Cllr Duck; Seconded Cllr Williams	
250605:04 Reports from Ward Councillor(s) Anglian Water (AW). Recent meeting held with Ward Councillors regarding condition of drinking water (hardness etc). AW presented how water is supplied, statistics on hardness and number of complaints received. AW encourage residents to report any issues at all via their web site or by telephone. Number of complaints peaked in January 2025 and have now reduced considerably NLC Community Pot Funding available for PC and VH's	
250605:05 Councillor Vacancy One vacant council position still available. Advertised on Council web site	
250605:06 Highways and footpaths (a) Water Lane Road closure 2 nd – 6 th June. Work completed by 3 rd June. Investigations located un-recognised buried sluice gate and damage to drains. Council to request copy of LLFA report once produced (b) Coleby road. The road is in a totally unacceptable state – rutted and potholed. Cllr Ogg to speak with NLC to see if WH is listed for surfacing work soon. Clerk will take photos and report again to NLC highways. AP250605:01	
250605:07 Village Services (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
250605:08 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. Cllr Davey has cleaned the bench (c) Asset inspections/locations. Cllr Williams reported weeds present in several areas and play area bin requires emptying. Goal posts had been damaged – Cllr Dent has repaired (d) No SLA has been received from NLC with regards to play equipment inspection. Clerk chasing with NLC AP250605:02 (e) Village planters. Coleby resident has offered to sponsor one planter. Council expresses their	AP230706:01 Cllr Ogg (Shelter) On-going AP230111:03 Cllr Dent (door) On-going

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thanks. Cllr Williams proposed removal of Alkborough Lane planter in bad condition. Requires powder coating. Cllr Duck to contact Forge Welding 250605:03 Cllr Van Der Westhuizen has offered to look after West Halton Coleby Road planter and Walker close; Cllr Williams telephone box planters and St Etheldredas close. Volunteers needed to help water/look after Whitton Road and Coleby (Thealby exit) planters																																																									
(f) Community pay back team (CPBT). No date yet for next visit – clerk liaising with CPBT (g) Confirmation received from NLC over tree ownership on Churchside. Clerk has forwarded onto resident who raised the initial concern																																																									
250605:09 Cemetery (a) Burial templates; Council to remove reference to differing types of graves. Cllr Dent to complete review and forward onto clerk. (b) Cemetery ownership. On going with NLC. Clerk monitoring. Cllr Ogg to push NLC for a resolution Cllr Dent to investigate HMRC Land registrations for land surrounding the cemetery. AP250605:04 Clerk reported that NLC is offering to pay total £180.00 for the whole years cuts. This will not cover the cost of the current proposed cutting schedule. Council voted unanimously to spend £180 on grass cutting then ask our contractor to leave the cemetery un-cut. Clerk to respond to NLC AP250605:05	AP250403:04 Cllr Dent (templates) on-going																																																								
250605:10 Finance To approve and sign the following reports; - Summary receipts and payments May 2025 - Bank Reconciliation and expenditure v budget May 2025 - Receipts and payments v May 2025 - May Reserve and Current account bank statements Resolution passed All payments to be processed. Proposed Cllr Duck; seconded Cllr Williams <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>01/05/2025</td><td>Village Hall</td><td>Hall room hire April – June 2025</td><td>BACS</td><td>N/A</td><td>£30.00</td><td>Cllr Duck/Cllr Davey</td></tr><tr><td>01/05/2025</td><td>Chestnut Mowing</td><td>Field/cemetery grass cutting</td><td>BACS</td><td>250501:18</td><td>£460.00</td><td>Cllr Dent/ Cllr Williams</td></tr><tr><td>03/05/2025</td><td>Screwfix</td><td>Pipework/ fittings allotment water project</td><td>DC</td><td>Lottery funded</td><td>£76.85</td><td>N/A</td></tr><tr><td>12/05/2025</td><td>Glovers</td><td>Audit Year end accounts</td><td>BACS</td><td>N/A</td><td>£168.00</td><td>Cllr Dent/Cllr Duck</td></tr><tr><td>24/05/2025</td><td>Grove Groundworks</td><td>Verge/PROW grass cutting</td><td>BACS</td><td>N/A</td><td>£920.00</td><td>Cllr Van Der Westhuizen/Cllr Williams</td></tr><tr><td>31/05/2025</td><td>Clerk</td><td>May Salary</td><td>BACS</td><td>N/A</td><td>£245.68</td><td>Cllr Davey/Cllr Van Der Westhuizen</td></tr><tr><td>31/05/2025</td><td>Chestnut Mowing</td><td>Field/ cemetery grass cutting</td><td>BACS</td><td>N/A</td><td>£460.00</td><td>Cllr Williams/Cllr Duck</td></tr></table> Accountable volunteer savings for May = £195.00 Bank mandate/ Remove old administrator. Clerk suggested mandate to be updated first. Clerk to obtain forms from Virgin In Bloom grant. £309 awarded. Clerk/ Cllr Van Der Westhuizen have purchased plants and have	Date and invoice reference	Company	Reason for invoice	Payment method	Minute reference	Amount	Authorisation	01/05/2025	Village Hall	Hall room hire April – June 2025	BACS	N/A	£30.00	Cllr Duck/Cllr Davey	01/05/2025	Chestnut Mowing	Field/cemetery grass cutting	BACS	250501:18	£460.00	Cllr Dent/ Cllr Williams	03/05/2025	Screwfix	Pipework/ fittings allotment water project	DC	Lottery funded	£76.85	N/A	12/05/2025	Glovers	Audit Year end accounts	BACS	N/A	£168.00	Cllr Dent/Cllr Duck	24/05/2025	Grove Groundworks	Verge/PROW grass cutting	BACS	N/A	£920.00	Cllr Van Der Westhuizen/Cllr Williams	31/05/2025	Clerk	May Salary	BACS	N/A	£245.68	Cllr Davey/Cllr Van Der Westhuizen	31/05/2025	Chestnut Mowing	Field/ cemetery grass cutting	BACS	N/A	£460.00	Cllr Williams/Cllr Duck	
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planted up planters. Many thanks to NLC for the generous grant. AGAR has been submitted to external government auditors Data Protection fee. Resolution passed. Proposed Cllr Dent seconded Cllr Davey. Council to pay annual registration £52.00 AP250605:06 Current account as of 31st May £6888.75. Reserve account £2538.08	Clerk (Mandate) On-going
250605:11 Current Projects (a) National Lottery Allotment water. Road closure booked for 28th July to connect to mains water. Combination padlock needs purchasing for standpipe – approx. cost £15.00 Projects ‘car park’ (i) Village Field Car Park re vamp. Project discussions to continue at future meetings – grant funded dependant. Cllr Davey queried if the barrier height was legal. Cllr Dent to investigate AP250605:07 (ii) Village field Wall repairs. Visit from HE. Examination of proposed excavations to accommodate wall repairs. HE revised Right of Hearing report states trench must only be 150mm wide. After discussions council voted to halt proposal as not feasible. Council will continue with wall repairs (as and when budget/funding allows) along sections where no digging is required. Clerk to respond back to HE. AP250605:08	
250605:12 Planning PA/2025/588 – Planning permission to erect single-storey extension and detached garage in place of existing single storey extension and detached garage. Council has no objections however future possible flooding must be considered. Clerk to enter comment into NLC planning portal	
250605:13 Correspondence LLFA Temporary Road closure Water Lane 2nd June – 6th June 2025 for drain inspections to assist with flood mitigation. ERNLLCA AGM and Conference ERNLLCA ERNLLCA May newsletter NLC Meeting timetable ERNLLCA Training employment law ERNLLCA HR training NLC Local plan initial engagement PCC funding – CCTV. Too late for application for this round of funding	
250605:14 Village Hall VE 80th Anniversary - success. Well supported Social evenings 7th June/28th June 26th July Fun Day BBQ games laser show and bar 3- 11. VH PL insurance to cover VJ Day Tea 16th August Afternoon tea BBQ quiz and bar 12 – 11pm 24th August Street boot 10 – 14.00 £2 per household Macmillan Coffee Morning date TBC Scarecrow weekend 27-28th September 2025 Halloween Disco – date TBA Christmas Craft Fayre 23rd November Christmas Lunch 7th December Children’s Christmas party and lights Switch On 29th November	
250605:15 Miscellaneous items July newsletter to be published – clerk requested input from councillors Policy review – GDPR. Policy accepted. Proposed Cllr Duck seconded Cllr Williams VH party hire – Hall has been hired for birthday party and attendees would like to utilise village field. Council to produce risk assessment to cover the village field for generic use and instances such as this and can be provided to the hirer. Cllr Dent suggested comment to be added on risk assessment to the effect that the field is a public area and public will be utilising the space at the same time as a VH hire.	



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Risk assessment to be displayed on village noticeboard AP250605:09 Cllr Davey enquired about training. Clerk to forward on log on details for ERNLLCA AP250605:10 NLC Community Wardens. Cllr Davey declared an interest – personal – member of his family is a Community Warden. Cllr Williams enquired why NLC Community Wardens do not visit outlying villages. Cllr Ogg stated other local PC's have raised the same query. Cllr Ogg to investigate with relevant NLC personnel	
250605:16 Agenda for next and future meetings. No comments from councillors. Business concluded and meeting closed at 20:15	
250605 :17 Next Meeting The next meeting as, subject to any change, 3rd July 2025 18.30 venue West Halton and Coleby Village Hall <u>Closed action points</u> AP250501:01 Clerk grass cutting contractor AP250501:03 Clerk Add Cllr Davey to Virgin Accepted and signed as a true record of business transacted. Signed Date..... Position.....	