

WEST HALTON AND COLEBY PARISH COUNCIL

Minutes of the Annual Parish Council meeting held on Thursday 4th September 2025 at 18.30 – venue West Halton Village Hall

Present

Frances Altoft
Cllr Ian Williams

Cllr Charles Dent- Chair

Cllr Sam Duck – Vice Chair

Cllr Janet Van Der Westhuizen

Cllr Ralph Ogg

No members of the public

meeting commenced at 18.45 when quorate

Abbreviations; NLC – North Lincolnshire Council

Clerk to the Council

West Halton and Coleby Councillor

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North Lincolnshire Council Ward Councillor

Quorate 4 councillors present

VH – Village Hall

WH&CPC – West Halton and Coleby Parish Council

250904:01 Receive apologies and approve reasons for absence Apologies received from Ward Cllr's Rowson and Marper and Cllr Davey	
250904:02 Declarations of interest (a) Agenda points 250904:11 (c) and 250904:10 Clerk – Personal – Allotment holder and payment reimbursement. Agenda points 250904:11 (c) and 250904:10 Cllr Van Der Westhuizen – personal – allotment holder (b) No dispensations granted.	
250904:03 Minutes The minutes of the Parish Council Meeting held on 3 rd July 2025 were accepted and signed as a true record of business transacted. Proposed Cllr Williams; Seconded Cllr Van Der Westhuizen	
250904:04 Reports from Ward Councillor(s) Cllr Ogg provided paperwork relating to cemetery purchase; kindly provided by a resident. Cemetery ownership transfer still on going with NLC. Cllr Ogg pursuing NLC. Thealby road fly tip - on Biffa Land. Cllr Ogg to chase Biffa. See agenda point 250904:06 (b) Suspect quad bikes are travelling around various parishes at night. People need to be aware and report anything suspicious to Police. Steel bus shelter – not fit for purpose. To be scrapped see agenda point 250904:08 (a)	
250904:05 Councillor Vacancy One vacant council position still available. Advertised on Council web site	
250904:06 Highways, footpaths and PROW (a) Coleby road surface. FS725033998 problem logged with NLC. Residents encouraged to report to NLC. No news from NLC on possible resurfacing. (b) Thealby Hill Fly Tip. Clerk received communication from resident stating fly tip has been present for months (just within WH+C parish) On Biffa land – see agenda point 250904:04 – Ward Councillor to action (c) Cllr Williams – several residents have brought to council's attention 3 parked vehicles in West Halton with no MOT/Tax. Vehicles have been reported to DVLA, Police and NLC environmental health. Clerk to re report to Police (d) Speeding. Social media complaints regarding speeding vehicles in West Halton. Latest SID statistics (Whitton Road) do show increase in vehicle average speed. SID stats have been sent to Police. Clerk has already requested police speed monitoring – clerk to re E mail Police and all residents encouraged to report speeding incidents to Police (e) Cllr Dent – Damaged Horse warning sign in Coleby. Clerk reported this April 2025 FS702634629. Clerk re reported new reference number FS746750726	
250904:07 Village Services (a) Land Registry Allotments – Still being worked on by Cllr Dent Cllr Dent to send completed forms to all councillors for inspection. (b) Allotment rental fees 2026. Cllr Van Der Westhuizen and Clerk declared interest. Cllr Van Der Westhuizen took no part in the discussions. Cllr Williams proposed rental increase to £25 per plot. Resolution passed Proposed Cllr Williams seconded Cllr Duck. There will be one vacant plot available as of January 2026. Clerk has contacted the owners of 2 other plots to see if they still wish to work them. Cllr Duck asked if CPB team arisings could be taken to allotments. Cllr Williams stated this would not be possible as it merely creates another problem somewhere else. (c) LLFA report. See attached appendix. Council and residents need to monitor situation and report any flooding incidents no matter how small to NLC. (d) Clerk reported re call notice on defibs. Coleby defib is not on the recall list.	AP240201:02 Cllr Dent (allotment ownership) On-going

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250904:08 Village field, playground and public areas (a) Bus Shelter – not fit for purpose. Resolution passed Proposed Cllr Williams. Seconded Cllr Dent. Use Coleby Bus shelter as example and obtain quotations for wood shelter. Clerk to action. AP250904:01 (b) Telephone box door – on going (c) Asset inspections. Cllr Van Der Westhuizen reported Churchend goal posts in a dangerous condition; need ground anchors. These posts are the most utilised ones so must be made safe. Cllr Dent to action AP250904:02 (d) Play equipment SLA received from NLC. £110 ex VAT. NLC have advised inspection has taken place even though price not yet accepted by WH+C PC. Resolution passed Price accepted Proposed Cllr Duck seconded Cllr Williams. Clerk to sign SLA and send back to NLC. ERNLLCA playground inspection training booked Cllr Davey/Clerk to attend. Cost £20.00 ex vat pp. Resolution passed Proposed Cllr Dent seconded Cllr Van Der Westhuizen. Agreed via E mail dated 16/07/2025 as limited places available. (e) Alkborough planter. Cllr Duck awaiting supplier (f) Community pay back team (CPBT). Visit 9. Commenced Water Lane bank clearance. To return 14th September; re strim village field boundary and to continue with Water Lane bank. Clerk signed new Memorandum of Understanding to cover future work on allotments (g) Social media complaints. After discussions council agreed WH+C PC will not respond to social media complaints. Complaints policy reviewed and accepted. See agenda point 250904:16 Council contact information is available via noticeboards and PC web site. Recent social media complaints concerning grass cutting caused unnecessary distress to one contractor. These kinds of complaints could result in WH+C PC loosing valuable contractors and some services	AP230111:03 Cllr Dent (door) On-going														
250904:09 Cemetery (a) Cemetery ownership. Still outstanding with NLC – nearly one year since original discussions took place (b) EROB documentation. Clerk has commenced issue. Non-resident definition and costs agreed as follows A non-resident is defined as someone who does not reside within the Parish and someone who has left the Parish of West Halton and Coleby An exclusive right of burial (EROB) (grave or cremation) may be purchased and a plot reserved in the current row for a fee of £1200. The granted EROB will be valid for a period of 50 years. After the period of 50 years the EROB can be extended, at the owner's request, in increments of 5 years upon payment of a renewal fee of £500 (subject to change) for every 5-year increment <table border="1" data-bbox="245 1373 888 1601"> <thead> <tr> <th colspan="2">None residents</th></tr> </thead> <tbody> <tr> <td>Internment in a new grave (plot)</td><td>£1600</td></tr> <tr> <td>Grave plot for baby or still born</td><td>£550</td></tr> <tr> <td>Internment in cremation plot (urn)</td><td>£600</td></tr> <tr> <td>Re-opening a double grave</td><td>£600</td></tr> <tr> <td>Re-opening a double cremation grave</td><td>£500</td></tr> <tr> <td>Erection of a memorial headstone (grave or cremation)</td><td>£300</td></tr> </tbody> </table> Above prices include grave levelling/infilling one year after internment These costs may seem excessive however WH+C cemetery is small, and council must prioritise internments/reservations for current residents of the parish. Resolution passed; Proposed Cllr Williams seconded Cllr Van Der Westhuizen (c) Grass cutting. Several complaints have been received concerning the decision to cease cemetery grass mowing. Residents must report their concerns to NLC and not WH+C PC. NLC will not provide WH+C PC with additional funding until end September. Upon receipt of funds WH+C PC will re commence mowing. (d) A lady has raised concerns over new mole activity which could potentially cause subsidence to headstones. Free seeding poppy flowers present in cemetery. Council to deploy mole traps and to cut down and remove seed heads. Clerk AP250904:03	None residents		Internment in a new grave (plot)	£1600	Grave plot for baby or still born	£550	Internment in cremation plot (urn)	£600	Re-opening a double grave	£600	Re-opening a double cremation grave	£500	Erection of a memorial headstone (grave or cremation)	£300	
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250904:10 Finance To approve and sign the following reports; Summary receipts and payments July and August 2025															

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- Bank Reconciliation and expenditure v budget July and August 2025
- Monthly receipts and payments July and August 2025
- July and August 2025 Reserve and Current account bank statements

Resolution passed All payments to be processed. Proposed Cllr Duck; seconded Cllr Van Der Westhuizen

Date and invoice reference	Company	Reason for invoice	Payment method	Minute reference	Amount	Authorisation
03/07/2025	ICO	Annual data protection Fee	DC	N/A	£52.00	N/A
14/07/2025	Amazon	Padlock purchase	DC	N/A	£9.75	National lottery funded
22/07/2025	Tescos- Clerk re imbursement	Wine purchase retirement present	BACS	Agreed E mail	£34.87	Cllr Duck/Cllr Davey
31/07/2025	Clerk	July Salary	BACS	N/A	£245.68	Cllr Duck/Cllr Van der Westhuizen
31/07/2025	Chestnut Mowing	Village field grass cutting	BACS	N/A	£220	Cllr Williams/Cllr Van der Westhuizen
06/08/2025	Amazon	Bunting purchase	DC	250703:14	£16.05	N/A ** omitted from agenda
19/08/2025	HP Clerk re imbursement	Quarterly printing costs as agreed	BACS	N/A	£25.99	Cllr Dent/Cllr Van Der Westhuizen
08/08/2025	EBAY – Carina designs clerk reimbursement	Allotment water sign	BACS	National Lottery funded	£10.99	Cllr Dent/Cllr Van Der Westhuizen
31/08/2025	Clerk	August Salary	BACS	N/A	£245.68	Cllr Dent/Cllr Van Der Westhuizen

Accountable volunteer savings for July/August = £1675

Invoice arrived after agenda issue;

Chestnut Mowing £200 Authorisation Cllr Van Der Westhuizen Cllr Duck

Bank mandate/ Remove old administrator first. Clerk has correct forms and will circulate to councillors for signatures

Devolved grass cutting funding finally received 13/07/2025 £1252.00

Annual insurance premium £728.47. **Resolution passed** Premium T/C's and insurance policy wording accepted.

Proposed Cllr Van Der Westhuizen seconded Cllr Dent. Clerk to confirm to Gallagher.

Current account as of 31st July £5758.44 Reserve account £2543.39

Current account as of 31st August £5242.05 Reserve account £2546.09

AP250501:02
Clerk (Mandate)
On-going

250904:11 Current Projects

- Village field car park – gate – discussions to continue at future meetings.
- Village field gate Alkborough Lane – Cllr Duck examining possible mending
- Allotment Mains water. Anglian Water have increased the price of the installation even though council agreed a price, formed a contract and had to pay in advance of the installation.
Original quotation inc VAT £6440.24. New quotation £8132.07 inc VAT.
Differences in new quotation;
 - no infrastructure discount of £491.00 offered. AW state that this is now not available due to OFWAT regulation changes.
 - Additional Re quote charge of £99.12 inc VAT.

Anglian water accounts have issued a demand for extra payment of £1491.83 inc VAT. This does not tally with previous quotations. Clerk informed council Wave has been selected as retailer. Wave engineer attended site 1st September (actually AW engineer attended). 2nd inspection took place to confirm meter in place however AW transponder had not been fitted in original installation. Transponder fitted by engineer. AW to take 21 working days to issue all information to Wave so that invoicing can commence.

Cllr Dent to write again to AW challenging extra payment and to inform AW on missing transponder

AP250904:04

(d) Projects 'car park'

- Village Field Car Park re vamp. Two interpretation boards to be designed. Councillors to come up with ideas. Proposed new height barrier - Cllr Dent to investigate

AP250605:07 Cllr Dent (barrier height) **On going**

250904:12 Planning

PA/2025/588 Application to erect a side extension to an existing property. The Cottage Water Lane Halton. DN15 9BA. Application Mr Steve Barker. Permission granted

West

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PA/2025/1039 Application to erect a single storey rear extension, including demolition of existing conservatory, removal of existing chimney stack, replacement roof and installation of roof light to the existing kitchen. Applicant Mr George Sowerby. Woodhurst, Winteringham Lane, West Halton Dn15 9AU. Consultation end date 23rd September 2025. After discussions council agreed no objections to this application. PA/2025/919 Outline planning permission for four self-build/custom build detached dwellings. Lane west of Coleby Road, West Halton. DN15 9AN. Applicant Mr Howarth. Consultation end date 09/10/2025. To be discussed at October meeting. Clerk has forwarded planning application onto residents living adjacent to proposed development and posted information on parish council web site and Village social media page	
Cllr Dent left the meeting @ 19.45	
250904:13 Correspondence Greater Lincolnshire Council for all Consultancy sessions x 2 E mails ERNLLCA Playground inspection training ERNLLCA HR training ERNLLCA Conflict resolution training Town and Parish Liaison Meeting 24th July 2025 Town and Parish Liaison Meeting September 2025 Grange Tigger – final planning comment submission ERNLLCA Annual meeting Mr Malcolm Plaskitt – Thealby Hill fly tip Mrs A Sparks – cemetery grass cutting	
250904:14 Village Hall 24th August Street boot very successful Macmillan Coffee Morning date 13th September 10.00 – 12.00 Scarecrow weekend 27-28th September 2025 – Cllr Davey working on PC Scarecrow Halloween Disco – date 1st November Christmas Craft Fayre 23rd November Christmas Lunch 7th December Children's Christmas party and lights Switch On 29th November	
250904:15 St Etheldreda's church 28th September 11.15 Harvest themed Holy Communion. 2nd November 11.15 Holy Communion 9th November Act Of Remembrance 09.30 – to be lead by Winterton RBL 23rd November 11.15 Holy Communion	
250904:16 Miscellaneous items Policy review; Complaints procedure and Asset disposal policy. Complaints policy to include comment regarding social media; agenda point 250904:08 (g); Resolution passed updated policies agreed Proposed Cllr Dent seconded Cllr Duck. Any complaints regarding village issues need to be addressed direct to WH+C PC. The VH committee only deal with aspects relating to the VH and events organised by the VH committee. A note is to be included to this effect in October newsletter Clerk holiday 12th September – 26th September 2025. 7 hours to be taken as final paid leave and 3 hours unpaid leave. September salary to be reduced accordingly.	
250904:17 Agenda for next and future meetings. No comments from councillors.	
250904:18 Next Meeting The next meeting as, subject to any change, 2nd October 2025 18.30 venue West Halton and Coleby Village Hall. Business concluded and meeting closed at 20.05 <u>Closed action points</u> AP230706:01Cllr Ogg Bus shelter AP2580605:02 Clerk SLA AP250605:05 Cllr Dent land registry AP250703:01 Clerk grass cutting AP250703:02 Clerk Bunting Accepted and signed as a true record of business transacted. Signed Date..... Position.....	



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Appendix A – LLFA report

Sent: 12 August 2025 11:10

To: clerk@westhaltonandcolebyparishcouncil.gov.uk

Subject: Re: Temporary Road Closure for SW drain investigation - Water Lane, West Halton

Good Morning,

Apologies for the delayed response/summation, we have other urgent works to attend too since our last attendance in the village.

Following completion of our recent investigations/works within the village at Water Lane (June 2025), please see below a brief summation of the issues/works for your records:

- Damaged section of highway surface water (SW) drain adjacent to No. 5 Manor Crt. Pipe repaired and new inspection manhole installed.
- Significant root ball ingress within the section of highway surface water drain adj to No. 5 Manor Court. Root ball removed with a jetting appliance and root cutter; the pipe is now clear and running.
- A new additional manhole gully has been installed on the radius to Manor Court to add some storage capacity to highway SW drain at this location and the large direct gully top will help improve capture.
- We have cleaned out all debris, stone & brick rubble from the beck at the location underneath the bridge span into Hollies Farm, as the bridge structure is an NLC asset. Some minor works have been passed through to the Bridges Inspector who manages the asset, and we have been assured these works have been placed on their programme of works. It was noted however that stone wash out into the watercourse is occurring from the adjacent riparian (private section) of watercourse banking. It is the responsibility of the riparian owners of either side of the watercourse to maintain these sections, please see the attached NLC riparian literature giving more advice and guidance regarding riparian responsibilities. It would be worthwhile the Parish Council also speaking with the relevant parties if known, to address the issue. From an initial Land Registry search the properties in question with riparian responsibilities are, The Hollies/Hollies Farm (Land Reg No. HS268577) & Brooklands (Land Reg No. HS284468). Please see attached sites photos of the watercourse bank condition as discussed.
- It was also noted that root ingress still remains in the connection from the gully within Walkers Close car park. The resident reports that the gully now works, however this will need to be monitored moving forward as the roots may again cause an obstruction and stop the gully from working. We have again reported this to ONGO directly (on the 30.06.2025), as the Walker Close car park gully and connection pipe are their assets to manage & maintain.

We trust the above is satisfactory. As it stands at the minute, we at the LLFA will monitor the location in rainfall events to observe what the outcome of the remediation and improvement works maybe.

If you feel a further site walkover would be useful to run through any of the above points/issues we can arrange this to accommodate.

Many thanks.

Kind Regards,

Lead Local Flood Authority, Flood Risk and Drainage Team

North Lincolnshire Council

Asset and Infrastructure Services

8-9 Billet Lane

Scunthorpe DN15 9YJ Tel 01724 297522