

WEST HALTON AND COLEBY PARISH COUNCIL

Minutes of the Parish Council meeting held on Thursday 19th November 2025 at 18.30 – venue West Halton Village Hall

Present

Cllr Charles Dent – Chair
Cllr Sam Duck – Vice Chair
Cllr Trevor Davey
Cllr Janet Van Der Westhuizen
One member of the public present
Quorate 4 councillors present

West Halton and Coleby Councillor
West Halton and Coleby Councillor
West Halton and Coleby Councillor
West Halton and Coleby Councillor

Abbreviations; NLC – North Lincolnshire Council VH – Village Hall
WH&CPC – West Halton and Coleby Parish Council

<p>Members of the public.</p> <p>Mr Peter Brown, new owner of the Blue Dog Public House attended to update Council on the refurbishment and progress. There has been major investment in the building with good progression – the major aim is to attract new clientele. The building is now disabled friendly with level access, open plan, wider doors and full disabled toilet. All toilets are new and the whole building has been refurbished; the only original portion remaining is the bar area. The pub contains a new lounge area with a proposal to host coffee mornings and get-togethers for local people. The building also contains a new cellar, thanks to a new deal with Coors.</p> <p>The building has doubled its useable area, helping with the plan to have an area to suit everyone's taste of environment. The building is newly double glazed and with more area to allow people to spread out whilst remaining within indoor areas, thus mitigating noise to neighbours. Mr Brown will display a notice asking customer to be mindful to residents.</p> <p>The new landlord is experienced and hopeful to help the pub to succeed. The pub has employed two residents and enlisted two chefs to offer food seven days a week. This will be done via the refurbished kitchen area and a temporary porta-cabin. The porta-cabin will provide extra kitchen space until planning permission is granted for a larger kitchen.</p> <p>The pub is on track to open before Christmas and will be opening in a staggered manner, to avoid disruption to residents. Provisional date is 12th December – firstly to open for residents of WH+C.</p> <p>The upstairs flat is now separated from the pub and is planned to become two en-suite hotel rooms. The pub has also acquired permission to use the land at the rear of the building for events. An agreement with Anglian Water has been struck to help keep the pumping station tidy. Improvements have already been made in this area. The Car park will be tarmacked in the spring/summer and a 7-seater car will be provided for 2 months (provisionally) to help tackle drunk driving.</p>	
<p>251119:01 Receive apologies and approve reasons for absence</p> <p>Apologies received from Ward Cllr's Rowson, Ogg and Marper and Frances Altoft – Parish Clerk</p>	
<p>251119:02 Declarations of interest</p> <p>(a) Agenda point 251119:07. Agenda point Cllr Van Der Westhuizen; Personal – allotment owner. Agenda point 251119:12. Cllr Duck; Personal - friend to owner of Blue Dog Public House. No dispensations granted.</p>	
<p>251119:03 Minutes</p> <p>The minutes of the Parish Council Meeting held on 2nd October 2025 were accepted and signed as a true record of business transacted. Proposed Cllr Duck; Seconded Cllr Davey</p>	
<p>251119:04 Reports from Ward Councillor(s)</p> <p>None present</p>	
<p>251119:05 Councillor Vacancy</p> <p>One vacant council position still available. Advertised on Council web site. Cllr Van Der Westhuizen stated her possible future resignation due to personal issues. Cllr Van Der Westhuizen requested special dispensation in case of prolonged absences from council. Council accepted her request.</p> <p>Post meeting note Cllr Williams submitted resignation to Chair e mail dated 15th November 2025</p>	
<p>251119:06 Highways, footpaths and PROW</p> <p>(a) Coleby road surface. FS725033998 problem logged with NLC. Residents encouraged to report to NLC. No news from NLC on possible resurfacing.</p> <p>(b) Thealby Hill Fly Tip – Cllr Ogg chasing Biffa</p> <p>(c) FS759484595 PROW damaged sign due to hedge flailing. Sign now repaired by NLC.</p> <p>(d) Flooding. After recent heavy rain no flooding issues have been reported. Recent drainage works appear to have made some improvements.</p>	
<p>251119:07 Village Services</p> <p>(a) Land Registry Allotments – No updates. Still being worked on by Cllr Dent Cllr Dent to send completed forms to all councillors for inspection.</p> <p>(b) Revised allotment agreement wording – see attached appendix to minutes. Resolution passed revised wording accepted unanimously. Proposed Cllr Duck seconded Cllr Dent.</p> <p>(c) Vacant Allotment plot. Ms M Linford, Winterton resident has requested an allotment plot. Council agreed that all plots must be prioritised for WH+C residents. Mr M Buckley will take over the vacant</p>	<p>AP240201:02 Cllr Dent (allotment ownership) On-going</p>

WEST HALTON AND COLEBY PARISH COUNCIL

Minutes of the Parish Council meeting held on Thursday 19th November 2025 at 18.30 – venue West Halton Village Hall

<p>allotment on behalf of Ms M Linford. Resolution passed Proposed Cllr Duck seconded Cllr Davey. Cllr Davey expressed an interest if another vacant plot were to become available.</p> <p>(d) Clerk reported another re call notice on council owned defib. Awaiting response from authorities</p>																																		
<p>251119:08 Village field, playground and public areas</p> <p>(a) Bus Shelter Alkborough Lane– NLC Community grant funding on hold. NLC require a site plan drawing to show measurements etc. Cllr Dent agreed to action. AP251119:01</p> <p>(b) Telephone box door – Progress has been made. Hinges now on and another trial fit to be arranged.</p> <p>(c) Asset inspections. No report available. Council Strimmer stored at Clerk allotment locked shed. Cllr Van Der Westhuizen would like to hand over responsibility for asset inspections. Cllr Davey agreed to take over. Dangerous goalposts – ground anchors required. Goal post did fall over however resident re-erected</p> <p>(d) Alkborough planter. Supplier is ready – planter needs emptying and un-bolting. Cllr Duck requested assistance</p> <p>(e) Community pay back team (CPBT). Limited jobs available. Winteringham Lane to tidy and Walker trees require trimming. Help is still needed to remove all arisings after CPB visits. Cllr Dent suggested to enquire with owner of Blue dog Pub and landlord to ask if it's possible to put up a notice enlisting help on a specific date, for waste removal after a visit from the CPB teams.</p> <p>(f) Resident reported leaning tree on village field. Clerk has reported to Savills. Savills to arrange a tree inspection during November. Awaiting further information</p> <p>(g) Play equipment Annual inspection. NLC have finally submitted report. Clerk has circulated to council. The cradle swing has once again been reported as damaged. Council needs to look at possibly replacing when funds available.</p>																																		
<p>251119:09 Cemetery</p> <p>(a) Cemetery ownership. After discussions, council agreed to accept 'option 3' – to accept the land we have requested as is, excluding that belonging to the neighbouring cottage. Proposal to claim the missing portion in the future – not a priority at present. Cllr Dent took an action to enquire on costs of adverse possession for missing land. AP251119:02</p> <p>Cllr Dent to write to Mr John Kidner NLC stating council's decision. AP251119:03</p> <p>(b) Cemetery sign appears to have fallen over. WH+C to request NLC to re-erect whilst the land is still in their possession. Moles have been reported however their activity seems to have dwindled. To revisit when activity re-commences. Cllr Van Der Westhuizen proposed contacting previous mole catcher to arrange any future eradications. Resolution passed Proposed Cllr van Der Westhuizen. Seconded Cllr Duck.</p>																																		
<p>251119:10 Finance</p> <p>To approve and sign the following reports;</p> <ul style="list-style-type: none"> Summary receipts and payments October 2025 Bank Reconciliation and expenditure v budget October 2025 Monthly receipts and payments October 2025 October 2025 Reserve and Current account bank statements <p>Resolution passed All payments were agreed, by E mail to be processed. E mail dated 07/11/2025</p> <table border="1"> <thead> <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> </thead> <tbody> <tr> <td>16/10/2025</td><td>Savills</td><td>RPS increase on field rental</td><td>BACS</td><td>N/A</td><td>£36.00</td><td>Cllr Van Der Westhuizen/Cllr Dent</td></tr> <tr> <td>24/10/2025</td><td>ERNLLCA</td><td>Playground inspection training</td><td>BACS</td><td>N/A</td><td>£12.00</td><td>Cllr Williams/Cllr Duck</td></tr> <tr> <td>26/10/2025</td><td>Microsoft</td><td>Annual 365 subscription</td><td>Auto via DC</td><td>N/A</td><td>£84.99</td><td>N/A</td></tr> </tbody> </table>							Date and invoice reference	Company	Reason for invoice	Payment method	Minute reference	Amount	Authorisation	16/10/2025	Savills	RPS increase on field rental	BACS	N/A	£36.00	Cllr Van Der Westhuizen/Cllr Dent	24/10/2025	ERNLLCA	Playground inspection training	BACS	N/A	£12.00	Cllr Williams/Cllr Duck	26/10/2025	Microsoft	Annual 365 subscription	Auto via DC	N/A	£84.99	N/A
Date and invoice reference	Company	Reason for invoice	Payment method	Minute reference	Amount	Authorisation																												
16/10/2025	Savills	RPS increase on field rental	BACS	N/A	£36.00	Cllr Van Der Westhuizen/Cllr Dent																												
24/10/2025	ERNLLCA	Playground inspection training	BACS	N/A	£12.00	Cllr Williams/Cllr Duck																												
26/10/2025	Microsoft	Annual 365 subscription	Auto via DC	N/A	£84.99	N/A																												

WEST HALTON AND COLEBY PARISH COUNCIL

Minutes of the Parish Council meeting held on Thursday 19th November 2025 at 18.30 – venue West Halton Village Hall

29/10/2025	Screwfix	Pipe/Fixtures fittings for allotment water	DC	N/A	£94.15	Lions Grant funded	
29/10/2025	Screwfix	Fixture/fittings for allotment water	DC	N/A	£37.45	Lions Grant funded	
31/10/2025	Clerk	October Salary and expenses	BACS	N/A	£200.76	Cllr Duck/Cllr Davey	

Clerk salary – Unpaid leave taken. Total October salary paid 12 hours only
 Invoice arrived after agenda issue; Grove Groundworks. PROW cut 3 £95.00. council agreed to pay. Authorisers Cllr Duck/Cllr Davey
 Bank mandate/ Remove old administrator first. Clerk has correct forms and will circulate to councillors for signatures
 Cllr Van Der Westhuizen online banking not functioning. Due to potential resignation, issue on hold.
 Anglian Water – increased price of installation. Anglian Water have offered a one-off compensation payment of £200 and have offered to pay for the meter installation as this was not carried out correctly at initial installation. Cllr Dent to put together a response in attempt to get a clear resolution from Anglian Water, clarifying our payment in full was against previous price. Councillors are happy not to chase a refund. Council intention is to have Anglian Water accept that the previous payment was the full settlement in full **AP251119:04**

Wave – Clerk spoke with Wave. Still no account opened – awaiting information from Anglian Water

Budget 2026/2027. Cllr Van Der Westhuizen expressed concerns regarding the state of the village field wall on Church Side. Council discussed funding repairs to more sections that are feasible. Cllr Duck expressed completing current projects and to avoid un-necessary projects in the next financial year

Current account as of 30th October £4406.38 Reserve account £2551.42
 National Lottery grant remaining funds - £404.68 (included in £4406.38)

251119:11 Current Projects

- (a) Village field car park. Cllr Van Der Westhuizen witnessed people parking off the designated hard standing area which is against the Lease Agreement with the Church Commission. Cllr Duck suggested avoiding a large project and using a low-cost surface to make parking clearer – eg recycled road planings? It was discussed that CPB teams could be used to tidy current area
- (b) Village field gate Alkborough Lane – Council stated not a priority. Cllr Dent to inspect and report back to council
- (c) Allotment Mains water. Final jobs not a priority during winter as water is switched off; to revisit in spring.

Projects 'car park'

- (i) 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

251119:12 Planning
 License application – The Blue Dog Public House.
 Cllr Van Der Westhuizen expressed concerns over noise and parking for residents. Cllr Dent stated that he does not want to delay the opening of the pub, by Christmas, which is a vital time for such a business. Council is happy with Mr Brown's plans to mitigate noise but realise this may go to little effect due to nature of the business. Cllr Dent suggests making a comment on the license application to the effect of WH+C have concerns over the potential noise on Fri, Sat 2am closures, but council is willing to accept and monitor/review. **Resolution passed.**
 Council unanimously agreed.
 Any concerns over noise firstly should be discussed with the business, Cllr Dent suggested that is there were no improvement environmental health could be contacted to investigate a change in terms.

251119:13 Correspondence
 HCCP – no comments. **Post meeting note** – Clerk has circulated information regarding statutory consultation which is taking place West Halton and Coleby Village Hall Thursday 27th November 15.00 – 19.00. proposed route of pipeline has been changed and is now being proposed to run south of Coleby village. The AGI installation, originally shown as being installed at Ermine Street Junction, is now shown as being installed at the junction of A1077 and Cliff Road, Winteringham.
 Mrs Sparks – cemetery concerns. Moles may return and will need to be rectified
 ERNLLCA October newsletter

251119:14 Village Hall
 Christmas Craft Fair 23rd November 2025 10.00 – 14.00 £5 per table

AP250501:02
 Clerk (Mandate)
On-going

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

WEST HALTON AND COLEBY PARISH COUNCIL

Minutes of the Parish Council meeting held on Thursday 19th November 2025 at 18.30 – venue West Halton Village Hall

Children's Christmas Party and Lights Switch on 30 th November Christmas Lunch 7 th December Adults £15.00 Children under 16 £7.50. Council are happy with the effort the Village Hall is putting in to these events to bring the community together.	
251119:15 St Etheldreda's church 9 th November Act of Remembrance 09.30 – well attended 23 rd November 11.15 Holy Communion Wreath making 6 th December 2025.	
251119:16 Miscellaneous Cllr Davey reported difficulties with online finance training; struggled to ask questions etc despite the trainer being very knowledgeable. In person training would be better Playground inspection training. Cllr Davey thought the training was very effective, informative and value for money. (in person training). Cllr Davey collected information leaflets for the council Village Hall Christmas Tree Donation. 2024 donation was £25.00. Resolution passed Same donation this year. Proposed Cllr Dent seconded Cllr Duck. Clerk to arrange	
251119:17 Agenda for next and future meetings. Clerk has submitted resignation letter dated 6 th November submitted to Chair. 3 month's notice given as per contract. Cllr Dent to discuss with Clerk; future to be discussed December meeting – 25/26 budget must be presented, agreed and signed off by Council. Clerk to prepare and circulate	
251119:18 Next Meeting The next meeting as, subject to any change, 4 th December 2025 18.30 venue West Halton and Coleby Village Hall. Business concluded and meeting closed at 20.00 <u>Closed action points</u> AP050904:04 Cllr Dent write to Anglian Water. Clerk took this action Accepted and signed as a true record of business transacted. Signed Date..... Position.....	

Appendix – Amendments to Allotment agreement **shown in bold**

West Halton and Coleby Parish Council Allotments TENANCY AGREEMENT FOR AN ALLOTMENT PLOT(S) THIS AGREEMENT made on the *** between West Halton and Coleby Parish Council ('the Council') and ('the tenant') *** by which it is agreed that:

1. The Council shall let to the tenant the Allotment Garden situated at West Halton and Coleby (WH+C) Allotments and referenced as Plot numbers *** (as per the attached map) at a cost of £25.00 per plot per annum.
2. The Council shall let the Allotment Garden to the tenant for a term of one year commencing on *** and thereafter from year to year unless determined in accordance with the terms of this tenancy.
3. The tenant shall pay a yearly rent as stipulated in clause 1, whether demanded or not which shall be payable in full on the 1st day of January 2026 and for every year after the first year of the tenancy on the 1st day of January.
4. The tenant shall use the Allotment Garden only for the cultivation of fruit, vegetables and flowers for use and consumption by him/her and his/her family.
5. The tenant shall not sell or undertake a business in respect of the cultivation and production of fruit, vegetables and flowers in the Allotment Garden.
6. Allocation of allotment plots must be preferentially offered to residents of WH+C. If it is found that there are spare plots, then these may be rented out to residents outside of WH+C by agreement with the Parish Council. If plots are already occupied by residents outside of WH+C parish, the allotment holders may not be evicted in favour of a WH+C resident, unless it is found that the allotment holder has not adhered to the clauses of this rental agreement.
7. **Upon signing the tenancy for an allotment, the tenant must ensure that half of the allotment is cultivated within the first 6 months and continually maintained/tended. The whole of the allotment must be cultivated and continually maintained/tended within the following 6 months (i.e. the whole plot must be cultivated and continually maintained/tended within 12 months of signing this agreement**

Cultivation is defined as;

The grass kept tidy and mowed; evidence of beds/areas cultivated with either plants or vegetables.

If an allotment has not been cultivated within the first 6 months, the council will issue immediate eviction notice to the tenant and re advertise the plot. Special circumstances will be taken into consideration such as long-term illness. In these circumstances the allotment holder must advise the council in writing, the council will review the request and respond to the resident within 2 weeks of receipt of the communication. The council's decision will be final

8. Mains water. There are 4 taps, and one standpipe tap located on the field and these are available to all allotment holders to use. The cost of the water is included in the annual rent. All allotment holders are required to install rainwater capture systems on their plot, and first priority must be to utilise rainwater capture in water butts, IBC's etc. The mains water must only be used once an allotment holder has exhausted their own water capture supply. Each allotment holder will be issued with a tap key. It is the responsibility of the allotment holder to ensure the safe keeping of their tap key. If the tap key is lost the council will replace the key at a cost of £10 payable by the allotment holder. Upon the allotment holder rescinding their plot, the tap key must be returned to the Parish Council



WEST HALTON AND COLEBY PARISH COUNCIL

Minutes of the Parish Council meeting held on Thursday 19th November 2025 at 18.30 – venue West Halton Village Hall

No hosepipes are to be connected to the mains water tap. If any allotment holder is found to have connected a hose pipe to a mains water tap, then an immediate eviction notice will be issued by the council

All allotment holders must ensure that the tap is fully switched off after use. If it is found that the tap has not been switched off completely and a water leak has happened, then the council reserves the right to charge equally between the allotment holders an additional charge to cover the metered water lost

The mains water will be switched off and isolated between the months of October – April inclusive. This is to prevent freezing and damage to the system.

9. During the tenancy, the tenant shall:

- a) keep the Allotment Garden clean and in a good state of fertility and cultivation
- b) not cause a nuisance or annoyance to the owners or occupiers of land adjoining the Allotments
- c) not keep livestock in the Allotments other than reasonable numbers of hens, bees or rabbits which shall not be kept for a business or a trade;
- d) not bring to or keep animals in the Allotment Garden except those referred to in (c) above without first obtaining the Council's written consent. **Dogs are not allowed on the allotments with the exception of assistance dogs.**
- e) not assign the tenancy nor sub-let or part with the possession of any part of the Allotment Garden;
- f) the tenant may erect buildings or structures which are reasonably necessary for the keeping of hens, bees and rabbits referred to in (c). The tenant may also erect a shed(s) for keeping tools, etc for personal use, and erect a greenhouse(s)/polytunnel(s) on the Allotment Garden
- g) not fence the Allotments without first obtaining the Council's consent. **Planting of hedges/dead hedges is allowed**
- h) not cut, lop or fell any tree growing on the Allotment Garden without first obtaining the Council's consent;
- i) be responsible for ensuring that any person present in the Allotments with or without the tenant's permission does not suffer personal injury or damage to his/her property; Refer to the attached risk assessment and observe the Actions/Instructions. Children must be closely supervised at all times and not allowed to enter other allotments. The council will not be held responsible for any injuries sustained due to non-supervision of children.
- j) not obstruct or permit the obstruction of any of the paths or roads which provide a means of access to and from the Allotment or the Allotment of another tenant.
- k) Incinerate only personal allotment garden waste on site, in a controlled and safe manner, after consultation with fellow allotment holders.
- l) Not disclose the gate security code, **nor mains water tap security code** to any person, without specific agreement of all allotment holders and/or the Council
- m) Observe, protect and not disturb the areas which have been set aside for wildlife, e.g. bramble thickets, areas of rough grassland, dead/decaying trees as shown on the attached map.

10. The tenant shall observe additional rules that the Council may make or revise for the regulation and management of the Allotment by the Council.

11. The Council shall pay all rates, taxes, dues or other assessments which may at any time, with prior consultation be levied or charged upon the Allotment. If additional charges are to be passed onto the allotment holder, and the allotment holder is not in agreement with the additional charges, the allotment holder may terminate his contract by giving the council one month's notice. The council will then refund any monthly rental monies paid in advance on a pro-rata basis.

12. **The council will undertake a twice-yearly inspection of all allotments, without giving prior notice to the tenants.**

13. **The tenancy may be terminated by the Council by service of one month's notice on the tenant if it is found that the tenant has not adhered to all the clauses of this agreement, excepting points 7+8 above when immediate eviction will take place**

14. If the tenant shall have been in breach of any of the foregoing clauses or on account of the tenant becoming bankrupt, the Council may re-enter the Allotment and the tenancy shall thereupon terminate but without prejudice to any right of the Council to claim damages for any such breach or to recover any rent already due before the time of such re-entry but remaining unpaid.

15. The tenancy may be terminated by the tenant by serving on the Council not less than two months' written notice to quit.

16. **On the termination of the tenancy, the tenant shall remove any shed, greenhouse or other building or structure erected in the Allotment unless the Council agrees otherwise which shall be confirmed in writing to tenant. If the tenant fails to adhere to this stipulation, the council reserves the right to charge £50 for the removal of any shed, greenhouse or other building/structure/materials**

17. Any written notice required by the tenancy shall be sufficiently served if sent by post to or left at the parties' address. Any notice to be served by the tenant shall be addressed to the Clerk of WH+C Parish Council.

18 A risk assessment is to be issued to each tenant. Upon receipt of the risk assessment WH+C Parish Council will take this as the allotment holder has read and understood the risk assessment

19. The allotment land can become very wet and sticky during the winter months and after heavy rainfall. West Halton and Coleby Parish Council kindly request allotment holders to refrain from taking vehicles into the plots during the winter months and after heavy rainfall. This can cause damage to the trackway and vehicles can become stuck. West Halton and Coleby Parish Council do not accept any liability towards any vehicle that may become stuck in the allotments due to boggy conditions. **All vehicles are taken into the allotment field at the owner's risk**