

West Halton and Coleby Parish Council

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11th May 2026

Dear Councillor,

*You are summoned to attend the Annual Parish Assembly of the above-named Parish Council to be held on **Monday 11th May 2026**. 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 **Monday 11th May 2026**. Proceedings will commence at 18.30, or after the cessation of the Parish Assembly.*

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

20260510:01 Election of Chairman and to receive and sign the Chairman's declaration of Acceptance of office

20260510:02 Election of Vice Chairman

20260510:03 Receive Apologies and approve reasons for absence

20260510:04 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

20260510:05 Minutes

To approve and sign minutes of the meeting held on the 6th April 2026 as a true record of business transacted

20260510:06 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.

20260510:07 Internal Audit 2023/2024

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

20260510:08 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

20260510:09 Annual Accounting Statement Section 2 AGAR 2023/2024

Members to consider the Accounting Statement.

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Members to resolve the approval of the Accounting Statement.
Accounting statement to be signed and dated by the Chairman.

20260510:10 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.

20260510:11 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

20260510:12 Councillor Vacancies

To discuss and resolve

20260510:13 Highways, footpaths and PROW

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

- a) Road surfaces and footpaths.

20260510:14 Village Services

To discuss and resolve any action

20260510:15 Village field, playground and public areas

To discuss and resolve any action:

- a) Telephone box
- b) Asset inspections
- c) Weeds – wall and highways

20260510:16 Cemetery

To discuss and resolve any action:

- a) Ownership progress
- b) Invoice for burial

20260510:17 Allotments

To discuss and resolve any action;

- a) Land registry
- b) Ms Linda Thorne – request for a plot
- c) Water meter reading

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20260510:18 Financial

To approve and sign the April 2026 financial information as follows;

- Summary receipts and payments April 2026
- Bank reconciliation April 2026
- Receipts and payments v Budget April 2026

Date and invoice reference	Company	Reason for invoice	Minute reference if applicable	Amount
15/03/2026 16325629	Wave	Allotment Water	N/A	£24.73
23/03/2026 9306	Kyanite	Annual SSL Certification fee	N/A	£74.88
01/04/2026 2799	ERNLLCA	Annual Membership	N/A	£334.42
01/04/2026	Chestnut Mowing	Cemetery/Field grass cutting	N/A	£275.00
27/04/2026	Grove Groundworks	PROW Cut 1 Verges 2 cuts	N/A	£645.00
01/05/2026	Chestnut Mowing	Cemetery/Field grass cutting	N/A	£550.00

Precept received

NLC SLA playground inspection 2026 costs – agree and sign off

20260510:19 Planning

To discuss and resolve any actions

PA/2026/526 7, Winteringham Lane, West Halton. DN15 9AX. Planning permission to erect a new stable block. Applicant Mr S Green. Consultation end date 1st June 2026

PA/2026/351 Coleby Hall, West Halton Road, Coleby. DN15 9AL. Listed building consent for window repairs and internal alterations. Applicants Mr and Mrs Durnian. Consultation end date 21st May 2026

20260510:20 Correspondence

To discuss and resolve any actions

20260510:21 St Etheldredas Church

24th May Holy Communion 11.15

Plant sale 31st May in conjunction with Village Hall Street Boot

20260510:22 Village Hall

20260510:23 The Blue Dog

Bank Holiday Monday 4th May events

White House Lane parking

20260510:24 Agenda for next and future meetings

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

20260510:25 Next Meeting

To confirm the date and time of the next meeting as, subject to any change,

18.30 venue West Halton and Coleby Village Hall