

West Halton and Coleby Parish Council

West Halton and Coleby Village Hall; Coleby Road, West Halton DN15 9AP

Email: whcparishcouncil@outlook.com

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Dear Councillor,

5th July 2026

You are summoned to attend the monthly meeting of the above-named Parish Council to be held on Monday 13th July 2026. Proceedings will commence at 18:30 in West Halton and Coleby Village Hall, Coleby Road, West Halton, in the meeting room. Members of the public and press are welcome to attend.

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

260713:01 Receive apologies and approve reasons for absence

260713:02 Declarations of interest

- a) To record declarations of interest by any member of the council in respect of the agenda items listed below. Members declaring interests should identify the agenda item and type of interest being declared.
- b) To note dispensations given to any member of the council in respect of the agenda items listed below.

260713:03 Minutes

To approve and sign the minutes of the meeting held on 8th June 2026 as a true record of business conducted.

To approve and sign the minutes of the meeting held on 16th June 2026 as a true record of business conducted.

260713:04 Councillor and clerk Vacancies

Mr Peter Michael Brown – declarations of interest have been submitted. Declaration of acceptance of office must be presented in person and signed in the presence of the council and counter signed by council Chair in the absence of the Proper Officer

To discuss and resolve current vacancies

260713:05 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.

260713:06 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

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- 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

260713:07 Highways, footpaths and PROW

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

- a) FS725033998 Coleby Road – state of highway
- b) Short Lane – road verge damage
- c) Coleby road blocked culverts

260713:08 Village Services and Allotments

To discuss and resolve any actions relating to;

- a) Allotment Land registration
- b) Allotment water meter reading
- c) Plot 5 uncultivated – issue eviction notice
- d) Lions photo shoot

260713:09 Public areas

To discuss and resolve any actions relating to;

- a) Telephone Box door
- b) Asset inspections
- c) Playground/Park pending repairs
- d) Alkborough Lane planter
- e) Goal posts replacement
- f) Community payback team visit – on waiting list
- g) Any other matters.

260713:10 Cemetery

To discuss and resolve any actions relating to;

- a) Court Summons – non payment of rates
- b) Ownership transfer
- c) Cemetery Sign

260713:11 Planning

PA2026/526 Planning permission to erect a new stable block - 7 Winteringham Lane, West Halton, Scunthorpe, DN15 9AX. Applicant Mr S Green. Permission granted

260713:12 Financial

To approve and sign the following financial reports

- April current account bank statement
- April reserve account bank statement
- April monthly summary receipts and payments
- April bank reconciliation expenditure v budget

- May current account bank statement
- May reserve account bank statement
- May monthly summary receipts and payments
- May bank reconciliation expenditure v budget

- June current account bank statement
- June reserve account bank statement
- June monthly summary receipts and payments
- June bank reconciliation expenditure v budget
- Q1 explanation of payments > £100
- Q1 explanation of variances to budget 2026

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Compare Virgin Payments to previous approved invoices at last meeting 08th June 2026, ensure all payments complete – invoices outstanding as per below

Date and invoice reference	Company	Reason for invoice	Payment method	Minute reference	Amount	Authorisation
01/06/2026	Chestnut Mowing	Cemetery and Field Cutting	BACS	N/A	£425	Cllr Duck/Cllr Davey
**15/06/2026	Wave	Allotment water charges	BACS	N/A	£20.18	N/A
June 2026	ICO	GDPR/ Data protection	BACS	N/A	£52.00	

* Wave – incorrect invoice. No water consumption showing. Meter reading needs submitting via On-line customer portal. No amended invoice issued

AGAR submitted with PKF Littlejohn, to discuss and resolve any correspondence or feedback if required.

Approve new invoices as follows:

Date and invoice reference	Company	Reason for invoice	Payment method	Minute reference	Amount	Authorisation
01/07/2026	Chestnut Mowing	Cemetery and Field Cutting	BACS	N/A	£400.00	Cllr Duck/Cllr Davey
20/05/2026	NLC	Annual play inspection	BACS	N/A	£138.68	Cllr Duck/Cllr Davey

To discuss spend to date/budget comparison for cemetery and field grass cutting.

1st devolved grass cutting payment received £1312

Gallagher 2026-2027 Insurance questionnaire

Glover year end audit costs – awaiting invoice

260713:13 Current project(s)

To discuss and resolve any actions relating to;

a) Village field goal posts

Project ideas 'Car park'

Village field wall repairs: National Lottery Heritage Grant? Other funding FCC?

260713:14 Correspondence

To discuss and resolve any actions relating to;

Village hall – Date for funday and campout Saturday 22nd August 2026. Restricted to residents and their families

260713:15 Correspondence

Burton and Winterton NATS meeting

ERNLLCA Conference 2026

Various ERNLLCA courses

NLC Retail and leisure study survey

Martyn's Law Home office webinar

HCCP pipeline

Active places audit

Allotmenters – unkempt allotment

260713:16 Agenda for next and future meetings

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

260713:17 Next Meeting

To confirm the date and time of the next meeting – proposed date **TBC**