

WEST HALTON AND COLEBY PARISH COUNCIL

Minutes of the Parish Council meeting held on Monday 13th July 2026 at 18.30 – venue West Halton and Coleby Village Hall

Present

Cllr Trevor Davey – Chair
Cllr Sam Duck – Vice Chair
Cllr Charles Dent
Cllr Victor Oliver

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

Quorate 4 councillors present

Cllr Ralph Ogg – Ward Councillor

2 Members of the public

Abbreviations; NLC – North Lincolnshire Council

VH – Village Hall

WH&CPC – West Halton and Coleby Parish Council

260713:01 Receive apologies and approve reasons for absence Apologies received from Ward Cllr's Rowson and Marper	
260713:02 Declarations of interest (a) None declared	
260713:03 Minutes The minutes of the Parish Council Meeting held on 8th June 2026 were accepted and signed as a true record of business transacted. Proposed Cllr Duck; Seconded Cllr Davey The minutes of the Parish Council Meeting held on 16th June 2026 were accepted and signed as a true record of business transacted. Proposed Cllr Davey; Seconded Cllr Dent	
260713:04 Reports from Ward Councillor(s) Cllr Ogg reported on attempts to have NLC act on the deteriorating road surface on Coleby Road, West Halton. Updates on other road repairs in the area and new surface sealant being trialled. NLC awarded council of the year 2026 Works started at Carbon Capture Pipeline site by Winteringham. Planning and consultation work still ongoing.	
260713:05 Councillor and Clerk Vacancies Councillor vacancies: Mr P Brown (not present) Co-opted on to the council at meeting 8th June 2026 after expressing interest. Still pending acceptance of office forms to be signed and returned to parish council. Mr A Batley (Present) expressed interest in joining as a parish councillor. Mr Batley expressed his previous position as a parish councillor for WH&CPC, giving previous knowledge and experience of the parish. Councillors unanimously voted to co-opt Mr Batley on to the parish council. Resolution passed proposed Cllr Dent, seconded Cllr Davey. Clerk Vacancy: Cllr Davey reports no interest or applications received from ERNLLCA advertisement. Resident Mrs Frances Altoft (present) expressed interest in applying for role of clerk, councillors encouraged Mrs Altoft to send a formal application letter for council to review.	
260713:06 Policies and Procedures Councillors approved the NALC model Standing Orders (2020) Councillors approved the NALC model Financial Regulations (2025) Councillors approved West Halton Financial Regulations Councillors approved the Asset register and report no changes to insurance policies required. Councillors approved the Financial Risk Assessment Councillors approved the General Risk Assessment Councillors approved the Town and parishes Code of Conduct Councillors approved the Health and Safety Policy Councillors approved the Freedom of Information Policy Cllr Davey nominated as lead safe guarder. Cllr Dent nominated as deputy safe guarder Councillors approved Safeguarding Children Policy, safe guarder names to be updated. Councillors approved Safeguarding Adult Policy, safe guarder names to be updated. Councillors approved General Powers of Competency All above policies reviewed and unanimously approved by Council Cllr Davey put forward idea to change procedure and policy for use of councillor emails. Cllr Davey took action to collect information on upgrading to WH&CPC domain emails and send out to councillors.	AP260713:01 Cllr Davey (e mails)

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260713:07 Highways, footpaths and PROW a) Coleby road surface. FS725033998 problem logged with NLC. The road surface is getting worse with several new potholes appearing. Other road surfaces in the area have been receiving repairs. Cllr Ogg has been chasing this up with NLC. b) Short lane grass verge damage reported by one resident. Cllr Davey reports verge damage has recovered and is unlikely any further action will be required. Action point closed. c) Coleby Road blocked culverts. A resident had reported this issue to NLC and Cllr Duck raised their concern further with LLFA. NLC have acted and sent a crew to clean the blocked drains.	
260713:08 Village Services (a) Land Registry Allotments – Cllr Dent to arrange meeting with solicitor and retrieve quote for land registration. (b) Cllr Davey informs meter reading for allotment water was taken and sent to Wave but does not seem to have registered correctly. Cllr Davey took action to chase this up with Wave and send another reading if required. (c) Allotment Plot 5 uncultivated – Councillors agree to serve eviction notice. Proposed Cllr Dent, seconded Cllr Oliver. (d) Lions photo shoot – Cllr Duck to action to respond and retrieve a date, councillors agree to offer allotmenters attend.	AP240201:02 Cllr Dent (allotment ownership) On-going
260713:09 Village field, playground and public areas (a) Telephone box door – WIP – Councillors Dent and Davey fitted door to the phone box 13th June as arranged, door still needs further adjustment for proper fitment. Resident offered assistance, Cllrs thanked resident for the offer and Cllr Davey to make arrangements. (b) Asset inspections. Latest inspection carried out by Cllr Davey, reports only regular maintenance required. Council agreed to enquire with community pay back team if they would help with staining Coleby bus shelter. Residents of Coleby to be approached for their input (c) Playground/park repairs – Cllr Davey met with original installer of the equipment and discussed a 10-year warranty possibly being in place. Cllr Davey took action to make more enquiries and if possible, raise a warranty claim (d) Alkborough Lane planter. Cllr Dent agreed to help empty contents, planter to be returned to Cllr Duck for repairs and repaint. (e) New goal posts required – Cllr Duck looking into grant funding, NLC Community grant fund appears best option currently. Cllr Duck to get quotations together and find correct equipment required. (f) Community pay back team have been in touch. WH&CPC are on the waiting list for another visit, councillors agreed revisiting previous works around the village field border and side of Water Lane.	AP230111:03 Cllr Dent (door) On-going AP260511:03 Cllr Duck (Grant funding)
260713:10 Cemetery (a) Court Summons for non-payment of rates. Cllr Davey reports this summons has been retracted by NLC following meeting with Dave Boram at NLC regarding current ownership circumstances. (b) Cemetery ownership. Cllr Dent and Davey attended a meeting with NLC Dave Boram regarding the ongoing ownership issues. Dave Boram took action to resolve ownership transfer, council awaiting new correspondence from NLC. Cllr Davey and Dent discussed with NLC to arrange a settlement for rates paid in previous years, waiting for NLC to suggest a suitable figure. (c) Cemetery sign – Cllr Duck completed refurbishment of existing cemetery sign and with help from Cllr Davey, the sign is now reinstalled at the cemetery. Council may revisit quote from AKCK designs in future, once ownership is resolved. No further action required. (d) Payment received for recent burial. Cllr Dent took action to send Part C of paperwork to NLC.	AP251119:03 Cllr Dent (contact NLC/apply for adverse possession) On-going
260713:11 Planning PA2026/526 Permission to erect a new stable block – 7 Winteringham Lane, West Halton DN15 9AX. Permission granted.	

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260713:12 Finance

Council approved and signed the April, May and June financial reports.

Council approved and signed Q1 explanation of payments >£100 and Q1 explanation of variance to budget 2026.

Approved invoices from meeting 8th June 2026 have been loaded on to Virgin by Cllr Dent, awaiting authorisation. Wave Water invoice remains unpaid until meter reading issues resolved and amended invoice is issued.

Cllr Duck submitted AGAR with PFF Littlejohn. Notification received, forms have been logged and accepted. No further actions required. **Action point closed**

Resolution passed All payments to be processed. Proposed Cllr Duck seconded Cllr Davey

*NLC Park Inspection already approved at meeting 8th June.

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
07/07/2026	Glover	Year end accounts audit	BACS	N/A	£192.00	Cllr Duck/Cllr Davey

Discussed spend to date/budget comparison for cemetery and field grass cutting – to be reviewed at August meeting

Gallagher 2026-2027 insurance questionnaire not reviewed. Gallaghers require response by 2nd August. Council to ask for deferment until after August 10th meeting.

Glover Year end audit costs – arrived after agenda had been issued. Council agreed to pay **Proposed** Cllr Duck seconded Cllr Davey

Cllr Dent has attempted to arrange new administrators on the Virgin Bank for Cllrs Davey and Duck, informs this can only be accessed via the website. Cllr Davey and Duck to check this is working.

260713:13 Current Projects

(a) Village Field goal posts.

Projects 'car park' Village Field Car Park; Village field wall repairs.

260713:14 Correspondence

Various ERNLLCA courses – Cllr Davey has been attending Chairman courses and found them to be very useful and informative. Cllr Davey will continue to impart this knowledge to the council.

Allotmenters complaints regarding plot 5 – Councillors agreed to service notice to occupier.

260713:15 Miscellaneous

Member of the public commented on Coleby bus shelter requiring a coat of stain to protect from the elements. Cllr Davey informed resident this bus shelter has been undergoing some updates and will look into staining soon.

260713:16 Agenda for next and future meetings.

Cllr Davey to make enquiries for Cllr emails on WH&CPC domain and to discuss at next meeting.

260713:17 Next Meeting

The next meeting as, subject to any change, Monday 10th August 2026 18.30 venue West Halton and Coleby Village Hall. Business concluded and meeting closed at 19:45

Closed action points

AP260511:02 Cllr Davey (Verge work) Damage recovered, no further action required.

AP260511:01 Cllr Dent/Duck (Audit) Audit submitted and accepted, no further action required. AP260608:01 Cllr Dent (Virgin Bank) Payments loaded to Virgin Bank

Accepted and signed as a true record of business transacted.

Signed Date..... Position.....