

Minutes of a Meeting of East Halton Parish Council held in the Village Hall, East Halton on Friday 5<sup>th</sup> May 2017 at 7.30 pm.

**Present:** Cllr. Beadle (Chairman)  
Cllrs. Petch, North, Grant and Portess

**Apologies:** Cllrs. Reeve, Pankhurst, Boulby

**In Attendance:** Cllr. David Wells, N Lincs.

There were no others present.

**17.15 Election of Chairman for year**

Unanimously elected Cllr. Beadle and signed declaration of acceptance of office.

**RESOLVED: That Cllr. Beadle serve as Chairman for the year**

**17.16 To receive any apologies for absence**

Received from Cllr. Reeve and Boulby (holidays) and Cllr. Pankhurst (work commitments) and accepted. Also received from Ward Cllr., Cllr. Peter Clarke N Lincs.

**RESOLVED: That apologies be received and accepted**

**16.17 Declarations of Interest**

None made

**17.18 Election of Vice-Chairman for year**

Unanimously elected Cllr. Grant.

**RESOLVED: That Cllr. Grant serve as Vice-Chairman for the year**

**17.19 Election of Committees, Committee Chairmen and Terms of Reference:**

To agree members to serve on following committees and agree Terms of Reference:

Personnel Committee

Cllr. Grant (Committee Chairman), Cllrs. Petch and Reeve and named substitute Cllr. North.

Any other committees to be elected – none.

Terms of Reference formally adopted for Personnel Committee.

**RESOLVED: That Personnel Committee be formed of Cllrs. Grant, Petch and Reeve with Cllr. North as named substitute and that Terms of Reference for the Committee Be formally adopted as circulated.**

**17.20 Election of Representatives onto outside bodies:**

To agree representatives to serve on following outside bodies:

Town and Parish Liaison Committee with N Lincs – anyone available

Police Authority Committees/Liaison Groups – anyone available

ERNLLCA District Committee - Chairman and Clerk but anyone available

Any other outside bodies –

Village Hall Committee – Two members currently Committee members who also serve as Parish Councillors – to remain as is and should situation change then review again.

**RESOLVED: That those serve on outside bodies as agreed above**

**17.21 Annual Governance Review**

To consider, review and agree and amendments/updates to the following:

- Standing Orders
- Financial Regulations
- Publication of Information Statement and compliance
- Asset Register – new Christmas lights to be added
- Insurance
- Risk Management procedures inc risk assessments
- Cemetery regulations and annual fees
- Contracts – any contracts for maintenance/service provision
- Registers of Interests
- Personnel Management
- To review situation re any casual vacancies if appropriate

Members agreed no changes to any documentation and all governance arrangements to remain as current.

**RESOLVED: That governance documents are appropriate and sufficient and no changes made.**

**17.22 Chairman's Announcements**

Almost finished improvement works in the Cemetery and people have commented favourably on improvements.

Thanks for donation of trees - 2 on cemetery and 1 on mill green – donated by Simon Turner, Liam Smith and Chairman had donated the third.

Thanks to all those involved in the provision of a new planter by the village sign with the wood being and labour being donated free of charge.

Fly tipping has been cleared and North Lincs did it quickly so thanks to go to them.

All noted.

**Public Participation Session**

None present.

**17.23 To approve minutes of previous meetings held in April 2017**

To approve the minutes of the previous meeting

Minutes as circulated approved and signed by the Chairman.

**RESOLVED: That minutes be approved as true record of the meeting**

**17.24 Police Report**

To receive policing group report: circulated as received to all members. Noted.

**17.25 Correspondence**

(a) To receive any correspondence for information only

Dog fouling letters received from pupils at Primary School. Write to Primary school and thank them. Copy letters and send them to Rob Waltham – Leader of the Council, N. Lincs. Agreed that a colour A4 flier be produced and members to circulate to all homes in the village and also into school – agreed 300 So they can go into school. Clerk to use excerpts from letters for flier and check with Primary School that this is acceptable. Clerk will circulate flier to all members and if no changes then will organise printing through Print and Copy centre.

**RESOLVED: That copies of letters received be forwarded to N. Lincs Council and that a flier Be produced and approved by the primary school, and 300 colour copies printed**

**For members to circulate within the village and via the school.**

Request from Village Hall Committee for donation towards plant boxes under the village signs – agreed £30.00 . Request for contribution received re village day and this was agreed to go to June meeting agenda for consideration.

**RESOLVED: That £30.00 be donated towards plant boxes under the village signs. That request For contribution to Village Day be discussed at June meeting.**

**17.26 Highways and Transport**

- (a) To receive notice of any issues and receive update on previous issues raised  
And agree any necessary actions

Fencing quote – one received and another is imminent . Gary explained.

Acceptable from Paul West if done by end of June and possible vary with opening.

**17.27 Planning**

To consider the following planning applications and agree comments:

None to date of meeting

**17.28 Parish Matters**

- (a) To receive update of provision of further play equipment for the play area and agree any necessary

Streetscape have already met with Cllr. North – Clerk to contact other companies and pass on Cllr. North's details for further site visits. Clerk to look at Awards for All for possible funding and report back. Noted.

- (b) To consider any progress with issue of lights on Village Green

Clerk to contact McCanns in Grimsby to see if they could offer any assistance.

**17.29 Future Dates**

Next Parish Council Meeting – Friday 2<sup>nd</sup> June 2017

ERNLLCA Training Course 3 part training – no one wished to attend.

**17.30 Reports**

To receive the following reports:

Village Hall Committee Meeting

c/f to June.

Ward Cllrs. Report if present

None.

Any other reports

None.

**17.31 Finance**

- (a) To approve payments and receipts as per list circulated

Approved.

**RESOLVED: That all payments be made as per list circulated.**

(b) To receive and approve year end accounts and account reconciliation for fy 16/17  
Cash book and account reconciliation together with bank statements all circulated, received and approved and signed by the Chairman.

**RESOLVED: That final year end accounts be approved and signed by the Chairman.**

(c) To receive internal audit report for fy 16/17 from Internal Auditor and agree any necessary Actions

Written internal audit report received and circulated to all members – approved as received and necessary actions noted.

**RESOLVED: That internal audit report be received and noted.**

(d) To agree completion of Annual Return and agree necessary actions

All members had circulated copies of Annual Return, the Chairman went through the governance questions which were considered by all members and then completed the form. Members approved the Annual Return be signed by the Chairman and Clerk and submitted for external audit.

**RESOLVED: That the Annual Return be completed, signed and submitted as agreed for External audit**

**17.32 To consider exclusion of press and public**

**RESOLVED: exemption of press and public for remainder of meeting under Public Bodies Admissions to Meetings Act 1960 (Section 1 (2)) on the grounds that discussion of the following business is likely to disclose confidential information**

**17.33 To approve salary payments**

(a) To approve salary payments as per timesheet received  
Approved.

**RESOLVED: That salary payments be approved to be made.**

The Chairman closed the meeting at 9.15 pm.

Signed: .....	Date: .....
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