

Minutes of the Annual Parish Council Meeting of East Halton Parish Council held in the Village Hall, East Halton on Friday 6th May 2016 at 7.40 pm.

Present: Cllr. Beale (Chairman)
Cllrs. Grant, Petch, Reeve, Portess and Pankhurst

Apologies: Cllr. North

In Attendance: Cllr. David Wells, NLC

There were 0 members of the public or press present.

16.16 Election of Chairman for year

Nominated and unanimously agreed - Cllr. Beadle. Cllr. Beadle signed Declaration of Acceptance of Office of Chairman.

RESOLVED: That Cllr. Beadle be elected as Chairman for the year.

16.17 To receive any apologies for absence

Received from Cllr. North – family commitment

RESOLVED: That apologies be received and accepted.

16.18 Declarations of Interest

None made.

16.19 Election of Vice-Chairman for year

Nominated and unanimously agreed – Cllr. Grant.

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

16.20 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 as Chairman and Members – Cllr. Petch and Cllr. Pankhurst and named substitute Cllr. Portess. Terms of Reference also agreed and adopted for this Committee and full delegated powers were granted to the Committee as part of its Terms of Reference.

There were no other committees to be elected

RESOLVED: That the Personnel Committee be elected as agreed with Terms of Reference
Also adopted.

16.21 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 – anyone available

Village Hall Committee – Cllrs. Pankhurst and Reeve were already members.

RESOLVED: That representatives be agreed to serve on outside bodies.

16.22 Annual Governance Review

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

Standing Orders – no changes and agreed.

Financial Regulations – no changes and agreed.

Publication of Information Statement and compliance – agreed and that cost be 50 p/sheet.

Asset Register – format for future meeting to be presented by the Clerk.

Insurance – about to be renewed – Clerk to check cover and renew.

Risk Management procedures inc risk assessments – Procedure agreed. Clerk to produce risk assessment for cemetery and village green and present to future meeting.

Cemetery regulations and annual fees – Clerk to present to future meeting for consideration.

Contracts – any contracts for maintenance/service provision – Agreed.

Registers of Interests – Clerk reminded all members to refresh if necessary.

Personnel Management – inc staff contracts and governance documents – to be considered and carried out by Personnel Committee.

To review situation re any casual vacancies if appropriate – noted that two casual vacancies still existed.

RESOLVED: That all governance documents and procedures be approved as per the schedule Above and that any outstanding issues be considered at future meeting of the Council for resolution. Clerk advised all adopted documents would be available On the Parish Council website.

16.23 Chairman's Announcements

Chairman reported that finally had the light replaced on Townside.

Public Participation Session

None – no public present.

16.24 To approve minutes of previous meetings held in April 2016

Minutes, as circulated, approved with amendment of Cllr.'s surname.

RESOLVED: That Minutes of meeting held in April be approved as a true record.

16.25 Police Report

To receive any policing issues – none NAT meetings still going on and minutes received and circulated. Noted.

16.26 Correspondence

To receive any other correspondence for information only – none.

16.27 Highways and Transport

(a) To note response received from N Lincs re fly tipping and agree any actions

Letter received from Chief Exec., N. Lincs Council and members satisfied with response. Clerk to write and thank him and ask for contact name of officer and to keep the PC informed.

RESOLVED: That the PC were grateful and satisfied with response from N Lincs.

(b) To receive notice of any issues and receive update on previous issues raised

And other issues from Clerk for information only

None to report.

16.28 Planning

To consider the following planning applications and agree comments:

To receive and consider information re the de-commissioning of Killingholme Power Station and agree any comments/observations

Report received and read out by Clerk. Members had no observations or concerns to raise.

RESOLVED: No concerns raised by the Parish Council

16.29 Parish Matters

(a) To receive update from Clerk on website and agree any actions

Everything now up and running. Clerk thanked Cllr. Petch for provision of updated photographs and these had now been sent to the website service provider. Noted.

(b) To receive update on application to N. Lincs for funding for celebratory event

Clerk reported that N Lincs had sent confirmation of issue of grant and Clerk to accept and return so that funding could be received direct into bank account. Date for event agreed as Sunday afternoon – 17th July 2016 from 2.00 to 5.00 pm. Agreed that wine/pimms/soft drinks be served and Clerk advised that she would apply for TEN notice for sale of alcohol on green.

RESOLVED: That event of summer picnic be held on Sunday 17th July from 2 to 5 pm on Village green and bouncy castle to be provided for children and entertainment Together with sales of wine, pimms and soft drinks.

(c) To receive update on publication and circulation of a village Newsletter and agree any actions

Cllr. Pankhurst organised to visit Clerk on Wednesday 18th May at 11.30am and Clerk would then put all information onto publisher format to desk top publish the Newsletter.

RESOLVED: That Cllr. Pankhurst hold meeting with Clerk at 11.30 am on 18.05.16 to produce Newsletter.

16.30 Future Dates

Next Parish Council Meeting – Friday 3rd June 2016

16.31 Reports

To receive the following reports:

Village Hall Committee Meeting – 19.04.16

Cllr. Pankhurst now acting as Secretary and will send the Clerk/Parish Council meeting information. Too late to apply for other money for the queen's birthday, organising events for Halloween and race night in September. Need pat testing for electrical items and waiting for bill on boiler – lot of money has been paid out and not as healthy as led to believe. About £800 in bank. Next meeting Kathryn should see confirmed financial position. Community cuppa mornings to be held on second and fourth Mondays and Facebook page to be updated etc.

16.32 Finance

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

All payments as per list circulated, approved to be made.

RESOLVED: That all payments as per list circulated, approved to be made.

(b) To receive internal audit report and agree any necessary actions

Clerk had circulated to all members. Members happy to accept it and noted contents. Only action

Required was the outstanding matter of issue of a formal contract of employment to the Clerk and the finalising of the amendments to the bank mandate.

RESOLVED: That the internal audit report be accepted and the recommendations to be actioned

(c) To receive notification of dates for external audit and agree action

Clerk advised that the exercise of rights to inspect the accounts would cover a period of her holiday leave and it was agreed that Chairman would submit his details for contact in the absence of the Clerk. Annual Return to be submitted for completion to June meeting and then submission to external auditor.

RESOLVED: That the Chairman's details replace the Clerk's for advertising of the public rights Of inspection for the audit regime whilst Clerk was on annual leave and that the Annual return be completed at the June meeting for submission to the external Auditors.

(b) To receive update on new bank mandate and agree necessary actions

Clerk would call into Immingham Branch to discuss what problem of finalising was. Noted.

16.33 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

16.34 To approve salary payments

To approve salary payments as per timesheet received

All payments approved as per details submitted.

RESOLVED: That salary payments be made as per details submitted.

Charman closed the meeting at 9.29 pm.