

**Minutes of the Parish Council meeting held on Tuesday 4th June 2024 at
7.30pm at Winteringham Village Hall, Frost Close, Winteringham**

Present

Cllr Gaynor Snell

Cllr Sharon Gibson

Cllr Joshua Taylor

Frances Altoft Clerk

**Abbreviation – NLC – North Lincolnshire Council. NHW – Neighbourhood Watch. NPG – Northern Powergen
Quorate – 6 Councillors present**

Cllr Lauren Javes

Cllr Lesley Fowler (Vice Chair)

Cllr Andrew Grantham (Chair)

3 members of the public

Public Participation.

No questions received

20240604:01 Receive Apologies and Approve Reasons for Absence

Apologies received from Ward Councillors Ogg, Marper and Rowson and Cllr Hutchinson

20240604:02 Declarations of Interest

- a. Agenda point 11 – Village Hall. Cllr Fowler. Personal – member of Village Hall Committee
- b. No dispensations required.

20240604:03 Minutes of previous meeting

The clerk noted the following amendments to the minutes previously issued;

Agenda point 20240507:16 (e) Values for Clips/twine/and nets were added Nets £23.99; Clips £15.99; Twine £13.99.

Agenda point 20240507:17 (c) Cost of planters added Cost each £140 + VAT. Delivery charge £54.50 + Vat. Total cost £737.40

Agenda point 20240507:16 (b) Text amendment – Apply for grant funding

With the addition of the above amendments, the minutes of the Annual meeting held on 7th May 2024 were approved and signed as a true and accurate record of business conducted. Proposed Cllr Fowler Seconded Cllr Snell

20240604:04 Cllr R Waltham

Unfortunately Cllr Waltham was not able to attend as planned. His PA has requested a follow up meeting w/c 17th June 2024. Council requested 20th June 14.00, Cllr Fowler to check with VH bookings. Clerk to contact Cllr Waltham's PA to arrange.

20240604:05 Reports from Ward Councillor(s)

No Ward Councillors present. Cllr Fowler expressed thanks to Cllr Ogg for providing red litter picking sacks and two 6 foot litter grabbers (litter grabbers on loan)

20240604:06 Highways/Footpaths

a) Road surfaces and footpaths –

(i) FS524089198 – Ermine Street culverts – Damaged

(ii) FS514643492 - Marsh Lane Drain cover broken

(iii) FS536304791 – West End Drain – damaged –

(iv) FS567329142 – Suttons Hill Pot hole.

No updates from NLC regarding the above case logs. All cases presented to Cllr Waltham

(v) FS614304688 – Missing rail FP14 footbridge – resolved

(vi) FS614469693 – FP13 missing finger post – resolved

(vii) 30 Marsh Lane – Blocked drain Cllr Gibson

(viii) Stile FP316 – bad state of repair. Clerk reported to NLC FS620982308

b) Haven Drain – no further updates

- c) Civil enforcement officers – raised with Cllr Waltham.
New dog fouling signs have been obtained from NLC. 16 new signs. Council voted to keep the old metal signs (fine amount has not changed) **Resolution passed**. Proposed Cllr Javes seconded Cllr Fowler.
Dog Fouling posted competition. Two age groups 1st and 2nd in each group. £20 voucher for 1st; £10 for second. Closing date of entries 12th July 2024. Cllr Javes to collect entries from school; any other entries to be sent to Cllr Grantham. Winners to be announced 19th July 2024. Cllr Javes to discuss and liaise with school AP070524:02 **on-going**
- d) Ferry Lane culvert. Site meeting with Ward Councillors. Still no resolution – difficult to resolve – reported to Cllr Waltham
- e) Northern Powergrid – case reference 240221-003288. No response received. Clerk continue to chase NPG AP020423:01 **on going**
- f) Western Green parking. Cllr Fowler provided Cllr Waltham with photographic evidence of cars blocking the road. Still inconsiderate parking happening.

20240604:07 Play Area, Playing Field and Tennis Courts

- a) Inspection frequency for play equipment. Council agreed on 8 weekly time frame. **Resolution passed** proposed Cllr Snell; seconded Cllr Javes
- b) Wicksteed Annual play inspection. Booked – Clerk awaiting confirmation of date.
- c) Scramble nets etc for older children. Grant funding application sent to National Lottery. Cllr Hutchinson to follow through. AP070524:04 **on going**
- d) Concrete table tennis table. Cllr Fowler obtaining 3 quotes for a concrete base, prior to ordering the table. **AP040624:01**

20240604:08 Grounds Maintenance Contracts / Open Spaces

- a) Refuse collections – new bins still needed; taken up with Cllr Waltham. Await feedback prior to making a decision on purchasing own bins
- b) Western Green Trees - FS550349876. Stumps still left. Clerk to chase with NLC.
- c) Jubilee Gardens Trees – PA/2023/1925. Escalated to Cllr Waltham – decision still outstanding.
- d) In Bloom Grant. Receipts etc must be with NLC by 28th June 2024. New planters due delivery 7th June 2024. Cllrs Fowler and Snell to arrange their installation with handyperson
- e) Noticeboard. Councillors agreed to apply for full planning permission to erect board on Bay Horse Public House. Clerk to arrange **AP040624:02**
- f) Cllr Fowler commented that a large amount of grass clippings were left on paths etc surrounding the village hall, after the recent contractor had been to cut the field. Clerk to discuss with contractor **AP040624:03**

20240604:09 Planning

- (a) To receive any applications made to North Lincolnshire Council and resolve comments:
 - PA/2024/589. Application to erect two storey front and rear extension plus single storey side extension. 18, Meggit Lane, Winteringham. DN15 9NY. Applicant Ms K Joy. Consultation end date 11th June 2024 Councillors discussed the revised plans however it was still felt that the plans were out of keeping with the area; parking would still be an issue and the proposed extension is out of the building lines. **Resolution passed** Council to object on these grounds. Clerk to enter comments **AP*****
- (b) To receive decisions made by North Lincolnshire Council
 - PA/2024/292. Application to remove two holly trees and crown and reduce a Laurel. Applicant Mr S Monopoli, 85, The Elms, West End, Winteringham. DN15 9NR. Application approved.
- (c) To note any planning applications/information received after the agenda has been issued.
 - PA/2023/1485 Application to fell a sycamore tree. Mr Alistair Bell; 34 Western Green. Winteringham. Application granted
 - PA/2023/1689 Application to carry out tree work within a conservation zone. Mr A Kitchen 36 Western Green. Winteringham. Application granted
- (d) Planning enforcement
 - Gate End Farmhouse (aka Winteringham Fields). No response received from NLC. Clerk raised with Cllr

Waltham

20240604:10 Police Matters, Crime and Neighbourhood Watch (NHW)

- a. Emergency 'what if' scenario. Many thanks to Richard Hawksworth, (Area Emergency Co-ordinator) for attending and discussing our emergency plan with council. The emergency plan passed with flying colours.
- b. Daniel Baird foundation. Cllr Fowler queried if 'bleed kits' are needed in the community. Cllr Snell advised that the kits are specifically designed to deal with stabbings. It was felt that the kits are not necessary for Winteringham
- c. CCTV. Cllr Fowler advised funds should have been available end March 2024. Cllr Fowler following issue through.
- d. Break in's. Cllr Grantham advised the council that perpetrators relating to the recent spate of burglaries have been arrested, charged and sentenced.

20240604:11 Reports from representatives

- a. Village Hall – Next meeting 11th June 2024- still need more volunteers to come forward as trustees. Solar panels for hall. A smart meter is required. VH Committee changing suppliers June 2024 and will organise installation of smart meter.
The rubbish bins are located too close to the hall and constitute a fire hazard. The path needs widening so that bins can be sited further down the path. **Resolution passed.** Cllr Fowler to obtain quotations for the work. Proposed Cllr Gibson; seconded Cllr Taylor. **AP040624:05**

20240604:12 Financial

To approve and sign the May 2024 finance documents as follows;

- May Financial Summary receipts and payments v budget
- Bank statement
- May Bank reconciliation

To agree and load following payments onto Virgin Online banking for payment;

Date and invoice reference	Company	Reason for invoice	Amount	Payment method	Minute reference	Authorisation
13/05/2024	Net World Sport	Repair twine	£13.99	DC	20240507:16 (e)	Cllrs Hutchinson/Snell
11/05/2024	Outdoor Value	Football Nets	£23.99	DC	20240507:16 (e)	Cllrs Hutchinson/Snell
11/05/2024	E Bay private seller	Football Net clips	£15.99	DC	20240507:16 (e)	Cllrs Hutchinson/Snell
23/05/2024	E Bay private seller	Personal purchase clerk	£4.50	DC	N/A	N/A (a)
14/05/2024	Grove inv 423	PROW Cut (1)	£493.20	BACS	N/A	Cllrs Taylor/Grantham
13/05/2024	Village Hall inv 24/007	50% cost NLC waste Collection	£383.00	BACS	N/A	Cllrs Hutchinson/Gibson S137 payment
14/05/2024	Amberol	x 4 planters	£737.40	BACS	20240507:17 (c)	Proposed Cllrs Fowler/Snell (b) Authorise Cllrs Taylor/Gibson
34/05/2024 MO78 40	BT	Monthly internet charges	£10.80	DD	N/A	N/A
31/05/2024	Clerk	May salary and expenses	£307.80	BACS	N/A	Cllrs Gibson/Taylor
31/05/2024	Handyperson	May salary and expenses	£322.15	BACS	N/A	Cllrs Taylor/Grantham
31/05/2024	Mr Carl Ellis	Grass cutting 2/9	£624.33	BACS	N/A	Cllrs Grantham/Hutchinson

(a) E bay error personal purchase by Clerk. Clerk refunded PC 24/05/2024

(b) Virgin payment authorised 15th May 2024

Clerk confirmed 2023-2024 Year End Financial reports have been sent to external auditor.

Resolution passed – All payments authorised by councillors. Proposed Cllr Fowler; seconded Cllr Hutchinson.

Clerk to load into Virgin for payment

20240604:13 Contracts and Bids.

No actions needed

20240604:14 Policy review

- (i) To review and approve revised financial regulations – revised regulations issued May 2024
The following values were agreed
Section 1.7 – grant/single commitment £3000
Section 5.6 – Contracts - £2000
Section 5.9 – values £500 - £2000
Section 5.15 – The Clerk under delegated authority for any items below £500 ex VAT The clerk in consultation with the Chair for any items below £2000; the council for all items over £5000
Section 6.9 – Payments up to £500 ex VAT; Payments up to £2000 ex Vat; Fund transfers up to £10.000
Council approved. Proposed Cllr Gibson; Seconded Cllr Javes
- (ii) To nominate a designated Adult Protection person and deputy person. To review, approve and sign the Adult safeguarding policy. **Resolution passed** Cllrs Snell and Javes to be nominated personnel. Proposed Cllr Taylor seconded Cllr Gibson.
- (iii) To nominate a designated Children Protection person and deputy person. To review, approve and sign the Children safeguarding policy. **Resolution passed** Cllrs Gibson and Taylor to be nominated personnel. Proposed Cllr Snell seconded Cllr Javes.
Clerk to prepare both policies and bring to July meeting for sign off
- (iv) To review and approve the grants policy
Council approved. Proposed Cllr Taylor; Seconded Cllr Javes

20240604:15 Projects

- a. Marmion trail – Permitted development would have to be applied for to site information boards. Cllr Grantham to provide clerk with lists of locations etc for planning application **AP040624:06**
- b. Phone box. Handy person experiencing difficulties fitting frames etc. Cllr Hutchinson to speak with supplier AP070524:09 and to liaise with handy person **On going**
- c. Winteringham Bank. Project is stalled at present. Cllr Grantham to investigate assistance from local community
- d. SID Speeding signs – to discuss at July Meeting. Cllr Hutchinson not present

20240604:16 Neighbourhood Plan (NP)

No response from Appleby PC. Design Yorkshire (DY) Mr R. Ormrod. Company recently produced Barton on Humber NP. Council agreed to contact DY for assistance. **Resolution passed.** Proposed Cllr Taylor Seconded Cllr Gibson. Clerk to contact DY **AP040624:07**

20240604:17 New E mail addresses

E mails – BT proving very difficult to deal with. Cllr Grantham AP010823:12 **on going.**

20240604:18 Internal Audit actions

Clerk confirmed two outstanding actions;

Play equipment inspection frequency – agreed 8 weekly – this agenda point 20240604:07

Land deeds/proof of ownership

20240604:19 Correspondence

Correspondence received since last meeting; for review and comments;

- I. NLC Gypsy Consultation meeting 08/05/2024 and update 20/05/2024
- II. Cllr Rowson Whole Area Community Involvement 08/05/2024
- III. NLC May Business focus Grants 08/05/2024
- IV. ERNLLA Newsletter 11/05/2024

- V. Best Kept Village CPRE 2024
- VI. ERNLLCA Energy Project Consultation 20/05/2024
- VII. ERNLLCA Talking Tables Training 20/05/2024
- VIII. ERNLLCA NALC motion 20/05/2024
- IX. ERNLLCA Planning training 22/05/2024
- X. ERNLLCA NALC Councillors Allowance 22/05/2024

20240604:20 Minor items

- a) Winteringham under 5's – new printer and tablets. Printer cost £79.99. Tablets £75.00 **Resolution passed** maximum spend £210.00. Proposed Cllr Fowler. Seconded Cllr Snell. To be coded S137 payment. Clerk to liaise with Under 5's manager and arrange purchase on behalf of Under 5's
- b) Handy person appraisal is due July. Personnel committee to organise
- c) Handy person – Clerk has issued amendment to contract to cover sundry purchases as agreed
- d) ERNLLCA Tables training 18th July 2024. Clerk to attend £40.00 + VAT. **Resolution passed** Proposed Cllr Fowler seconded Cllr Javes
- e) Handyperson hours. Currently 20 hours monthly April – September; 8 hours October – March. Handyperson is often working over contracted hours due to amount of jobs (missed maintenance etc). Council voted to amend hours May – July to 30 hours per month to accommodate amount of summer work, availability of good weather and daylight hours. For any specific project, handyperson costs will be calculated into the overall cost of the project. **Resolution passed**. Proposed Cllr Taylor seconded Cllr Gibson. Clerk to issue contract amendment **AP040624:08**
- f) Clerk on holiday 18th June – 25th June 2024

20240604:21 Agenda for next meeting.

No points requested

20240604:22 Next Meeting

To confirm the date and time of the next monthly meeting as, subject to any change 2nd July 2024 19.15
In the absence of any further business, the meeting closed at 21.15

Closed Action points

- AP070524:03 – Clerk - Wicksteed book inspection
- AP070524:06 – Clerk - Purchase twine etc
- AP070524:06 – Clerk - purchase new planters
- AP070524:07 - Cllr Fowler - time of emergency scenario
- AP071223:13 - Clerk - Appleby PC NHP
- AP070524:08 – Clerk - Handy person amended contract
- AP070524:05 – Clerk - purchase table tennis table. Closed – will re action once base completed

Accepted as a true record of business transacted;

Signature _____ Date _____