

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING OF HEALING PARISH COUNCIL HELD ON TUESDAY 10th MAY 2016 AT THE VILLAGE HALL, GREAT COATES ROAD, HEALING AT 7.00 PM.

Present: Cllr. Hasthorpe (Chairman)
Cllrs. Dickerson, Dolan, Wilson and Hubbard and Smith (after cooption)

Apologies: None

In Attendance: PCSO John Scott

There were 11 members of the public present, including two candidates and Mr. Littlewood from the Friends Group.

16/14 Election of Chairman

Cllr. Hasthorpe elected as Chairman and signed Declaration of Acceptance of Office.

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

16/15 To receive and accept apologies for absence

None – all present.

16/16 DECLARATIONS OF INTEREST (Code of Conduct 2012) –

Clerk declared interested under the SLCC Clerk's Code in candidate for cooption – Mr. Hubbard.

16/17 Election of Vice-Chairman

No Vice-Chair elected as this meeting.

RESOLVED: That position as Vice-Chair is not filled and be carried forward pending Nominations at a future meeting.

16/18 Cooption to fill Casual Vacancy

To consider two candidates for casual vacancies and agree any actions

Two candidates present – Mr. Matthew Hubbard of Poplar Road, Healing and Mr. Ian Smith of Station Road, Healing. Both candidates said a few words about themselves, questions were asked by member and voting took place. Both candidates were coopted onto the Parish Council to fill two of the existing casual vacancies.

RESOLVED: That Mr. Matthew Hubbard and Mr. Ian Smith both be coopted onto Healing Parish Council with immediate effect and both signed declarations of acceptance Of office.

Another 2 members of the public arrived at this point.

16/19 Election of Committees, Committee Chairmen and Adoption of Terms of Reference for each Committee

Committees elected as per list below, Chairman appointed and Terms of Reference adopted as agreed for each Committee:

Personnel Committee – Members agreed as Cllr. Wilson, Cllr. Smith and Cllr. Hubbard. Clerk advised that substitute was required due to declarable interests with regard to the Clerk and Cllr. Hubbard, so named substitute agreed as Cllr. Dolan. Agreed that Chairman be adopted at each meeting until further agreement. Terms of Reference as circulated adopted and noted that Personnel Committee has full delegated powers.

Other Committees – none.

**RESOLVED: That the Committees as shown above be appointed by the Council
And that terms of reference be adopted as agreed**

16/20 Election of Representatives onto Outside bodies

To appoint representatives onto the following outside bodies:

Town and Parish Liaison Committee – Chairman and Cllr. Wilson appointed as official voting representatives.

ERNLLCA District NE Lincs. Committee – Chairman and another member as and when available.

Friends of Moated Site Group – Cllr. Hubbard to be representative.

Any other bodies – none.

RESOLVED: That official representatives be appointed as above

Public Break

Cameras were discussed – both number plate recognition ones and also CCTV rovision.

Residents present in objection to planning application for Rowan Drive.

16/21 Review of governance/procedural documents for Council for year

To consider and agree any reviews/amendments/necessary actions on following:

Asset Register – correct but clerk would be producing new format document

Insurance Provision - satisfactory

Website Provision - satisfactory

Publication of Information Statement - satisfactory

Risk Management Strategy and also necessary Risk Assessments for all Council

Activities -Strategy satisfactory but Clerk highlighted need for risk assessments and these would now be actioned.

Training Criteria and ongoing strategy – encourage all members to continue training and Council committed to funding any training.

Schedule of Delegation – satisfactory.

Bad Debt Recovery Policy – satisfactory.

Standing Orders – Clerk advised of new version and these would be forwarded for future meeting.

Financial Regulations – Clerk advised of new version and these would be forwarded for future meeting.

Bank Mandate – updated with removal of former Council members and completed at the meeting.

Councillors' Registers of Interest – Clerk reminded members to regularly review and amend if necessary.

Position regarding Casual Vacancies and also impact on quorum for meetings – Noted that the Council now had four casual vacancies. Also noted that quorum would now revert back to four members as a minimum as per original Standing Order – but this had to sit 'on the table' for a month before official amendment which would then be tabled for July.

RESOLVED: That all governance documents were reviewed and any actions agreed would Be carried out as shown above

16/22 To approve minutes of the previous meetings held in April 2016

All Minutes of meeting held during April, as circulated, approved as true record of meeting and signed by Chairman.

RESOLVED: That minutes from April meetings be approved as true record

16/23 Police Report

To receive police report for month and agree any actions

PCSO Scott present and advised on number of crimes, particular vehicle crime. Number of incidents where insecurity played a part although Cllr. Hubbard highlighted that there were many other incidents which did not appear to be due to insecure premises or vehicles.

RESOLVED: That report be noted and that another article be placed in Healing News

To receive any update from Waltham PC re CCTV cameras and agree any necessary Actions

Clerk advised that there had been no response from Waltham PC on questions regarding joint CCTV provision and funding. Clerk requested to go back to Waltham PC one more time. Item to be on June agenda.

RESOLVED: That Clerk chase response from Waltham PC again over CCTV provision

To receive request from resident to discuss number plate recognition cameras and Agree any necessary actions

Agreed that Clerk revisit this matter and re-investigate systems and also to write to PCC to see if there was any funding available.

RESOLVED: That Clerk obtain information and pricing regarding provision of ANPR Cameras and seek funding from PCC office

16/24 Highways/footpaths and Traffic Issues

- a) To receive notice and update of any highways/footpath issues from Clerk for information inc parking issues and agree any necessary actions

Clerk advised that she had been advised May 17th was the commencement date for enforcement. Clerk to invite NELC Officer to meeting to discuss exemptions.

RESOLVED: That Clerk contact NELC re meeting to discuss exemption issues

16/25 Planning Matters

The following planning applications were considered:

DM/0407/16/FUL 3 Station Road, Healing
Demolish existing side extension and erect single storey side extension and Alter existing access and create new

No objections.

To reconsider planning application discussed at Planning Meeting held on 22.04.16 in light of new evidence from resident and agree any actions – Ref application at Fairview, Rowan Drive, Healing

Over intensification of the plot, no amenity space, footprint is out of keeping, impact on current residents and misleading – drainage and traffic impact upon existing properties and insufficient parking. Plans were incorrect. Objections.

RESOLVED: That comments be send in to NELC as agreed above

To receive further update on draft proposals for landscaping plan for land at Open Space, Healing

Satisfactory proposals but requested that the developers specify a mixture not just oaks.

RESOLVED: That mixture of trees be requested for open space

16/26 Land Management

Healing Moated Site

To receive report on Site from FG representative if present – Mr. Littlewood gave report. Clerk to now order benches etc. and also sheep had been inspected and all was well.

To consider any works to the site and agree any actions – none.

Porri's Wood

To consider any works to the site and agree any actions

Cllr. Hubbard declared a prejudicial interest in this item due to association with business and left the room for this item.

Members agreed that smaller stile as quoted for proceed at cost of £195.00

RESOLVED That the small stile be confirmed for installation at cost of £195.00 through Alexander Hubbard Ltd.

Cornflower Copse

To consider any works to the site and agree any actions – nothing required.

RESOLVED: That all information as discussed above is noted and any actions be carried out

16/27 Healing Village Hall

a) To receive update on kitchen refurbishment and agree any actions

Mr Paul Schofield had been instructed to proceed with works. Clerk had produced a list of hirings etc. to work around. No start date as yet. Noted.

b) To receive update on refurbishment/supply of new blind and agree any actions

Mr. McDougall had made contact that day to advise the blinds were ready for fitting. Noted.

c) To receive update on minor repair works and agree any actions

Mr. Gloyne had made contact that day to advise the minor repairs works for ready for scheduling in. noted.

d) To receive notice of two new hirings and agree any actions

Clerk advised on new hirings and these were noted – Scouts and Tap Dancing classes.

e) To receive update on previous village signs and refurbishment for use at Hall and agree any actions

Chairman reported that two of the original wooden signs had been salvaged, with the tops still intact, although in need of repair. Agreed that costings be obtained for one to be mounted on front wall of village hall on the exterior of the Hall and one to be framed and hung inside the Hall somewhere. Clerk ask for quotation from Total Signs and Graphics.

RESOLVED: That Clerk obtain quotations from Total Signs and Graphics for proposed works

f) To receive report from Clerk on scheme to reclaim historic business rates paid on the village hall and agree any necessary actions

Clerk advised of ability, through specialist company, to claim back historic business rates for the village hall and it was agreed that Clerk proceed with claim through the Company and report back. Clerk produced Company details and advised of 30% fee, with VAT element to be claimed back. Members advised Clerk to proceed with Company and reclaim any amounts where possible.

RESOLVED: That the Parish Council use services of Goodman Nash to reclaim any business Rates appropriate for the Village Hall

16/28 Reports

To receive reports from:

Healing Youth Council

Written report produced and read out by Chairman. On evening of Beacon Lighting, YC presented a cheque to Break for £500 raised from the Pantomime. The YC had sent their thanks for Ward Funding of £700. Intending to visit Parliament and would request volunteers if required.

Beacon Lighting – 21.04.16 – Cllr. Dolan

Members thanked Cllr. Dolan for his efforts. Quite a few people in attendance. Agreed that Hodson and Kauss be approached for quotation/design for basket-type top on Beacon and Cllr. Dolan would progress this and report back.

RESOLVED: That quotation be obtained for improvements to Beacon.

Final COMA Sessions – April - Clerk

Clerk advised scheme now completed and written procedure now finalized and agreed by the consultation group. Would now go to NELC for formal adoption. Clerk had been asked to sit on future panel and had agreed but would do this in her own time and not through the Parish Council. Noted.

To receive any other reports and agree any actions on the above

None.

16/29 Healing Village NewsTo receive notice of next edition – June 2016 – and agree any necessary actions including leader article and publication of Annual Report

Agreed to publish the Annual Report with the next edition. Leader article to be Cllr. Smith as Know Your Councillor, with Cllr. Hubbard to follow with subsequent edition.

To receive notice from Clerk on changes to contracted distributors and agree any Necessary actions

Two recent changes in distributors now completed and full team in place. Agreed to run request in June edition for names to go on waiting list for distributors.

RESOLVED: That new members supply Know your Councillor articles for leader article and That names be requested for waiting list for distribution team

16/30 Future Dates

Next Parish Council Meeting – Tuesday 14th June 2016 – Cllr. Dickerson to chair.

NELC Mayor Making – Thursday 19th May 2016

Office Closure – Friday 24th June to Friday 8th July 2016 inclusive – Clerk asked what Council member would be responsible for village hall booking phone and diary and Cllr. Hubbard volunteered and this was agreed.

NE Lincs ERNLLCA Committee – 21st July 2016 – The AGM

Special invitation to go to Jutland ceremony – 31st May at Grimsby Minster – Cllr. Wilson advised. All noted.

Standing Orders moved until 9.30 pm.

16/31 Correspondence/Information Update/Parish Mattersa) Info from NELC/ERNLLCA etc. all for circulation

Citizenship trophy would need readvertising and this would be considered at June/July meeting – noted.

b) To receive update on actions re balance of S106 funding and agree any actions

Clerk would send off invoices retrospectively to NELC when received back from internal audit. Noted.

c) To receive update on Poplar Park Management issue with update from Bowling Club and agree any necessary actions

Clerk advised tht Bowling Club have committed to the £1k funding each year and so members agreed that Clerk contact NELC to now officially progress local management of the Parks as agreed. Bowlers had expressed concern over security of green and this would be discussed with NELC.

RESOLVED: That Clerk now progress local management with NELC of the parks

- d) To consider provision of ornamental railings for wreaths to be displayed at the Cenotaph and agree any necessary actions

Chairman advised that there are existing railings in the hedge but they do not seem suitable to use. Members thought that perhaps the Legion representatives had not considered that even with railings, the time scale for removal of wreaths would still apply. It was agreed that the Clerk write to the Chairman of the Branch and ask if the timescale for removal was understood by the Legion to still be in place even for railings, and also to copy in Mr. Okopskyj.

RESOLVED: That letter be sent to Royal British Legion asking if it was understood that any Wreaths, even on ornamental railings, would still be governed by the Parish Council’s recent adopted procedures for removal after certain time frame.

- e) To consider and agree management arrangements for Healing Youth Council inc usage and access to Village Hall and agree necessary actions

Agreed that Mrs. Blanchard still be liaison for Youth Council and that a key to the Conference Room would be supplied to the Youth Council for access for Pantomime Rehearsals as required, but only if diarized and cleared through the Parish Clerk.

RESOLVED: That conference room key be supplied to Youth Council and to be used free Of charge by the Youth Council but only on prebooking through the Parish Clerk/ Village Hall diary

16/32 Finance

- a) To approve payment of cheques as per list for this meeting

All payments, as per list circulated, approved for payment.

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

- b) To update on bank mandate form and agree any necessary actions

Confirmation had been received that this had now been completed and all former Councillors had been removed from the mandate. Noted.

- c) To receive update on Internal Audit Report and agree any necessary actions

Internal Audit report had been received and was formally accepted and agreed. Chairman noted that the report was a very positive and welcome one, that there were no necessary actions, only minor recommendations which were in line with changes to audit regulations in recent months.

RESOLVED: That the internal audit report be officially received and accepted and that No significant actions were required or recommended and any minor Recommendations be actioned in line with new model audit regulations.

The Chairman closed the meeting at 9.20 pm.

| | |
|---------------|-------------|
| Signed: | Date: |
|---------------|-------------|