

Halton Holegate with Halton Fenside Parish Council

Minutes of the Annual Meeting of the Council held at Halton Holegate Methodist Chapel on **Thursday 18th May 2023** commencing at 7pm. These are notes of the meeting until approved as a true record.

Present:

Cllrs D Sisson (Chair), C Holmes (Vice-Chair), S Andrew, and T Robson; and District Cllr T Taylor and County Councillor W Bowkett.

Clerk - J Sargent.

1. To receive signed Declarations of Acceptance of Office by all Councillors and Register of Interests Forms.

It was **resolved unanimously** to extend the deadline for absent Councillors to sign their Declaration of Acceptance of Office forms until the start of the July meeting.

2. To elect a Chair of the Council for the forthcoming term of office.

It was **resolved unanimously** to appoint Cllr Sisson as the Chair of the Council for the forthcoming term of office.

3. To receive the Declaration of Acceptance of Office of the elected Chair.

Declaration of Acceptance of Office of Chair to the Council was signed by Cllr Sisson and the Clerk.

4. To elect a Vice-Chair of the Council for the forthcoming term of office.

It was **resolved unanimously** to appoint Cllr Holmes as the Vice-Chair of the Council for the forthcoming term of office.

5. To receive the Declaration of Acceptance of Office of the elected Vice Chair.

Declaration of Acceptance of Office of Vice-Chair to the Council was signed by Cllr Holmes and the Clerk.

6. Public Forum

There were no members of the public in attendance.

7. Apologies

It was **resolved unanimously** to accept apologies from Cllrs C Edwards. No apologies received from Cllr Grant.

8. Declarations of Interest

Cllr T Robson declared on interest on item 19e and 21.

9. To appoint members to Committees of the Council

a. Personnel and Staffing Committee

It was **resolved unanimously** to appoint Cllrs Holmes and Robson

b. Grievance Committee

It was **resolved unanimously** to appoint Cllrs Andrew and Edwards.

10. To appoint members to serve as the Parish Council's representatives to outside bodies:

a. Halton Holegate & Alice Audley Jackson Trust

It was **resolved unanimously** to appoint Cllr Sisson.

11. To appoint members to serve on additional responsibilities groups.

a. Agriculture, Water and Wildlife management including Tree Warden

It was **resolved unanimously** to appoint Cllr Grant.

b. Development and Planning

It was **resolved unanimously** to appoint Cllr Andrew.

c. Footpaths

It was **resolved unanimously** to appoint Cllr Edwards.

d. Finance

It was **resolved unanimously** to appoint Cllr Sisson.

e. Safeguarding Lead

It was **resolved unanimously** to appoint Cllr Robson.

f. Website

It was **resolved unanimously** to appoint Cllrs Robson and Edwards.

12. To confirm the minutes of the Council meeting held on Thursday 9th March 2023.

With no matters arising, it was **resolved unanimously** to accept the minutes from March as a true and accurate record.

13. To approve the list of accounts submitted for consideration.

a. February

b. March

c. April

It was **resolved unanimously** to accept the list of accounts submitted for consideration.

14. To receive an updated Bank Reconciliation

a. February

b. March

c. April

The Clerk provided a bank reconciliation, to keep Councillors to update on the Council's financial status.

15. To approve outstanding invoices to be paid.

It was **resolved unanimously** to approve payment of the Zurich Insurance invoice and to repay Cllr Robson for the invoices relating to the Coronation celebration event.

16. To consider changing and formally recognising the name of the Parish Council to Halton Holegate with Halton Fenside Parish Council.

Councillors discussed the official name of the Council as at the recent election, ELDC had advised the Parish was known as Halton Hologate. Councillors wanted to explore official changing the name to Halton Hologate with Halton Fenside.

The Clerk to enquire with ELDC on the official process and report at the next meeting.

CLlr Bowkett suggested holding a Parish Meeting to enable parishioners to share their opinions.

17. To receive updates from District and County representatives and to discuss community matters which need referring to them for response.

CLlr W Bowkett reported that the highways programme for 2023/24 had been released recently. The Fix My Street website was continuing to work well and that Covid vaccination boosters were still available for the over 75s.

CLlr T Taylor reported that the Wolds Festival was beginning soon, celebrating 50 as an Area of Outstanding Natural Beauty, three beaches in East Lindsey had been designated with as Blue Flag beach, and leaders from the three districts partnership had visited Parliament to discuss funding for land drainage projects, with £1.5 million being distributed amongst the three districts.

18. To receive a report from the Clerk.

The Clerk reported the internal audit is taking place on 24th May. The Clerk also reported joining the Society of Local Council Clerks, signing up to the ILCA qualification and passing the first two modules with marks of 95% and 100%.

19. To receive notification of any planning permissions, refusals, withdrawals, or amendments.

a. Housing Development on Halton Road - 600 houses.

No new updates were available for this development.

b. Planning Permission Request - S/165/02462/22 - land north of Halifax Farm, Halton Road

No new updates were available, ELDC yet to provide a decision notice.

c. Planning Permission Request - S/072/00623/23/DC - Brandywell Barn, 5 Pinfold Lane

No new updates were available, ELDC yet to provide a decision notice.

d. Planning Permission Request - S/165/00665/23 - Halifax Farm, Halton Road

No new updates were available, ELDC yet to provide a decision notice.

e. Amendment - S/072/0758/23 - Hawthorne House, Northorpe Road

The wrong plans were posted to ELDC's planning portal. An amendment was made to the plans for the garage. No comments were made.

f. Planning Permission Granted - S/072/00452/23 - The Old Hall Residential Care Home, Northorpe Road

Planning permission granted; decision notice issued by ELDC.

20. To receive an update on highways, footpaths, and road closures.

a. To consider the problems with parking on Station Road including complaint received from parishioner.

Cllr Sisson updated Councillors on a recent complaint made by a parishioner regarding a school bus drop off. The Complaint had been resolved with the help of Cllr Bowkett prior to the meeting.

Cllr Holmes advised the Station Road street sign was no longer visible due to an overgrown hedge.

21. To receive a final update on the King’s Coronation Celebration event.

Cllr Robson reported that the event was a great success. The fish and chip van and the ice cream van were popular, and the singers were well received. Prizes were handed out with the help of Cllr T Taylor.

Cllr Sisson asked to place the Council’s thanks on the record to the organising committee for putting on a successful event for the village.

22. To consider agenda items for the next meeting.

- To receive an update on the official name of the parish and the process to update it.
- To consider a policy on the length of term served by the chair and vice-chair of the council.
- To confirm all declarations of acceptance of office have been received.
- To confirm the Annual Governance and Accountability Return.
- To discuss the cost of elections and paperwork required.

23. To confirm the date of the next meeting.

The date of the next meeting was confirmed as Thursday 13th July.

24. To resolve to exclude the public and media to discuss confidential matters in accordance with The Public Bodies Act 1960.

No members of the public were in attendance.

25. To consider and approve staffing matters.

Cllr Holmes confirmed the actions from the Clerk’s end of probation appraisal.

With no further comments, Cllr Sisson closed the meeting at 8:10pm.

Signed.....

Chair of the Council - Cllr D Sisson

Signed.....

Clerk to the Council and RFO - Jack Sargent