

## **Halton Hologate with Halton Fenside Parish Council**

**Minutes of Parish Council Meeting held at Halton Hologate Methodist Chapel,  
Station Road, Halton Hologate, PE23 5PB on Thursday 13<sup>th</sup> October 2022 at  
19:30pm.**

**Present:** Cllr Sisson (Chair), Cllr Holmes (Vice-Chair) and Cllrs Edwards, Robson, Oliver, Andrew and Grant

**In attendance:** LCC Councillor W Bowkett and ELDC Councillor T Taylor

***The Parish Council Meeting scheduled for Thursday 8 September 2022 was cancelled at the time of Councillors arriving due to the announcement of the death of Queen Elizabeth the Second earlier that evening. The Chair expressed words of condolence and a Minutes Silence was held. A book of condolence would be placed in Saint Andrew's Church***

**1. Apologies for absence – None**

**2. To approve and sign as a correct record the Minutes from the Meeting held on 14<sup>th</sup> July 2022**

Proposed – Cllr. Robson Seconded Cllr Oliver Unanimously approved

**3. Declarations of Interest & Update Disclosure of Pecuniary Interests**

Cllr Oliver declared an interest in item 9

Declarations of Interest forms requested to be completed by Cllrs. Andrew and Grant – forms to be given out at the end of the Meeting by the Chair. On completion these, together with Cllrs. Robson and Edwards, would be forwarded to ELDC Monitoring Officer and then posted on the website

**4. Acting Clerk's Report & Correspondence Received – all below noted**

- Electoral Roll update. – **Current Roll 390**
- LALC Newsletters (Various) (Circulated prior to meeting)
- ELDC Media Releases (Various) (Circulated prior to meeting)
- LCC County Views Magazine (Circulated prior to meeting)
- Application sent to LALC to join Website Updating Service – Receipt of application acknowledged. Service enabled 30<sup>th</sup> August 2022.
- Countryside Access Team, LCC – Email sent regarding Parish Field Path Issues (4/8/2022) – Receipt of submission acknowledged.
- LALC Training Courses Booked – Website Training (Cllrs. Edwards & Robson), Data Protection & Charity Law (Cllr Robson)
- Spilsby Town Council – Invite to Spilsby Neighbouring Parishes meeting 8<sup>th</sup> September 2022 – Apologies sent. *(Noted a copy of notes from that Meeting had been received and circulated to all Councillors)*
- Victoria Atkins MP – Invitation to Winter Support Summit – Friday 14<sup>th</sup> October 2022. – Cllr. C Edwards to represent HHPC
- LALC Annual Report 2021/22 (Circulated prior to the meeting)

## 5. Matters to Report not on Main Agenda – None

Notice issued by Chair of a Working Party Meeting to be held on Monday 17 October 2022 at 19:00

## 6 Public Participation – None present

## 7. Informative Matters from the LCC & ELDC Councillors

**Cllr W Bowkett, LCC** – Report filed with Minutes

**Action** - Website addresses for “Cost of Living” support and advice for business and residents to be placed on the noticeboards (Cllr. Sisson and Edwards)

**Cllr. T Taylor ELDC** – Delay in purple bin deliveries.

Police Community Engagement newsletter.

**Action** -Contact by email to be made with PSCO Teresa Key to request a copy be sent to the Parish Council. (Cllr. Holmes)

Small ELDC Councillor Grants still available to bid for a community project

## 8 Finance – Subject to update at Meeting – Cllr. D. Sisson

- **Invoices to be paid:** Approved
  - Ladybug Services – Sept Grass Cut & Notice Board Cleaning - £105.00
  - Discussion on requesting a final October grass cut – approved
  - Action – Cllr. Sisson to contact Ladybug to arrange
  
- **Invoices paid:** Approved
  - HMRC June/July £52.80
  - PAYE & Clerk Salary June/July £210.96
  - ICO – Data Protection Licence Fee 2022/23 (DDR) - £35.00
  - ICO – Data protection Licence Fee 2022/23 (CHQ) - £40.00 \*
  - LALC Website Management Fee £180.00 (inc £30.00 Refundable VAT)
  - Ladybug Services – August £60.00
  - Mr. Whizz IT Services Burgh (Laptop Repairs) - £65.00

\* Refund of ICO duplicate payment requested and received - **Noted**

Balance of Current Account **£8952.40** (following approval of invoices presented above)

Petty Cash **£13.56.**

Income **£40.00** ICO Refund

Previous Clerk N Whiting – P45 Issued on leaving PC Employment.

Audit Documents Lodged with SBA – Receipt acknowledged. (2021/22)

### **Approved**

2022/23 Half Yearly Audit – Clark Clerical Services - To receive update from Acting Clerk & RFO. Audit Date 21/10/2022 (Agenda item for 10 November 2022 Meeting)

## **9 Planning Applications – Cllr. S. Andrew**

**S/165/02238/20 – Standing Item. Outline Planning Permission for erection of 600 dwellings and a medical centre with provision of associated open space, landscaping, estate roads and cycle ways.**

Current Status – Outline Planning Permission Granted with conditions July 2022

NOTED

**S/072/01360/22 Planning permission - Extension to existing dwelling to provide a ground floor entrance hall and a first-floor terrace.**

(Cllr Oliver had declared an interest in this item)

PROVIDENCE COTTAGE, SPILSBY ROAD, HALTON HOLEGATE,  
SPILSBY, PE23 5NY

As per Planning between Meetings Standing Orders – Support, No comments.

Current Status: - Full Planning Permission granted

NOTED

**S/072/00910/22 – The Old Rectory – Listed Building Consent Application**

Current Status – Full Listed Building Consent Granted

NOTED

**EN010103 – Outer Dowsing Offshore Windfarm – EIA Scoping Notification & Consultation**

Councils Response – No Comments.

NOTED

**S/072/01654/22 – Planning permission- Extension to existing dwelling to provide additional living accommodation.**

BRANDYWELL BARN, 5 PINFOLD LANE, HALTON HOLEGATE,

SPILSBY, PE23 5BW. As per Planning between Meetings Standing Orders – Support, No comments.

Current Status: - Awaiting decision

NOTED

**S/072/01802/22 – Planning Permission & Listed Building Permission – Change of use, conversion of, extension and alterations to existing outbuilding which is a listed building to form a holiday cottage and provision of an outdoor swimming pool.**

HALTON MANOR, 3 STATION ROAD, HALTON HOLEGATE, SPILSBY, PE23 5PB

Current Status - Out for consultation

Discussed and agreed that response to be “Support with no comments” (Cllr. Sisson to forward response to ELDC)

## **10 Policies & Procedures – Cllr. T Robson**

### **Policies and Regulations had been circulated and agreed between meetings**

- Financial Regulations
- Emergency Plan
- Complaints Procedures
- Grievance & Disciplinary Procedures
- Members Expense
- Standing Orders

Proposed – Cllr. Oliver, seconded Cllr Edwards **Approved**

(Website to be updated)

**Action** - Cllr. Robson to provide list of any further Policies for review for November 2022 and January 2023 Agendas

## **11 Highways & Footpaths**

Cllr Edwards reported on **proposed 30mph Speed Limit to Halton Fenside**. Cllr Bowkett would “chase” LCC Highways for their observations

Cllr Edwards reported on **Halton Fenside Signage**. Advised to report on Fix MY Street which Cllr Edwards agreed to action

Cllr Oliver reported on **Speeding Issues on B1195 Station Road corner**

Discussion took place and agreed that with the support of Cllr Bowkett, a request be forwarded to PSCO Key requesting the speed gun be used on the site

**Action** - Councillor Sisson to bring 30 and 40 mph stickers for bins to working party meeting on 17 October 2022

Report from Councillors on **Defects noted on FixMyStreet.com**

Noted that fly tipping and growth of Himalayan Balsam in Peasgate Lane had been reported

## **12. Update on Appointment of Clerk – Administration Services – Cllr. D. Sisson**

Cllr. Sisson provided an update on the on-going discussions and actions taken since last Meeting. and he proposed a Working Party Meeting for 17 October 2022 to agree procedures for terms of appointment and pension provision options/policy. A subcommittee, with delegated powers to appoint a new Clerk consisting of Chair, V Chair and two other Councillors. – **approved**.

The vacancy had been advertised and was still currently advertised on the website

**Approved**

## **13. Technology – Report on Clerk’s Laptop. – Cllr. D. Sisson**

Laptop needs replacing. Proposed that this action be taken. **Approved** unanimously

**Action** Cllr Sisson to proceed with purchase

## **14. Frequency of Meetings of Council – Cllr. C. Edwards**

Discussed and agreed to leave at status quo except that Meetings in November 2022, January and March 2023 would start at **19:00** and review again in 6 months

## **15. Appointment of DPO (Data Protection Officer)**

Proposed Cllr. Holmes, Seconded Cllr Andrew – that Cllr Robson be appointed.

**Approved**

## **16 Impact of Halton Fenside Private Party & Land Use**

Cllr Edwards provided a verbal update report on actions taken since last Meeting and shared a letter he had received from a Parishioner with 26 signatures. He reported that ELDC Enforcement had revisited and a letter was going out to the

landowner following that visit. Councillor Bowkett confirmed that she was fully up to date with this matter.

**Action** - Agreed that Cllr. Edwards, on behalf of the Parish Council, would forward 26 signature letter and timeline report to Jo Parke@e-lindsey.gov.uk

### **17. Parking on Station Road during School Term & Application for 20 mph School Zone traffic Restriction - Cllr. Robson -**

Cllr. Robson provided update on discussions with school authorities since last meeting and that a letter had been sent to Councillor Bowkett requesting her support and assistance on this matter. Councillor Bowkett acknowledged she had received said correspondence and she had actioned with LCC Highways and was awaiting a response.

(Note – Cllr. Oliver left the Meeting at 20:50)

### **18. Agenda Items for next Meeting**

**a) Items for ratification following Working Party Meeting on 17 October 2022**

**b) Budget 2023/24**

**c) Personnel – appointment of Clerk**

**d) 6 May 2023 – Village celebrations for the Coronation**

**e) Policies**

**f) Cllr. Edwards – update on footpaths (see July 2022 Minutes)**

### **19. Next Meeting Date**

**Thursday November 10th at 19:00** at the Methodist Chapel, Halton Hologate

**NOTE** - new start time.

Minutes taken by Cllr. C A Holmes