

**Minutes of the Village Council Meeting of Great Coates
Village Council held at 7.00 pm
in the Village Hall, Cooks Lane, Great Coates on 28th February 2019**

Present: Cllr Thomas (Chair), Cllr Lawrance, Cllr Huntley, Cllr Redgrift, Cllr Masterton, Cllr Stewart, C.Thomas (Clerk)
Cllr S Mill, Cllr C. Proctor
4 members of public present

1 To Receive apologies and reasons for absence - Ref 19/048

Cllr Green, Cllr Cutting, Cllr Barber

2 To receive declarations of interest under the Localism Act 2011 – being any pecuniary or non-pecuniary interest in agenda items not previously recorded on Members’ Register of Interests - Ref 19/049

None

3 To approve the draft minutes of the Village Council meeting held on 24 Jan 18 - Ref 19/050

Resolved to approve as a true record of the meeting held on 24th January 2019.

Proposed: Cllr Masterton - Seconded: Cllr Redgrift – 5 in favour / 1 abstain

4 To approve the draft minutes of the Village Hall Committee meeting held on 04 Feb 19 - Ref 19/051

Resolved to approve as a true record of the meeting held on 4th February 2019.

Proposed: Cllr Lawrance - Seconded Cllr Huntley - All in favour.

5 To approve the draft minutes of the In Bloom Committee meeting held on 06 Nov 18 - Ref 19/052

Resolved to approve as a true record of the meeting held on 6th November 2018.

Proposed: Cllr Stewart - Seconded Cllr Huntley - All in favour.

6 To approve the draft minutes of the In Bloom Committee meeting held on 15 Jan 19 - Ref 19/053

Minutes were not available for approval. Deferred until next meeting.

7 Public Questions. Ref 19/054

Two residents made complaints and issues regarding the location of the recycling bins on Great Coates Road. Concern regarding fly tipping getting worse, in view of church and associated visitors and visible to anybody driving into Grimsby along Great Coates Road. Cardboard and polystyrene was a particular problem which ultimately starts to blow around.

Photographs had been submitted prior to the meeting which reflected a serious issue and concerned Councillors.

One resident raised concerns regarding recycling collections not being collected as planned. Residents leaving bins out not knowing when they would be collected which was often 2-3 days.

Cllr Mill agreed that there were issues and around vehicle breakdowns and collection of a significantly increased amount of recycling resulting in the trucks becoming full and once emptied at Stallingborough, the hours were completed. Ordinarily any catchup would be the following day but with the rounds in Great Coates being a Friday this wouldn't happen until Monday at best. A new system was being trialled. Accepted in was not acceptable.

Cllr Redgrift advised that numerous complaints had been received and lodged with NELC but never answered. Cllr Proctor confirmed the web reporting system was ineffective and would also take onboard.

This matter would be further addressed later in the meeting under item 12(b).

Resident made a complaint regarding noise from parties at the village hall. The Clerk explained that the hall operated a no noise policy after 11 pm and agreed to circulate an out of hours number to monitor any issues.

8 Finance Report – Ref 19/055

The financial report was circulated prior to the meeting.

The RFO confirmed that the bank reconciliation was now balancing and as a result an amount of £73.46 VAT had been unclaimed which would be claimed on the next return.

The RFO confirmed that the long standing debtor had now paid in full.

Following a query raised by Cllr Redgrift at the last meeting the RFO confirmed that SSP had not been paid previously and would also seek clarification from the Payroll provider as there was still some uncertainty as to whether SSP had been paid or not.

The RFO also confirmed the mower had been located, damaged at a mower repair workshop, The mower was uneconomical to be repaired.

Cllr Huntley a query in respect of hall deposits which the clerk clarified and would provide a further analysis within the next financial report. He raised a further query regarding uncashed cheques with some going back many months. The RFO advised that in his experience after six months the cheques would be rejected by the bank and the amount would be written back into the accounts. The RFO advised that there seemed to be no definitive guidance and would seek to clarify whether there was a laid down procedure in view of this being public funds and report back.

It was resolved that the accounts represented a true record and to accept and approve the schedule of payments previously circulated.

Proposed: Redgrift – Seconded: Cllr Huntley – All in favour

Cllr Lawrance advised that the Council had been allocated community funding from the Co-Op Group covering the period Jun-Sep 2019.

It was resolved to accept this funding.

Proposed: Cllr Lawrance – Seconded: Cllr Huntley – All in favour

9 To receive any reports from external organisations. Ref 19/019

Humberside Police

No report was received from the Police. Cllr Lawrance reported via Freshney Forward of 2 crimes in the last four weeks. Cllr Redgrift reported motorcycles riding along footpath 47 past two PCSOs who failed to do anything. Cllr Lawrance expressed dissatisfaction that for some months no Police reports had been received or attendance at any meetings.

It was resolved to write to Humberside Police expressing the Council's dissatisfaction.

Proposed: Cllr Lawrance - Seconded: Cllr Thomas – All in favour

Reports from Unitary Councillors

Cllr Mill advised the litter ban review had been completed and new bins would be installed shortly. Great Coates was losing no bins.

Work continues around the industrial estate resurfacing the roads, re-aligning junctions and bridge works which would continue into next year.

A site visit had been made to view the garages on Newbury Avenue and work continues to resolve this issue albeit it will take some time.

Cllr Proctor advised that a meeting would be taking place with Highways with a view to addressing speeding within the village and the effectiveness of the flashing speed sign.

10 To receive reports from representatives of external organisations – Ref 19/020

Freshney Forward

Cllr Lawrance advised that several issues regarding buses discussed at the last meeting including proposals to divert a bus from Europarc into Great Coates. Seachill on Europarc was looking at providing own bus service for employees.

A youth club was now operating out of the bishop King Centre and this was available to Great Coates residents and managed by YMCA.

(b) Reports from Council Committee Meetings - Personnel
Nothing to report

(c) Reports from Council Committee Meetings - Hall Management

Cllr Lawrance explained there were quite a few events planned for the village.

A discussion took place regarding an incentive for a first booking to users who booked the hall during the day. It was decided not to pursue the matter.

Reports from Council Committee Meetings – Great Coates in Bloom

Cllr Stewart confirmed that the The Snowdrop weekend had raised £107 for the church. 22 Memory boxes had been made and painted which would be placed throughout the village once sold.

Half of the new flower boxes for the village had now been painted.

Two members left and three new members joined the committee.

An additional request had been received for an allotment

12 Parish Matters

(a) Councillor Casual Vacancy – Ref 19/022

There continues to be a casual councillor vacancy

b) To Consider Re-Location of Recycle Bins – Ref 19/023

Councillors considered earlier observations made by residents together with consideration of two emails received and a petition handed into Council by Cllr Stewart. Cllr Lawrance suggested that since the bins were location at the lay by two mini roundabouts had been installed which created traffic management problems. Fly tipping continues and has got worse over the years giving a poor impression of the village.

It was resolved to write a letter to NELC to request consideration to moving the recycle bins.

Proposed by Cllr Redgrift – Seconded by Cllr Huntley – All in favour

c) Village Council Magazine – Ref 19/024

The latest magazine was expected to be available for distribution during the weekend 1st March.

The Clerk advised that advertising revenue for this magazine had substantially increased thanks to the work of Cllr Redgrift and Cllr Cutting.

d) To Approve The Appointment of Internal Auditor – Ref 19/025

It was proposed to approve the appointment of Mr Alan Nesbitt to conduct the internal audit.

Proposed by Cllr Redgrift – Seconded by Cllr Thomas – All in favour

The clerk advised that the proposed timetable was to meet with Mr Nesbitt on Mon 8th April, complete the report by 25th May and file with the external auditors first week in June.

It was resolved to work to this timetable.

Proposed by Cllr Redgrift – Seconded by Cllr Huntley – All in favour.

e) Review Tracking report – Ref 19/026

Ref: 19/001 – Dog Fouling Signs

One dog fouling sign had been fitted on the fencing and the second sign was to be fitted on the vehicular access gate facing the fac park.

Ref: 19/002 – Location of 2nd Defibrillator

The second defib had been taken to Fastnet Fish for installation. Fastnet had agreed to install at their expense and was expected to be fitted imminently.



Ref: 19/005 – Hall Booking System

The electronic hall booking system has now been in use for one month and the clerk advised it was working well with a couple of minor modifications.

Ref: 19/006 – Site for Allotments

A letter had been written to Sutton Estates with three suggested sites for allotments. Currently awaiting a

response.

Ref: 19/008 – Outstanding Hall Payments

This account had now been settled in full without the need for court action.

Ref: 19/009 – Village Hall car Park

An appointment had been arranged with the Architect to visit the hall on Fri 8th March.

Ref: 19/012 – Village Hall Heating & Broadband

It was agreed to defer this to the next meeting to establish if Virgin Media could provide broadband.

Ref: 19/013 – Village Hall Maintenance

All items had been completed.

Ref: 19/014 – Clerk Handover Report

The clerk provided the chair with passwords and a USB backup of data to be updated every three months.

Ref: 19/015 – Council Meeting Calendar Items

It was resolved to approve this policy.

Proposed by Cllr Masterton – Seconded by Cllr Huntley – All in favour

Ref: 19/016 – Village Hall – Hire Rates, Terms and Incentives

It was resolved to:-

Keep hall hire rates at existing levels of Monday to Friday 0800 to 1600 £10 / hr; Monday to Friday 1600 – 2300 £15 / hr. Party rates £20 / hr. Wedding receptions at £250.00.

Payment terms to be within 30 days of month end for regular hirers; six weeks for private hirers and a deposit of £20 for any private hirers beyond six weeks.

No incentives to be offered and The Clerk to contact all regular hirers 2-3 months before bank holidays or holiday periods.

Proposed by Cllr Huntley – Seconded by Cllr Masterton – All in favour

Ref: 19/017 – Hall Terms of Hire

It was resolved to adopt the revised Terms of Hire.

Under the Councils discretion Public Liability Insurance under the Councils policy it was resolved to provide to the following groups so long as the groups remained non profit making and for the benefit of the community:-

- o Stitchers Group
- o Nicola Maasdam (Quiz and Singing)
- o Great Coates in the Community bookings

The WI had not provided evidence of Public Liability Insurance and the Clerk had taken advice from the insurers and it was resolved to write to WI advising that when hiring the hall the Council policy would not cover them for any Public Liability claims.

Proposed by Cllr Huntley – Seconded by Cllr Lawrance – All in favour

Ref: 19/018 – Health & Safety Policy

It was resolved to adopt this policy.

Proposed by Cllr Huntley – Seconded by Cllr Lawrance – All in favour



Ref: 19/019 – Lone Working Policy

It was resolved to adopt this policy.

Proposed by Cllr Huntley – Seconded by Cllr Masterton – All in favour

Ref: 19/020 – Standing Orders

It was resolved to adopt the Standing Orders.

Proposed by Cllr Huntley – Seconded by Cllr Redgrift – All in favour

Ref: 19/021 – Financial Regulations

It was resolved to adopt the Financial Regulations to include 6.21 providing a £250 petty cash float and 9.8 to reclaim Vat every six months.

Proposed by Cllr Masterton – Seconded Cllr Huntley – All in favour

Ref: 19/022 – Internal Control System

It was resolved to adopt this policy.

Proposed by Cllr Masterton – Cllr Redgrift – All in favour

Ref: 19/023 – Community Engagement – Statement of Intent

Cllr Huntley suggested some amendments and it was agreed to defer to next month incorporating the amendments.

Ref: 19/024 – Committee Terms of Reference

These were adopted at a Council Meeting in September 2018 and had been written into a formal document.

Ref: 19/025 – Membership to Humber Wolds Forum

It was resolved to join the Humber Wolds Forum at a cost of £25 per annum.

Proposed by Cllr Lawrance – Seconded by Cllr Masterton – All in favour.

13 Clerk's Report – Ref 19/027

The Clerk suggested the May meeting be revised to take into account the elections on 2nd May and the Annual Council Meeting needing to be convened within fourteen days.

It was resolved to bring this meeting forward from 23rd May to Wednesday 15th May commencing 7 pm.

Proposed by Cllr Lawrance – Seconded by Cllr Huntley – All in favour.

Following a question from Cllr Huntley the Clerk confirmed that he had completed and passed the ILCA Qualification provided by the Society of Local Council Clerks. The next step would be to pursue CiLCA.

It was resolved to fund this course at a cost of £350.

Proposed by Cllr Huntley – Seconded by Cllr Thomas – All in favour.

Standing Orders were suspended at 2102

14 Planning Applications – Ref 19/028

DM/0050/19/HS – Novartis, Grimsby : No objections

DM/1155/15/FUL – Great Coates Nursery School : no objections

DM/0705/18/FUL – The Grange, Great Coates Road : Objection to be raise based on traffic issues, conservation site, houses close to church, completely alterering the aspect and moated status. Proposed by Cllr Lawrance – Seconded by Cllr Redgrift – 6 in favour 1 abstain – carried.

15 Items to be considered for next agenda. Ref 19/029

Any items to be given to Clerk by 21st March 2019.

Meeting ended 9.15 pm

Date of next meeting of the council to be held at Great Coates Village Hall, Cooks Lane, Great Coates on 28th March 2019 at 7.00 pm