

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING OF HEALING PARISH COUNCIL HELD ON TUESDAY 14TH MAY 2024 AT 7.45 PM AT THE HEALING VILLAGE HALL, POPLAR PARK, POPLAR ROAD, HEALING DN41 7SR

Present: Cllr. Fieldgate (Chairman)
Cllrs. Dickerson, Jones, Spreadborough and McIntyre

Apologies: Cllr. Tofton

There was 1 member of the public present.

24/16 Election of Chairman

Cllr. Fieldgate unanimously elected as Chairman for the year and signed Declaration of Acceptance of Office.

RESOLVED: That Cllr. Fieldgate be elected as Chair for the year.

24/17 To receive and accept apologies for absence

Cllr. Tofton marked for apologies due to family matter.

24/18 DECLARATIONS OF INTEREST (Code of Conduct 2012) –

None made.

24/19 Election of Vice-Chairman

Cllr. Spreadborough unanimously elected as Vice-Chair.

RESOLVED: That Cllr. Spreadborough serve as Vice Chair for the year.

24/20 Election of Committees, Committee Chairmen and Adoption of Terms of Reference for each Committee

Personnel Committee

Cllr. Spreadborough (Chairman) and Cllrs. Jones and McIntyre and adopt Terms of Reference
Any other Committees – none.

RESOLVED: That the Personnel Committee be appointed as agreed and Terms of Reference adopted

24/21 Election of Representatives onto Outside bodies

Town and Parish Liaison Committee – Chair and any other member.

ERNLLCA District NE Lincs. Committee – Chair, Clerk and any other member.

Any other bodies – none.

RESOLVED: That representatives be appointed as agreed.

24/22 Review of governance/procedural documents for Council for year

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

Asset Register

Standing Orders

Financial Regulations – clerk advised new model document just received and this will be circulated for adoption at future meeting.

Insurance Provision

Website Provision

Publication of Information Statement

Risk Management Strategy

Training Criteria and ongoing strategy

Schedule of Delegation

Bad Debt Recovery Policy

Personnel Management Documents including Member/officer protocol

Electronic banking protocols and payments

Audit procedures

CCTV policy

Adopted GDPR/Data handling policy

Anti Bribery policy – Clerk advised this would be circulated for adoption at future meeting.

Modern slavery and human trafficking policy - Clerk advised this would be circulated for adoption at future meeting.

Any other documents/policies on request

RESOLVED: That all current documentation is sufficient and any new documentation to be Presented to full Council.

24/23 To approve minutes of the previous meeting held in April 2024

Parish Council minutes of meeting held in April 2024

Minutes as circulated approved as a true record of the meeting held and signed by the Chairman.

RESOLVED: That minutes be approved as a true record of the meeting held.

24/24 Police Report

To receive police report for month and receive confirmation of police meeting

Received prior to meeting and circulated to all members. Chairman now attending the 'ward police meetings' also being held.

Vandalism to tennis court and play equipment now repaired. Noted.

24/25 Highways/footpaths and Traffic Issues

- a) To receive and consider any highways or traffic issues for action including update/report from Highways Meeting with NELC held on 1.05.24

Chair and Clerk met with NELC Highways Manager. Questioned viability of meetings. Going forward he will meet in each Parish and walk around. Smaller funding scheme for minor items and asked for signs for village hall. Noted.

Public Break

Resident present interested in joining the Parish Council.

24/26 Planning Matters

The following planning applications were considered:

Planning Application Reference: DM/0356/24/FUL

Proposal: Erect one dwelling with detached garage and associated works

Location: Land Rear Of 2 Aylesby Lane Healing

No objections.

Planning Application Reference: DM/0293/24/FUL

Proposal: Variation of Condition 2 (Approved Plans) attached to DM/0440/23/FUL to amend layout to include new electrical feeder pillar cabinet

Location: Land Off Village Way Healing

No objections.

To receive any planning decisions and any representations regarding development made at the meeting – none received.

RESOLVED: That all comments as agreed be submitted to NELC.

24/27 Future Dates

Next Parish Council Meeting – Tuesday 11th June 2024 and agree agenda to be set by Chairman
Office Closure – 28.05.24 to 07.06.24 and agree cover arrangements – Chairman to take laptop.
Seniors Lunch/D Day Event – Thursday 6th June 2024
Summer Event – Saturday 15th June 2024
Pamper Night – Friday 28th June 2024
Any other future dates to receive and consider - none.

24/28 Reports

Town and Parish Liaison – Thursday 11th April 2024
Cllr Hudson, NELC was Chair for the meeting. Chair to report at next meeting.

ERNLLCA District Meeting – Tuesday 16th April 2024
Chair attended and presentation from Cllr. Spreadborough on green agenda, heritage building presentation. Chair shared video of community engagement.

Fashion Show – Friday 19th April 2024
Went well. Chairman thanked those who helped.

Quiz Night – Saturday 4th May 2024
Went well. Cold buffet was well received. Next quiz night is September.

Vanel meeting – Wednesday 9th May 2024
Cancelled and moved to later that week. Chair wanting to trial a safety day with VANEL through the use of the Hall with drop-in session etc.

To receive any other reports
None received.

24/29 Parks/Land Management

a) To receive report on land management issues for update or consider for action
Land management ongoing.

b) Moated site – to receive update from Green Group and consider any other issues for action including part fencing replacement on far side of boundary
Chair met Green Cuts and thistles and nettles will now be treated and trimmed around the patches. Cutting and path being done. Cllr. Spreadborough reported on quiet month, newly planted trees doing well and had further 24 donated.
Fencing discussed and Clerk advised isolated stile will be removed. Resident had raised issue of fencing on far side but it was thought hedging might be more appropriate. Chair and Cllr. Spreadborough to look at situation and report back. Academy might be interested in getting involved on site with field trips etc. Noted.

c) To consider provision of new playground equipment for Poplar Road Park and agree any further necessary actions
Requests from residents to update the playground at Poplar Road Park had been received. At present time no funds available.

Cllr. Jones left the meeting due to other commitment.

24/30 Necessary Parish Matters for consideration/update

a) To confirm arrangements for next edition of Healing News for June 2024

Being finalised and will then be printed. Cllr. McIntyre away so Chair will organise distribution. Noted.

b) To receive update on green agenda group from Cllr. Spreadborough and agree any necessary actions

Covered in previous item.

c) To receive update and report on new Scout hut project

No further update yet.

d) Healing Citizenship Award 2024 – to receive update

Cllr. Dickerson declared a personal interest due to knowledge of persons nominated.

Unanimously agreed Helen Watson pending any further nominations up to closing date 3 days from meeting date. Clerk to action as agreed.

RESOLVED: That Mrs. Helen Watson be the recipient of the 2024 Healing Citizenship Award

e) To consider supply of personal electronic device for individual Councillor's use

Chairman gave overview and highlighted recommendation from internal auditor. Devices would cost approx. £170 per device. Proposal to provide personal electronic device for Council use only – 3 for and 1 against. Motion carried.

RESOLVED: That electronic devices for emails etc. be purchased for Council members and to be Retained within the Parish Council's ownership.

24/31 Healing Village Hall

a) To receive update on matters as shown:

- Decoration of hall – to receive update on wall trims and fitting

Done and completed.

- Solar Panel installation – to receive update on scheme and agree any further necessary actions

Signed contracts and waiting for further action.

- To consider request from Bowling Club re electric canopy to rear of hall

Courtesy request from Bowling Club and no objections raised by Members.

Air at Village Hall – Clerk reported some hirers had brought up heat within the Hall and it was agreed that the Clerk purchase two floor fans as discussed with Chairman. £200 authorised for purchase and Clerk to action in liaison with Chairman.

RESOLVED: That cooling fans be purchased for main hall area as agreed.

24/32 Events

To consider the following scheduled events and make necessary arrangements:

a) D Day Seniors Lunch – Thursday 6th June 2024

Lots of bookings. Cllrs. Spreadborough, Dickerson and Jones available. Students will attend again. Entertainment booked. Chairman to organise food. Clerk on leave for this event.

b) Summer Event – Saturday 15th June 2024

Ongoing. Most details sorted. Marquee to go up on Friday before event.

24/33 Finance

a) To approve payments to be made as per list for this meeting

Payments as agreed to be made as per list.

RESOLVED: That payments be made as per list circulated.

b) To receive internal audit report and agree any necessary actions

Full written internal audit report/schedule received and circulated to all members prior to meeting. Chairman welcomed positive report and highlighted good practices in operation with regard to the financial management and procedures etc. Members formally approved report and actions/recommendations regarding electronic devices for members already discussed and actioned. Internal audit section of AGAR also circulated and acknowledged.

RESOLVED: That internal audit report be formally received and approved.

c) To receive and consider Annual Return (AGAR) for fy 23-24 and agree completion of Governance Sections by the Parish Council

Clerk had circulated AGAR to all members prior to meeting and projected the document at the meeting. Members considered and agreed response to Section 1 Governance Section and formally approved the figures in Section 2 for accounting statements. Clerk had also circulated all supporting paperwork including variances and dates for inspection of accounts to all members and these were approved.

RESOLVED: That Sections 1 and 2 of the AGAR (Annual Return) be completed and approved as Agreed.

d) To agree signing of AGAR by Chairman and Clerk and submission for external audit with necessary paperwork

Members authorised the Chairman and the Clerk to sign the AGAR and submit for external audit with all necessary paperwork.

RESOLVED: That the Chair and Clerk sign the AGAR as required and that all documentation then Be submitted to external auditors as required.

24/34 Exclusion of Press and Public

RESOLVED: exemption of press and public for remainder of meeting under Public Bodies Admissions To Meetings Act 1960, Section 1 (2) on the grounds that discussion of the following business is likely to disclose confidential information¹

24/35 Personnel Matters

a) To agree salary payments as per list circulated

Salary payments approved as per schedule.

RESOLVED: That salary payments be approved to be made.

b) To receive report on staff appraisals

Appraisals all now completed for all staff. Arising from one appraisal agreed advertising of job share which will be actioned.

RESOLVED: That action from appraisal be progressed.

¹ Under Prr 1 of Schedule 12A of the LGA 1972 (as amended)

Chairman closed the meeting at 9.17 pm.

Signed:

Date:

kjp/01.05.24
