



**Minutes of the Meeting of Winterton Town Council held on
Tuesday 10th December, 2019 at 6.00pm in the
Old School Hall, West Street, Winterton.**

Present:

Cllr D. Johnson (Mayor) Cllr M. Harrison (Deputy Mayor) Cllr A. Bazley
Cllr E. Marper Cllr P. McCartan Cllr H. Rowson

Miss L. Newstead - Clerk

No members of the public were present.

Prior to the meeting, Prayers were led by Rev'd Helen Croft

1912/1 The meeting was opened and Councillors were welcomed by the Mayor, Cllr D. Johnson.

1912/2 Apologies
Apologies were received by Cllrs B. Bridge, N. King and R. Ogg.

1912/3 Declaration of Interests / Dispensations
a. Interests
 None
b. Dispensations granted.
 None

1912/4 Minutes of Previous Meeting
a. The Council considered the Minutes of the Winterton Town Council Meeting held on the 12th November, 2019.
Resolution: That the Minutes be signed as a true and accurate record.

ACTION: Clerk

1912/5 Committees
a. Policy and Finance Committee Meeting
(i) The Council considered the Minutes of the Policy and Finance Meeting held on 14th November, 2019.
Resolution: That the Minutes be signed as a true and accurate record.

ACTION: Clerk

(ii) The Council considered the adoption of each of the recommendations of the Committee.
Resolution: That the recommendations of the Committee be adopted.

ACTION: Clerk

b. Personnel Committee

(i) To receive the minutes from the Personnel Committee meeting held on Tuesday 3rd December, 2019.

Resolution: That the minutes were received.

1912/6

Report from Ward / North Lincs. Councillors

Cllr H. Rowson reported on behalf of the Ward Councillors (Available to view at www.wintertoncouncil.co.uk on receipt)

ACTION: Clerk

1912/7

Annual Return

a. The Council considered the Annual Return and 2018/19 Statement of Accounts.

Resolution: That the 2018/19 Annual Return and Statement of Accounts were approved, completed and signed.

ACTION: Clerk

1912/8

Internal Audit Report

The Council received a copy of the Internal Audit report and a copy of the action plan to address the recommendations from the auditor's findings.

Resolution: That the Internal Audit Report and action plan was received.

ACTION: Clerk

1912/9

Public Interest Report

The Council considered dates the accounts to be available to the public view.

Resolution: The Council agreed dates from Thursday 12th December to Monday 3rd February 2020.

ACTION: Clerk

1912/10

Financial Management

The Council considered appointing two members to check invoices, bank statements and paid accounts, as detailed in the NALC Financial Regulations.

Resolution: The Council agreed to appoint the Mayor and Deputy Mayor to assume this role with immediate effect.

ACTION: Clerk

1912/11

Policies and Procedures

a. The Council considered adopting the revised 2019 NALC Financial Regulations.

Resolution: The Council agreed to adopt the revised 2019 NALC Financial Regulations.

ACTION: Clerk

b. The council considered adopting its current scale of charges.

Resolution: The Council agreed to adopt its current scale of charges but asked that pitch hire be included and a clearer description for the £9.20 rate for Pavilion hire.

ACTION: Clerk

Risk Management

The Council reviewed a large number of Risk Assessments written by the Clerk, covering different aspects of the Council. The Council discussed the current format and agreed to continue with this format at the present time. The Council agreed Risk Management would be a rolling agenda item to allow all assessment to be brought up to date in the coming months.

Resolution: The Council agreed to adopt the following risk assessments:

- **Litter Picking (Volunteer)**
- **Inefficient booking process/procedure (WCP)**
- **Damage caused to Property during hire (WCP)**
- **Damage caused to equipment during hire (WCP)**
- **Problems between users of the Pavilion and Playing Field.**
- **Breach of security during hire (WCP)**
- **Injury/accident during hire (WCP)**
- **Regular User fails to turn up to their event/class (WCP)**
- **Failure to open/close the Pavilion for a casual booking**
- **COSHH**
- **Failure to secure the Pavilion by a regular user (Key holder)**
- **Lone working – Opening/Closing the Pavilion out of office hours**
- **Lone working at WCP**
- **Using a strimmer**
- **Use of Petrol/Engine Oil**
- **Failure to secure Council owned property**
- **Carrying out monthly allotment checks**
- **Carry out Park Inspections**
- **Gardening Duties**
- **Litter Picking (Council staff)**
- **Towing of Equipment**
- **Theft of Grounds Maintenance equipment whilst out of location**
- **Use of grass cutting equipment**
- **Weed spraying using a knapsack sprayer**
- **Inadequate maintenance of street furniture**
- **Vandalism of street furniture (seating and notice boards)**
- **Inadequate standard of street furniture**
- **Lone working in the office**
- **Cash Handling**
- **Loss/damage to Civic Regalia**
- **Conducting Council Meetings**
- **Failure to adhere to Data Protection Laws**
- **Failure to inform members of the public of the proposed meeting.**
- **Failure to book a venue for a Council meeting**
- **Failure to give proper notice for a Council meeting**
- **Failure to update personal information**
- **Failure to disclose gifts**
- **Failure to maintain/update register of Interests**
- **Failure to disclose Interests**

- 1912/13 Police Matters
a. Cllr H. Rowson reported on the multi-agency meeting held on Wednesday 20th November, 2019. One of the items discussed at the meeting was regarding Chapel Lane and issues in this area at school start and finish times.
- 1912/14 Youth Club
Cllr D. Johnson reported on the meeting he attended with Cllr B. Bridge, to discuss the future of the Youth Club in Winterton and future funding. The meeting, arranged by Winterton 2022 included a number of different parties including North Lincolnshire Council. Winterton 2022 have currently part funding the service, along with Ongo but needed to look at future funding after Ongo have said they will no longer be funding the project. It was suggested that the Town Council may wish to consider partially funding the service going forward. Cllr P. McCartan said he was against the Town Council funding the service which had been previously funded by the local authority. Cllr H. Rowson said the NLC officer for youth services, who was also at the meeting, had given reasons as to why the service was no longer funded by NLC but couldn't specifically recall why.
Resolution: The Council to write to Kathy Egan for clarification as to why the service is not funded by North Lincolnshire, here in Winterton.
ACTION: Clerk
- 1912/15 All Saints Church
No update available.
- 1912/16 Parking
a. Cllr A. Bazley raised concerns over parking on Manlake Avenue around the doctor's surgery. When visiting the surgery on numerous occasions, Cllr A. Bazley has witnessed a number of near misses involving vehicles as a result of the number of cars parked on the road and how they have been parked. It was reported that the surgery have previously looked into the possibility of extending the car park by removing the grass verge within the car park but no further action was taken.
Resolution: In order to consider all possible options to ease congestion in the area, the Council agreed to write to the Doctors Surgery requesting information relating to the number of vehicles that visit the site, with the aim to come up with recommendations, to help improve the problems relating to parking in this area.
ACTION: Clerk
- b. Members considered a request from the Winterton Federation School to make Chapel Lane into a one way system, in the interests of child safety, to ease congestion on West Street and make it easier for parents to drop off and collect their children.
Resolution: The Council agreed this would be a good idea and would support the scheme. Since the matter was discussed at the Multi Agency meeting with NLC Highways department, they

are already considering the proposal. The Council to write to Highways and express their support in this matter.

ACTION: Clerk

1912/17 Winter Provision

The Council considered a request from the Winter Care Campaign Group to install a grit bin on Earlsgate, outside the Fire Station.

Resolution: The Council agreed to purchase and install a grit bin outside of the Fire Station on Earlsgate.

ACTION: Clerk

1912/18 Enhancing our Environment Funding

The Council considered funding available through North Lincolnshire Council for environmental projects.

Cllr P. McCartan suggested involving the Agricultural Society and encouraging them to look at ways to recycle rubbish over show weekend.

Resolution: The Council to write to the Community Grants team and request more information about the scheme and how to apply for funding whilst looking into ways to recycle waste across sites owned by the Town Council.

ACTION: Clerk

1912/19 Winterton 2022

a. No update available

1912/20 Planning/Consultations

a. To consider the following Planning Applications:

- (i) **Application No:** PA/2019/1960
Proposal: Proposed public call box removal
Site location: Public Call Box, West Street, Winterton, DN15 9QG
Applicant: Mr Rick Thompson
Resolution: The Council to submit "No comment" to the application.

ACTION: Clerk

1912/21 Finance

Cllr P. McCartan declared an interest as President of the Lions, relating to Appendix A – Payments. Payment made to Winterton and District Lions for catering at the Civic Service.

a. **APPENDIX A:** The Council received Notification of Accounts Paid by the Town Clerk under devolved authority LGA 1972 for November.

b. **APPENDIX B:** The Council considered the Schedule of Payments for November.

Resolution: That all payments be made as detailed.

ACTION: Clerk

c. **APPENDIX C:** To receive notification of accounts paid by the Town Clerk under devolved authority LGA 1972, in relation to the Community Pavilion for November.

d. **APPENDIX D:** Schedule of Payments relating to the Community Pavilion for November.

Resolution: No payments to be made.

ACTION: Clerk

e. **APPENDIX E:** The Council received 2019/20 Summary of Spend to date – for information only.

f. **APPENDIX F:** The Council received the Summary of Spend and Bank Reconciliation up to 30th November 2019.

1912/22

Agenda for next and future meeting

The following items were put forward for the January agenda:

- Red Phone Box
- Youth Club
- Risk Assessment
- Biffa/ Roxby Landfill Site
- Website
- Parking
- Enhancing the Environment

1912/23

Date of next Meeting

The date and time of the next Full Town Council meeting was agreed as (subject to any change in circumstances):

****NEW TIME AND DATE****

**Tuesday 14th January, 2019
at 6.00pm**

In the Old School Hall, West Street, Winterton

The meeting closed at 7.40pm.