

OWSTON FERRY PARISH COUNCIL

These are the Minutes of the Annual Full Council meeting of Owston Ferry Parish Council held on Thursday 29 May 2025, 7:00pm in the Parish Room at Coronation Hall.

In Attendance:

Councillors Woodcock (Chair), Coy, Edward, Hellewell, Parkin, S Temperton, Trickett, Walker and Ward Cllr Rose.

Clare Boyall Clerk and Responsible Financial Officer

3 Member of the Public

	Item	Proposer
01/05/25	Public Participation Session A resident spoke on the subject of a track and issues that have been encountered recently.	
02/05/25	Election of Chairman of the Owston Ferry Parish Council Cllr Walker proposed Cllr Woodcock be elected Chairman, seconded by Cllr Hellewell. All in favour. Cllr Parkin proposed that Cllr Coy be elected Chairman. Cllr Coy declined the position. It was resolved that Cllr Woodcock be elected Chairman of Owston Ferry parish Council.	
03/05/25	To sign and receive the Chairman's Acceptance of Office form The Acceptance of Office form was signed by Cllr Woodcock and received by the Clerk.	
04/05/25	Election of Vice Chairman of the Owston Ferry Parish Council Cllr Edward proposed that Cllr Coy be elected Vice Chairman, seconded by Cllr Trickett. All in favour. Cllr Parkin proposed that Cllr Trickett be elected as Vice Chairman. Cllr Trickett declined the position. It was resolved that Cllr Coy be elected Vice Chairman of Owston Ferry Parish Council.	
05/04/25	Apologies Cllrs Temperton and Rule.	
06/05/25	Declaration of Interest Review Cllr Parkin stated that she had changes to her Declaration of Interests. The Clerk had already sent the change form to Cllr Parkin.	
07/05/25	Declarations of Interest None.	
08/05/25	Granting of Dispensations (Code of Conduct, 2012) None.	
09/05/25	Draft Minutes of the Full Council meeting held on 24 April 2025 Cllr Coy proposed that the minutes of the Full Council meeting held on 24 April 2025 be accepted as a true record after the above alterations, seconded by Cllr Walker. All in favour	

10/05/25

It was **resolved** that the minutes of the Full Council meeting held on 24 April 2025 be accepted as a true record after the above alteration.

Clerk’s Report

The quote for Gunthorpe play area fencing has been accepted and work has started on clearing vegetation ready for the fencing to be installed. The gates have been refurbished and re-installed.

The enforcement issue on North Street has been reported to N Lincs Council.

The In Bloom grant application was sent to N Lincs Council and this has now been approved.

The WI have been advised that permission has been given to install the memorial plaque below their memorial tree on the recreation field.

The internal audit has now been completed and the additional documentation has been compiled ready to send to the external auditor.

A resident contacted the council regarding a possible unauthorised development at a property on the High Street. They have been advised to report this matter to enforcement at N Lincs Council.

11/05/25

Financial Report

102470	C Boyall	May Salary	Confidential
102471	C Boyall	Mileage	27.90
102471	C Boyall	Postage	13.76
102471	C Boyall	Home Office Allowance Jun-Aug	78.00
102471	C Boyall	Community Award Trophy	22.48
102472	Cancelled		
102473	HMRC		Confidential
102474	Mr Ruff	Litter Picker	600.00
102475	B Keighery	Cut 6 Owston Ferry Rec and Cut 6 Gunthorpe	450.00
102475	B Keighery	Cut 7 Owston Ferry Rec and Cut 7 Gunthorpe	450.00
102475	B Keighery	Cut 8 Owston Ferry Rec and Cut 8 Gunthorpe	450.00
102475	B Keighery	Cut 9 Owston Ferry Rec and Cut 9 Gunthorpe	450.00
102476	P Hinds	Grass Cutting/Strimming at Cemetery and Closed Churchyard 16.4.25	245.00
102477	Graham Walker Fieldside Fabrication	Gunthorpe Play Area refurbishment of Gates	1000.00
102478	Lianne Shore	Tickets Tea Dance VE Day	68.58
DD	Business Stream	Cemetery Water	5.00

Cllr Coy proposed that the financial report be accepted and the cheques should be signed seconded by Cllr Hellewell. All in Favour.

It was **resolved** that the financial report be accepted and the cheques should be signed.

12/05/25

Election of Owston Ferry Parish Council’s Snow Warden

Cllr Trickett proposed that Cllr Temperton be elected the Snow Warden,

	<p>seconded by Cllr Coy. All in favour.</p> <p>It was resolved that Cllr Temperton be elected the Snow Warden.</p>	
13/05/25	<p>Playground Safety Inspectors Cllr Parkin proposed that Cllr Trickett be a second playground safety inspector and attend training, seconded by Cllr Edward. All in favour.</p> <p>It was resolved that Cllr Trickett be a second playground safety inspector and attend training.</p>	
14/05/25	<p>Election of Personnel Committee Cllr Woodcock proposed Cllr Trickett, Cllr Coy and Cllr Walker be elected to the Personnel Committee, seconded by Cllr Hellewell. All in favour.</p> <p>It was resolved that Cllrs Trickett, Coy and Walker be elected as members of the Personnel Committee.</p>	
15/05/25	<p>To Review and Approve the Personnel Committee Terms of Reference Cllr Coy proposed to approve the Personnel Committee Terms of Reference, seconded by Cllr Woodcock. All in favour.</p> <p>It was resolved to approve the Personnel Committee Terms of Reference.</p>	
16/05/25	<p>To Receive and Approve the new Standing Orders Cllr Hellewell proposed that the new Standing Orders be approved, seconded by Cllr Woodcock. All in favour.</p> <p>It was resolved that the new Standing Orders be approved.</p>	
17/05/25	<p>To Approve the updated Financial Regulations Cllr Parkin proposed that the new Financial Regulations be adopted, seconded by Cllr Edward. All in favour.</p> <p>It was resolved that the updated Financial Regulations be adopted.</p>	
18/05/25	<p>To Review and Approve the Asset Register and Annual Inspection of Assets Cllr Coy proposed to approve the Asset Register, seconded by Cllr Hellewell. All in favour. The inspection of assets was discussed.</p> <p>It was resolved to approve the Asset Register.</p>	
19/05/25	<p>Risk Management Policy Cllr Hellewell proposed to approve the Risk Management policy, seconded by Cllr Walker. All in favour.</p> <p>It was resolved to approve the Risk Management policy.</p>	
20/05/25	<p>Scheme of Delegation Cllr Coy proposed to approve the Scheme of Delegation, seconded by Cllr Edward. All in favour.</p> <p>It was resolved to approve the Scheme of Delegation.</p>	
21/05/25	<p>Financial Reserves Policy Cllr Walker proposed to approve the Financial Reserves policy, seconded by Cllr Hellewell. All in favour.</p>	

	It was resolved to approve the Financial Reserves policy.		
22/05/25	Complaints Policy Cllr Walker proposed to approve the Complaints policy, seconded by Cllr Coy. All in favour.		
	It was resolved to approve the Complaints policy.		
23/05/25	IT and Cybersecurity Policy Cllr Edward proposed to adopt the IT and Cybersecurity policy, seconded by Cllr Parkin. All in favour.		
	It was resolved to adopt the IT and Cybersecurity policy.		
24/05/25	Dignity at Work inc Sexual Harassment Policy Cllr Walker proposed to approve the Dignity at Work inc Sexual Harassment policy.		
	It was resolved to approve the Dignity at Work inc Sexual Harassment.		
25/05/25	Data Protection Policy Cllr Hellewell proposed to approve the Data Protection policy, seconded by Cllr Coy. All in favour.		
	It was resolved to approve the Data Protection policy.		
+ 26/05/25	Subject Access Request Policy Cllr Coy proposed to approve the Subject Access Request policy, seconded by Cllr Walker. All in favour.		
	It was resolved to approve the Subject Access Request policy.		
27/05/25	Publication Scheme Cllr Coy proposed to approve the Publication Scheme, seconded by Cllr Hellewell. All in favour.		
	It was resolved to approve the Publication Scheme.		
28/05/25	Health and Safety Policy Cllr Hellewell proposed to approve the Health and Safety policy, seconded by Cllr Walker. All in favour.		
	It was resolved to approve the Health and Safety policy.		
29/05/25	Personnel Policies Grievance Policy Capability policy and Procedure Flexible Working Policy Disciplinary Policy and Procedure	Whistleblowing Policy Maternity Policy	
	Cllr Parkin proposed to approve the personnel policies, seconded by Cllr Hellewell. All in favour.		
	It was resolved to approve the personnel policies.		
30/05/25	Policies and Procedures Recording of Meetings Records Retention Policy Safeguarding Vulnerable Adults Policy	Co-option Procedure Safeguarding Children Policy Training and Development Policy	

	<p>Biodiversity Policy and Action Plan Recruitment and Selection Policy</p> <p>Grant Policy and Guidance</p> <p>Cllr Hellewell proposed to approve the above policies and procedures, seconded by Cllr Coy. All in favour.</p> <p>It was resolved to approve the above policies and procedures.</p>	
31/05/25	<p>Civility and Respect Pledge</p> <p>Cllr Coy proposed to re-affirm the Civility and Respect Pledge, seconded by Cllr Edward. All in favour.</p> <p>It was resolved to re-affirm the Civility and respect Pledge.</p>	
32/05/25	<p>Bank Signatories</p> <p>Cllr Trickett proposed that Cllrs Walker, Woodcock and Rule remain signatories and that Cllr Coy also be approved as a signatory, seconded by Cllr Edward. All in favour.</p> <p>It was resolved that Cllrs Walker, Woodcock and Rule remain signatories and that Cllr Coy also be approved as a signatory.</p>	
33/05/25	<p>Schedule of Meetings 2025 2026</p> <p>Cllr Trickett proposed that the Full Council meeting will be held on the last Thursday of each month and that no meeting be held in August and December, seconded by Cllr Temperton. All in favour.</p> <p>It was resolved that the Full Council meeting will be held on the last Thursday of each month and that no meeting be held in August and December.</p>	
34/05/25	<p>Insurance Provision</p> <p>Cllr Coy proposed to approve the insurance provision, seconded by Cllr Temperton. All in favour.</p> <p>It was resolved to approve the insurance provision.</p>	
35/05/25	<p>Memberships</p> <p>Cllr Hellewell proposed to approve the memberships of ICCM, SLCC and ERNLLCA, seconded by Cllr Trickett. All in favour.</p> <p>It was resolved to approve the memberships of ICCM, SLCC and ERNLLCA.</p>	
36/05/25	<p>Annual Internal Auditor's Report 2024 2025</p> <p>Cllr Coy proposed to note the Internal Auditor's report, seconded by Cllr Trickett. All in favour.</p> <p>It was resolved to note the Internal Auditor's report 2024 2025.</p>	
37/05/25	<p>Section 1 Annual Governance Statement 2024 2025</p> <p>The Annual Governance Statement 2024 2025 was considered and completed. Cllr Walker proposed to approve the Annual Governance Statement 2023 2024, seconded by Cllr Coy. All in favour.</p> <p>It was resolved to approve the Annual Governance Statement 2024 2025.</p>	
38/05/25	<p>Section 2 Annual Accounting Statement 2024 2025</p> <p>Cllr Walker proposed to approve the Annual Accounting Statement 2024 2025, seconded by Cllr Hellewell. All in favour.</p>	

	It was resolved to approve the Annual Governance Statement 2024 2025.	
39/05/25	Planning Appeal PA/2024/447 Cllr Coy proposed to note a planning appeal has been submitted and that no additional comments were necessary, seconded by Cllr Hellewell. All in favour. It was resolved to note a planning appeal has been submitted and that no additional comments were necessary.	
40/05/25	Playground Inspection	
40.1	No report available.	
40.2	The simplified inspection sheet was discussed. Cllr Parkin proposed to adopt the new inspection and advice sheets, seconded by Cllr Hellewell. All in favour. It was resolved to adopt the new inspection and advice sheets.	
41/05/25	Best Kept Village Cllr Edward proposed to purchase the bespoke paint for the telephone box, seconded by Cllr Trickett. All in favour. It was resolved to purchase the bespoke paint for the telephone box. Cllr Edward proposed to approve the temporary wooden frame for planting over the telephone box, seconded by Cllr Trickett. All in favour. It was resolved to approve the temporary wooden frame for planting over the telephone box.	
42/05/25	Training Feedback Cllr Coy stated that the recent full council training had been very informative.	
43/05/25	VE Day Review A report had previously been circulated. There had been extremely positive feedback from the recent VE Day events. The exhibition had particularly been well received. Cllr Walker proposed thanks to Cllr Coy and Carol Cawkwell, seconded by Cllr Woodcock. All in favour. It was resolved to thank Cllr Coy and Carol Cawkwell.	
44/05/25	The Fleethole Cllr Parkin proposed to offer a 5 year lease for the Fleethole, seconded by Cllr Edward. All in favour. It was resolved to offer a 5 year lease for the Fleethole.	
45/05/25	VJ Day Cllr Woodcock and the Clerk have recently been contacted regarding an event to mark VJ Day which is proposed in Epworth. This was discussed. Further information is awaited. The Methodist Chapel are holding an event with Cllr Walker taking part in the service, the Parish Council have a VJ Day flag and there will be an exhibition in the Methodist Chapel.	
46/05/25	Grant Application Section 137 Local Government Act 1972 This was discussed. Cllr Parkin proposed to award £750 as requested, seconded by Cllr Walker. 3 in favour. Cllr Trickett proposed to award £500, seconded by Cllr Temperton. 5 in favour.	

	<p>It was resolved to award £500 to the Bowls Club under Section 137 Local Government Act 1972.</p>	
47/05/25	<p>Correspondence Crowle Town Council – Mayoral positions N Lincs Council – Forthcoming meetings NHS Humber and North Yorkshire Integrated Care Board – Goole and District Hospital Humber Forest – Grants ERNLLCA – Training</p> <p>Cllr Hellewell proposed to note the correspondence, seconded by Cllr Walker. All in favour.</p> <p>It was resolved to note the correspondence.</p>	
48/05/25	<p>Ward Councillor Report Ward Cllr Rose advised that there are 12 notices of enforcement on Fourways Fisheries. 6 have been appealed but 6 are still in force.</p> <p>N Lincs Council have rejected the local Government reorganisation plans for N Lincs Council. They have requested that N Lincs Council remain a singular authority.</p>	
49/05/25	<p>Chairman's Items None.</p>	
50/05/25	<p>Date and Time of next meeting The next full council meeting will be held on Thursday 27 June 2024 at 7 pm in the Parish Room of Coronation Hall. Noted.</p> <p><i>Vote to exclude the press and public due to an exemption as defined in paragraph 1 of part 1 of schedule 12a of the Local Government Act 1972, also in accordance with the Public Bodies (Admission to Meetings) Act 1960 s1(2) due to the confidential nature of the items to be discussed.</i></p>	
51/05/25	<p>Staff Hours Cllr Walker proposed that the Clerk's contractual hours of 11 per week be made permanent, seconded by Cllr Coy. All in favour.</p> <p>It was resolved that the Clerk's contractual hours of 11 per week be made permanent.</p> <p>Meeting closed at 8.15 pm.</p>	