

NEWBALD PARISH COUNCIL

MINUTES OF THE MEETING OF NEWBALD PARISH COUNCIL HELD AT NEWBALD SCHOOL ON 2 FEBRUARY 2015 AT 7.30PM

Present: Councillors C. Waite (Chairman), Cllr. Steward (Vice Chairman), J. Barrett, J. Howard, E. Huntington, E. Openshaw, B. O’Sullivan, B. Smith, P. Weatherstone

In attendance: Suzanne Smith (Clerk to the Council), Clive Bolton, Paul Mewse, Carl Foreman

1	PUBLIC FORUM	
1.1	Clive Bolton asked for comments about the village’s verges for the Joint Local Access Forum. – Members mentioned some places where the verges are in disrepair.	
1.2	<p>Paul Mewse, Construction and Asset manager, GDF Suez (UK Renewables) - responsible for the Sober Hill Wind Farm and Carl Foreman, Senior Business Development Manager re. Item 9 Management of the Sober Hill Wind Farm community benefit</p> <p>Paul outlined the background to the Sober Hill Wind Farm.</p> <p>They said that they had a standard document that they used for administering the community benefit fund and stated that they preferred the funds to be looked after and issued by the local Parish Council, rather than a third party. They also felt it was best to spend the funds in the Parish that had the wind farm.</p> <p>They said that they would send the document to NPC for consideration then a formal agreement could be put in place.</p> <p>The community fund would amount to £24,600, payable each November. The first payment should have been in November 2014, so this would be available soon and would be index linked to the CPI. The money would be paid directly to the Parish Council in one lump sum each year.</p> <p>For guidance, they issued a list of eligible and non-eligible purposes that the money could be spent on.</p> <p><i>All members of the public left the meeting</i></p>	
2	APOLOGIES FOR ABSENCE	
	Cllr. Hart – busy Cllr. Bainbridge – has to work	
3	DECLARATIONS OF INTEREST IN ACCORDANCE WITH THE CODE OF CONDUCT	
3.1	Declarations of Interest	

3.2	Cllr. O’Sullivan – item 10 – non pecuniary																			
3.2	Dispensations – None																			
4	APPROVAL AND ADOPTION OF MINUTES																			
4.1	<i>Resolved:</i> that the minutes of the Full Council meeting held on 12 January 2015 are signed as a correct record.																			
4.2	<i>Resolved:</i> that the minutes of Finance & Compliance Committee Meeting held on 19 January 2015 be signed as a correct record and adopted																			
5	<p>FINANCE</p> <p>5.1 Approval of Payments</p> <p>The following payments were approved – Clerk to arrange payment.</p> <table data-bbox="443 824 1161 1025"> <tr> <td>101938</td> <td>ICO – Data Protection Register</td> <td>£35.00</td> </tr> <tr> <td>101939</td> <td>Yorkshire Water Cemetery</td> <td>£28.20</td> </tr> <tr> <td>101940</td> <td>Clerk Salary</td> <td>£1038.25</td> </tr> <tr> <td>101941</td> <td>HMRC Tax and NI</td> <td>£195.36</td> </tr> <tr> <td>101942</td> <td>Clerk expenses</td> <td>£71.02</td> </tr> <tr> <td>101943</td> <td>HAPS – Playing Field grass cutting</td> <td>£65.00</td> </tr> </table>	101938	ICO – Data Protection Register	£35.00	101939	Yorkshire Water Cemetery	£28.20	101940	Clerk Salary	£1038.25	101941	HMRC Tax and NI	£195.36	101942	Clerk expenses	£71.02	101943	HAPS – Playing Field grass cutting	£65.00	Clerk
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6	<p>TOUR DE YORKSHIRE</p> <p>The Chairman outlined the route of the international cycling race ‘Tour de Yorkshire’ and the opportunity it afforded the village in terms of holding an event to raise its profile.</p> <p>He proposed that NPC does the event organisation and promotion, leaving the individual village charities to decide the details of what they were going to do on the day.</p> <p>Members expressed concern about the cost and it was agreed that NPC would need to try and recoup as many of the costs as possible.</p> <p><i>Resolved:</i></p> <ol style="list-style-type: none"> i. That NPC does organise an event on 2 May 2015 to coincide with the Tour de Yorkshire passing through Newbald. ii. that the Finance & Compliance’s terms of reference are temporarily extended to include advising the Council on the best way forward in relation to the Tour de Yorkshire event iii. that the members of the Finance & Compliance Committee informally meet very soon to determine what information needs to be found out, to work out a budget and to put together a proposal for Full Council. iv. that an Extraordinary meeting of Newbald Parish Council is called for 16 February 2015 in place of the scheduled Finance & Compliance Committee and Planning & Highways Committee meetings to discuss the way forward. 																			

<p>7</p> <p>7.1</p> <p>7.2</p>	<p>FIBRE OPTIC BROADBAND PROVISION IN NEWBALD</p> <p>Broadband Meeting</p> <p>The Clerk and the Chairman informed Members about the meeting that is going to take place on 20 March 2015 in Newbald to discuss the provision of fibre optic broadband. Graham Stuart MP, Beverley Rural Ward Councillors and Senior Management from BT would all be in attendance. Newbald had been selected as a case study and the Chairman and Clerk had been invited to attend.</p> <p>In line with the MP's Office's suggestion, the Chairman proposed that it would be beneficial to conduct a survey to register the amount of interest in the village in fibre optic broadband in advance of the meeting.</p> <p>Resolved</p> <ul style="list-style-type: none"> i. that the Clerk and Chairman attend the meeting ii. that the newsletter is sent out early with the survey attached. iii. that the survey is also put on the website and emailed to everyone on the email list. iv. that the survey is also sent to the office block in the village <p>KC</p> <p>The Clerk said she had not yet heard anything further from KC, so discussion on this was deferred.</p>	
<p>8</p>	<p>PROPOSAL TO SITE A SHOP AT THE TIGER INN</p> <p>The Clerk said she had heard back from Punch Taverns just before the meeting.</p> <p>Punch Taverns were not prepared to pay for the resurfacing of the car park as well as the shop conversion. The Area Manager had therefore asked if they would, as they had previously committed to, just pay for the conversion of the room into the shop only. He was waiting for them to confirm either way.</p> <p>Punch Taverns had confirmed that they would pay for the path out at the front but that they would need confirmation from ERYC and the Parish Council that they would not be liable for future maintenance costs and that the path would not be returned to grass by ERYC</p> <p>Resolved:</p> <ul style="list-style-type: none"> i. that NPC goes back to Punch Taverns and asks for a definitive answer about the shop conversion in time for the next meeting of the Council on 16 February 2015. ii. that NPC asks the landlady what her thoughts on the situation are iii. that NPC endeavours to get the commitments required by Punch Taverns in relation to the path from ERYC 	<p>Clerk</p>

9	<p>SOBER HILL WIND FARM COMMUNITY BENEFIT FUND</p> <p>Further to the discussions held in public forum, it was felt that this could only be progressed further once the documents had been supplied by the management of Sober Hill Wind Farm.</p> <p>The Chairman pointed out the proposed changes to the Finance & Compliance Terms of Reference (part of Item 11) which would allow that Committee to filter applications from the community for the Sober Hill Wind Farm Funds and propose to Council which applications for funding should be granted.</p> <p><i>The Chairman moved to item 11 on the agenda</i></p>	
10	<p>COUNCIL STRUCTURE</p> <p>10.1 Members considered a proposal by the Finance & Compliance Committee for changes to the terms of reference for the committees and working parties.</p> <p>Resolved: that the changes proposed are accepted. See Appendix 1 for the new terms of reference</p> <p>10.2 No further discussions relating to the structure of efficiency of the Council were felt to be necessary.</p> <p><i>The Chairman moved back to item 10 on the agenda</i></p>	
11	<p>PLAYING FIELD</p> <p>Members discussed the potential new Playing Field and also the possibility of enhancing the access to the current playing field.</p> <p>One option considered was for NPC to pay to tarmac Spring/Back lane.</p> <p>Resolved:</p> <ul style="list-style-type: none"> i. that Cllr O’Sullivan gauges the thoughts of Newbald Playing Field Association in relation to the proposed new playing field and gives feedback to NPC at its March meeting ii. that NPFA are asked to get some quotes for tarmacking the lane, including ensuring that the drainage issues are addressed and then this option is considered further. 	
12	<p>MEETING SPACE FOR NPC</p> <p>Members discussed a request by the Church Rooms to pay £120 for use of the Rooms for meetings once a month.</p> <p>Resolved: that NPC proposes to the Church Rooms that it pays £150 to use the Church Rooms for up to 2 times a month. The following payment was approved:</p> <p style="text-align: center;">101944 Payment for use of the Church £150.00 Rooms</p>	

	<p>Members also discussed the option of using the Village Hall for meetings and it was agreed that Cllr. Weatherstone would talk to the Village Hall Committee to see if there was any way to progress this further.</p>	
13	<p>DEFIBRILLATOR FOR PHONE BOX</p> <p>The Clerk said that NPC's application for funding for a defibrillator was going to be considered by the ERYC Local Grants Fund panel on 17 February. Should that fail, there was another funding source that could be explored.</p> <p>ERYC had said that it would agree to the phone being removed but that it was up to the Parish Council to ensure that local residents were happy to lose this service.</p> <p>Resolved: that the March 2015 newsletter is brought forward and a piece included in there notifying residents of NPC's intention to remove the public phone to house a defibrillator and giving them the opportunity to object if they are unhappy with that decision.</p>	
14	<p>DEVELOPMENT OF THE GREEN</p> <p>Time being short, this item was deferred.</p>	
15	<p>GARDEN OF REMEMBRANCE</p> <p>Members considered a proposal by the Finance & Compliance Committee for the layout of a Garden of Remembrance.</p> <p>Resolved: that this proposal is accepted and implemented.</p>	
16	<p>CENTENARY BENCH INSCRIPTION COMPETITION</p> <p>Members considered 5 entries, three of which were by Councillors.</p> <p>The feeling was that none of the entries encapsulated what the Centenary Bench stands for; they would only be appropriate if it was a memorial bench.</p> <p>Many Members liked the alternative inscription suggestion put forward by Cllr. Steward there and then, which was more of a statement of fact.</p> <p>Resolved:</p> <ol style="list-style-type: none"> i. that NPC contacts the two residents that put in entries and explains why neither of them can be used. ii. that a more factual inscription is used for the bench. Cllr. Steward will work up his suggestion into a proposal by the March meeting. 	
17	<p>COMMUNITY ASSET TRANSFERS</p> <p>There being no further information from ERYC and time being short, this item was deferred</p>	

18	NEWSLETTER The Clerk said that although the School had asked to include a survey in the next newsletter, they had not yet provided any of the requested further information. It was agreed that if the school wished to go ahead, it could not go out with the next newsletter, because of the broadband survey, but could possibly be included with the one after that – likely to be a special extra one relating to the Tour de Yorkshire.	
19	PLANNING	
19.1	Notification of an appeal against the decision not to grant planning permission to 14/01065/STPLF – Erection of a wind turbine – Land North West of Cold Harbour Farm, Cold Harbour Road, Bishop Burton	Noted
19.2	Notification of the withdrawal of planning application 14/02716/PLF – Erection of one wind turbine – Land North of Becks Farm, Beverley Road, North Newbald	Noted
20	PROGRESS REPORTS	
20.1	Community Support Working Party (CSWP) Time being short, this item was not discussed at this meeting	
20.2	Community Development Working Party (CDWP) Time being short, this item was not discussed at this meeting	
21	ERYC COUNCILLORS None in attendance.	
22	INFORMATION EXCHANGE Cllr. Huntington said that one of the Trustees of the Charity was anxious to ensure that the charity funds were spent appropriately. Cllr. Huntington said that she had had complaints about the kerb at the property on the corner of Eastgate and Dot Hill Close.	
23	CORRESPONDENCE	
23.1	YORSwitch Bulk Oil Buying Scheme – request to make more residents aware of the service - email dated 22 January 2015 from the Community Development Coordinator, Humber & Wolds Rural Community Council <i>Resolved:</i> that this should be promoted on the website.	
23.2	ERYC-Parish Council meetings – invitation to attend a meeting on Wednesday 11 February 2015 at 6.30pm in Room 2, County Hall, Beverley – email received 23 January 2015 from Ward County Councillors, ERYC	Noted

23.3	Police Community Evening – invitation to attend on 7pm on Thursday 5 th February 2015 at Beverley Police Station to discuss protestor activity at the Walkington Oil and Gas exploration site.	Noted
23.4	Flood Liaison Group – invitation to attend a meeting on 20 March 2015 at 10am – email received from the Senior Committee Manager, Democratic Services, ERYC	Noted

Meeting finished at 9.35pm

APPENDIX 1

TERMS OF REFERENCE FOR FINANCE & COMPLIANCE STANDING EXECUTIVE COMMITTEE

Last reviewed 2 Feb 2015, to next be reviewed at the Annual Meeting of the Council in May 2015

Ideal number of members for group: 4

The group will meet monthly on a scheduled basis, a minimum of 10 times in the year. Meetings will held on the third Monday of each month whenever possible.

The quorum for the group is 3 members

The Chairman is Cllr Waite and the Vice Chairman is Cllr O'Sullivan

Decision Making Powers

1. To consider and approve corporate arrangements for risk management
2. To determine how the Council's finances will be regulated and controlled
3. To control the collection of revenues of the Council
4. Whenever significant spend is required (>£500), to decide on procurement **for expenditure that Council has already agreed** (ensuring that best value is achieved)
5. To authorise any essential expenditure required below £500
6. To determine policy regarding insurances and review cover annually
7. To take management decisions in respect of both the allotments and cemetery and to review and set charges annually or as required
8. To consider and determine on on-going banking arrangements
9. To refer matters to other committees where appropriate

Advisory Powers

1. To make recommendations on overall Council strategy, including legislative responsibilities
2. Without detracting from the duties and responsibilities of the other Committees and working parties, to review the effectiveness of the whole of the Council's organisation, its standards and levels of service
3. To advise on all matters relating to financial issues and to recommend budgets, precept levels and any capital spend to Council
4. To monitor the level of Council income/expenditure compared with the approved budget and to make any recommendations thereon
5. To pre-approve the Annual Return and recommend it to Council
6. To receive internal and external auditors' reports and make recommendations as to any policy matters raised thereby or arising there from

7. To consider and recommend on all matters relating to all staff, with the exception of the appointment of the Clerk and Responsible Financial Officer, which remains the responsibility of the full Council
8. To make recommendations to the Council on the conduct of its own business - including Standing Orders, Code of Conduct, Committee organisation and membership and calendar of meetings
9. To advise on all issues relating to the management and maintenance of the Village Hall
10. To pre-approve grants
11. To consider and determine the Council's obligations with regard to Government initiatives, e.g. Quality Status, Power of Well Being, Freedom of Information, Data Protection etc.
12. To recommend and keep under review a Scheme of Delegation for the Clerk
13. To recommend and keep under review an urgent business procedure for the Council
14. To recommend a co-option procedure when Councillor vacancies arise
15. To make recommendations about the strategic outlook for the cemetery
16. To consider and recommend strategic application of finance made available by commuted sums funds
17. To receive applications for funding available from commuted sums funds and make recommendations in respect of these to NPC

Other Matters

1. Any Member of the Council may act as a substitute member and attend, speak and vote at meetings of this Committee

TERMS OF REFERENCE FOR PLANNING & HIGHWAYS COMMITTEE

Last reviewed 2 Feb 2015, to next be reviewed at the Annual Meeting of the Council in May 2015

Ideal number of members for group: 6, including the Chairman and Vice Chairman of the Council

The group will meet monthly on a scheduled basis, a minimum of 10 times a year. Meetings will be on 3rd Monday of every month wherever possible.

The quorum for the group is 4 members. The Chairman is Cllr Waite and the Vice Chairman is Cllr Steward.

Decision Making Powers**A) Planning Matters**

1. To determine NPC's response to all Planning Applications where the Parish Council is consulted by ERYC, up to and excluding complete new builds or major alterations materially changing the building's layout or structure, for example two/multiple storey extensions or over structure extensions
2. To consider any local plans, proposed listed buildings, conservation areas, tree preservation orders and building preservation orders and determine NPC's response
3. To consider and respond to any application for use of the Green or the Mires, including the erecting of signage etc., as well as to issue and review required application documents

B) Highways Matters

1. To monitor all aspects of and to contract & manage maintenance or repair works in respect of those lands, fixtures and assets for which the Council has responsibility e.g. common lands, cemetery (including monuments, buildings, fencing, trees etc.), churchyard (including monuments, buildings, fencing, trees etc.), benches etc.
2. To contract & manage winter maintenance work in respect of footpaths & estate roads
3. To monitor highways, footpaths, public footpaths & bridleways and report issues to ERYC and full Council (surfaces, access, drainage, signage etc.)
4. To monitor traffic flow around the village & issues surrounding parking:, to liaise with ERYC & Police regarding these matters and to issue advice to parishioners when appropriate
5. To respond to the proposals of other authorities relating to transportation and car parking issues, including traffic regulation orders
6. To undertake Health & Safety inspections of the common lands, cemetery and churchyard, in line with current Council policy.
7. To take steps to ensure that the Beck runs freely, remains tidy and wildlife is protected including liaising with and taking advice from ERYC, utilities & wildlife preservation organisations
8. In respect of items 1-7 above, to spend up to £500 on any one project, whilst also ensuring that there are sufficient funds in the appropriate budget allocation. (If the spend needs to be more than £500 or there are not sufficient funds allocated in the budget, the matter must be referred to Full Council)

Advisory Powers

1. To recommend NPC's response to all Planning Applications, other than those which the Committee has decision making powers for (as detailed above)

2. To report and advise the Council on all significant issues relating to those matters within its remit, where:
 - a) costs will be incurred which go beyond its agreed budget
 - b) actions if taken, would go beyond its remit / mandate
 - c) those issues relate to strategic direction or development
3. To develop and recommend to Council a vehicular routing and management strategy to improve road safety for Newbald
4. To develop and recommend measures to enhance the aesthetic appeal of The Green, preserve its historic features and improve safety for both pedestrians and road users.
5. To develop and recommend to Council a strategy to improve parking in the village
6. To consider and advise on any planning applications that the Council may wish to make and, if agreed, complete the application form
7. To take professional advice and proactively manage, protect and care for our tree stock

Other Matters

1. Where one or more Councillors has serious misgivings or concerns regarding a planning application or a decision made in respect of a planning application, they can request that the application be referred to full Council
2. Any Member of the Council may act as a substitute or additional member and attend, speak and vote at meetings of this Committee

TERMS OF REFERENCE FOR COMMUNITY DEVELOPMENT WORKING PARTY**Last reviewed 2 Feb 2015. Valid until the Annual Meeting of the Council in May 2015**

Ideal number of members for group: 5/6 – 3 Councillors and 2/3 members of the public (more if required)

The group will meet once a month and ad hoc as necessary. Meetings will be scheduled for the last Thursday of the month

The quorum for the group is 3, including at least two Councillors

Remit

- To consider the level and acceptability of Newbald's telecommunication and internet provision and make recommendations for continuing improvements, including the introduction of 4G and high speed broadband services.
- To liaise with charities and community groups strictly in line with policy laid down by Council
- To maintain a dialogue with the school's governors and staff and establish how NPC can best support its future development
- To monitor and make recommendations in respect of NPC's support for post office counter provision
- To assist in developing and facilitating the establishment of a general store in line with NPC's ambitions in this respect
- To examine and keep under review the community's amenities and to highlight the need for additional facilities
- To monitor and make recommendations in respect of public transport provision
- To monitor and make recommendations regarding the protection and the development of business enterprise with a view to stimulating employment opportunities
- To consider how NPC can promote Newbald as a tourist destination and how its location and heritage can be leveraged to the benefit of our community
- To consider how Newbald can develop and thrive within the context of its rural setting and history
- To consider how to develop, improve and leverage newbald.co.uk and the newsletter in order to achieve the above and other NPC objectives
- To determine and recommend an action plan for introducing garden allotments to Newbald.

TERMS OF REFERENCE FOR COMMUNITY SUPPORT WORKING PARTY**Last Reviewed 2 Feb 2015. Valid until the Annual Meeting of the Council in May 2015**

Ideal number of members for group: 5 – 2 Councillors and 3 members of the public

The group will meet monthly on an ad hoc basis. It will meet a minimum of 10 times a year.

The quorum for the group is 3, including at least one Councillor

Cllr O’Sullivan will act as spokesperson

Remit

1. To monitor, report and recommend strategies on all matters relating to the physical environment of the village, including litter and dog control, re-cycling of waste materials and liaising with local interest groups on such issues.
 - Specifically, to recommend to NPC an action plan, created with the help of dog owners and residents, to encourage responsible dog ownership and the effective control of dog waste and barking nuisances
2. To monitor, report and recommend strategies on all matters relating to the Council’s approach to community safety, community policing issues and neighbourhood watch schemes in respect of Newbald.
3. To develop and recommend an emergency action plan for Newbald
4. To monitor, report and recommend strategies to help villagers with special needs
5. To develop and recommend a strategy to improve response times to emergency situations in the village, including facilitating First Aid training
6. To recommend ways to improve access to community healthcare including the use of community transport
7. To take the lead role in implementing NPC’s plan to install a community defibrillator, to monitor it and take responsibility for its maintenance, ensuring it is working at all times and that its on-line records are up to date.