

# NEWBALD PARISH COUNCIL

## MINUTES OF THE ANNUAL MEETING OF THE COUNCIL HELD AT THE VILLAGE SCHOOL HALL ON 18 MAY 2015 AT 7.15PM

**Present:** Councillors G. Steward (Chairman), B. O'Sullivan (Vice Chairman), M. Bainbridge, J. Barrett, E. Openshaw, B. O'Sullivan, B. Smith, P. Weatherstone

**In attendance:** Suzanne Smith (Clerk to the Council), 4 members of the public

**Finished:** 9.30pm

<b>1</b>	<b>ELECTION OF OFFICERS</b>		
	The exiting Chairman, Cllr. Chris Waite, took the first item and then, having already resigned as a Councillor in the previous Annual Parish Meeting, left the meeting.		
	1	Chairman	Cllr Steward
	2	Vice Chairman	Cllr O'Sullivan
	3	Prattwood	Cllrs Barrett, Steward & Huntington
	4i	William Gills	None as has now ceased to operate
	4ii	Charles Stather	None as has now ceased to operate
	6	Newbald Playing Field Association	Cllr O'Sullivan
	7	Footpath Wardens	Members felt that there was no need to appoint people to this role. All Councillors could keep an eye on the footpaths when out and about and the Ramblers' Association could also be asked to do so.
	8	Newbald Village Hall Management Committee	Cllr. Openshaw
	9	Becksies Management Committee	Cllr Smith, Huntington
<b>2</b>	<b>APOLOGIES</b>		
	Cllr. Huntington – on holiday Cllr. Howard – on holiday		
<b>3</b>	<b>DECLARATIONS OF INTEREST IN ACCORDANCE WITH THE CODE OF CONDUCT</b>		
<b>3.1</b>	<b>Declaration of Acceptance of Office</b>		

<p>3.2</p> <p>3.3</p> <p>3.4</p>	<p>All Councillors present completed their forms</p> <p><b>Register of Interests</b></p> <p>All Councillors either returned or committed to return their forms by the due date.</p> <p><b>Interests</b></p> <p>Cllr. O’Sullivan – item 17 – non pecuniary The Clerk – item 12.3 – pecuniary</p> <p><b>Dispensations</b></p> <p>None</p>	
<p>4</p>	<p><b>PUBLIC FORUM</b></p> <p><b>Mr and Mrs Armstrong spoke to item12 – Planning Application 15/01165/PLF – Alterations to increase roof height and installation of velux windows to create additional accommodation (Re-submission of 14/01652/PLF) – The Garth, Galegate</b></p> <p>They said that they felt that the original decision by ERYC Conservation Officers to turn down their application for a small loft conversion, which involved raising the roof slightly, was unfair. The planned extension was not imposing or any more detrimental to the conservation area than any other properties nearby. They had considerable support from their neighbours; indeed two of their neighbours had come with them to the meeting. They noted that Newbald Parish Council had had ‘no observations’ to make on their planning application and asked if it might instead consider recommending that the application be approved.</p> <p>The Chairman expressed his understanding of the situation and said that the matter would be considered by Council later in the meeting.</p> <p><i>The four members of the public left the meeting.</i></p>	
<p>5</p>	<p><b>ANNUAL PARISH MEETING</b></p> <p>No matters had been raised</p>	
<p>6</p>	<p><b>APPROVAL AND ADOPTION OF MINUTES OF MEETINGS OF NEWBALD PARISH COUNCIL AND ITS COMMITTEES</b></p> <p><b>Resolved:</b> that the minutes of the meeting of Newbald Parish Council held on 13 April 2015 be approved and signed as a correct record.</p> <p><b>Resolved:</b> that the minutes of the meeting of the Finance &amp; Compliance Committee held on 20<sup>th</sup> April 2015 be approved and adopted by the Council.</p> <p><b>Resolved:</b> that the minutes of the meeting of the Planning &amp; Highways Committee held on 20<sup>th</sup> April 2015 be approved and adopted by the Council.</p>	

7	<p><b>REVIEW OF INVENTORY OF LAND AND ASSETS</b></p> <p>The Clerk tabled the current inventory (updated for 2015).  <b>Resolved:</b> that the Council is happy with the inventory as detailed by the Clerk and this should be included with the Annual Return.</p>	Clerk
8	<p><b>REVIEW OF THE STRUCTURE, ORGANISATION AND PROCEDURES OF THE COUNCIL</b></p> <p><b>8.1</b> Members considered whether the current committee structure was working for the Council.</p> <p><b>Resolved:</b> that the Finance &amp; Compliance Committee and Planning &amp; Highways Committee are suspended for now, with the Council reverting back to holding only one monthly meeting. This will be reviewed again at the September meeting, at which point the Scheme of Delegation (Items 8i, 8ii and 8iii) will be considered again.</p> <p><b>8.2</b> In view of the very long agenda, it was agreed that the Standing Orders and Financial Regulations would be reviewed at a subsequent meeting when there was more time.</p>	
9	<p><b>MEMBERSHIP OF COMMITTEES AND WORKING PARTIES</b></p> <p>In view of the decision to suspend the Committees, item 9 was not considered at this time.</p>	
10	<p><b>REVIEW OF WORK WITH EXTERNAL BODIES</b></p> <p><b>10.1 Charity Reports</b></p> <p><b>10.1.1 <u>Prattwood</u></b></p> <p>Cllr. Barrett reported that the income for the last year was £174, consisting of rental income for the Prattwood field of £120 and a way leave payment from YEB of £54. He said that total payments of £260 had been made to the school. The current balance was £196, most of which would shortly be given to the school.</p> <p><b>10.1.2 <u>William Gills/Charles Stather</u></b></p> <p>The Clerk said now that the charities had ceased operating, NPC was still negotiating taking control of the funds. The money that was in the Yorkshire Building Society bank accounts in the charities' name had been transferred into Newbald Parish Council's bank account and was awaiting a decision by Council as to how the money should be spent.</p> <p>However, she was still waiting to hear back about the investment funds in the charities' name which are managed by Black Rock.</p> <p><b>10.2 <b>Newbald Village Hall Management Committee (VHMC) Report</b></b></p> <p>Cllr. Weatherstone said that the activity has been focused on the fund raising for improving the fabric of the Village Hall with a view to future development.</p>	

<p><b>10.3</b></p> <p><b>10.4</b></p> <p><b>10.5</b></p>	<p>The Village Hall Management Committee is still working towards the ambitious plans that NPC had already seen the drawings for. However, it was also considered important to improve what they already had and make it more attractive for users.</p> <p><b>Becksies Management Committee Report</b></p> <p>The Clerk said that everything was still running smoothly in terms of Yorkshire Wildlife's management of the Becksies.</p> <p><b>Newbald Playing Field Association (NPFA)</b></p> <p>Cllr. O'Sullivan said that NPFA had successfully applied for grants and had installed lots of new pieces of equipment at the playground. These had been received very positively by kids and parents alike.</p> <p>They were now looking at drainage and getting quotes for resurfacing the lane.</p> <p>The trees in the park were establishing themselves well.</p> <p>Due to the pressure of other commitments, there were no plans to hold a gala this year.</p> <p><b>Sancton Hill Community Benefit Fund Committee Report</b></p> <p>The Chairman said that in light of the new Sober Hill Wind Farm Community Benefit Fund, Newbald Parish Council would no longer be represented on the Sancton Hill Wind Farm Community Benefit Fund Panel.</p>	
<p><b>11</b></p> <p><b>11.1</b></p> <p><b>11.2</b></p> <p><b>11.3</b></p>	<p><b>FINANCE</b></p> <p><b>Internal Auditor's Report and Annual Return 2014-15</b></p> <p>The Clerk tabled a copy of the Internal Auditor's report for the financial year 2014-15. She said that the auditor had picked up a very minor mistake in the planned VAT reclaim (not yet sent), but had concluded in the report that the accounts continued to be well maintained. He did mention that NPC should consider moving reserves that will not be touched for considerable time into a high interest bank account.</p> <p><b>Resolved:</b> that NPC has received and noted the content of the internal auditor's report and approves the 2014-15 Annual Report and Annual Governance for submission for external audit.</p> <p><b>Appointment of Internal Auditor for the year 2015-2016</b></p> <p><b>Resolved:</b> that Alan Johnson be appointed for the year 2015 to 2016</p> <p><b>Increment in Clerk's Pay</b></p> <p>The Clerk informed Council that her pay had increased slightly in line with her contract and the SCP pay scales.</p> <p><b>Resolved:</b> that NPC approves the Clerk's annual increment pay rise.</p>	<p>Clerk</p> <p>Clerk</p>

<p><b>11.4</b></p> <p><b>11.5</b></p> <p><b>11.6</b></p>	<p><b>Use of the Urgent Decisions Procedure</b></p> <p><i>Resolved:</i> that NPC approves the following uses of the Urgent Decisions Procedures</p> <ol style="list-style-type: none"> <li>i. To give permission for NPC to hire a big screen for the Tour de Yorkshire event on 2 May 2015. (See Appendix 1)</li> <li>ii. To give permission for the replacement of the path across the grass in front of The Tiger at Punch Tavern's expense. (See Appendix 2)</li> </ol> <p><b>The Following Payments were Approved:</b></p> <p>A few bills had to be paid in advance of the meeting as the meeting had fallen so late in the Month, however all the expenditure had previously been agreed by NPC.</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 15%;">101962</td> <td style="width: 65%;">George Fillingham – Mires tree work</td> <td style="width: 20%; text-align: right;">£510.00</td> </tr> <tr> <td>101963</td> <td>ERYC Cemetery rates</td> <td style="text-align: right;">£66.49</td> </tr> <tr> <td>101964</td> <td>Clerk Salary</td> <td style="text-align: right;">£1,093.99</td> </tr> <tr> <td>101965</td> <td>HMRC – Tax &amp; NI</td> <td style="text-align: right;">£212.39</td> </tr> <tr> <td>101966</td> <td>Clerk Expenses</td> <td style="text-align: right;">£173.99</td> </tr> <tr> <td>101967</td> <td>Carl Potter – Cemetery pest control</td> <td style="text-align: right;">£100.00</td> </tr> <tr> <td>101968</td> <td>HAPS – Playing Field grass cutting</td> <td style="text-align: right;">£71.00</td> </tr> <tr> <td>101969</td> <td>Yorkshire Water – cemetery</td> <td style="text-align: right;">£25.45</td> </tr> <tr> <td>101970</td> <td>Humber landscapes – Cemetery &amp; Churchyard grass cutting</td> <td style="text-align: right;">£333.33</td> </tr> <tr> <td>101971</td> <td>Alan Johnson – internal audit</td> <td style="text-align: right;">£276.60</td> </tr> <tr> <td>101972</td> <td>Unity Bank – deposit for new account</td> <td style="text-align: right;">£6.00</td> </tr> </table> <p>Clerk to arrange payment</p> <p><b>HSBC Account</b></p> <p>The Clerk arranged for more signatories to be added to the HSBC bank account.</p>	101962	George Fillingham – Mires tree work	£510.00	101963	ERYC Cemetery rates	£66.49	101964	Clerk Salary	£1,093.99	101965	HMRC – Tax & NI	£212.39	101966	Clerk Expenses	£173.99	101967	Carl Potter – Cemetery pest control	£100.00	101968	HAPS – Playing Field grass cutting	£71.00	101969	Yorkshire Water – cemetery	£25.45	101970	Humber landscapes – Cemetery & Churchyard grass cutting	£333.33	101971	Alan Johnson – internal audit	£276.60	101972	Unity Bank – deposit for new account	£6.00	<p></p> <p>Clerk</p> <p>Clerk</p>
101962	George Fillingham – Mires tree work	£510.00																																	
101963	ERYC Cemetery rates	£66.49																																	
101964	Clerk Salary	£1,093.99																																	
101965	HMRC – Tax & NI	£212.39																																	
101966	Clerk Expenses	£173.99																																	
101967	Carl Potter – Cemetery pest control	£100.00																																	
101968	HAPS – Playing Field grass cutting	£71.00																																	
101969	Yorkshire Water – cemetery	£25.45																																	
101970	Humber landscapes – Cemetery & Churchyard grass cutting	£333.33																																	
101971	Alan Johnson – internal audit	£276.60																																	
101972	Unity Bank – deposit for new account	£6.00																																	
<p><b>12</b></p> <p><b>12.1</b></p> <p><b>12.1.1</b></p> <p><b>12.1.2</b></p>	<p><b>PLANNING</b></p> <p><b>Planning Applications</b></p> <p><b>15/01165/PLF</b> – Alterations to increase roof height and installation of Velux windows to create additional accommodation (Re-submission of 14/01652/PLF) – The Garth, Galegate</p> <p><i>Resolved:</i></p> <ol style="list-style-type: none"> <li>1) that NPC has no observations to make on this planning application.</li> <li>2) That as part of her response to ERYC, the Clerk explains that ‘no observations’ means that NPC looked carefully at the application and did not find cause for concern about the proposed work; it did not consider that it would be detrimental to the conservation area.</li> </ol> <p><b>15/01234/TCA</b> – Fell silver birch because of excessive shading and proximity to neighbour's house – 48 Eastgate</p> <p><i>Resolved:</i> that Newbald Parish Council has no observations to make on this planning application other than that it thinks a tree should be planted elsewhere to replace the silver birch.</p>	<p></p> <p>Clerk</p> <p>Clerk</p>																																	

12.1.3	<p><b>15/01397/PLF</b> - Erection of single storey extension to rear – Deepdale House, 2 Vicarage Lane</p> <p><i>Resolved:</i> that NPC has no observations to make on this planning application</p>	Clerk
12.2	<p><b>Electronic Working with the Planning Service</b></p> <p><i>Resolved:</i> that the Clerk, the Chairman and Cllr. Openshaw attend the training</p>	
12.3	<p><b>Town/Parish Council Planning Liaison Meeting 2015</b></p> <p>Members decided that it was not necessary for anyone to attend the training.</p>	
13	<p><b>POWER OF GENERAL COMPETENCE</b></p> <p><i>Resolved:</i> that NPC meets the eligibility criteria and chooses to exercise the Power of General Competence as afforded by the Localism Bill of 2011.</p>	
14	<p><b>SANCTON WIND FARM EXTENSION</b></p> <p>Members considered the Clerk’s suggestion that NPC could do an online survey to gauge the level of opposition to the proposed extension to the Sancton Hill Wind Farm. This would help in putting together a case opposing the planning application as and when it was submitted by the developers.</p> <p><i>Resolved:</i> that NPC puts the online survey on the website and asks people to respond via the June 2015 newsletter.</p>	
15	<p><b>NEWSLETTER AND ANNUAL REPORT</b></p> <p><b>15.1 June 2015 Newsletter and 2014-15 Annual Report</b></p> <p><i>Resolved:</i> that the Clerk be given delegated authority, in consultation with the Chairman, to produce, finalise and distribute the June 2015 newsletter.</p> <p><b>15.2 Village Hall Cleaner</b></p> <p><i>Resolved:</i> that the post of Village Hall cleaner can be published in the newsletter.</p> <p><b>15.3 Distribution of Annual Report</b></p> <p><i>Resolved:</i> that the Annual Report is published on the website and highlighted in the June 2015 newsletter, with the option provided for parishioners to request a printed version.</p>	Clerk  Clerk  Clerk
16	<p><b>SOBER HILL WIND FARM COMMUNITY BENEFIT FUND</b></p> <p><b>16.1 Fund Applications</b></p> <p>Members considered the feedback about the applications to the fund given by the Finance &amp; Compliance Committee.</p>	

<p><b>16.2</b></p> <p><b>Guidelines</b></p> <p><b>16.3</b></p> <p><b>Powers of Further Investigation</b></p> <p><b>16.4</b></p> <p><b>Unity Trust Bank Account</b></p>	<p><b>Resolved:</b> it was agreed that a final decision about all the applications would be made at the June meeting and that, in the meantime, the Chairman and Cllr. Openshaw would speak to the Village Hall about possibly securing funding for something more substantial than they had applied for.</p> <p>The Clerk provided members with details on what classified as an eligible purpose, according to the contract between Sober Hill Management and NPC.</p> <p>As the Finance &amp; Compliance Committee had been suspended, this was not appropriate to consider at this time.</p> <p>The Clerk said she had an application form ready to open the Unity Trust bank account but it required information and signatures from everyone who wished to be a signatory. Time being short, it was agreed not to look at this now.</p>	
<p><b>17</b></p>	<p><b>PLAYING FIELD</b></p> <p>The Clerk said that she had not received any quotes from NPFA yet so this item was deferred.</p>	
<p><b>18</b></p>	<p><b>SUPERFAST BROADBAND</b></p> <p>The Clerk reported that BT had come back with the cost to residents of rolling out fibre optic broadband to the whole village, which was £24,500.</p> <p>KC had not yet confirmed when Newbald would be included on its rollout plans.</p> <p>She said that Chris Waite and John Connolly had also begun discussions with suppliers of wireless superfast broadband, of which there were at least two that felt they could provide a service, assuming there was sufficient demand.</p> <p>It was agreed that now that Chris Waite was no longer on the Council, Cllr. Howard would be asked if he would like to continue these discussions.</p>	
<p><b>19</b></p>	<p><b>RED HOUSE FARM</b></p> <p>Members who had visited Red House Farm at the request of Mr Slinger gave feedback to the meeting. They said essentially that there was a dispute between neighbours, which meant that one verge was not maintained to the standard that Mr Slinger would like. This is why he had considered pursuing a stopping up order. However, he would not be able to achieve this, unless all parties agreed.</p> <p>Members did not feel there was any appropriate action that the Council could take.</p>	

20	<p><b>CENTENARY BENCH</b></p> <p>The Chairman showed Members a draft drawing of a circular plaque with a dedication on it. Members liked the design and it was</p> <p><b>Resolved:</b> to give delegated authority to the Clerk to commission a plaque for the Centenary Bench.</p>	
21	<p><b>COMMUNITY ASSET TRANSFERS</b></p> <p>The Clerk said she was waiting to hear back about both the proposed community asset transfers. The Chairman suggest that rather than a community asset transfer, which we knew would cost about £3,000 in legal fees, it may be worth looking into whether NPC could instead lease the land for a peppercorn rent. The Clerk said she would make some enquiries about this.</p>	Clerk
22	<p><b>PROPOSED CEMETERY EXTENSION AND ALLOTMENT PROVISION</b></p> <p>Cllr. Openshaw said that Cllr. Howard had briefed him about the proposed cemetery extension and allotment provision. The Community Development Working Party members intended to get together in early June to look further into the details. They would then report back to Council at a subsequent meeting.</p>	
23	<p><b>VACANCIES FOR A COUNCILLOR</b></p> <p>The Clerk said that she had already advertised the vacancies on the website and would put it in the newsletter. Members mentioned three people that may already be interested in the roles.</p>	
24	<p><b>PROGRESS REPORTS</b></p> <p><b>24.1 Community Support Working Party (CSWP)</b></p> <p>Cllr. O’Sullivan said that Dog Day was the current top priority. It was scheduled for Saturday 11th July at 2pm. She also voiced her plans to highlight the dog mess up Dot Hill with flags to demonstrate just how big the problem is.</p> <p><b>Community Development Working Party</b></p> <p><b>24.2</b> Matters being considered by the Community Development Working Party, namely the allotments and cemetery extension, had already been discussed at an earlier point in the meeting. Discussions about a potential new shop were currently on hold.</p>	
25	<p><b>ERYC COUNTY COUNCILLORS</b> - No ERYC Councillor was present.</p>	
26	<p><b>INFORMATION EXCHANGE</b> - None</p>	
27	<p><b>CORRESPONDENCE</b></p> <p><b>27.1 Training on ‘Being a Good Councillor’</b> – opportunity to attend a 3 part course by ERNLLC on various dates in our region.</p>	Noted

Meeting finished at 9.25pm

**APPENDIX 1 – USE OF URGENT DECISION PROCEDURE**

**Date of Use:** 29 April 2015  
**Project:** Large screen for Tour de Yorkshire event  
**Extra Spend authorised:** £ 275+VAT

On 29 April 2015, Mobile Media offered NPC a last minute deal on a big screen for the Tour de Yorkshire event. The price of £275+VAT represented a very considerable discount on the normal price.

After consultation with Councillors via email, the vast majority were in agreement that we should go ahead and pay for the screen as it would enhance the event for the local community.

Suzanne Smith

Clerk to Newbald Parish Council

**APPENDIX 2 – USE OF URGENT DECISION PROCEDURE**

**Date of Use:** 5 May 2015  
**Project:** Path across grass outside Tiger  
**Extra Spend authorised:** None

On 5 May 2015, I consulted with members of the Finance & Compliance Committee with regards the path outside of The Tiger.

Although an agreement had been reached by Council that I should obtain more quotes as a result of a change in specification required by ERYC, I found out that one of the original companies that had quoted (Nu Lawn) was able to complete the work to the new specification at no further cost. Furthermore they had a purchase order issued by Punch Taverns which gave them the green light to proceed at Punch Tavern's expense

This would mean that the path across the Green could be replaced to the new specification at no cost to the Parish Council.

It seemed to make sense to give the go ahead to this arrangement, rather than risking losing the funding from Punch Taverns by delaying. Therefore I asked for Councillors agreement to proceed, providing the specification details were agreed between the contractor and ERYC, while still meeting NPC's criteria.

The members of the Finance & Compliance committee agreed that this was the right way forward.

Suzanne Smith

Clerk to Newbald Parish Council