

NEWBALD PARISH COUNCIL

MINUTES OF THE MEETING OF NEWBALD PARISH COUNCIL HELD AT THE CHURCH ROOMS ON 3 AUGUST 2015 AT 7PM

Present: Cllr. Steward (Chairman), B. O’Sullivan (Vice Chairman), J. Barrett, J. Howard, E. Huntington, M. Joshi, G. Lewis, E. Openshaw, P. Weatherstone,

In attendance: Suzanne Smith (Clerk to the Council), Mr Andrew Dunning

<p>1</p>	<p>PUBLIC FORUM</p> <p>The Chairman welcomed Cllr. Geoff Lewis to his first Council meeting.</p> <p>Mr Andrew Dunning came to talk about his application 14/02860/PLF - Erection of 1 no. 3.5kW wind turbine (height to hub 14.37m and 16.4m to tip) Land North East Of Stackyard Cottage Monckton Walk Farm Littlewood Road.</p> <p>He cited the financial difficulties faced by farmers at the current time and the need to save money where they can.</p> <p>He noted that NPC did not object to the planning application when he had first applied back in March 2012 but the application had been turned down because the MOD had problems with interference.</p> <p>He applied for a smaller turbine in December 2014 that the MOD would approve. This time only NPC had objected to the application.</p> <p>He said that the turbine was small enough and located such that it would scarcely be visible. It had been designed to be as unobtrusive as possible with a very slim mast.</p> <p>He asked the NPC reconsider its objection to the application.</p> <p><i>Mr Dunning then left the meeting.</i></p>	
<p>2</p>	<p>APOLOGIES FOR ABSENCE</p> <p>Cllr. Bainbridge– prior commitment Cllr. Smith – emptying her Father’s house Cllr. Weatherstone – said he would be late to the meeting</p> <p><i>Cllr. Weatherstone arrived at the meeting.</i></p>	
<p>3</p> <p>3.1</p> <p>3.2</p>	<p>DECLARATIONS OF INTEREST IN ACCORDANCE WITH THE CODE OF CONDUCT</p> <p>Declarations of Interest</p> <p>Beccy No 10 – non pecuniary</p> <p>Dispensations – None</p>	

4	<p>APPROVAL OF MINUTES</p> <p><i>Resolved:</i> that the minutes of the meeting held on 6 July 2015 and are signed as a correct record.</p>																						
5	<p>FINANCE</p> <p>Payment Approval</p> <p>The following payments were approved – Clerk to arrange payment.</p> <table border="0" data-bbox="443 528 1161 763"> <tr> <td>101990</td> <td>Binding of minutes</td> <td>£273.60</td> </tr> <tr> <td>101991</td> <td>Transfer of money into Sober Acct.</td> <td>£17,529.16</td> </tr> <tr> <td>101992</td> <td>Clerk Expenses</td> <td>£155.34</td> </tr> <tr> <td>101993</td> <td>Clerk Salary</td> <td>£1,093.79</td> </tr> <tr> <td>101994</td> <td>HMRC</td> <td>£212.59</td> </tr> <tr> <td>101995</td> <td>HAPS – playing field grass cutting</td> <td>£71.00</td> </tr> <tr> <td>101996</td> <td>Humber Landscapes – grass cutting</td> <td>£333.33</td> </tr> </table>	101990	Binding of minutes	£273.60	101991	Transfer of money into Sober Acct.	£17,529.16	101992	Clerk Expenses	£155.34	101993	Clerk Salary	£1,093.79	101994	HMRC	£212.59	101995	HAPS – playing field grass cutting	£71.00	101996	Humber Landscapes – grass cutting	£333.33	Clerk
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6	<p>PLANNING</p> <p>6.1 Notices of Decision</p> <p>6.1.1 14/01065/PLF – Erection of a wind turbine at Cold Harbour Farm, Bishop Burton, Beverley, HU17 8QA– appeal to the The Planning Inspectorate against refusal of planning permission dismissed</p> <p>6.1.2 15/01395/PLF – Erection of single and two storey extensions to side and rear following demolition of existing, construction of Juliet balcony to side, construction of 2 No. dormer windows to front and rear and installation of rooflights to rear – amended plans – Ebbw Vale, Townside Road - planning permission granted</p> <p>6.1.3 15/01812/PLF – Construction of detached garage following demolition of existing – 22 Townend Road – Planning permission granted.</p> <p>6.2 Planning Applications</p> <p>These planning applications were discussed either because they had come in since the agenda had been published, or in the case of the wind turbine, because the Council had been asked to reconsider its comments during public forum and the deadline for doing so was before the next meeting of the Council.</p> <p>6.2.1 15/02067/CLE – Certificate of lawfulness for an existing use to permit the ongoing use of Moorlands Farm as an unrestricted dwelling – Moorlands Farm, Cliffe Road</p> <p>NPC decided that it has no observations to make on this application.</p> <p>6.2.2 15/02249/TPO – Fell Sycamore, due to close proximity to property and outgrown location – The Vicarage, 7 Dot Hill Close</p> <p>NPC determined that it has no observations to make on this application.</p>	Noted Noted Noted																					

<p>6.2.3</p> <p>6.2.4</p>	<p>14/02860/PLF - Erection of 1 no. 3.5kW wind turbine (height to hub 14.37m and 16.4m to tip) Land North East Of Stackyard Cottage Monckton Walk Farm Littlewood Road</p> <p>NPC determined by majority vote (5 in favour, 4 against) that it still wished to recommend the application for refusal, however the reasons for doing so were changed to the following:</p> <p>“NPC objects to this planning application for the following reasons: When looked at in the broader context, the cumulative effect of the many wind turbines in the Wolds is detrimental to the local area. This wind turbine would fall within an area of higher landscape value that should be protected.”</p> <p>Given that the above three planning applications had not been on the original agenda but the deadlines fell before the next meeting, it was</p> <p>Resolved: that the Council authorises an Urgent Decision Procedure to comment on the three afore mentioned applications on behalf of NPC. See Appendix 1.</p>	<p>Clerk to inform planning officers</p>
<p>7</p> <p>7.1</p> <p>7.2</p>	<p>VILLAGE HALL FUNDING REQUEST AND APPLICATION OF THE SOBER HILL WIND FARM FUND</p> <p>Report by Cllr. Openshaw Regarding Village Hall Application For Funding</p> <p>Cllr. Openshaw tabled his report and explained the Village Hall Management Committee’s position. They still wished to pursue an application to WREN based on feedback received from users about what they would like to see improved at the Hall. WREN had specified that user feedback was important and that it would also like to see the building owner (NPC) contribute as a third party funder. Therefore the VHMC asked that NPC again considers 1) being a third party funder and 2) the VHMC’s previous application to the Sober Hill Wind Farm Fund, which also formed part of the match funding.</p> <p>Resolved: that NPC writes to the VHMC and explains</p> <ol style="list-style-type: none"> i. that it does not wish to be a third party funder to the WREN application. It feels that the money should come from the funds already existing in the Village Hall bank account. (That is not to say that the Parish Council will not help the Village Hall as and when the need arises in the future). ii. that, as previously discussed with the VHMC, NPC feels strongly that the money available from the Sober Hill Wind Farm Fund, should be used to improve the fabric of the actual building and to extend it to increase its functionality, rather than buying items for inside it. <p>Village Hall Extension Design</p> <p>While Members of NPC were enthusiastic about the design put forward for extending the Village Hall by the Chairman, it was acknowledged that the VHMC had not had a meeting to look at and discuss this yet and also that the VHMC were waiting for feedback from its own architects to see if there was a way of breaking down improvements to the building into manageable chunks. Therefore further discussions about possible designs would need to take place following feedback from the VHMC.</p>	

8	<p>SOBER HILL WIND FARM COMMUNITY BENEFIT FUND</p> <p>The Chairman said that after feedback from Councillors obtained by email and after consulting with the Clerk, his proposal was that the application guidelines for the Sober Hill Wind Farm are sufficiently robust and detailed and do not need to be changed.</p> <p><i>Resolved:</i> that the guidelines for applying to the Sober Hill Wind Farm Fund remain as they are.</p>	
9	<p>VILLAGE MAINTENANCE ISSUES</p> <p>9.1 Grass Cutting in the Cemetery & Churchyard</p> <p>The Clerk explained that she had not yet taken steps to terminate the services of the current grass cutters as agreed at the last meeting because they had done some damage to a granite cornerstone on one of the graves in the cemetery. After consulting with the Chairman and Vice Chairman, it was agreed that it would be advisable to wait until after the company had rectified that situation before having contract discussions.</p> <p>9.2 Flattening of rabbit holes in the cemetery</p> <p>The Chairman said he would talk to Nick Reed to see if he could help with the flattening of the rabbit holes.</p>	
10	<p>ACCESS TO THE PLAYING FIELD</p> <p>The Clerk said that she had not yet received any quotes from Newbald Playing Field Association (NPFA) for the tarmacking work.</p> <p>She also informed members that she had been approached by the Hall family solicitor seeking written confirmation that NPC would obtain the necessary permits for tarmacking the road which, in the Solicitor's opinion, included obtaining permission from the Halls.</p> <p>Members asked the Clerk not to reply in writing as it felt it should not be necessary.</p>	
11	<p>GARDEN OF REMEMBRANCE</p> <p>The clerk tabled three quotes for the creation of the Garden of Remembrance in the cemetery</p> <p><i>Resolved:</i> that Will Dowson is asked to complete the project.</p>	
12	<p>FORMER CHARITY FUNDS</p> <p>The Clerk said that, yet again, she had not heard back from Black Rock about the investments still held in the Charities' name. She has continued to chase it up but always gets the same response.</p>	

13	<p>PROPOSED CEMETERY EXTENSION AND ALLOTMENT PROVISION</p> <p>The Community Development Working Party tabled a questionnaire to send out to the people on the allotment waiting list and this was approved by Members.</p>	
14	<p>PROVISION OF SUPERFAST BROADBAND</p> <p>The Clerk said that unfortunately she had just found out today that representatives from KC would not be coming along to the meeting, however, they hoped to come to the September meeting instead.</p> <p>The Clerk suggested that the Council might also want to speak to one of the companies that offer high speed broadband via satellite. Members agreed that it would be good to do so and asked the Clerk to invite a representative along to the October meeting.</p>	
15	<p>COMMUNITY ASSET TRANSFERS AND/OR LEASING OF LAND – CO-OP CORNER</p> <p>The Clerk said that there had been no further news about this as yet.</p>	
16	<p>RISK ASSESSMENT AND MANAGEMENT REVIEW</p> <p><i>Resolved:</i> that the document tabled by the Clerk is approved. See Appendix 2.</p>	
17	<p>PRIORITISING NPC INITIATIVES</p> <p>The Chairman suggested that he, Cllr. O’Sullivan and the Clerk get together and come up with a suggestion of priorities for the next meeting.</p>	
18	<p>ERYC COUNCILLORS</p> <p>None attended</p>	
19	<p>INFORMATION EXCHANGE</p> <p>Cllr. Huntington cited a BBC report which looked at 14 years of data and concluded that reduced street lighting does not lead to any increase in crime.</p> <p>Cllr. Barrett reported that the first prizes provided by the money from the Prattwood charity had been given out at the School.</p> <p>Cllr. Barrett and Cllr. O’Sullivan both talked about the fact that the streetlights were going to be replaced on certain streets in the village. It was agreed that, it would be preferable to have heritage street lighting rather than standard lighting. The Clerk said that she would speak to ERYC and ask them to suspend any imminent replacements and provide quotes for the heritage lights. This will then go on the agenda for the September meeting for discussion.</p> <p>The Clerk said that she and the Chairman were still looking into plaques for the top of the centenary bench. The initial quote had been extremely high, so further investigation was needed.</p>	

	<p>Cllr. O’Sullivan and a resident had noticed that Himalayan Balsam was once again growing in The Mires. The Clerk said she would look into getting this removed.</p> <p>She also informed Members that she had added the Centenary bench to the insurance cover as a specific item, so that meant that premium would go up by about £18 next year.</p> <p>County Cllr. Phyllis Pollard had been in touch to confirm that the areas where Members had expressed concern about grass cutting had now been cut and the visibility greatly improved.</p>	
20	CORRESPONDENCE	
20.1	YORSwitch Scheme – Cheaper Energy Together – request for help in publicising the scheme ahead of the next auction – registration available from Tuesday 4 August 2015 – Monday 12 October 2015 – email received from the Promotions Coordinator, Communications, ERYC	Noted
20.2	Hull Commission Hearing – possibility of combining Hull and East Riding of Yorkshire authorities into one – request for feedback - email received 17 July 2015 from the Executive Officer, ERNLLCA	Noted
20.3	Consultation on Draft Supplementary Planning documents (SPDs) – email received 10 July 2015 from the Strategic Development Team Leader, Forward Planning, ERYC	Noted

Meeting finished at 9.15pm

APPENDIX 1**URGENT DECISION PROCEDURE**

Date of Use: 3 August 2015

Project: Commenting on planning applications.

Extra Spend authorised: None

At the meeting of Newbald Parish Council on 3 August 2015, the Clerk tabled two planning applications that had been received after the agenda had been published. The deadline for commenting on these planning applications was too tight for the discussion about them to wait until the September meeting. In any case, the applications were not particularly contentious. They are listed below:

15/02067/CLE – Certificate of lawfulness for an existing use to permit the ongoing use of Moorlands Farm as an unrestricted dwelling – Moorlands Farm, Cliffe Road

15/02249/TPO – Fell Sycamore, due to close proximity to property and outgrown location – The Vicarage, 7 Dot Hill Close

In addition, members discussed the following application again:

14/02860/PLF - Erection of 1 no. 3.5kW wind turbine (height to hub 14.37m and 16.4m to tip) | Land North East Of Stackyard Cottage Monckton Walk Farm Littlewood Road

This was because the applicant came to Public Forum to try and convince the Parish Council to amend its previous comments. Again the deadline for doing so was before the next Parish Council meeting so the discussion could not wait until then.

This urgent decision procedure enabling the Clerk to comment on the Council's behalf, despite the items not being on the agenda, was agreed by Council at its meeting on 3 August (See Minute 6.2.4, Page 2015/65).

Suzanne Smith
Clerk to Newbald Parish Council

APPENDIX 2

NEWBALD PARISH COUNCIL

RISK ASSESSMENT AND MANAGEMENT 2015 (August 2015)

Area	Risk	Level	Control
Assets	<p>Protection of physical assets:</p> <p>Benches around Parish Litter bins 1 notice board Cemetery War Memorial Village Hall Centenary Bench</p>	L	<p>Assets insured.</p> <p>Public liability/indemnity is covered by the Parish Council Insurance for all benches, notice board, cemetery and the war memorial.</p> <p>The Village Hall is leased to the Village Hall Management Committee. They have in place insurance to cover the Village Hall and have responsibility for all maintenance, risk assessments and the running of the hall.</p> <p>The benches, litter bins and notice board are insured against damage and theft up to £6,471.49, coming under the category of 'Street furniture' in the Parish Council insurance.</p> <p>The War Memorial is covered up to £17,345.72.</p> <p>The centenary bench is covered up to £4,000.</p> <p>Written risk assessments/reports to be carried out annually in the summer and a visual assessment each winter.</p> <p>Responsibility for doing a risk assessment on the Village Hall lies with the Village Hall Committee.</p> <p>NPC should ensure that the Village Hall is adequately insured to cover the value of the asset.</p>
	<p>Security of buildings, equipment etc:</p> <p>2 filing cabinets</p>	L	<p>Village Hall – see above.</p> <p>All equipment is kept inside Clerk's house/garage – always either occupied or locked.</p> <p>The office equipment is insured up to £2294.73 against damage and theft.</p>
	Maintenance of buildings etc		The Village Hall is managed and looked after by the Village Hall Management Committee.
Liability	<p>Risk to third party, property or individuals</p> <p>Benches</p>	M	<p>Public & Products Liability Insurance in place.</p> <p>All the benches in the village were examined and documented in June 2013. No safety work was felt to be</p>

	Churchyard		necessary.
	Cemetery		<p>The Churchyard will be covered in written risk assessments/ reports carried out annually. The first risk assessment was carried out in July 2011 by a professional contractor, with a specialist memorial inspection taking place in October 2011. All actions coming out of these reports have been dealt with.</p> <p>Risk assessments looking at general health & safety as well as safety of memorials have continued to be carried out at least six monthly, the most recent being in April 2015. All recommended actions considered urgent have been carried out or are in the process of being done.</p> <p>Written risk assessments/reports will continue to be carried out annually each spring, with a visual assessment each autumn.</p> <p>A general risk assessment of the cemetery was carried out in July 2011 by a professional and a specialist memorial inspection took place in October 2011. All actions recommended by these reports were taken.</p> <p>Risk assessments looking at general health & safety as well as safety of memorials have continued to be carried out at six monthly intervals, the most recent inspection being in April 2015. All recommended actions have been carried out.</p>
	The Green/The Mires		<p>Risk assessments looking at general health & safety are carried out at least six monthly, the most recent being in April 2015. All recommended actions have been carried out.</p> <p>Written risk assessments/reports will continue to be carried out annually each Spring, with a visual assessment each Autumn.</p> <p>Applicants wishing to use the Green/the Mires will have to provide a copy of their public liability insurance. The Parish Council must check that the liability insurance is adequate for the event they are proposing.</p> <p>Management of the beck through the Mires has been contracted to the Yorkshire Wildlife Trust.</p>
	The Becksies		<p>Management of the Becksies has been given to an expert organisation – Yorkshire Wildlife Trust – it forms part of their Higher Lever Stewardship Scheme, offering it excellent protection.</p>
	Legal liability as consequence of asset ownership	M	Insurance in place.
Finance	Banking	L	Money with main high street bank

	Risk of consequential loss of income	M	No investments currently but any future ones will be reviewed annually by the Parish Council.
	Loss of cash through theft or dishonesty	L	Receipts issued. Indemnity Cover in Parish Council Insurance. Internal audit in place. Regular reconciliations of cash book to bank accounts carried out.
	Financial controls and records	L	Frequent bank reconciliations done by Clerk and financial reports provided to Council at least quarterly. Three signatories on cheques. Internal and external audit.
	Comply with HMRC Regulations	L	Clerk attended training on VAT. HMRC returns now done monthly through RTI (Real Time Information) End of year reports submitted annually and reported to council. Internal and external audit every year
	Sound budgeting to underlie annual precept	L	Council receive detailed budgets in the late autumn. Precept derived directly from this. Budget set by Council. Expenditure against budget reported to Council at least quarterly.
Employer Liability	Comply with Employment Law	L	Membership of ERNLLCA and NALC. – Executive Officer at ERNLLCA is a Chartered member of the Institute of Personnel and Development. NALC has an employment law specialist. The Parish Council has Employer Liability Insurance.
	Comply with HMRC requirements	L	Internal and external auditors carry out annual checks. HMRC returns completed annually and reported to council.
	Safety of Staff and visitors	L	Employers' Liability insurance. NPC's assets are regularly risk assessed.
Legal Liability	Ensuring activities are within legal powers	M	Clerk clarifies legal position on new proposals. Councillors encouraged to read Good Councillors Guide. Councillors provided with Code of Conduct and copy of the Standing Orders and Financial Regulations. Clerk has successfully completed the CiLCA qualification and also attends relevant training courses/conferences.

			<p>Council is qualified for the Power of General Competence.</p> <p>Full members of ERNLLCA and SLCC –frequently use their advisory services to check our legal position.</p>
	Proper and timely reporting via the Minutes	L	<p>Council meets once a month and receives and approves Minutes of meetings held the previous month. Approved minutes made available to the public via the website, at subsequent meetings and on request. Website provides public information. Newsletter distributed door to door.</p>
	Proper document control	L	<p>Legal and other documents stored in the Clerk’s home. Premises are always either occupied or locked.</p> <p>Office contents insured.</p> <p>Files on Clerk’s computer backed up via Skydrive cloud</p>
Councillor propriety	Registers of Interests and gifts and hospitality in place	M	<p>Register of interest completed and returned to ERYC. Gifts and hospitality register not been required as situation has not arisen.</p>

All remaining risks are managed to a reasonable level.

This risk management paper was approved by Full Council at its meeting on **3 August 2015**.

H: High risk, M: Medium risk, L: Low risk