

NEWBALD PARISH COUNCIL

MINUTES OF THE MEETING OF NEWBALD PARISH COUNCIL HELD AT NEWBALD SCHOOL ON 7 MARCH 2016 AT 7.30PM

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

In attendance: Suzanne Smith (Clerk to the Council), Revd. M. Bushby, Mr P. Oxtoby, County Cllr. Phyllis Pollard.

1	PUBLIC FORUM None	
2	APOLOGIES FOR ABSENCE None	
3	DECLARATIONS OF INTEREST IN ACCORDANCE WITH THE CODE OF CONDUCT	
3.1	Declarations of Interest Item 8 – Cllr Openshaw – non-pecuniary	
3.2	Dispensations – None	
4	CO-OPTION OF NEW COUNCILLOR The Clerk informed Council that there were now three applicants for the role, so it would be necessary to hold interviews. <i>Resolved:</i> that, assuming it suits all the candidates, the interviews are held at a specially convened meeting on Monday 21 March 2016 at 7.30pm. The Clerk circulated some proposed questions and asked Councillors to let her have any comments about them by email.	
5	APPROVAL OF MINUTES <i>Resolved:</i> that the minutes of the meetings held on 1 February 2016 and 8 February 2016 are signed as a correct record.	
6	FINANCE	
6.1	Grant Application by Newbald Football Club The Clerk informed Members that Newbald FC had applied for a grant to pay for new kit, as they were doing very well and would be travelling to play internationally.	

<p>6.2</p> <p>Approval of Payments</p> <p>6.3</p> <p>Outsourcing of the Payroll</p>	<p>Resolved: that NPC grants Newbald FC the full £425 to purchase new kit for the whole team.</p> <p>Resolved: In accordance with financial regulations, the following payments are noted and/or approved. Clerk to arrange payment where appropriate.</p> <table border="0"> <tr> <td>Int. payment</td> <td>Clerk Salary</td> <td>£1093.79</td> </tr> <tr> <td>Int. Payment</td> <td>HMRC Tax & NI</td> <td>£212.59</td> </tr> <tr> <td>Int. payment</td> <td>Clerk Expenses</td> <td>£91.00</td> </tr> <tr> <td>Int Payment</td> <td>Marble Building Products - Centenary Bench plaque</td> <td>£200.58</td> </tr> <tr> <td>Int Payment</td> <td>Envisage Print Ltd – newsletter printing</td> <td>£76.25</td> </tr> <tr> <td>Alto Card</td> <td>Data protection registration annual renewal</td> <td>£35.00</td> </tr> <tr> <td>Int. Payment</td> <td>Humber Landscapes – Cemetery+Church Grass cutting</td> <td>£333.33</td> </tr> <tr> <td>Int.Payment</td> <td>ERYC – agricultural allotment land rental</td> <td>£598.50</td> </tr> <tr> <td>Int. Payment</td> <td>Cemetery rates</td> <td>£92.93</td> </tr> </table> <p>In view of the advice provided to the Clerk when on a Financial training course that the payroll function should be outsourced to protect the Council, the Clerk said that she had obtained a quote for this which was £5 a month.</p> <p>Resolved: that the payroll does not need to be outsourced.</p>	Int. payment	Clerk Salary	£1093.79	Int. Payment	HMRC Tax & NI	£212.59	Int. payment	Clerk Expenses	£91.00	Int Payment	Marble Building Products - Centenary Bench plaque	£200.58	Int Payment	Envisage Print Ltd – newsletter printing	£76.25	Alto Card	Data protection registration annual renewal	£35.00	Int. Payment	Humber Landscapes – Cemetery+Church Grass cutting	£333.33	Int.Payment	ERYC – agricultural allotment land rental	£598.50	Int. Payment	Cemetery rates	£92.93	<p>Clerk</p> <p>Clerk</p>
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<p>7</p> <p>7.1</p> <p>7.1.1</p> <p>7.1.2</p> <p>7.2</p>	<p>PLANNING</p> <p>Notices of Decision</p> <p>16/00037/TCA- Conifer: fell as part of garden landscaping scheme – Yew Tree House, 51 Eastgate – No objections raised.</p> <p>15/03443/PLF – Erection of first floor extensions to front and rear including alterations to existing roof and construction of balcony to rear – Timbertop Farm, Holms Lane – planning permission granted.</p> <p>Planning Applications</p> <p>None received.</p>	<p>Noted</p> <p>Noted</p>																											
<p>8</p> <p>8.1</p>	<p>VILLAGE HALL</p> <p>Proposals for Alterations to the Building and Future of Village Hall</p> <p><i>Agenda items 8-1) and 8-2) were discussed as one.</i></p> <p>Members discussed the plans that had been put forward by the Village Hall Management Committee (VHMC) at a prior meeting with regards to the future development of the Village Hall. These comprised four expensive development stages to create a state of the art hall, complete with meeting room, changing rooms and an outdoor all weather sports pitch. The VHMC had produced impressive architect’s drawings and a virtual walk through of the proposed building, which they said had been designed in response to the results of the 2012 community survey conducted by</p>																												

	<p>NPC. They needed NPC's support to move to the next stage which was engaging the village, rallying support for the cause in terms of volunteer time & expertise and applying for funding.</p> <p>Resolved:</p> <ul style="list-style-type: none"> i. that NPC does not back the proposal as put forward by the VHMC because Members think that it could not realistically be bought to fruition. (<i>Cllr. Openshaw abstained</i>) ii. that the VHMC is given 3 months to come up with alternative plans to include a meeting room, improved toilets, disabled access and extra storage place. These plans should cost no more than £50,000 and NPC would like VHMC to start the grant application process within that time frame. (<i>Cllr. Barrett and Cllr. Lewis voted against</i>) <p><i>County Councillor Phyllis Pollard arrived at the meeting. The Chair moved to item 20- ERYC Councillors.</i></p> <p>8.2 ERYC Councillors</p> <p>The Clerk asked Cllr. Pollard for help in chasing up the legal department at ERYC with regards the long awaited letter about who has responsibility for maintenance of the beck and the bridge over the beck to The Byres.</p> <p><i>Cllr. Pollard left the meeting. The Chair moved back to item 9 on the agenda.</i></p>	
9	<p>CLOSURE OF PATH</p> <p>Members discussed the closure of the unofficial path that ran up through the fields at the back of the Village Hall and the strong verbal response that had been received from some members of the public since its closure. The Clerk noted that she had not received anything in writing.</p> <p>Resolved:</p> <ul style="list-style-type: none"> i. that NPC does not take any action ii. that NPC advises anyone who complains that, if they feel strongly, they should consult a Solicitor or ERYC to see if they have any rights to assert. (<i>Cllrs. O'Sullivan and Lewis voted against</i>). 	
10	<p>THE BECK</p> <p>The Clerk said she had still not received the letter from ERYC about maintenance responsibilities, so this item was deferred.</p>	
11	<p>ROLL OUT OF SUPERFAST BROADBAND</p> <p>The Clerk outlined the latest position.</p> <p>KC's rollout of superfast broadband to all properties in the village, excluding 35, had been put back until May 2016. In addition, KC had commissioned a survey to see if there was a viable business case for including the 35 excluded properties. As these properties are currently supplied by BT, this would involve laying new infrastructure. This survey is also due to take place in May 2016.</p>	

	<p>In response to NPC's letter, BT had said that it was not at liberty to look into whether it could supply the 35 properties until after KC had reached its final conclusion about them.</p> <p>Meanwhile Connexin, the wireless supplier of superfast broadband, had said that it now had permission to erect equipment at the top of Dot Hill and just needed the Church to agree and it would be able to proceed with providing a service to the village.</p> <p>No decisions were felt to be necessary at this time.</p>	
12	CHURCHYARD TREES AND GENERAL MAINTENANCE	
12.1	<p>Meeting with Mr Hemmingway of ERYC</p> <p>The Chairman outlined the meeting that had taken place with Mr Hemmingway, Senior Tree Officer at ERYC. Mr Hemmingway had noted various bushes that could be cut back significantly and that the Yew trees could be significantly reduced in size without impacting on their health, but they would need to be reshaped carefully.</p> <p>Members agreed that it was important to arrange for a tree surgeon to examine all the trees in the churchyard first and to commission the work they recommend in their report, at the same time as any work to the bushes.</p>	
12.2	<p>Tree Work and/or Visit by Tree Surgeon</p> <p>The Clerk tabled three quotes for arboricultural consultants to conduct a survey of all the trees in the churchyard and produce a report detailing what work was required in terms of Health & Safety and the health of the trees.</p> <p>Resolved: that Key Tree Solutions is employed to carry out the work at a cost of £200.</p>	Clerk
13	THE GREEN	
	<p>The Clerk informed Council that a representative from ERYC had come and inspected the signs on The Green and had agreed with NPC that improvements could be made to the location of the signs.</p> <p>The proposals she had come up with matched NPC's views, therefore it was</p> <p>Resolved: that NPC asks ERYC to proceed with the work.</p>	Clerk
14	FORMER CHARITY FUNDS	
	<p>The Clerk said that, although Blackrock had paid the dividends out in the name of Newbald Parish Council, when it came to paying out the invested capital, Blackrock had issued a cheque in the name of 'Charity of Charles Stather'. Clearly this cheque could not be cashed.</p> <p>Given that NPC had supplied everything Blackrock had required to change the name, the Clerk had taken it up with Blackrock and the matter was being looked at urgently by Head Office.</p>	Clerk

15	<p>CREATION OF FOOTPATH/CCYLEWAY BETWEEN NEWBALD AND SANCTON</p> <p>Given that a path has recently been created between Sancton and Market Weighton and the fact that the A1034 is very dangerous between Newbald and Sancton, Members discussed whether it would be beneficial for there to be a footpath and/or cycle way along that stretch. That way, Newbald residents could go all the way to Market Weighton safely without a car.</p> <p><i>Resolved:</i> that NPC writes to ERYC to ask if they will consider putting a pavement and cycle path between Newbald and Sancton.</p>	
16	<p>QUEEN'S BIRTHDAY CELEBRATIONS</p> <p>Following on from the Council's previous resolution not to organise an event for the Queen's birthday celebrations, the Clerk informed NPC that the charities also did not have any intention to proceed with one.</p>	Clerk
17	<p>IMPACT ON NEWBALD OF LACK OF MAINS GAS</p> <p>The Clerk said she had not heard anything further from Graham Stuart's office about this.</p>	
18	<p>RISK ASSESSMENT AND ASSET MANAGEMENT</p> <p>18.1 Risk Assessment and Management</p> <p>The Clerk tabled an updated Risk Assessment And Management document.</p> <p><i>Resolved:</i> that the document is approved. See Appendix 1.</p> <p>18.2 Condition of Benches and Litter Bins</p> <p><i>Resolved:</i></p> <ul style="list-style-type: none"> i. That NPC writes to ERYC again about the broken bin outside 3 The Green ii. That NPC asks Nick Reed to quote for weatherproofing the benches in the cemetery and the ones on South Newbald Road and Beverley Road. <p>18.3 Values Attributed to NPC's Assets</p> <p>NPC reviewed the value assigned to NPC's assets for insurance purposes.</p> <p><i>Resolved:</i> that the asset value is sufficient and does not need to be changed.</p> <p>18.4 Safety Inspections of The Green, The Mires, the Churchyard and the Cemetery</p> <p>Cllr. Openshaw said that he had already scheduled the safety inspections for April.</p>	
19	<p>CREATION OF A SHOP</p> <p>As the management of the Gnu had now taken on a 3 year lease, the Chairman suggested that it would be a good idea for him and the Clerk to pay them another visit to see if they would be interested in stocking some basic provisions.</p>	

	Members agreed that this was a good way forward.	
20	ERYC COUNCILLORS See Minute 8.2	
21	INFORMATION EXCHANGE Cllr. O’Sullivan said that the date of NPFA gala was now going to be 23 July 2016.	Clerk
22	CORRESPONDENCE New Shale Gas Exploration Licences – email correspondence received 15 February from the Clerk to Everingham and Harswell Parish Council	Noted

Meeting finished at 9.00pm

APPENDIX 1

NEWBALD PARISH COUNCIL

RISK ASSESSMENT AND MANAGEMENT 2016 (March 2016)

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 necessary.</p>

	<p>Churchyard</p> <p>Cemetery</p> <p>The Green/The Mires</p> <p>The Becksies</p>		<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 October 2015. All recommended actions have been carried out.</p> <p>Risk assessments looking at general health & safety are carried out at least six monthly, the most recent being in October 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> <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 specialist online bank designed to meet the needs of our sector.
	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. Two signatories on cheques. All online payments are approved by at two councillors. 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.

			<p>Councillors provided with Code of Conduct and copy of the Standing Orders and Financial Regulations.</p> <p>Clerk has successfully completed the CiLCA qualification and also attends relevant training courses/conferences.</p> <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 Microsoft Onedrive.</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 **7 March 2016**.

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