

NEWBALD PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF THE COUNCIL HELD AT THE VILLAGE SCHOOL HALL ON 9 MAY 2016 AT 7.30PM

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

In attendance: Suzanne Smith (Clerk to the Council)

Finished: 9.31pm

1	ELECTION OF OFFICERS																			
	<table border="1"> <tr> <td>1</td> <td>Chairman</td> <td>Cllr. Steward</td> </tr> <tr> <td>2</td> <td>Vice Chairman</td> <td>Cllr. O’Sullivan</td> </tr> <tr> <td>3</td> <td>Prattwood</td> <td>Cllrs Barrett, Steward & Huntington</td> </tr> <tr> <td>6</td> <td>Newbald Playing Field Association</td> <td>Cllr. O’Sullivan</td> </tr> <tr> <td>8</td> <td>Newbald Village Hall Management Committee</td> <td>Cllr. Openshaw</td> </tr> <tr> <td>9</td> <td>Becksies Management Committee</td> <td>Cllrs Smith & Huntington</td> </tr> </table>	1	Chairman	Cllr. Steward	2	Vice Chairman	Cllr. O’Sullivan	3	Prattwood	Cllrs Barrett, Steward & Huntington	6	Newbald Playing Field Association	Cllr. O’Sullivan	8	Newbald Village Hall Management Committee	Cllr. Openshaw	9	Becksies Management Committee	Cllrs Smith & Huntington	
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2	APOLOGIES																			
	None.																			
3	DECLARATIONS OF INTEREST IN ACCORDANCE WITH THE CODE OF CONDUCT																			
3.1	Interests																			
	Cllr. O’Sullivan – item 23 – non pecuniary Cllr. E. Openshaw – item 19 – non pecuniary Cllr. J. Howard – item 19 – non pecuniary																			
3.2	Dispensations																			
	None.																			
4	PUBLIC FORUM																			
	None.																			
5	ANNUAL PARISH MEETING																			
	No matters had been raised.																			

6	<p>APPROVAL AND ADOPTION OF MINUTES OF MEETINGS OF NEWBALD PARISH COUNCIL AND ITS COMMITTEES</p> <p><i>Resolved:</i> that the minutes of the meeting of Newbald Parish Council held on 4 April 2016 are approved and signed as a correct record.</p>	
7	<p>REVIEW OF INVENTORY OF LAND AND ASSETS</p> <p>7.1 The Clerk tabled the current inventory (updated for 2016).</p> <p><i>Resolved:</i> that the Council is happy with the inventory as detailed by the Clerk and this should be included with the Annual Return.</p> <p><i>County Cllr. Phyllis Pollard arrived at the meeting.</i> <i>The Chairman moved to item 35.</i></p> <p>7.2 Cllr. Pollard provided NPC with details of ERYC action in relation to the flooding problems outside Marshalls' garage.</p> <p>The Clerk asked for Cllr. Pollard's help in chasing up the issue of the steps removed by ERYC from outside Top Holme Farm.</p> <p>Members discussed fly tipping and the fact that many sites had not yet been cleared. Cllr. Pollard said she would look into this.</p> <p><i>Cllr. Pollard left the meeting.</i> <i>The Chairman moved back to item 8.</i></p>	Clerk
8	<p>REVIEW OF THE STRUCTURE, ORGANISATION AND PROCEDURES OF THE COUNCIL</p> <p>8.1 Review of Decision to Suspend Committee Structure</p> <p><i>Resolved:</i> that NPC does not wish to return to a committee structure.</p> <p>8.2 Delegation Arrangements to the Clerk</p> <p>In view of the fact that the committees were not going to be brought back, the Clerk tabled a revised scheme of delegation for the Council to consider.</p> <p><i>Resolved:</i> that the revised scheme of delegation is adopted. (See Appendix 1).</p> <p>8.3 Standing Orders of the Council</p> <p>Having reviewed the Standing Orders, it was</p> <p><i>Resolved:</i> that the Standing Orders of the Council do not need to change.</p> <p>8.4 Financial Regulations</p> <p>Members reviewed the Financial Regulations, which had only been in force since 5 October 2015.</p>	

	<p>Resolved: that the only change that should be made is to the de-minimus value at section 11.1 g (a). This will now read “where the value is below £3,000 and above £1,000, the Clerk or RFO shall strive to obtain 3 estimates.”</p>	
9	REVIEW OF WORK WITH EXTERNAL BODIES	
9.1	Charity Reports	
9.1.1	<p><u>Prattwood</u></p> <p>Cllr. Barrett reported that there was £175 in the current account, which was almost exactly the yearly income. At the end of the year, this money will be handed over to the school for each class to buy prizes.</p>	
9.1.2	<p><u>Newbald Village Hall Management Committee (VHMC) Report</u></p> <p>Cllr. Openshaw had prepared a report summarising the VHMC year, which was handed round to Members.</p> <p>While there had been some difficult times, with resignations from the committee, there had also been some considerable progress at the Hall, with many improvements made to the interior of the building and the heating system. There were imminent plans afoot to purchase a new cooker, new fire doors and to renovate the floor.</p> <p>The new committee was working very effectively and hoped to be able to recruit new members shortly.</p> <p>Cllr. Openshaw said he had obtained the original extension plans from the 1990s and would circulate these. They may act as a starting point for any new development ideas.</p> <p>Cllr. Huntington repeated her request that the original letter from the Secretary of State (from the time when the Village Hall was built) is looked for, as that document may make it clear that further permission to develop the Hall need not be sought.</p>	
9.1.3	<p><u>Becksies Management Committee Report</u></p> <p>The Clerk said that everything was still running smoothly in terms of Yorkshire Wildlife Trust’s management of the Becksies.</p>	
9.1.4	<p><u>Newbald Playing Field Association (NPFA)</u></p> <p>Cllr. O’Sullivan reported that 2015 was not as profitable due to the lack of a gala. However, NPFA did secure some grants and donations. The grants were used to purchase WetPour surfacing and equipment for the playground.</p> <p>Despite a recent recruitment drive, no new members had joined the Committee. The Committee said they would remain on until next year but then they all planned to resign.</p> <p>NPFA does plan to hold a gala this year but it will be on a smaller scale compared to previously.</p>	

9.1.5	<p><u>Sancton Hill Community Benefit Fund Committee Report</u></p> <p>The Chairman reported that he and the Clerk had recently been invited to attend the AGM. Sancton still had money in its reserves. Given the existence of the Sober Hill Wind Farm fund, it was unlikely that any money would be granted to Newbald causes.</p>	
10	<p>FINANCE</p>	
10.1	<p>Internal Auditor's Report and Annual Return 2015-2016</p> <p>This item was deferred as the Annual Return and report had not yet come back from the Internal Auditor.</p>	
10.2	<p>Appointment of Internal Auditor for the year 2016-2017</p> <p><i>Resolved:</i> that Alan Johnson is appointed as Internal Auditor for the year 2016-2017.</p>	Clerk
10.3	<p>Increment in Clerk's Pay</p> <p>The Clerk informed Council that her pay had increased slightly in line with her contract and the SCP pay scales.</p> <p><i>Resolved:</i> that NPC approves the Clerk's annual incremental pay rise.</p>	
10.4	<p>Funding Application by Newbald Young People's Project – Radiators</p> <p><i>Resolved:</i> that Newbald Young People's Project is invited instead to apply to the Sober Hill Wind Farm Fund and that that fund is opened in July for August /September deadline. (<i>Cllr. Lewis voted against</i>).</p>	Clerk
10.5	<p>Funding Application by Newbald Young People's Project – Entertainer</p> <p><i>Resolved:</i> that NPC does not wish to contribute towards an Entertainer.</p>	Clerk
10.6	<p>Funding Application by Newbald Village Hall Management Committee</p> <p><i>Resolved:</i> that Newbald Village Hall Management Committee is granted £350 towards its insurance premium. (<i>Cllr. Lewis voted against</i>).</p>	Clerk
10.7	<p>Payments</p> <p>In line with financial regulations, the payments in the table below were approved or noted.</p> <p>The Clerk explained that there were two payments to Countrywide as they had been late billing NPC in April, so both the April and the May payments had fallen in the same meeting.</p>	

	<p>Int. Payment Clerk Salary £1,068.13</p> <p>Int. Payment HMRC – Tax & NI £208.81</p> <p>Int. Payment ERPF Pension Contribution £419.95</p> <p>Int. Payment Expenses £107.48</p> <p>Int. Payment Countrywide – grass cutting April 2016 £740.76</p> <p>Int. Payment Countrywide – grass cutting May 2016 £740.76</p> <p>Int. Payment Yorkshire Water – water and sewerage for the cemetery £26.29</p> <p>Int. Payment Nick Reed – refurbishment of notice board and benches £580.00</p> <p>Int. Payment Newbald Village Hall – insurance grant £350.00</p> <p>Clerk to arrange payment.</p>	
10.8	<p>Introduction of Bank Charges</p> <p>Members discussed charges that were imminently going to be introduced by Unity, which would mean that NPC and Sober Hill Wind Farm Community Benefit Fund would be charged £6 each per month for banking.</p> <p>Resolved: that, given the time spent setting up the account and the convenience it affords, NPC remains with Unity bank for now. (<i>Cllr. Huntington abstained</i>).</p>	Clerk
11	PLANNING	
11.1	Notices of Decisions	
11.1.1	16/00793/CLP - Certificate of lawfulness for the proposed use of property as a house in multiple occupation for not more than 6 persons as the occupants only or main place of residence – Lilac Cottage, 6 Red House Farm Holiday Cottages, Beverley Road – application withdrawn.	
11.1.2	16/00956/HEDGE – Removal of a hedgerow to create a larger parcel of land more suited to modern day farm machinery and field operations – Land West of The Grange, Beverley Road - hedgerow retention notice issued.	
11.1.3	16/00957/HEDGE – Removal of a hedgerow to create a larger parcel of land more suited to modern day farm machinery and field operations – Land West of The Grange, Beverley Road - hedgerow retention notice issued.	Clerk
11.2	Planning Applications	
11.2.1	16/01276/OUT – Erection of 2 livestock buildings, 1 straw storage building with associated feed bins, hardstandings and access and siting of a temporary agricultural workers mobile home. (Layout to be considered).	
	Resolved: that NPC objects to this planning application and recommends that it should be refused on the following grounds:	
	<u>Highway Issues</u>	
	Cliffe Road is single track and in a very poor state of repair. It is totally unsuitable for heavy trucks to use safely and already struggles with its current traffic levels. The road would be further damaged by the heavy trucks servicing the proposed pig farm. The	Clerk

final part of the truck's journey, just before the pig farm entrance, is essentially a dirt track.

This track forms part of a well-used bridleway. There would be nowhere for walkers and cyclists to get out of the way of the trucks as the track is too narrow.

Cliffe Road is a good mile long and has no passing places for when the trucks meet other vehicles. Given there is already a caravan storage unit at the bottom of Cliffe Road and a business unit at the top, the probability of this happening is high.

The crossroads at the junction of Cliffe Road, the A1034 and Westgate is dangerous and totally unsuitable for large vehicles and heavy traffic. When seeking to turn right out of Cliffe Road, the visibility towards Market Weighton is poor, which is an issue for slow-to-accelerate vehicles as traffic can appear very quickly.

Members of Newbald Parish Council have noticed an increased number of lorries coming through the village of Newbald, up Westgate and then turning right towards Market Weighton. This means that there would be heavy goods vehicles seeking to exit onto the A1034 at the same crossroads from both Westgate and Cliffe Road - in opposition to one another.

Stoneledge has secured planning permission for an overnight lorry park very close by - just along the A1034. When that starts operating, there will inevitably be further pressure on the A1034 in terms of heavy goods vehicles, which will exacerbate the already dangerous situation.

Noise

The noise level from the machinery, animals and traffic would be considerable and adversely affect local residents and people that use the public bridleway that runs alongside the proposed development.

Smells

The smells emanating from the pig farm and resulting slurry would be extensive and unpleasant for local residents and people that use the public bridleway.

The prevailing winds from the South West and West mean that, aside from the obvious impact on residents that live down Cliffe Road very close to the proposed development, the smell could easily drift and be detrimental to residents on Westgate, Westcroft and the Mires.

Landscaping and Nature

The loss of outlook for the walkers and cyclists that use the bridleway would be considerable. The screening is not sufficient to prevent this.

The loss of the long standing natural meadow, a haven for walkers, would adversely affect the local residential amenity.

The piece of land is currently teeming with wildlife and destroying the meadow would have a devastating impact on their habitats.

	<p><u>‘Temporary’ Accommodation</u></p> <p>NPC is concerned that the so-called ‘temporary’ mobile home would be there indefinitely and become a permanent feature.</p> <p>In short, the creation of this pig farm would be completely incompatible with the natural beauty of the surrounding environment.</p> <p>If the Planning Officer is minded to recommend this application for approval, Newbald Parish Council requests that the planning application is considered by the Planning Committee.</p> <p style="text-align: right;"><i>(Cllrs Huntington, Howard and Lewis abstained)</i></p>	
12	<p>POWER OF GENERAL COMPETENCE</p> <p>Resolved: that NPC meets the eligibility criteria and chooses to exercise the Power of General Competence as afforded by the Localism Bill of 2011.</p>	
13	<p>APPLICATION FOR ELECTRICAL WORK TO BE CARRIED OUT ON THE MIRES</p> <p>Members discussed an application by Mr Bird for an electrical cable to be installed underground on The Mires to enable him to proceed with development work on his property.</p> <p>Resolved: that NPC has no objections to this work, providing the contractors protect the drainage channels and sewers and reinstate the land afterwards. <i>(Cllrs. O’Sullivan and Openshaw abstained).</i></p>	
14	<p>APPLICATION TO HOLD A PICNIC ON THE GREEN</p> <p>Members discussed an application by FONS to hold a picnic on The Green on 12 June 2016 to celebrate the Queen’s 90th birthday.</p> <p>In addition, they considered whether to grant money towards the brass band that FONS would like to invite to play on the day.</p> <p>Resolved:</p> <ol style="list-style-type: none"> 1) that approval to use The Green is granted on the condition that FONS a) indemnifies NPC against any liability for this event and b) makes certain that their insurance is valid for events held outside of school premises. 2) that NPC does not wish to contribute towards the brass band. 	
15	<p>BECKSIES AND BECK MANAGEMENT</p>	
15.1	<p>Removal of Himalayan Balsam</p> <p>Resolved: that the Clerk be given delegated authority, in consultation with the Chairman, to organise for someone to remove the Himalayan Balsam.</p>	Clerk
15.2	<p>Mires Clearance Work</p> <p>Resolved: that Yorkshire Wildlife Trust is contracted to carry out clearance work on</p>	Clerk

15.3	<p>The Mires.</p> <p>Pipe Across The Becksies</p> <p><i>Resolved:</i> that Yorkshire Wildlife Trust is given permission to drill the trial holes in the water pipe.</p>	Clerk
16 16.1 16.2	<p>GARDEN OF REMEMBRANCE</p> <p>Alternative Garden of Remembrance Options</p> <p>The Clerk showed Members a brochure showing above-ground burial options for cremated remain. She said she had received advice that it was inappropriate nowadays to bury cremated remains, because this did not afford relatives the flexibility of moving them at some point in the future, should they wish to do so.</p> <p>Members were interested in the alternative products and agreed they should be investigated further.</p> <p>Revised Quote from Will Dowson</p> <p>The Clerk said she had not yet received the revised quote.</p>	
17	<p>CHURCHYARD TREES</p> <p>The Clerk said she had submitted an application for the necessary work to ERYC.</p> <p>Members considered quotes to carry out the work.</p> <p><i>Resolved:</i> that Countrywide Maintenance is offered the work.</p>	
18	<p>HEALTH & SAFETY REPORTS FOR THE MIRES, THE GREEN, CEMETERY AND CHURCHYARD</p> <p>Time being short, this item was deferred.</p>	
19	<p>NEWBALD VILLAGE HALL</p> <p>Members felt that this had been covered sufficiently earlier in the meeting. (See Minute 9.1.2).</p>	
20	<p>ADVERTISING OF AGRICULTURAL ALLOTMENT VACANCY</p> <p>In view of the fact that NPC did not now intend to create garden allotments on the site, it was necessary to advertise plot 4.</p> <p><i>Resolved:</i> an advert is placed on the notice boards in South Cave, Newbald and Sancton.</p>	
21	<p>FORMER CHARITY OF CHARLES STATHER FUNDS</p> <p>The Clerk said that the charity money tied up in the Blackrock investment funds had</p>	

	<p>finally been credited to Newbald Parish Council, making a total of £6,874.72.</p> <p>Members agreed to have a think about how this money could be spent in a way that is in keeping with the original purpose of the charity, which was the prevention of relief and poverty in children and young people.</p>	
22	<p>EASTGATE BECK AND BRIDGES MAINTENANCE</p> <p>The Clerk told Members that one resident of the Old Byres had strongly objected to ERYC's report, which claimed that residents were responsible for the maintenance of the bridge leading from Eastgate over the beck to the Old Byres.</p> <p><i>Resolved:</i> that this matter be referred directly to ERYC and County Cllr. Phyllis Pollard so that she can help to resolve the situation.</p>	
23	<p>ACCESS TO NEWBALD PLAYING FIELD</p> <p>The Chairman reported that he and the Clerk had had a productive meeting with Mr Graeme Hall to discuss the possibility of a road being built from South Newbald Road up to the Playing Field, as part of a small housing development behind Hallgarth.</p> <p>Time being short, it was agreed that this should be put back on the next agenda.</p>	
24	<p>FOOTPATH/CYCLEWAY BETWEEN NEWBALD, SANCTON AND SOUTH CAVE</p> <p>24.1 Newbald-Sancton footpath/cycleway</p> <p>The Clerk reported that the cost of creating such a footpath/cycleway had been estimated by ERYC to be in excess of £1m and therefore had been ruled out of the question for now.</p> <p>24.2 Newbald-South Cave footpath</p> <p>The Clerk said that South Cave Parish Council had requested a meeting with members of NPC to discuss the possibility of creating a pathway between Newbald and South Cave.</p> <p><i>Resolved:</i> that Cllrs. Huntington and Openshaw attend a meeting with South Cave PC members.</p>	
25	<p>LITTER BINS</p> <p>Time being short, this item was deferred.</p>	
26	<p>TRAFFIC MANAGEMENT IN NEWBALD</p> <p>Time being short, this item was deferred.</p>	
27	<p>NEWSLETTER AND ANNUAL REPORT</p> <p><i>Resolved:</i> that the Clerk is given delegated authority, in consultation with the</p>	

	Chairman, to produce the June newsletter and Annual Report and determine how it is distributed.	
28	INAPPROPRIATE SIGNAGE As the signage had been removed, members did not feel it necessary to discuss this.	
28	MEASURES TO IMPROVE BUS STOPS <i>Resolved:</i> that no measures are taken to formalise the bus stops as this is a rural village and the bus stops wherever required.	
29	YORKSHIRE WOLDS WAY NATIONAL TRAIL <i>Resolved:</i> that the Sober Hill Wind Farm Fund will not issue grants to improve the surface of public footpaths, such as the Wolds Way.	
30	FAMILY DOG DAY <i>Resolved:</i> that the Family Dog Day is not held this year.	
31	SANCTON HILL WIND FARM TREE PLANTING FUND <i>Resolved:</i> that NPC applies for the hedgerow on the left hand side of Trundlegate to be reinstated.	
32	REVIEW OF ALLOTMENT AND CEMETERY CHARGES Time being short, this item was deferred.	
33	PENSION REGULATION <i>Resolved:</i> that the Clerk is given authority, in consultation with the Chairman, to finalise the pension policy in a way that does not in any way increase the possible financial burden on the council.	
34	ERYC COUNTY COUNCILLORS - See Minute 7.2	
35	INFORMATION EXCHANGE - None	
36	CORRESPONDENCE 1) East Riding Local Plan – Notice of adoption of the Affordable Housing Supplementary Planning Document (April 2016) – email received from the Interim Planning Policy Manager, ERYC 2) Service to Celebrate the Festival of St. John of Beverley – invitation from the Chairman of ERYC Councillor Peter Turner for a representative and guest of Newbald Parish Council to attend on Sunday 8 May 2016 at 5.30pm 3) Town/Parish Council Planning Liaison Meetings 2016 – to consider whether anyone would like to attend the meeting in Beverley on 7 June 2016 at 6pm-8pm 4) SLCC Notice of Extraordinary General Meeting on 10 June 2016 5) Community Partnership Meeting at Beverley Police Station at 10am on 10 June – email received from the Inspector, Beverley, Haltemprice and Holderness Teams	Noted Noted Noted Noted Noted

Meeting finished at 9.31pm

Appendix 1

Scheme of Delegation

Newbald Parish Council

This Scheme of Delegation authorises the Proper Officer and Responsible Financial Officer (which may be one and the same person) to act with delegated authority in the specific circumstances detailed.

1. Responsible Financial Officer Duties & Powers

The Clerk shall be the Responsible Financial Officer to the Council and shall be responsible for the Council's accounting procedures, in accordance with the Accounts and Audit Regulations in force at any given time.

2. Proper Officer Duties & Powers

2.1 The Clerk shall be the Proper Officer of the Council and as such is specifically authorised to:

- 2.1.1 Receive declarations of acceptance of office;
- 2.1.2 Receive and record notices disclosing interests at meetings;
- 2.1.3 Receive and retain plans and documents;
- 2.1.4 Sign notices, agreements, licences or other documents on behalf of the Council;
- 2.1.5 Receive copies of By-laws made by another local authority;
- 2.1.6 Certify copies of By-laws made by the Council;
- 2.1.7 Sign and issue summonses to attend meetings of the Council.
- 2.1.8 Keep proper records for all Council Meeting
- 2.1.9 Notify the Returning Officer of any casual vacancies and liaise with him regarding the conduct of elections

2.2 In addition, the Clerk has the delegated authority to undertake the following matters on behalf of the Council:

- 2.2.1 The day to day administration of services, together with routine inspection and control.
- 2.2.2 Authorisation of routine expenditure within the agreed budgets.
- 2.2.3 Emergency or necessary expenditure up to £500 outside of the agreed budget (see 7 - Urgent matters below).
- 2.2.4 Dealing with all press and public relations on behalf of the Council in consultation with the Chairman or Vice-Chairman.
- 2.2.5 Liaise with ERYC on clear uncontentious matters of concern raised by members of the public or Councillors without first putting it on a Council agenda.
- 2.2.6 Produce the quarterly newsletter and Annual Report in consultation with the Chairman.
- 2.2.7 Make decisions as to whether items are appropriate for inclusion in the website and/or social media channels.

2.3 Delegated actions of the Clerk shall be in accordance with Standing Orders, Financial Regulations and this Scheme of Delegation and with directions given by the Council from time to time.

3 Urgent Matters

- 3.1 In the event of any matter arising ***which requires an urgent decision*** notwithstanding delegated powers granted by paragraph 2.2 above, the Clerk shall forthwith consult with the Chairman and/or Vice-Chairman and those Members so consulted together with the Clerk shall have delegated power to act on behalf of the Council in respect of the particular matter then under consideration.
- 3.2 Before exercising the delegated powers granted by paragraph 3.1 above, those Members consulted shall consider whether the matter is of sufficient interest to justify recommending to the Chairman that an Extraordinary Meeting of the Council should be called.
- 3.3 Whenever any action is taken under this Standing Order, full details of the circumstances justifying the urgency and of the action taken shall be submitted in writing to the next available meeting of the Council.