

NEWBALD PARISH COUNCIL

MINUTES OF THE MEETING OF NEWBALD PARISH COUNCIL HELD AT THE CHURCH ROOMS ON 5 SEPTEMBER 2016 AT 7.30PM

Present: Councillors G. Steward (Chairman), J. Barrett, B. Clarke, J. Howard, E. Openshaw, P. Weatherstone

In attendance: Suzanne Smith (Clerk to the Council), Clive Bolton, members of 'Poo Busters' and their parents

1	PUBLIC FORUM	
1.1	Re Item 21 – Garden Allotments Mr Bolton said that he did not feel that it would be appropriate for the Parish Council to spend public money acquiring land for the very small number of residents that would want to have allotments. He said he thought a better idea would be for people with spare space in their gardens to rent that out to others.	
1.2	Re: Item 18) – Year 6 Life Style Group ‘Poo Busters’ Members of the Year 6 Lifestyle group came to the meeting to hand over the £320 donations they had raised which would go towards the Parish Council’s purchase of 4 dog poo bag dispensers. They confirmed that they had the necessary tradesmen available to help and planned to install the dispensers outside the Village Hall, at the bottom of Dot Hill, outside the School and on the Playing Field. They said they would seek the necessary permissions from the organisations concerned. <i>The Poo Busters and their parents left the meeting.</i>	
2	APOLOGIES FOR ABSENCE Cllr. G. Lewis – on holiday Cllr. B. O’Sullivan – family commitment Cllr. M. Joshi – lack of child care Cllr. B. Smith – family commitment Cllr. E. Huntington - busy	
3	DECLARATIONS OF INTEREST IN ACCORDANCE WITH THE CODE OF CONDUCT	
3.1	Declarations of Interest Cllr. Openshaw – item 11 – non pecuniary Cllr. Howard – item 11 – non pecuniary	
3	Dispensations – None	

4	<p>APPROVAL OF MINUTES</p> <p><i>Resolved:</i> that the minutes of the meeting held on 1 August 2016 are signed as a correct record.</p>																																		
5	<p>FINANCE</p> <p>5.1 Annual Rabbit Control Contract for the Cemetery</p> <p>The Clerk said that she had priced up other pest control companies and Despatch Pest Control, the one NPC currently uses, had come out as being the best value.</p> <p>Given that Members agreed that pest control continued to be necessary in the cemetery, it was</p> <p><i>Resolved:</i> that Despatch Pest Control’s contract is renewed for another year.</p> <p>5.2 Approval of Payments</p> <p><i>Resolved:</i> In accordance with financial regulations, the following payments are noted and/or approved. Clerk to arrange payment where appropriate.</p> <table data-bbox="300 969 1268 1339"> <tr> <td>Int. Payment</td> <td>Despatch Pest Control – cemetery rabbit control</td> <td>£100.00</td> </tr> <tr> <td>Int. Payment</td> <td>Clerk Salary</td> <td>£1075.97</td> </tr> <tr> <td>Int. Payment</td> <td>HMRC Tax & NI</td> <td>£214.68</td> </tr> <tr> <td>Int. Payment</td> <td>East Riding Pension Fund</td> <td>£424.15</td> </tr> <tr> <td>Int. Payment</td> <td>Church Rooms – room hire charges</td> <td>£150.00</td> </tr> <tr> <td>Int. Payment</td> <td>Yorkshire Water – water and sewerage – cemetery</td> <td>£25.70</td> </tr> <tr> <td>Int. Payment</td> <td>Clerk Expenses</td> <td>£67.06</td> </tr> <tr> <td>Int. Payment</td> <td>SLCC Annual Membership</td> <td>£149.00</td> </tr> <tr> <td>Int. Payment</td> <td>Reimburse Clerk for dog poo bag dispensers</td> <td>£393.60</td> </tr> <tr> <td>Int. Payment</td> <td>Countrywide Grounds Maintenance – grass cutting</td> <td>£740.76</td> </tr> <tr> <td>Int. Payment</td> <td>ERYC – payment for agricultural allotment rental</td> <td>£598.50</td> </tr> </table>	Int. Payment	Despatch Pest Control – cemetery rabbit control	£100.00	Int. Payment	Clerk Salary	£1075.97	Int. Payment	HMRC Tax & NI	£214.68	Int. Payment	East Riding Pension Fund	£424.15	Int. Payment	Church Rooms – room hire charges	£150.00	Int. Payment	Yorkshire Water – water and sewerage – cemetery	£25.70	Int. Payment	Clerk Expenses	£67.06	Int. Payment	SLCC Annual Membership	£149.00	Int. Payment	Reimburse Clerk for dog poo bag dispensers	£393.60	Int. Payment	Countrywide Grounds Maintenance – grass cutting	£740.76	Int. Payment	ERYC – payment for agricultural allotment rental	£598.50	Clerk
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6	<p>PLANNING</p> <p>6.1 Notices of Decision</p> <p>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) – planning permission refused.</p> <p>6.2 Planning Applications</p> <p>None received</p>	Clerk																																	
7	<p>CYCLE PATH OR FOOTPATH BETWEEN SOUTH CAVE AND MARKET WEIGHTON</p> <p>Cllr. Openshaw explained South Cave Parish Council’s wish for a concerted campaign to create a cycle path along the A1034, for which they hoped to have the support of Newbald and Sancton Parish Councils. Support would involve writing letters to key authorities, as advised by South Cave Parish Council.</p>																																		

	<i>Resolved:</i> that NPC supports the proposal.	Clerk
8	HIGHWAY MATTERS	
8.1	<p>Poor state of Beverley Road</p> <p>Cllr. Clarke expressed concerns about the state of Beverley Road from the end of Eastgate up to the pet cemetery.</p> <p><i>Resolved:</i> that the Clerk writes to ERYC Highways and asks them to take a look with a view to resolving the problem.</p>	
8.2	<p>Traffic Concerns</p> <p>Members discussed their and residents' concerns about overly fast traffic, including cars, bicycles, traversing Burgate, Eastgate, Galegate and Westgate, as well as heavy goods vehicles using the village as a cut through.</p> <p><i>Resolved:</i> that the Clerk writes to ERYC asking them whether it would be possible for speed traps to be set up in the village.</p>	
8.3	<p>Inconsistent Grass Cutting</p> <p>The Clerk said she had already approached ERYC to enquire as to why the grass on the verges that surrounded the Green was not cut as frequently as the Green itself. To date she had not received a reply.</p> <p>No further action was felt to be necessary until a reply was received.</p>	
9	BECK FLOOD RISK	
	<p>The Clerk said she had received a quote of £200 from the Yorkshire Wildlife Trust to undertake a survey of the beck to ascertain where and how vegetation may be impeding the flow of the beck.</p> <p>Members felt that it was not necessary to pay for the survey as it was clear to see where there were blockages in the beck. Given that clearance work was already scheduled on The Mires and other parts of the beck seemed to be flowing ok, despite the vegetation, Members did not feel at this point in time that it was necessary to take any action.</p> <p>Concern was again raised about the blockage by the bridge. The Clerk said she would find out the latest information about the dispute between ERYC and residents as to who is responsible for its maintenance.</p>	Clerk
10	WORK IDENTIFIED BY APRIL 2016 SAFETY REPORTS	
	<p>Members agreed that there was no action that could be taken to make the access point to New House across the Green any safer than it already is.</p>	

11	<p>VILLAGE HALL</p> <p>Cllr. Openshaw outlined the extensive work behind the scenes that was currently going on at the Village Hall. Three architects were currently being considered for the proposed extension. He said the AGM was scheduled for October 18th, which may see new trustees being appointed.</p> <p>No decisions were felt to be necessary at this point in time.</p>	
12	<p>FORMER CHARITY FUNDS</p> <p>With Cllrs. O’Sullivan and Huntington being away, further discussions about ideas muted before were not possible.</p> <p>Also no-one had any further ideas about how the money could be used.</p> <p>It was agreed that this should be taken off the agenda until the New Year.</p>	
13	<p>ROLL OUT OF SUPERFAST BROADBAND</p> <p>The Clerk said she had heard nothing more following the email that had been forwarded to all Councillors, though she had asked for an update.</p> <p>Both the Clerk and some Councillors said that they were being frequently asked about this by residents.</p>	
14	<p>SOBER HILL WIND FARM FUND</p> <p>14.1 Administration Fee</p> <p><i>Resolved:</i></p> <ul style="list-style-type: none"> i. that NPC should charge an administration fee of 10% starting this financial year ii. that an equivalent amount should be added to the general grants fund <p>14.2 Grant Payment</p> <p>Members considered whether to only part pay grants at the start of the project, while paying the final amount at the end of the grant period.</p> <p><i>Resolved:</i></p> <ul style="list-style-type: none"> i. that the Parish Council reserves the right to only pay half or more of the grant at the start of the project and the rest at the end, but that it will decide this on a case by case basis. ii. That words to this effect are added to the application guidelines for the next round of funding <p>14.3 Match Funding</p> <p>Members considered whether they felt it was appropriate to stipulate a certain level of match funding for applications to the Sober Hill Wind Farm Fund.</p>	<p>Clerk</p> <p>Clerk</p>

	<p>Resolved:</p> <ul style="list-style-type: none"> i. that each project is judged on a case by case basis. ii. That the application guidelines are changed to stipulate that 25% match funding would be preferred but reasons for not being able to do so will be taken into consideration. 	Clerk
15	<p>GARDEN OF REMEMBRANCE</p> <p>The Clerk said she had not yet received the quote.</p>	
16	<p>EVENTS THAT TAKE PLACE ON THE GREEN</p> <p>Resolved: that each application should be considered individually.</p>	
17	<p>EVENT SIGNAGE</p> <p>The Clerk said she had already included a polite notice in the forthcoming newsletter about this.</p> <p>It was agreed that she would also send an email out on the subject to those groups/people that were most likely to advertise events.</p>	
18	<p>DOG POO BAG DISPENSERS</p> <p>Resolved:</p> <ul style="list-style-type: none"> i. that, while the Parish Council is happy to buy replacement dog poo bags, that Poo Busters should monitor the dispensers and refill them when necessary. ii. that Poo Busters should undertake a review of how well they are being used and report back to Council in the New Year. 	Clerk
19	<p>RISK ASSESSMENT AND MANAGEMENT</p> <p>The Clerk tabled a revised and updated risk assessment and management document.</p> <p>Resolved: that the document is approved (See Appendix 1).</p>	
20	<p>SLCC ANNUAL TRAINING & DEVELOPMENT SEMINAR</p> <p>Resolved: that the Clerk attends the seminar on 2 November in Wakefield.</p>	Clerk
21	<p>GARDEN ALLOTMENTS</p> <p>Members discussed the idea put forward by some residents that NPC could acquire some land to create garden allotments. Having only just recently looked into the feasibility of providing allotments, it was not felt that that was an appropriate way forward.</p> <p>They went on to discuss the suggestion that residents could offer parts of their private gardens to residents for use as allotments.</p> <p>It was agreed that if there was a way to set this up so that it did not become NPC's job to administer it, this idea could be promoted in the newsletter. Cllr. Clarke said she</p>	

	would go back to the residents that had raised the subject with her and see what they thought.	
22	ERYC COUNCILLORS None present	
23	INFORMATION EXCHANGE None	
24	CORRESPONDENCE 1) Thank you letter – letter dated 2 August 2016 received from Mr Messer thanking the Parish Council for the work done to the churchyard trees 2) Prescribing Campaign – letter dated 28 July from the NHS East Riding of Yorkshire Clinical Commissioning Group asking for support in their campaign to encourage people to buy paracetamol over the counter rather than getting it on prescription.	Noted Noted

Meeting finished at 9.15pm

APPENDIX 1**NEWBALD PARISH COUNCIL****RISK ASSESSMENT AND MANAGEMENT 2016 (September 2016)**

Area	Risk	Level	Control
Assets	<p>Protection of physical assets:</p> <p>Benches around Parish</p> <p>Litter bins</p> <p>1 notice board</p> <p>Cemetery</p> <p>War Memorial</p> <p>Village Hall</p> <p>Centenary Bench</p> <p>Defibrillator</p>	L	<p>Assets insured.</p> <p>Public liability/indemnity is covered by the Parish Council Insurance for all benches, notice board, defibrillator, 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 £8608.17, coming under the category of 'Street furniture' in the Parish Council insurance.</p> <p>The War Memorial is covered up to £17,866.09.</p> <p>The centenary bench is covered up to £4,000.</p> <p>The defibrillator is covered up to £2,060.40</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 £1,048.00 against damage and theft.</p>
	Maintenance of buildings etc		The Village Hall is managed and looked after by the Village Hall Management Committee.
Liability	Risk to third party, property or individuals	M	Public & Products Liability Insurance in place.

	<p>Benches</p> <p>Churchyard</p> <p>Cemetery</p> <p>The Green/The Mires</p> <p>The Becksies</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>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 2016. 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 2016. All urgent 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 April 2016. All urgent 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>
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	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	<p>Clerk clarifies legal position on new proposals.</p> <p>Councillors encouraged to read Good Councillors Guide.</p> <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 **5 September 2016**.

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