

NEWBALD PARISH COUNCIL

MINUTES OF THE MEETING OF NEWBALD PARISH COUNCIL HELD AT NEWBALD SCHOOL ON 5 DECEMBER 2016 AT 7.30PM

Present: Councillors E. Huntington (acting Chair) J. Barrett, J. Howard, G. Lewis, E. Openshaw, B. Smith, P. Weatherstone

In attendance: Suzanne Smith (Clerk to the Council)

1	<p>PUBLIC FORUM</p> <p>Jenni Howard, Chairman of the Village Hall Committee came to speak to Item 10 – Village Hall.</p> <p>Jenni said that the Village Hall Management Committee (VHMC) was struggling to get quotes for phase 1, which meant that they would be unable to meet the February deadline for applying to WREN for funding. Consequently, they would not be coming to Sober Hill Wind Farm for match funding for the WREN application by the deadline of 2 January, instead it would be the NPC meeting on 7th April. That way they would be ready for the next WREN deadline of May 24th.</p> <p>In terms of match funding for the WREN application, she estimated that the VHMC would need in the region of 10-15% of £50,000 for Phase 1.</p> <p>Jenni said that the planning application for Phase 2 had been submitted to ERYC. ERYC were going to establish whether or not the application needed permission from the Secretary of State.</p> <p>The VHMC would be submitting an application to the Sober Hill Wind Farm Fund by the next deadline of 2 January and that would include a claim for half of the cost of submitting the planning application for Phase 2.</p> <p>Jenni said that the VHMC was also looking at applying to many other funders.</p>	
2	<p>APOLOGIES FOR ABSENCE</p> <p>Cllr. G. Steward – away on business Cllr. B. Clarke – away with work Cllr. M. Joshi – resigned today Cllr. B. O’Sullivan- detained last minute</p>	
3	<p>DECLARATIONS OF INTEREST IN ACCORDANCE WITH THE CODE OF CONDUCT</p> <p>3.1 Declarations of Interest</p> <p>Cllr. Openshaw – item 10 – non pecuniary Cllr. Howard – item 10 – non pecuniary Cllr. Lewis – item 10 – non pecuniary</p> <p>3.2 Dispensations – None</p>	

4	<p>APPROVAL OF MINUTES</p> <p><i>Resolved:</i> that the minutes of the meeting held on 7 November 2016 are signed as a correct record.</p>																															
5	<p>FINANCE</p> <p>5.1 Budget and Precept for 2017/18</p> <p>The Clerk tabled a budget proposal that had been prepared by herself, Cllr. Steward (Chairman) and Cllr. O’Sullivan (Vice Chairman)</p> <p><i>Resolved:</i> that the budget for 2017-18 is approved (see Appendix 1) and a precept of £29,503.10 is raised for the financial year 2017-18. (Cllr. Howard abstained)</p> <p>5.2 NPFA Contribution to 2016 Playing Field Grass Cutting Costs</p> <p>The Clerk asked Council to consider whether NPFA should be charged for half of the grass cutting costs for 2016 or only one quarter. This was because the cutting costs for the Playing Field were much higher this year and paying half would in effect double the NPFA’s contribution compared to previous years.</p> <p><i>Resolved:</i> that NPFA is only required to pay one quarter of the grass cutting costs for the Playing Field, namely £360.01. (Cllr. Weatherstone abstained).</p> <p>5.4 Newbald Young People’s Project Application for Funding</p> <p>It was agreed that before a decision is made on this, representatives from NYPP should be invited to come to a Parish Council meeting so that Members have an opportunity to find out more about how the charity is run and its financial position so the Council is best placed to know how to help.</p> <p>5.5 Appointment of Member to Verify Bank Reconciliations</p> <p><i>Resolved:</i> that John Howard is appointed to carry out this duty on behalf of the Parish Council.</p> <p>5.6 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="288 1666 1278 2002"> <tr> <td>Chq.300004</td> <td>Training & Networking Event – South Cave</td> <td>£10.00</td> </tr> <tr> <td>Int. Payment</td> <td>K F Supplies – stone for memorial bench</td> <td>£48.00</td> </tr> <tr> <td>Int. Payment</td> <td>ERYC – street lighting in Newbald</td> <td>£1,642.97</td> </tr> <tr> <td>Int. Payment</td> <td>Clerk Salary</td> <td>£1,075.97</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>Clerk Expenses – November 2016</td> <td>£40.98</td> </tr> <tr> <td>Int. Payment</td> <td>Printing of newsletter</td> <td>£69.00</td> </tr> <tr> <td></td> <td>Int. Payment</td> <td>£740.76</td> </tr> <tr> <td>Int Payment</td> <td>Renewal of Parish Council insurance</td> <td>£383.60</td> </tr> </table>	Chq.300004	Training & Networking Event – South Cave	£10.00	Int. Payment	K F Supplies – stone for memorial bench	£48.00	Int. Payment	ERYC – street lighting in Newbald	£1,642.97	Int. Payment	Clerk Salary	£1,075.97	Int. Payment	HMRC Tax & NI	£214.68	Int. Payment	East Riding Pension Fund	£424.15	Int. Payment	Clerk Expenses – November 2016	£40.98	Int. Payment	Printing of newsletter	£69.00		Int. Payment	£740.76	Int Payment	Renewal of Parish Council insurance	£383.60	
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<p>6</p> <p>6.1</p> <p>6.2</p> <p>6.2.1</p> <p>6.2.2</p> <p>6.2.3</p>	<p>PLANNING</p> <p>Notices of Decision - None</p> <p>Planning Applications</p> <p>16/01568/VAR – Variation of condition 1 (holiday occupation only) on application 08/03411/VAR to allow for holiday occupation and short term business employment letting only – Red House Farm, Beverley Road - appeal to the Planning Inspectorate.</p> <p>As the applicant had not attended to speak to the application and a decision had been reached at the previous meeting, it was agreed that this would not be discussed again.</p> <p>The East Riding of Yorkshire (Newbald Byway Open to All Traffic No. 12 – Definitive Map and Statement Modification Order 2016 – Cliffe Road.</p> <p>Resolved: that NPC does not make any further comment on the Order.</p> <p>No other planning applications were received.</p>	
<p>7</p>	<p>RATTEN ROW</p> <p>Cllr. Huntington said that she and the Clerk had met with John Hannah, Head of Highways at ERYC to discuss the possibility of introducing a one way system on Ratten Row to improve safety. Mr Hannah had said that unless there was actually an accident on the stretch of road, the idea would not be a high enough priority to receive funding during these austere times.</p> <p>He did commit to watching and taking note of the traffic flow at different times of the day to see if he could anticipate a problem with the safety of the road when cars meet from opposite directions. However, as stands, he does not feel that there is one.</p>	
<p>8</p>	<p>BECK FLOOD RISK</p> <p>Cllr. Huntington said that she and the Clerk had shown Mr Hannah the bridge over the beck from Eastgate to The Old Byres. Part of the bridge was significantly damaged and could be pressed down with your foot. While Mr Hannah said he would not drive his car over the damaged bit, he was confident that the rest of the bridge was OK.</p> <p>There did not appear to be any problem with water backing up in the beck on the day of the visit; it was flowing quite freely under the bridge.</p> <p>Mr Hannah reiterated that ERYC would not take action to repair the bridge and that discussions between ERYC and the residents of the Old Byres as to maintenance duties were ongoing.</p>	
<p>9</p>	<p>CHARITY MONEY</p> <p>Members considered a proposal that the charity money is split evenly between all the charities in the village. There was some debate about which of the charities in the village should receive the money, if not all.</p>	

	<p>While Members seemed supportive of the idea of the charities receiving the money, it was agreed to leave the final decision until January.</p>	
10	<p>VILLAGE HALL</p> <p>Cllr. Openshaw supplied some supplemental information about the Village Hall, namely that the tables and chairs paid for by the Sober Hill Wind Farm Fund had already arrived and the AV equipment was coming on 9 December.</p> <p>The hourly rate for using the Hall had risen to £10.50.</p> <p>Concern was expressed about the Post Office Service, which was currently not running due to the Postmaster being ill. The Postmaster was also unhappy to pay the new rate. It was agreed that supporting the Post Office in the Village Hall should be an agenda item for January.</p>	
11	<p>CHURCH ROOMS</p> <p>Members discussed whether the Clerk should spend any free time that she has helping the Church Rooms apply for funding.</p> <p>Resolved: that the Clerk should help the Church Rooms with fund raising.</p>	
12	<p>SUPERFAST BROADBAND</p> <p>The Clerk said she had been unable to get an official update in time for the printing of the newsletter from KCOM but would continue to press for one and would email Councillors with it as soon as she received it.</p>	
13	<p>NEIGHBOURHOOD WATCH</p> <p>Members discussed whether it would be a good idea for the Parish Council to set itself up as a coordinator for a Neighbourhood Watch in Newbald. This would involve it using its already established communication channels to disseminate relevant crime information to the village.</p> <p>It was agreed that it would be helpful to invite the Community and Crime Reduction Resilience Officer for East Riding Council to NPC's February meeting so that she could explain more about the scheme and enable NPC to make an informed decision about whether to get involved.</p>	
14	<p>CEMETERY</p> <p>The Clerk said that the relative of a person who had recently been buried in the cemetery had offered to buy a tree and arrange for it to be planted in the cemetery. Ms Pynegar had suggested that an Irish Yew might be appropriate.</p> <p>Resolved:</p> <ol style="list-style-type: none"> i. that NPC takes Ms Pynegar up on her kind offer and asks her for a yellow Irish Yew ii. that Cllrs. Huntington and Smith meet with the Clerk to determine where to plant the tree 	

15	CYCLE PATH OR FOOTPATH BETWEEN SOUTH CAVE AND MARKET WEIGHTON Nothing further had yet been heard about this.	
16	ERYC COUNCILLORS None in attendance.	
17	INFORMATION EXCHANGE 17.1 Members expressed concern about parking on the grass verges on Eastgate. It was agreed that this should go on January's agenda. 17.2 Cllr. Openshaw said that he had been informed that the entrance to Church would go ahead in the New Year. 17.3 Cllr. Huntington commented on how tidy Co-op corner (Galegate/Eastgate corner) was since Mrs Levitt had taken an interest in maintaining it. It was suggested it would be a good idea for the Clerk to write a letter of thanks.	

Meeting finished at 9.00pm

APPENDIX 1 – FINAL BUDGET FOR 2017/18

	2016/17 Budget	2016/17 Probable Actual	2017/18 Budget	Budget Variances 2016-17	
Expenditure					
Village Maintenance	£700.00	£880.00	£750.00	£180.00	Probable actual for 2016/17 includes spend on bench and noticeboard restoration (already spent) and spend on clearance of beck (already committed but not invoiced). It assumes no further maintenance work will take place this year. Budget for 2017-18 assumes we will pay for Beck clearance ONLY ON MRES again (250) and further maintenance costs of £500 for anything thrown up by health & safety reports
Winter maintenance	£1,000.00	£400.00	£400.00	-£600.00	Assumes we will spend £400 on winter maintenance in 2016-17. This is the residue £400 from the grant 6.5 years ago. £400 for 2017-18 will cover us in the event of a harsh winter. We already have grit in storage.
Cemetery	£661.94	£661.21	£3,924.43	-£0.73	Allows for further spend on Pest control in this financial year 2015-16(£100) and water/sewerage rates for rest of year. Budget for 2017-18 assumes no big further spend on cemetery, just normal maintenance and 2% inflation. Budget of £3,250 for the Garden of Remembrance
Churchyard	£500.00	£740.00	£500.00	£240.00	Gone over budget for 2016-17 because of tree work. Assumes no further spend in this financial year 2016-17. Budget for 2017-18 assumes no big expenditure on churchyard - £500 allocated for general maintenance.
Clock	£142.80	£155.00	£158.10	£12.20	Have only spent on the service of the clock which is £155, no further spend anticipated. (Supplier put their prices up this year so gone slightly over 2016-17 budget). Budget for 2017-18 anticipates that the only spend on the clock will be the service and allows for 2% inflation on those prices.
Grass Cutting (Cemetery & Churchyd)	£5,600.00	£3,008.67	£3,600.00	-£2,591.33	Budget based on assumption that we will pay a similar amount per cut for the next year but that we will need some extra cuts
Playing Fields	£362.12	£1,077.92	£1,099.48	£715.80	In 2016-17, we had to use a different contractor as our normal very good value one stopped working. Their price was higher (but comparable to other suppliers). While we paid more for the Playing Field, we paid less for the cemetery and churchyard. Spend for 2016-17 assumes that NPC will pay 3/4 of the Playing Field grass cutting costs. The budget for 2017-17 also assumes that NPC will pay 3/4 of the grass cutting fees rather than the usual 1/2.
Clerk	£15,894.62	£20,169.17	£21,387.50	£4,274.55	In 2016-17, we have gone considerably over budget because at the time of preparing the budget last year, we had not yet made the decision to enrol the clerk on the pension scheme in the 2016-17 year. Budget for 2017-18 based on actual cost including pay increase scheduled for April 2017. (HMRC tax and NI rates may vary and change this slightly).
Administration	£4,592.95	£4,592.95	£4,684.81	£0.00	Assumes that we will stay in budget for administration this year. Budget for 2016-17 is this year's probable actual spend with allowance for 2% inflationary rises
Training	£250.00	£59.50	£250.00	-£190.50	Total of £59.50 allows for training already agreed upon by Council for Clerk plus one more scheduled for December 2016. Budget for next year is for training for Councillors and the Clerk
Street lighting	£4,381.39	£1,922.19	£1,960.63	-£2,459.20	This year (2016-17) we budgeted £2,500 for heritage street lights - assumption is we will not spend this. Budget for 2017-18 is for anticipated actual Street Lighting bill with allowance for 2% inflation. No money allowed in budget for 2017-18 for new street lights.
Election Expenses	£0.00	£0.00	£0.00	£0.00	No election expenses incurred in 2016-2017. Does not allow a budget for 2017-18 - In the unlikely event that an election is called, this can come out of the contingency fund.
Legal Fees	£4,000.00	£0.00	£0.00	-£4,000.00	Does not allow for any spend on legal fees this year. Assumes we will not spend any money on legal fees in 2017/18
Grants/Donations	£500.00	£3,160.00	£3,160.00	£2,660.00	Assumes that we will donate about £500 before the end of the financial year AND the money that we intend to claim from the Sober Hill Wind Farm Fund this financial year (£2,600). So far we have donated £350.00 to Church Rooms. For 2017-18 we have allocated a further £500 AND the money we intend to claim from the Sober Hill Wind Farm Fund next financial year (£2660)

APPENDIX 1 – FINAL BUDGET FOR 2017/18 (continued)

Centenary Bench Project	£0.00	£0.00	£0.00	N/A	Assumes no further spending this financial year or next
Contingency Fund	£3,000.00	£370.70	£3,000.00	£-2,629.30	Spent £328.00 and £42.70 on dog poo bag dispensers this financial year. Assumes no more contingency spend. £3000 kept in reserve for any eventualities in 2017/18
New Allotments	£2,000.00	£0.00	£0.00	£-2,000.00	The budget for 2016-17 assumed that we will spend £2,000 on new allotments but this now seems highly unlikely so have assumed there will be no spend this financial year. The budget for 2017-18 does not allow any spend for new allotments.
Village Hall	£5,000.00	£0.00	£5,000.00	£-5,000.00	Assumes no spend on the Village Hall from Parish Council funds this financial year. Allows for match funding spend of £5000 for Village Hall in 2017-18
Capital acquisitions	£1,500.00	£0.00	£0.00	£-1,500.00	This financial year we allowed for the acquisition of co-op corner and/or the land at the back of the Village Hall in the budget but the assumption is this will not happen. The budget for 2017-18 assumes we will not seek to acquire assets in the year 2017-18.
GROSS EXPENDITURE	£50,085.82	£37,197.31	£49,874.96		
Income					
Cemetery	£1,000.00	£1,000.00	£1,000.00	£0.00	Assumes about £1000 worth of income in cemetery this year and next. This figure is very hard to predict as it varies a lot year on year
Allotments	£292.00	£292.00	£292.00	£0.00	Now that we have put the prices up, we are getting an income from the allotments rather than just meeting our expenses. This will continue assuming ERYC does not put its prices up.
Interest	£2.00	£14.40	£14.40	£12.40	
Other	£0.00	£334.00		£334.00	
10% Sober Fund for Adminis	£0.00	£2,660.00	£2,713.20	£2,660.00	
GROSS INCOME	£1,294.00	£4,300.40	£4,019.60		
Key					
NET EXPENDITURE	£48,791.82	£32,896.91	£45,855.36		Red figures = predicted budget overspends in current year 2016-17
					Purple figures = where proposed budget has gone up for 2017-18 compared to 2016 -2017
					Green text = explanations which relate to predicted spend/income in current year 2016-17
					Blue text = relates to budgeted spend in 2017 - 2018
Estimated total net expenditure			£45,855.36		
Add for working balance			£1,500.00		
			£47,355.36		
Less useable expected balance at 31 March 2017			£29,316.09		
(NB Expected balance does not include charity money of £6,874.72 or residue of Sober Wind Farm Money)					
					2016-2017 Precept
					Band D for 2016-2017
					Taxbase Band D for 2017-18 (Not yet confirmed)
					Band D for 2017-2018
					2017-18 - % Rise in actual precept on last year
					2017-18 - % Rise in Band D charge on last year
Add back reserves - 3 months running costs (as advised at Financial conference)			£11,463.84		
			Precept = £29,503.10		
Note: assumes Newbald will not receive any Council Tax Support Funding					
Don't forget we still have about £3,565 in another savings account					