

NEWBALD PARISH COUNCIL

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

Present: Councillors G. Steward (Chairman), B. O’Sullivan (Vice Chairman), J. Barrett, S. Dongray-Burke, J. Howard, E. Huntington, G. Lewis, E. Openshaw, B. Smith, P. Weatherstone

In attendance: Suzanne Smith (Clerk to the Council), Mr Clive Bolton

Finished: 9.31pm

1	ELECTION OF OFFICERS		
	1	Chairman	Cllr. Steward
	2	Vice Chairman	Cllr. O’Sullivan
	3	The Prattwood Charity	Cllrs. Barrett, Steward & Huntington
	6	Newbald Playing Field Association	Cllr. Smith
	8	Newbald Village Hall Management Committee	Cllr. Openshaw
	9	Newbald Young People’s Project	Cllr. Clarke
	9	Becksies Management Committee	Members felt it was unnecessary to appoint a representative
2	APOLOGIES		
	Cllr. B. Clarke – away with work		
3	DECLARATIONS OF INTEREST IN ACCORDANCE WITH THE CODE OF CONDUCT		
3.1	Interests		
	Cllr. E. Openshaw – items 13, 10-2) – non pecuniary		
	Cllr. J. Howard – items 13, 10-2)– non pecuniary		
	Cllr. G. Lewis – items 13, 10-2)– non pecuniary		
	The Clerk – item 10-6) - pecuniary		
3.2	Dispensations		
	None.		
4	PUBLIC FORUM		
	Mr Bolton asked if there had been any report back from ERYC in relation to the visit by the conservation officer to see the beck outside Pear Tree Cottage. The Clerk said she had not yet received it, but would chase it up.		
	She said that the Conservation Officer had said on the day that he was of the		

	<p>opinion that the voles could be managed by removing the roots of the plant which they are feeding on. This would limit further damage to that section of the beck, though they would then move on elsewhere.</p> <p>Mr Bolton mentioned many occasions when ERYC had used the beck as a drain for the Highway, which he felt meant that they had a responsibility to maintain it.</p> <p>Mr Bolton questioned whether anything had been done about the loss of the recycling bins in the Village Hall car park.</p> <p>Cllr. Openshaw said that the Village Hall Management Committee had looked at alternative suppliers, but they would require the Village Hall to pay to have them, whereas at the moment the recycling bins were a source of income.</p>	
5	<p>ANNUAL PARISH MEETING</p> <p>No matters had been raised.</p>	
6	<p>APPROVAL OF MINUTES OF MEETINGS OF NEWBALD PARISH COUNCIL</p> <p><i>Resolved:</i> that the minutes of the meeting of Newbald Parish Council held on 4 April 2017 are approved and signed as a correct record.</p>	
7	<p>REVIEW OF INVENTORY OF LAND AND ASSETS</p> <p>The Clerk tabled the current inventory (updated for 2017).</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>	Clerk
8	<p>REVIEW OF THE STRUCTURE, ORGANISATION AND PROCEDURES OF THE COUNCIL</p> <p>8.1 Delegation Arrangements to the Clerk</p> <p><i>Resolved:</i> that the current scheme of delegation does not need to be updated</p> <p>8.2 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>8.3 Financial Regulations</p> <p>Members reviewed the Financial Regulations and</p> <p><i>Resolved:</i> that the Financial Regulations do not need to change.</p>	

9	REVIEW OF WORK WITH EXTERNAL BODIES	
9.1	Charity Reports	
9.1.1	<u>Prattwood</u>	
	Cllr. Barrett reported that there was £186 in the current account. At the end of the year, £180 will be handed over to the school for each class to buy prizes.	
9.1.2	<u>Newbald Village Hall Management Committee (VHMC) Report</u>	
	Cllr. Openshaw reported on the very significant progress being made at the Village Hall.	
	The consultation held at the drop-in day in June 2016 had led to a programme of both short term and long term projects.	
	The AV system was installed in December 2016. This had opened the door to a whole new entertainment programme, supported by an optimised social media campaign.	
	A decision on the funding application for the phase 1 project – improvement to the toilets and heating – will be given in July. If it is approved, work can commence on 6 September.	
	The planning permission for Phase 2 – building development to create a community room and storage – has already been granted.	
	VHMC has gained Village Hall Management Certification Hallmark Level 1. It has also established a Finance sub-committee.	
	Cllr Openshaw recognised the essential hard work going on behind the scenes.	
9.1.3	<u>Becksies Management Committee Report</u>	
	The Clerk said that everything was still running smoothly in terms of Yorkshire Wildlife Trust’s management of the Becksies.	
9.1.4	<u>Newbald Playing Field Association (NPFA)</u>	
	Cllr. O’Sullivan reported that in 2016-17, the gala raised £1,850, the Race night £1,000 and Carols on the Green £242.	
	NPFA had also had a very successful year when it came to applying for grants, with a total of £19,148 coming from Tesco and the Sober Hill Wind Farm Community Benefit Fund. The money raised has been used to finalise the total regeneration of the playground, from the original set of worn out wooden equipment to a fully kitted out modern facility, which is a great asset to the Newbald community.	
	The Chairman, Phil Grimes, resigned at the AGM and some new people joined the committee.	

<p>9.1.5</p> <p>9.1.6</p>	<p><u>Newbald Young People’s Project Report (NYPP)</u></p> <p>As the NYPP representative, Cllr. Becky Clarke, was not at the meeting and NYPP was on the agenda for later discussion, no report was given at this time.</p> <p><u>Sancton Hill Community Benefit Fund Committee Report</u></p> <p>The Chairman said that there was an open meeting scheduled for July, but otherwise there was not much happening with the fund at present.</p>	
<p>10</p> <p>10.1</p> <p>10.2</p> <p>10.3</p> <p>10.4</p> <p>10.5</p> <p>10.6</p>	<p>FINANCE</p> <p>Year End Report for the Financial Year of 1 April 2016 – 31 March 2017</p> <p>The Clerk tabled a financial report for Members to consider, which would form part of the documents submitted with the Annual Return.</p> <p>Urgent Decision Procedures</p> <p>The Clerk tabled two urgent decision procedures (UDPs) for approval:</p> <ol style="list-style-type: none"> 1) UDP to allow the Clerk to take action on behalf of Galegate residents 2) UDP to amend one of the Sober Hill Wind Farm Community Benefit Fund grants to the Village Hall <p>Resolved: that the use of the Urgent Decision Procedure on both of the above occasions is approved (see Appendix 1).</p> <p>Review of the Effectiveness of Internal Control</p> <p>Resolved: that a review of the effectiveness of Internal Control will be carried out by Cllrs. Howard and Dongray-Burke, in consultation with the Clerk.</p> <p>Governance Statements and Annual Return for 2016-17</p> <p>Resolved: that Cllrs. Dongray-Burke and Howard, together with the Clerk, will assess how well the Council meets each Governance statement and come back with a recommendation to Council at its June meeting.</p> <p>Appointment of Internal Auditor for the year 2016-2017</p> <p>Resolved: that Alan Johnson is appointed as Internal Auditor for the year 2017-2018.</p> <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>Resolved: that NPC approves the Clerk’s annual incremental pay rise.</p>	<p>Clerk, Cllr. Howard, Cllr. Dongray-Burke</p> <p>Clerk</p>

<p>10.7</p> <p>10.8</p>	<p>Breakdown of Budget into Nominal Codes</p> <p><i>Resolved:</i></p> <ol style="list-style-type: none"> 1) that Cllrs. Howard and Dongray-Burke meet with the Clerk to discuss how the Rialtas software should be set up 2) that the Clerk is given delegated authority, where necessary, to break down the existing 2017-18 budget to nominal code level in order to facilitate the setting up of the new software. The 2017-18 budget, as originally determined by NPC, will remain unchanged. <p>Payments</p> <p>In line with financial regulations, the payments in the table below were approved or noted.</p> <table border="0" style="width: 100%;"> <tr> <td style="padding-left: 40px;">Int. Payment</td> <td>Pockit card top-up (=internal transfer)</td> <td style="text-align: right;">£300</td> </tr> <tr> <td style="padding-left: 40px;">Int. Payment</td> <td>Clerk salary</td> <td style="text-align: right;">£1,117.68</td> </tr> <tr> <td style="padding-left: 40px;">Int. Payment</td> <td>HMRC – Tax & NI</td> <td style="text-align: right;">£227.89</td> </tr> <tr> <td style="padding-left: 40px;">Int. Payment</td> <td>ERPF Pension Contribution</td> <td style="text-align: right;">£414.39</td> </tr> <tr> <td style="padding-left: 40px;">Int. Payment</td> <td>ERNLLCA Professional membership</td> <td style="text-align: right;">£489.18</td> </tr> <tr> <td style="padding-left: 40px;">Int. Payment</td> <td>YWT – Beck clearance – Mires</td> <td style="text-align: right;">£300.00</td> </tr> <tr> <td style="padding-left: 40px;">Int. Payment</td> <td>Yorkshire Water – water and sewerage for the cemetery</td> <td style="text-align: right;">£30.18</td> </tr> <tr> <td style="padding-left: 40px;">Int. Payment</td> <td>Dispatch Pest Control – pest control in cemetery</td> <td style="text-align: right;">£100.00</td> </tr> <tr> <td style="padding-left: 40px;">Int. Payment</td> <td>Clerk Expenses</td> <td style="text-align: right;">£50.75</td> </tr> <tr> <td style="padding-left: 40px;">Int. Payment</td> <td>Countrywide – grass cutting</td> <td style="text-align: right;">£987.48</td> </tr> </table> <p>Clerk to arrange payment.</p>	Int. Payment	Pockit card top-up (=internal transfer)	£300	Int. Payment	Clerk salary	£1,117.68	Int. Payment	HMRC – Tax & NI	£227.89	Int. Payment	ERPF Pension Contribution	£414.39	Int. Payment	ERNLLCA Professional membership	£489.18	Int. Payment	YWT – Beck clearance – Mires	£300.00	Int. Payment	Yorkshire Water – water and sewerage for the cemetery	£30.18	Int. Payment	Dispatch Pest Control – pest control in cemetery	£100.00	Int. Payment	Clerk Expenses	£50.75	Int. Payment	Countrywide – grass cutting	£987.48	<p>Clerk</p>
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<p>11</p> <p>11.1</p> <p>11.1.1</p> <p>11.1.2</p> <p>11.1.3</p> <p>11.1.4</p>	<p>PLANNING</p> <p>Notices of Decisions</p> <p>17/00328/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 (Re-submission of 16/01276/OUT) – Land West of Moor Farm, Cliffe Road – planning permission granted.</p> <p>Members expressed their disappointment at the decision and agreed that they would like to take ERYC Planning Officer Edwin Maund up on his offer to come to the next meeting to explain how ERYC takes parish councils’ comments into account when assessing planning applications.</p> <p>17/00328/PLF – Erection of general purpose agricultural building following demolition of existing buildings – Humberside Farmers Ltd, Newbald Lodge, Newbald Lodge Road - planning permission granted.</p> <p>17/00578/PLF – Erection of two storey extension to the side and alterations to existing porch – 12 Woldgate - planning permission granted.</p> <p>17/00317/PLF – Construction of vehicular access onto agricultural field – Land North of Sands Top Cemetery, Sands Top – planning permission granted (for agricultural vehicles only).</p>	<p>Clerk</p>																														

<p>11.2</p> <p>11.2.1</p> <p>11.2.2</p>	<p>Planning Applications</p> <p>17/00677/PLF – Listed building consent for replacement windows, construction of wall to first floor to form fire escape route, new doors to replace existing, new floor finishes to bar area, installation of new louver shutters to existing front elevation windows, display of illuminated hanging sign, repaint existing external signage and retrospective application for existing windows, works to internal stone wall and timber panelling – The Tiger Inn, The Green.</p> <p><i>Resolved:</i> that NPC has no observations to make on this planning application.</p> <p>No other planning applications were received.</p>	<p>Clerk</p>
<p>12</p> <p>12.1</p> <p>12.2</p>	<p>NEWBALD YOUNG PEOPLE’S PROJECT (NYPP)</p> <p>Application to Sober Hill Wind Farm Community Benefit Fund</p> <p>The Clerk said the NYPP had now provided all the necessary receipts and quotes to support its application.</p> <p><i>Resolved</i> : that NPC grants NYPP the whole amount of £5,380.15 towards the project ‘Refresh and Renew’.</p> <p>Application to Newbald Parish Council</p> <p>Members were impressed with the report which NYPP had submitted to Council about its finances and future fundraising objectives.</p> <p>They did not feel it was the right time to give funding to NYPP as it still had a £9,000 in the bank and the possibility of securing funding from other sources.</p> <p>NPC felt it would be better to monitor the situation as the year went on and to work closely with NYPP via its NYPP representative, Cllr. Clarke.</p>	<p>Clerk</p> <p>Cllr. Clarke</p>
<p>13</p>	<p>NOTICE BOARD FOR NEWBALD VILLAGE HALL</p> <p>Cllr. Openshaw explained that the Village Hall Management Committee had decided it would like to purchase a slightly different notice board to the one approved at the last Parish Council meeting. This meant that, including VAT, the total cost had risen from the agreed £500 to £646.80.</p> <p><i>Resolved:</i> that NPC grants the increased amount of £646.80.</p>	<p>Clerk</p>
<p>14</p>	<p>NPC’S AGRICULTURAL HOLDINGS (FORMERLY REFERRED TO AS ALLOTMENTS)</p> <p>Members discussed the agricultural holdings that NPC currently rents out to tenants.</p> <p>Following the death of one of the tenants a couple of years back, it had proven impossible to advertise the plot, as required by law, because it did not exist in</p>	

	<p>reality – the holding was farmed along with three others as one large field.</p> <p>NPC had formerly agreed to merge the individual holdings into two large holdings, which would reflect the actual situation on the ground.</p> <p>On seeking permission for this from ERYC, the Clerk was informed that NPC would either have to seek expert advice and pay a minimum of hundreds of pounds for re-negotiated contracts for the land or relinquish its tenancy of the land (which would cost nothing).</p> <p>Given that the agricultural holdings provided an income of less than £300 a year, it was</p> <p>Resolved: that NPC should give the land back to ERYC (<i>The Chairman and Cllr. Huntington abstained</i>).</p>	Clerk
15	<p>MEETING ARRANGEMENTS</p> <p>Members discussed where and when to hold its future meetings. It was agreed that, now that it was available again, NPC should continue to use the school. Outside of term time, Members felt that it was best to make a decision on an ad-hoc basis.</p>	
16	<p>NEWSLETTER AND ANNUAL REPORT</p> <p>Resolved: that the Clerk is given delegated authority, in consultation with the Chairman, to produce the June newsletter and 2017 Annual Report.</p>	Chairman, Clerk
17	<p>REVIEW OF ALLOTMENT (AGRICULTURAL HOLDINGS) AND CEMETERY CHARGES</p> <p>Given the Council's decision to relinquish the agricultural holdings, Members did not consider those charges.</p> <p>The Clerk said that the current cemetery charges were still in keeping with other local cemeteries.</p> <p>Resolved: that the cemetery charges remain the same until the next review in May 2018.</p>	
18	<p>VILLAGE SAFETY, MAINTENANCE AND IMPROVEMENTS</p> <p>18.1 Speeding on Burgate</p> <p>Members discussed a serious accident that had taken place when a cyclist came off his bike after speeding down Burgate. They felt that, although ERYC had assessed the road before and come to the conclusion there was no speeding problem, the issue needed to be looked at again.</p> <p>Resolved: that NPC contacts the responsible department at ERYC and organises both an onsite meeting and for a representative to come to the next meeting.</p>	Clerk

18.2	<p>Sunken Bench on A1034</p> <p>Members discussed NPC's bench on the junction of the A1034 and Westgate, which appeared to have sunk quite significantly.</p> <p>The Clerk said she had spoken to Nick Reed about it and that he would not know how much it was likely to cost to raise it until he had dug it out.</p> <p>Resolved: that the Parish Council pays for it to be dug out and sees what can be done to resolve the problem.</p>	Clerk
18.3	<p>Stile on Newbald Footpath Number 1</p> <p>The Clerk said that Cllr. Clarke had received complaints about the stile leading from Newbald Playing Field towards South Newbald. It was not suitable for dogs; they have to be carried over.</p> <p>Resolved: that NPC asks ERYC if they can replace the stile with one that is dog friendly.</p>	Clerk
19	<p>SUPERFAST BROADBAND</p> <p>The Clerk said that, in view of the unexpected election, the planned meeting with the MP (now candidate) had been put on hold.</p> <p>Members felt that she should go ahead and give the results of the broadband survey to KCOM.</p>	Clerk
20	<p>ELECTRICITY SUPPLY FOR THE CHRISTMAS TREE</p> <p>The Clerk said that she had just that evening heard back from ERYC, who had informed her that the telephone box did not have an electrical supply to it and produced a map of cables to illustrate the point. Clearly this was a mistake, so the Clerk said she would continue to follow up on the matter and bring it back to the next meeting for consideration.</p>	Clerk
21	<p>FLY TIPPING AT HALL FARM</p> <p>The Chairman said that the Environment Agency had served the Trustees with an order to clear up the fly tipped rubbish at Hall Farm within 60 days.</p> <p>Given the order was made 23 days ago, the rubbish should be gone within a month or so.</p>	
22	<p>COMMUNITY PAYBACK</p> <p>The Clerk said that she had received an apology for the delay in responding to NPC's request for work under the Community Payback scheme. This work was still possible but it would take a while for the team to get round to it due to the large backlog they had. They also needed confirmation that the work areas were within 30mph zone and that NPC would be prepared to pay for the foliage and litter to be removed afterwards.</p>	

	Resolved: that NPC would like to wait for the work to be carried out and could provide the assurances required.	Clerk
23	ERYC COUNTY COUNCILLORS - None in attendance.	
24	<p>INFORMATION EXCHANGE</p> <p>Cllr. O’Sullivan noted that the cows had escaped from the Becksies and questioned whether they would be returning there. The Clerk said she would make some enquiries about it.</p> <p>Cllr. Huntington said that her husband had managed to access the notice board under the lime trees next to The Green and had replaced the anti-tamper lock with one that could be opened with a screw driver. It was agreed that Members would discuss how the notice board should be used at the next meeting.</p>	Clerk
25	<p>CORRESPONDENCE</p> <p>1) Letter of thanks received from Newbald Village Hall for the Sober Hill Wind Farm awards – correspondence dated 11 April 2016 from the Chair of Newbald Village Hall Association.</p> <p>2) Request for a Parish Council Representative to be a source of original and local content – letter received from the Executive Producer at EstuaryTV.</p> <p>Resolved: that the Clerk acts as the representative.</p> <p>3) Safe and Sound Grant Scheme – request to publicise this scheme which allows residents over 60 to apply for a grant for a professional home security survey and installation of agreed appropriate equipment – letter received from the Manager of the Anti Social Behaviour Team, ERYC.</p> <p>4) Request for support to re-open the Doctors’ surgery in Little Weighton which has been closed – letter received from S. Hunt of Rowley Parish Council, Little Weighton.</p> <p>5) Government’s decision to revisit the issue of whether parish councils should be subjected to referenda principles where any increase in the precept is in excess of 2% - request for information from ERNLLCA.</p> <p>6) Parish Transport Champions – request for NPC to nominate a Parish Transport Champion who will be the main point of contact for any matters relating to the Community Transport Strategy 2016-2020 – emailed received from the Senior Transport Officer, ERYC.</p> <p>Resolved: that Cllr. Huntington becomes the Parish Transport Champion.</p>	<p>Noted</p> <p>Clerk</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Cllr. Huntington</p>

Meeting finished at 9.36pm

APPENDIX 1**USE OF URGENT DECISION PROCEDURES**

Date of Use: 4 April 2017
Project: Approval for Clerk to speak to ERYC about problem tenant
Extra Spend authorised: None

Following discussion at public forum of NPC's meeting on 4 April about a problem tenant on Galegate, Members wanted the Clerk to take action on behalf of Newbald Parish Council. As this was not an agenda item, it was necessary to use an Urgent Decision Procedure to allow her to do that.

All members agreed this was an appropriate course of action.

Suzanne Smith
Clerk to Newbald Parish Council

Date of Use: 12 April 2017
Project: Change to SHWFF Award for Village Hall
Extra Spend authorised: None – spend reduced from £4,113 to £3,094.

Following advice from the fund administrators, members of the Village Hall Committee advised the Clerk of some changes they needed to make to the Village Hall's application to the WREN fund for Phase 1 funding.

Firstly, they needed to include funding for some extra things, which were a wheelchair ramp (£290) and two different storage cabinets (£420.29 and £470.72) (because they are losing the storage room).

Secondly, the % contribution that Newbald Parish Council needed to make was LESS than previously thought – only 10.75% (of £28,785.01). This means that the total amount of money that Newbald Village Hall needed from the Sober Hill Wind Farm Fund for Phase 1 match funding was now only **£3,094.00** rather than the £4,113.00 originally agreed at the April meeting.

The Clerk asked Members by email if they were happy for her to issue a revised Sober Hill Wind Farm Fund offer letter and to write a letter to WREN confirming that NPC will give £3,094 to the project from the Sober Hill Wind Farm Fund. The majority of members were in agreement.

Suzanne Smith
Clerk to Newbald Parish Council