

NEWBALD PARISH COUNCIL

MINUTES OF THE MEETING OF NEWBALD PARISH COUNCIL HELD AT NEWBALD VILLAGE SCHOOL ON 3 JULY 2017 AT 7.30PM

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

In attendance: Suzanne Smith (Clerk to the Council), County Cllr. Phyllis Pollard, 2 residents

1	PUBLIC FORUM	
1.1	<p>Residents from Ings Drive came to talk about problem parking on South Newbald Road. They complained that grass verges are being churned up by cars parking on them. They look very unsightly and they wondered if they could be replaced by tarmac or concrete. They also questioned whether it was legal for people to park on grass verges.</p> <p>They mentioned a half and half scheme which was being implemented successfully in Beverley where cars were allowed to park half on the road and half on the (non-grass) verge.</p> <p>It was noted that many people do not use their drives or garages.</p> <p>Members said that this was an on-going problem which was constantly coming back on the agenda. The Chairman said that the Council would look at this again and come back to them.</p> <p><i>The residents left the meeting.</i> <i>Cllr. Pollard arrived at the meeting.</i> <i>The chairman moved to item 20.</i></p>	
1.2	<p>The Clerk showed Cllr. Pollard correspondence from ERYC Highways in which the representatives had said that they saw no point in coming to talk to NPC about how they form their recommendations in relation to planning applications. She said she would take this up with the department</p> <p>Cllr. O’Sullivan pointed out to Cllr. Pollard that examination of the last 2 years of planning applications showed that in the 8 cases where NPC had objected, ERYC had nevertheless gone on to grant planning permission. Members did not feel confident that their comments were making any difference in the planning process.</p> <p>Cllr. Pollard said that parish councils’ comment were always taken account of, but that the government policy of presumption in favour of planning applications meant that there was a very high bar to reach for an application to be refused.</p> <p>Cllr. Pollard said that planning officers can always be asked to provide their reasons for reaching a decision. She also said it may be helpful for Members of NPC to attend ERYC Planning Committee meetings to understand the process.</p> <p><i>Cllr. Pollard left the meeting.</i> <i>The Chair moved back to item 2.</i></p>	

2	APOLOGIES FOR ABSENCE Cllr. J. Barrett – on holiday Cllr. B. Clarke – on holiday Cllr. J. Howard – on holiday													
3	DECLARATIONS OF INTEREST IN ACCORDANCE WITH THE CODE OF CONDUCT 3.1 Declarations of Interest Cllr. Lewis – item 15 Cllr. Openshaw- item 15 3.2 Dispensations – None													
4	APPROVAL OF MINUTES <i>Resolved:</i> that the minutes of the meeting held on 5 June 2017 are signed as a correct record.	Clerk												
5	FINANCE 5.1 Approval of Payments <i>Resolved:</i> In accordance with financial regulations, the following payments are noted and/or approved. Clerk to arrange payment where appropriate. <table data-bbox="284 1151 1276 1285"> <tr> <td>Int. Payment</td> <td>Clerk Salary</td> <td>£1,117.68</td> </tr> <tr> <td>Int. Payment</td> <td>HMRC Tax & NI</td> <td>£227.53</td> </tr> <tr> <td>Int. Payment</td> <td>East Riding Pension Fund</td> <td>£414.39</td> </tr> <tr> <td>Int. Payment</td> <td>Countrywide - Grass cutting</td> <td>£987.48</td> </tr> </table> 5.2 Finance Working Party Members discussed whether it would be beneficial for there to be Finance Working Party - a small group to discuss financial matters and give recommendations to Council when it was felt to be beneficial. <i>Resolved:</i> that Clls. Dongray-Burke, Howard and the Clerk form a Finance Working Party.	Int. Payment	Clerk Salary	£1,117.68	Int. Payment	HMRC Tax & NI	£227.53	Int. Payment	East Riding Pension Fund	£414.39	Int. Payment	Countrywide - Grass cutting	£987.48	Clerk
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6	PLANNING 6.1 Notices of Decision None 6.2 Planning Applications 6.2.1 17/01883/TPO – TPO Tall Trees Townside Road, North Newbald – 1992 (REF:133) T1: Black pine – Fell due to inappropriate location, excessive shading and falling detritus – Cedar House, Townside Road													

	<p>Resolved: that NPC objects to this application because this is the biggest most beautiful tree in the village and has been there longer than the house. It has a TPO for a reason.</p>	
6.2.2	<p>17/01383/PLF – Retention of Garden Shed – 29 Church Mount</p> <p>Resolved: that NPC has no observations to make</p>	
6.3	<p>Other Planning Matters</p> <p>This had already been discussed at some length. The Clerk said she would forward the email received from Edwin Maund to Cllr. O’Sullivan so that she could take up the numbers with him.</p>	Clerk
7	<p>RISK ASSESSMENT AND MANAGEMENT</p> <p>Members considered the Risk Assessment and Management document tabled by the Clerk.</p> <p>Resolved: that the document is approved. (See Appendix 1)</p>	
8	<p>VARIATION TO SOBER WIND FARM GRANT – NEWBALD YOUNG PEOPLE’S PROJECT</p> <p>The Clerk tabled a request from Newbald Young People’s Project to vary the way in which they spend the Sober grant that has already been awarded to them in order to allow them to fix the leaking roof rather than buy chairs.</p> <p>Resolved: that NYPP is granted a variation allowing them to spend £1497.45 on roof repairs, rather than £1047.45 on adult chairs and £450 on painting the external woodwork.</p>	
9	<p>FLY TIPPING AT HALL FARM</p> <p>The Clerk said that, from the vantage point on Townside Road, it looked as though the rubbish had been removed. Cllr. O’Sullivan said she would check from her window.</p>	
10	<p>VILLAGE SAFETY, MAINTENANCE AND IMPROVEMENTS</p> <p>10.1 Safety Measures on Burgate</p> <p>Members felt somewhat at a loss as to what they could do to improve safety on Newbald’s roads given ERYC’s budgetary restraint and their refusal to take any action except in places where there had already been fatalities.</p> <p>Resolved: that the Clerk will circulate a map to all Members so that they can mark on it all safety and parking issues they are aware of. The Clerk will then amalgamate the results and send it through to ERYC for consideration.</p>	Clerk

10.2	<p>Health & Safety Reports</p> <p>The Clerk provided quotes for the repair work to the fence in the cemetery (£75) and the patching of the church path (£150).</p> <p>Resolved: that the contractor should be asked to proceed</p>	Clerk
10.3	<p>Stile on Newbald Footpath Number 1</p> <p>The Clerk said that she had spoken to the owner of the boundary and he was not happy for the stile to be replaced with a dog friendly one.</p> <p>Members said that they thought it was a padlocked gate rather than a stile and that therefore the owner was blocking a right of way, which was illegal.</p> <p>With this new information in mind, the Clerk said she would go back to ERYC to see if the owner could be required to unlock the gate.</p>	
10.4	<p>Himalayan Balsam at the Mires</p> <p>The Clerk said that there was an active programme of spraying of the Himalayan Balsam on the Mires.</p>	
11	<p>POWER SUPPLY FOR THE 2017 CHRISTMAS TREE</p> <p>Given there was no possibility of connecting the tree in its current location to a mains power supply and Members were reluctant to consider the possibility of moving the tree to an alternative location, the Clerk was asked to look into alternative power options, such as a car battery for further consideration.</p>	Clerk
12	<p>SUPERFAST BROADBAND ROLLOUT</p> <p>The Clerk said that Graham Stuart MP had proposed to come to the village on Friday 14th July at 2pm.</p> <p>It was agreed that the meeting should take place on The Green and that the remit should be widened from the totally excluded roads to a campaign that includes those roads which have been told they will get superfast broadband at some point, but where it is taking a long time.</p> <p>It was agreed that the Clerk would publicise this event using the usual channels of email, Facebook, website, Twitter and the notice board.</p>	Clerk
13	<p>VILLAGE NOTICEBOARD AND PHONE BOX</p> <p>13.1 Noticeboard</p> <p>Members discussed what could be placed in the old noticeboard under the lime trees which is currently not being used.</p> <p>Resolved: that a new publicity poster is created which provides tourist and historical information.</p>	

13.2	<p>Phone Box</p> <p>Cllr. O’Sullivan confirmed that the volunteers were still happy to proceed with painting the phone box in the near future.</p>	
14	<p>FRACKING</p> <p>Cllr. O’Sullivan provided feedback about the meeting which had taken place at Market Weighton Community Centre. She said she felt it was the Parish Council’s duty to make residents aware of the potential impact of fracking on the area, if a company does go ahead with the process.</p> <p>At the moment though, there are no imminent plans for any fracking. Cllr. O’Sullivan said she thought that members of Newbald Against Fracking would probably come to a Parish Council meeting soon. It was agreed this would go back on the agenda at that point.</p>	
15	<p>VILLAGE HALL</p> <p>Cllr. Openshaw said that the result of the Wren application would now not be known until 28 September, so work could only proceed in October at the earliest.</p> <p>He mentioned that while the Village Hall sign erected by ERYC was very useful, it would be better if it was double sided so that people approaching from the village side could also read it. The Clerk said that she would talk to ERYC about this and see if that could be arranged.</p> <p>Cllr. Lewis said that there had had to be some adjustments to the Wren application. £80 worth of VAT had been added on to the bill for some accessories and the cost of a ramp had gone up from £270 to £319. This had resulted in a rise in the third party funding requirement from NPC of £2,966.36, as opposed to £2,859.00.</p> <p>Resolved: that NPC approves the change in the amount requested and resubmits a letter to Wren with the new amount of £2,966.36.</p>	
16	<p>AGRICULTURAL HOLDINGS</p> <p>The Clerk said that ERYC had said it would take possession of the agricultural plots on October 11th but that it would then allow the farmers to continue farming for another year at least while it made up its mind what to do with the land.</p> <p>Resolved: that the Clerk should write to the Levitts and Oxtobys to let them know the situation.</p>	
17	<p>PARISH TRANSPORT CHAMPION</p> <p>Resolved: that Cllr. Huntington will take on this role and represent Newbald.</p>	
18	<p>MODERN SLAVERY</p> <p>Members discussed the issue of modern slavery and what part NPC should play in raising awareness of this concerning issue in the area.</p>	

	It was agreed that this should go in the next newsletter and that the Clerk can use the usual methods of email, Facebook, Twitter and the website to let people know about the situation.	
19	COMMUNITY PAYBACK The Clerk said she had not heard anything more about this yet.	
20	ERYC COUNCILLORS See Minute 1.2	
21	INFORMATION EXCHANGE Members mentioned that there had been a lot of bird scarers going off of late; these had been frightening dogs. They didn't feel that much could be done in a rural area.	Clerk
22	CORRESPONDENCE	
22.1	Formation of new Humber Watch Association – email received 20 June 2017 from the Community and Crime Reduction Resilience Officer for East Riding Council. See http://www.humberside.police.uk/news/new-humber-watch-association for more information	Noted
22.2	Trade Union Pay Claim – invitation for NPC to comment on the pay claim put forward by the Trade Union (deadline 24 th July) – email received 19 June 2017 from the Administration Officer at ERNLLCA	Noted
22.3	Resolutions to the 2017 Annual General Meeting are now invited from member Councils – email received 8 June 2017 from the Executive Officer at ERNLLCA	Noted
22.4	Community Housing Fund , which aims to provide funding for small housing developments in rural communities which the local community has played a significant part in identifying any needs and the types of housing required, developing ideas and potential design and layouts and working with experts to deliver a scheme – request to come and talk to NPC – email received from the Community Development Co-ordinator, Humber and Wolds Community Council Resolved: that Peter Hirschfeld's offer to come and talk to the Council about this is accepted.	Clerk
22.5	Adoption of the East Riding of Yorkshire Statement of Community Involvement (2017) – email received on 26 Jun 2017 from the Planning Policy Manager, Forward Planning, ERYC. The statement is available to view at www.eastriding.gov.uk/sci	Noted
22.6	Consultation on the Draft Lower Derwent Valley Supplementary Planning Document – email received on 12 June 2017 from the Planning Policy Manager, Forward Planning, ERYC. The consultation documents are available to view at www.eastriding.gov.uk/spd .	Noted

Meeting finished at 9.35pm

APPENDIX 1
NEWBALD PARISH COUNCIL
RISK ASSESSMENT AND MANAGEMENT 2017 (July 2017)

Area	Risk	Level	Control
Assets	Protection of physical assets: Benches around Parish Litter bins 1 notice board Cemetery War Memorial Village Hall Centenary Bench Defibrillator	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, notice board, Centenary Bench and defibrillator are insured against damage and theft up to £12,860.33, coming under the category of 'Street furniture' in the Parish Council insurance.</p> <p>The War Memorial is covered up to £18,223.41.</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>
	Security of buildings, equipment etc: 2 filing cabinets	L	<p>Village Hall – see above.</p> <p>All equipment is kept inside the Clerk's house/garage – always either occupied or locked.</p> <p>The office equipment is insured up to £1,069.96 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 Benches Churchyard	M	<p>Public & Products Liability Insurance in place.</p> <p>All the benches in the village were examined and documented in March 2016. No safety work was felt to be necessary but the benches were weatherproofed and in May 2016 one bench which had sunk slightly was brought back up to ground level.</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 were dealt with.</p>

	Cemetery		<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 2017. The one recommendation is being actioned.</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>
	The Green/The Mires		<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 2017. The one urgent recommendation is being actioned.</p> <p>Risk assessments looking at general health & safety are carried out at least six monthly, the most recent being in April 2017. No necessary actions came out of these reports.</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>
	The Becksies		<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 by the Clerk. These are checked by a Councillor.
	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 set up by the Clerk and require the authorisation of two councillors. Internal and external audit. New financial software has been adopted to provide a firm audit trail, improve financial reporting and minimise any chance of user error.
	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. Clerk keeps up-to-date with attendance at training events and using online information.
	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. Councillors provided with Code of Conduct and copy of the Standing Orders and Financial Regulations. Clerk has successfully completed the CiLCA qualification and also attends relevant training courses/conferences.

			<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 on an external hard drive and via Cloud storage.</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 **3 July 2017**.

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