

NEWBALD PARISH COUNCIL

MINUTES OF THE MEETING OF NEWBALD PARISH COUNCIL HELD AT NEWBALD PRIMARY SCHOOL ON 5 MARCH 2018 AT 7.30PM

Present: Councillors G. Steward (Chairman), J. Barrett, S. Dongray-Burke, J. Howard,
E. Huntington, G. Lewis, E. Openshaw, B. Smith

In attendance: Suzanne Smith (Clerk to the Council)

1	<p>PUBLIC FORUM</p> <p>None</p>
2	<p>APOLOGIES FOR ABSENCE</p> <p>Cllr. O’Sullivan - family bereavement Cllr. Clarke - on holiday Cllr. Bowater - away with work</p>
3	<p>DECLARATIONS OF INTEREST IN ACCORDANCE WITH THE CODE OF CONDUCT</p> <p>3.1 Declarations of Interest</p> <p>Cllr. Lewis – item 13 – non pecuniary Cllr. Openshaw- item 13 – non pecuniary Cllr. Howard – item 13 – non pecuniary Cllr. Dongray-Burke – item 7 – non pecuniary Cllr. Huntington – item 7 – non pecuniary</p> <p>3.2 Dispensations – None</p>
4	<p>APPROVAL OF MINUTES</p> <p>4.1 Resolved: that the minutes of the meeting held on 5 February 2018 are signed as a correct record.</p>
5	<p>FINANCE</p> <p>5.1 NPC’s Laptop Screen</p> <p>The Clerk said that repairing the cracked laptop screen would probably cost between £60 and £100, but could be slightly more. Members felt that, as the laptop was already over 2 years old, the cost of repairing it should be balanced against the cost of buying a new laptop. The</p>

5.2	<p>consensus was that the Clerk should not spend more than £100 on replacing the screen.</p> <p>Sober Hill Wind Farm Community Benefit Fund Payment to the Village Hall</p> <p>The Clerk said that Newbald Village Hall had invoiced the Sober Hill Wind Farm Fund for £651 which was the residue ‘other funding’ amount of their 2017 application for phase 1 funding. She said that, as the figures had changed a few times due to Wren’s stipulations, she felt it was prudent to re-clarify the final amount for Members and ask them to approve this payment specifically.</p> <p>Resolved: that NPC approves the payment of £651 to Newbald Village Hall from the Sober Hill Wind Farm Community Benefit Fund.</p>																								
5.3	<p>Approval of Payments</p> <p>Resolved: In accordance with financial regulations, the following payments are noted and/or approved. Clerk to arrange payment where appropriate.</p> <table data-bbox="352 913 1348 1256"> <tr> <td>Int. Payment</td> <td>N D Reed Contracting</td> <td>£400.00</td> </tr> <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>Clerk expenses</td> <td>£37.17</td> </tr> <tr> <td>Pocket card</td> <td>Stargrange – monthly cost for email subscriber service</td> <td>£17.00</td> </tr> <tr> <td>Int. Payment</td> <td>Sober Hill Wind Farm Grant to the Village Hall</td> <td>£651.00</td> </tr> <tr> <td>Int. Payment</td> <td>Yorkshire Wildlife Trust – Mires maintenance</td> <td>£300.00</td> </tr> </table>	Int. Payment	N D Reed Contracting	£400.00	Int. Payment	Clerk Salary	£1,117.68	Int. Payment	HMRC Tax & NI	£227.53	Int. Payment	East Riding Pension Fund	£414.39	Int. Payment	Clerk expenses	£37.17	Pocket card	Stargrange – monthly cost for email subscriber service	£17.00	Int. Payment	Sober Hill Wind Farm Grant to the Village Hall	£651.00	Int. Payment	Yorkshire Wildlife Trust – Mires maintenance	£300.00
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6	<p>PLANNING</p> <p>6.1 Notices of Decision</p> <p>17/04178/CLE - Certificate of Lawfulness for continued use of land from agricultural to a motocross track used for motorsports, Monckton – planning permission refused.</p> <p>6.2 Planning Applications</p> <p>6.2.1 17/03749/PLF - Erection of a dwelling – revised information - Land North East Of Mulberry House</p> <p>Resolved: that NPC reiterates the comments it made before in relation to this application. NPC also notes that there is significant archaeological interest in this site and feels that an archaeological survey should be undertaken at the site.</p> <p>6.2.2 18/00296/PAD - Erection of Panel Direction Sign and Panel Sign with 3 flag poles - Healan Ingredients Limited, Sands Top</p>																								

6.3	<p>Resolved: that NPC has no observations to make on this application.</p> <p>Other Planning Applications</p> <p>None received.</p>
6.4	<p>ERYC's Treatment of Parish Council Planning Comments</p> <p>The Clerk said that she had not heard anything more from Aldbrough Parish Council about a follow up meeting of Parish Councils in relation to this.</p>
7	<p>ST. NICHOLAS' CHURCH</p> <p>Cllr. Dongray-Burke said that both items 7-1) and 7-2) could be removed from future agendas for now and he would let NPC know when the time was right for these to be discussed further.</p>
8	<p>CEMETERY</p> <p>8.1 Decorative arch</p> <p>The Clerk said she had not yet heard anything more from Mrs Fisher who was still abroad.</p> <p>Cllr. Huntington said that she too had not heard from the company that was going to give a quote for refurbishing the cemetery gates.</p> <p>8.2 Garden of Remembrance</p> <p>As Cllr. Clarke was away and she and Cllr. Lewis had not yet had chance to meet to discuss options, this item was deferred.</p>
9	<p>CAMPAIGN AGAINST COLD CALLING</p> <p>As Cllr. Bowater was away, this item was deferred.</p>
10	<p>SUPERFAST BROADBAND ROLLOUT</p> <p>The Clerk said that although KCOM had said that they would provide a schedule of deployment for the excluded areas by the end of February, this had not yet been received.</p>
11	<p>HEADSTONE SAFETY</p> <p>11.1 The Chairman said that the Clerk had started inspecting the headstones in the cemetery but realised that they were too heavy for her to lie down when necessary.</p>

11.2	<p>Cllrs. Lewis, Huntington, Openshaw and the Chairman agreed to inspect the headstones in the cemetery and churchyard for safety.</p> <p>Resolved: that the Clerk should include an item in the newsletter informing residents that if the headstone of their relative had been laid down, it was for safety reasons and it was incumbent on the owner of the memorial (the family of the deceased) to pay for the repairs needed to stand it up safely.</p> <p><i>County Cllr. Phyllis Pollard arrived at the meeting.</i> <i>The Chair moved to item 24</i></p> <p>Members discussed the many pot holes in the area, including in particular the road from North Cave to Newbald via. Hotham.</p> <p>Members were concerned that pot holes are often patched up but the repairs do not last for long.</p> <p>Cllr. Pollard was very sympathetic but expressed her concern at the large volume of pot holes in the East Riding of Yorkshire and the lack of funding to repair them. She felt the ERYC team did a good job under difficult circumstances.</p> <p><i>Cllr. Pollard left the meeting.</i> <i>The Chair moved back to item 12</i></p>
12	<p>STREET LIGHTING</p> <p>The clerk said that she had received a complaint from one resident that, among other things, there is not enough street lighting on Townside Road.</p> <p>Resolved: that the Clerk writes back to the resident informing her that, while NPC does sympathise with her position, street lighting is mainly the responsibility of ERYC. Currently there is no budget to increase the number of street lights and, in any case, Newbald residents have a very split opinion about this with many welcoming the lack of light pollution.</p>
13	<p>VILLAGE HALL</p> <p>13.1 New Lease Deed</p> <p>Cllr. Lewis tabled a draft 99 year lease deed between Newbald Village Hall Committee and Newbald Parish Council to replace the current peppercorn lease.</p> <p>Resolved: that NPC approves of and will sign the new lease deed.</p> <p>13.2 Village Hall New Community Room</p>

13.3	<p>Members considered a request from Newbald Village Hall Management Committee to provide a letter stating that NPC will use the new community room at the Village Hall when it is created. This will help with funding applications as it will allow a longer payback period for grant funders than the 12 years left to run on the current lease. In any case, the change to the Village Hall's charitable status will make it necessary for the lease to be re-addressed.</p> <p>Resolved: that NPC provides NVH Committee with such a letter.</p> <p>Other Matters Relating to the Village Hall</p> <p>Cllr. Openshaw said that the Phase 2 tenders were currently being considered by the architect Stuart Turton. He is the project leader and will oversee the builders once work commences.</p>
14	<p>VILLAGE BOUNDARY SIGNS</p> <p>The clerk said she had so far received on quote for the village boundary sign similar to those at Everthorpe; it was for £3,000. Members felt that, given multiple signs would be needed, the cost was excessive and NPC should not proceed with this idea.</p>
15	<p>DAMAGE TO GRASS VERGES BY LARGE LORRIES</p> <p>Members expressed their frustration at the lack of options available to them to tackle this problem. They asked that this sentiment be included in the newsletters so that residents would be aware that the issue had been considered.</p> <p>It was also agreed that the Clerk should include a photograph of a car parked on the Green in the newsletter in the hope of deterring others from doing the same.</p>
16	<p>PARISH TRANSPORT</p> <p>Cllr. Huntington said there was nothing further to report on this matter at the moment.</p>
17	<p>COMMUNITY PUBLIC ACCESS DEFIBRILLATORS</p> <p>The Clerk said she had not as yet been able to make contact with Simon Dixon who owns the office block on Monckton Rise. Cllr. Lewis said he would call in there to enquire whether they would be interested in housing a defibrillator.</p>
18	<p>RISK ASSESSMENT AND MANAGEMENT</p> <p>Members considered the updated risk assessment and management document tabled by the Clerk.</p> <p>Resolved: that the document is approved (see Appendix 1).</p>

19	<p>GDPR</p> <p>The Clerk outlined the impact the new General Data Protection Regulation law may have on NPC. She said it would be necessary to employ an outside company to manage the process. ERNLLCA would be able to provide advice on companies they recommend but they had not done so yet.</p>
20	<p>PROMOTION OF BUSINESSES</p> <p>Members felt that it would be appropriate to use the newsletter to promote businesses and raise awareness of the business directory on the website. However it was felt it would be prudent to wait until after GDPR had been implemented in case the new law had an impact on what information can be stored.</p>
21	<p>NEWBALD COMMUNITY LED PLAN</p> <p>Cllr. Howard said he had started working through the plan and assessing where NPC was at in terms of meeting the objectives. It was agreed that this would be discussed again at the next meeting.</p>
22	<p>HALL FARM</p> <p>22.1 Fly Tipping</p> <p>The Clerk said she had reported the latest fly tipping to the Environment Agency. The Chairman reported that the Trustees were very upset at the latest developments and that the person carrying out the tipping was avoiding any contact.</p> <p>Members felt that given all parties were aware of the situation and taking action, nothing more could be done by NPC at this point in time.</p> <p>22.2 Potential Development of Hall Farm</p> <p>Members discussed the possibility that the barn may be converted to one dwelling. This was currently at the feasibility stage. No further details were available at present.</p>
23	<p>STORAGE OF PARISH FILES</p> <p>The Clerk said that she would not be able to store the Parish files beyond June 2018.</p> <p>It was agreed that the Clerk would check with the Treasure House in Beverley whether they would be prepared to store some of the documentation. The Chairman said he could store some files on a temporary basis.</p>

24	ERYC COUNCILLORS See item 11.2
25	INFORMATION EXCHANGE
25.1	The Clerk said that Mr Levitt's funeral was taking place next week which would mean the possible Garden of Remembrance could not be increased in size from the one already earmarked. Members felt this was not a problem.

Meeting finished at 9.00pm

APPENDIX 1**NEWBALD PARISH COUNCIL****RISK ASSESSMENT AND MANAGEMENT 2018 (March 2018)**

Area	Risk	Level	Control
Assets	<p>Protection of physical assets:</p> <p>Benches around Parish Litter bins 1 notice board Cemetery War Memorial Village Hall Centenary Bench 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, notice board, Centenary Bench and defibrillator are insured against damage and theft up to £13,117.54, coming under the category of 'Street furniture' in the Parish Council insurance.</p> <p>The War Memorial is covered up to £18,587.88.</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>Security of buildings, equipment etc:</p> <p>2 filing cabinets</p>	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 £1,091.36 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>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> <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 October 2017. Recommendations were minor and are being actioned. A check on the safety of every headstone was carried out in January 2018 and work is in progress to secure those requiring it.</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 October 2017. A check on the safety of every headstone was carried out in January 2018 and work is in progress to secure those requiring it.</p> <p>Risk assessments looking at general health & safety are carried out at least six monthly, the most recent being in October 2017. The one arising action 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</p>
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	The Becksies		<p>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>
	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	L	Council receive detailed budgets in the late autumn. Precept

	annual 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. Council is qualified for the Power of General Competence. Full members of ERNLLCA and SLCC –frequently use their advisory services to check our legal position.
	Proper and timely reporting via the Minutes	L	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.
	Proper document control	L	Legal and other documents stored in the Clerk's home.

			<p>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	Register of interest completed and returned to ERYC. Gifts and hospitality register not been required as situation has not arisen.

All remaining risks are managed to a reasonable level.

This risk management paper was approved by Full Council at its meeting on **5 March 2018**.

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