

NEWBALD PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF THE COUNCIL HELD AT NEWBALD VILLAGE HALL ON 8 MAY 2018 AT 7.30PM

Present: Councillors G. Steward (Chairman), B. O’Sullivan (Vice Chairman), J. Barrett, T. Bowater, B. Clarke, S. Dongray-Burke, J. Howard, E. Huntington, G. Lewis, E. Openshaw

In attendance: Suzanne Smith (Clerk to the Council)

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
	4	Newbald Playing Field Association	Cllr. Smith
	5	Newbald Village Hall Management Committee	Cllr. Openshaw
	6	Newbald Young People’s Project	Cllr. Clarke
2	APOLOGIES		
	Cllr. B. Smith, County Cllr. P. Pollard		
3	DECLARATIONS OF INTEREST IN ACCORDANCE WITH THE CODE OF CONDUCT		
3.1	Interests		
	Cllr. S. Dongray-Burke – item 10-1) – non pecuniary		
	Cllr. E. Huntington – item 10-1) – non pecuniary		
	Cllr. E. Openshaw – items 10-2) – non pecuniary		
	Cllr. J. Howard – items 10-2)– non pecuniary		
	Cllr. G. Lewis – items 10-2)– non pecuniary		
3.2	Dispensations - None.		
4	PUBLIC FORUM - None		
5	ANNUAL PARISH MEETING		
	See the minutes of the Annual Parish Meeting.		
6	APPROVAL OF MINUTES OF MEETINGS OF NEWBALD PARISH COUNCIL		
	<i>Resolved:</i> that the minutes of the meeting of Newbald Parish Council held on 9 April 2018 are approved and signed as a correct record.		

7	<p>REVIEW OF INVENTORY OF LAND AND ASSETS</p> <p>The Clerk tabled the current inventory (updated for 2018).</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>The Clerk proposed various changes to the current Standing Orders to bring them into line with the new model Standing Orders.</p> <p>Members felt that they needed more time to look at this and it was agreed to put this back on the agenda for the next meeting.</p> <p>8.3 Financial Regulations</p> <p>Members asked that the proposed changes to these regulations also be deferred for discussion at the next meeting.</p>	
9	<p>REVIEW OF WORK WITH EXTERNAL BODIES</p> <p>9.1 Charity Reports</p> <p>9.1.1 <u>Prattwood</u></p> <p>Cllr. Barrett reported that there was £177 in the current account. At the end of the year, a contribution will be provided to the school for each class to buy prizes.</p> <p>9.1.2 <u>Newbald Village Hall Management Committee (VHMC) Report</u></p> <p>Cllr. Openshaw provided a report on a very successful and progressive year, which had seen the completion of Phase 1 – replacement of the toilets, heating and a new vestibule. Phase 2 is now at the Planning stage, with a completion date estimated for early 2019.</p> <p>The Hall now holds a full programme of activities, including live performances and a quiz. Certain village community groups use the Village Hall as their regular meeting spot.</p> <p>Cllr. Openshaw thanked and gave full credit to Jenni Howard’s chairmanship and the work of all the VHMC members for the massive sea-change in the contribution made by the village hall to Newbald village.</p>	

<p>9.1.3</p> <p>9.1.4</p> <p>9.1.5</p>	<p><u>Newbald Playing Field Association (NPFA)</u></p> <p>Cllr. Smith was not at the meeting to provide a report.</p> <p><u>Newbald Young People’s Project Report (NYPP)</u></p> <p>Cllr. Clarke reported that significant progress had been made in terms of managing the organisation. There had been many fund raising activities organised and the future of the charity was looking a lot brighter.</p> <p><u>Sancton Hill Community Benefit Fund Committee Report</u></p> <p>The Chairman said that that the fund had spent all its money during the last round of applications and would be open again later in the year.</p>	
<p>10</p> <p>10.3</p> <p>10.4</p> <p>10.5</p>	<p>FUNDING APPLICATIONS</p> <p>St. Nicholas’ Church</p> <p>Members considered an application for £600 to help St. Nicholas’ Church keep the exterior lights on in the evening. Cllr. Dongray-Burke explained that the Church had run into financial difficulties. Given the lights are beneficial to, and popular with, the village as a whole and provide a measure of security, it was</p> <p><i>Resolved:</i> that NPC grants St. Nicholas’ Church £600 to help fund the lights.</p> <p>Newbald Village Hall</p> <p>Cllr. Openshaw explained that because the estimated cost of Phase 2 had risen, the architect’s fees had risen in line, as they are a percentage of the total cost. This had left a shortfall of £1,254,00. The Village Hall Management Committee would struggle to meet this and would welcome some help from the Parish Council.</p> <p><i>Resolved:</i> that NPC grants the full amount of £1,254.00 to the Village Hall Management Committee. (Cllrs. O’Sullivan and Clarke voted against, Cllr. Lewis abstained).</p> <p>Newbald Playing Field Association</p> <p>The Clerk said that Newbald Playing Field Association had applied for help with their £2,265.60 grass cutting contract costs. The income from the use of the Playing Field was only about £200 a year.</p> <p><i>Resolved:</i> that NPC grants NPFA 50% of the grass cutting costs - £1,132.80 and makes it clear to NPFA that they may not be able to rely on this funding in the future.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p>11</p>	<p>DEFIBRILLATOR FOR SOUTH NEWBALD</p> <p>The Clerk said that on behalf of the businesses in Monckton Court, the owner Simon Dixon had offered to put £500 towards the defibrillator in South Newbald.</p>	

	<p>Resolved: that NPC goes ahead and purchases an IPAD S1 defibrillator along with the Dfibsafes 2 external cabinet at the cost of £1166.67.</p>	Clerk
12	FINANCE	
12.1	<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>Resolved: that the financial report is noted. See Appendix 1.</p>	
12.2	<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>	
12.3	<p>Governance Statements and Annual Return for 2017-18</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>	Clerk, Cllr. Howard, Cllr. Dongray-Burke
12.4	<p>Appointment of Internal Auditor for the year 2018-2019</p> <p>Resolved: that Alan Johnson is appointed as Internal Auditor for the year 2017-2018.</p>	Clerk
12.5	<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>	
12.6	<p>Invoice from Countrywide Maintenance</p> <p>The Clerk said that the grass cutting contractors from last year had carried out work at the cemetery and churchyard, having assumed that they had secured the contract again, when in fact it had gone to another company.</p> <p>Resolved: that NPC pays half of the invoice - £135.32 (Cllr. Huntington abstained)</p>	
12.7	<p>Payments</p> <p>In line with financial regulations, the payments in the table below were approved or noted.</p>	

	<p>Int. Payment Clerk salary £1,168.46 Int. Payment HMRC – Tax & NI £245.64 Int. Payment ERPF Pension Contribution £407.12 Int. Payment Yorkshire Water – water and sewerage for the cemetery £24.01 Int. Payment Shed Grounds Maintenance – grass cutting £423.36 Direct Debit Stargrange email tools £17.00 Int. Payment Countrywide Grounds Maintenance £135.32 Int. Payment St. Nicholas’ Church – grant (See 10.3) £600.00 Int. Payment Newbald Village Hall –grant (See 10.4) £1,254.00 Int. Payment NPFA – grant for grass cut (See 10.5) £1,132.80</p> <p>Clerk to arrange payment.</p>	
13	PLANNING	
13.1	Notices of Decisions	
13.1.1	17/04092/PLF – Retention of in-site access, hardstanding, store (transport container) and lambing shed (portacabin) - Land North Of Sands Top Cemetery Sands Top – planning permission refused.	
13.1.2	17/03749/PLF - Erection of a dwelling - Land North East Of Mulberry House, South Newbald Road – planning permission granted.	
13.2	Planning Applications	
	None received.	
14	MEETING ARRANGEMENTS	
	Members discussed where they would like to hold forthcoming meetings.	
	Before making a decision, it was agreed that the Clerk would find out:	
	1) whether the school benefited from the money paid to use the room there.	
	2) whether it was possible to hire a room at the office block on Monckton Rise and if so, how much it would cost.	Clerk
15	ANNUAL REPORT	
	Resolved: that the Clerk is given delegated authority, in consultation with the Chairman, to produce the June newsletter and 2018 Annual Report.	Chairman, Clerk
16	REVIEW OF CEMETERY CHARGES	
	Time being short, this item was deferred.	
17	VILLAGE HIGHWAY, BECK AND FOOTPATH MATTERS	
17.1	Follow-up Email Relating to the Beck and Inconsiderate Parking	
	Members discussed the email received from a resident and determined that no further response or action was required. It was agreed that the Clerk would try and	

17.2	<p>arrange for an expert to come to an NPC meeting and explain riparian ownership.</p> <p>Car Parked Near the Junction of Burgate and Townend Road</p> <p>Members discussed this and, given it was considered potentially dangerous,</p> <p><i>Resolved:</i> that NPC writes to the owner of the car and request that they consider parking further away from the junction.</p>	Clerk
17.3	<p>Van Parking on The Green</p> <p>Members considered an email from a resident requesting that NPC writes to the owner of a van that often parks on The Green and asks him if he would mind parking elsewhere as it spoils the view.</p> <p><i>Resolved:</i> that NPC writes to the owner as requested.</p>	Clerk
17.4	<p>Lorries Damaging the Road</p> <p>The Clerk tabled a photograph taken by Cllr. Bowater of damage done by lorries on Galegate. The Clerk said that she had already forwarded the photograph and details of the problem to the relevant officer at ERYC.</p> <p><i>Resolved:</i> that NPC contacts VOSA to see whether a camera could be installed.</p>	Clerk
17.5	<p>Extra Signage on Footpath No. 1</p> <p>Members considered an offer from the footpath officer to provide extra signage for Newbald Footpath No. 1 to help ensure that people stick to the path and keep their dogs under control.</p> <p><i>Resolved:</i> that all three extra signs should be requested.</p>	Clerk
18	<p>HEALTH & SAFETY INSPECTIONS</p> <p>Member considered an inspection of the headstones in the cemetery that had been carried out by Cllrs. Openshaw, Dongray-Burke and the Chairman. They had had to lay down some headstones which were unsafe and had kept a record of which ones they were.</p> <p>Full health & safety reports for the cemetery and the churchyard were due to be presented at the June meeting.</p>	
19	<p>DRUG PROBLEMS IN NEWBALD</p> <p>A Member who had witnessed a drug exchange take place on The Green said he had reported the incident to the Community Police Officer but was not sure what action had been taken.</p>	
20	<p>NEGLECTED EMPTY BUILDING ON BURGATE</p> <p>The Clerk said she had reported this to the relevant department at ERYC and</p>	

	<p>action was being taken by them, with an inspection of the site to be held imminently. If enforcement action is considered appropriate, the ERYC officer would initiate it.</p>	
21	PARISH TRANSPORT	
21.1	<p>ERYC Bus Services Change</p> <p>Cllr. Huntington reported that the Market Weighton hopper service had now been suspended and replaced with one that had to be booked in advance and which was not free even for pensioners.</p> <p>She and her fellow Parish Transport Champion from Sancton Parish Council were fighting for the service to run fortnightly at least. Some people had no other means of getting out.</p>	
21.2	<p>Updates</p> <p>Cllr. Huntington said the next Parish Transport meeting would be held in October.</p>	
22	<p>CEMETERY DECORATIVE ARCH AND MEMORIAL GARDEN</p> <p>Time being short, this item was deferred and it was agreed that Members would give the potential Memorial Garden some thought.</p>	
23	<p>COMMUNITY SPEEDWATCH SCHEME</p> <p>Cllr. Howard said that a three week pilot scheme had been arranged to take place in Lincolnshire. If that proved successful, it would be rolled out and Newbald was near the top of the list for the scheme to be initiated.</p>	
24	<p>GENERAL DATA PROTECTION REGULATION (GDPR)</p> <p>The Clerk reported that an amendment to the bill was currently going through Parliament, which, if agreed, would exclude Parish Councils from having to employ a Data Protection Officer. Therefore a decision about this could not be taken yet.</p> <p>Otherwise she was working on the documentation to make NPC compliant. She confirmed that everyone on the email list would have to be asked to subscribe again.</p>	
25	<p>COLD CALLING ZONE</p> <p>Time being short, this item was deferred.</p>	
26	<p>SUPERFAST BROADBAND</p> <p>Time being short, this item was deferred.</p>	

27	NEIGHBOURHOOD WATCH ALERTS The Clerk said she received many neighbourhood watch alerts which related to the whole country rather than being specific to the area. Resolved: that NPC only sends out Neighbourhood Watch alerts to its followers that relate to the Newbald area.	
28	DOG FOULING Time being short, this item was deferred.	
29	LITTER Time being short, this item was deferred.	
30	PHOTOGRAPHS IN THE NOTICE BOARD UNDER THE LIME TREES Time being short, this item was deferred.	
31	POST OFFICE SERVICE Members noted that this service was still unreliable but there was no time to discuss the matter further.	
32	ERYC COUNTY COUNCILLORS None present	
33	INFORMATION EXCHANGE None	
34	CORRESPONDENCE	
34.1	Email received from ERYC inviting Members to attend a free seminar entitled 'Meeting Rural Housing Challenges' which is being held on Tuesday 22 May 2018 from 9.50am to 12.45pm.	Noted
34.2	Yorkshire Wolds Cycle Event – to note that a large group of cyclists will be passing through the village on Sunday 15 th July 2018 and take action if felt appropriate – email received 20 April 2018 from the Funding Coordinator, Ryedale Special Families	Noted
34.3	Consultation on powers for dealing with unauthorised developments and encampments – email received from ERNLLCA inviting NPC to take part	Noted
34.4	Consultation on Diversity in Local Government – email received from ERNLLCA inviting Members to take part.	Noted

Meeting finished at 9.36pm

APPENDIX 1

Newbald Parish Council 2017-2018

Date 02/05/2018

Time 13:08

Council Detail Report 31/03/2018

	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
RECEIPTS						
110 Income						
1076 Precept	29,503	29,503	(0)			100.0%
1080 Bank Interest Received	1	14	13			7.5%
1150 Cemetery Income	607	1,000	393			60.7%
1160 Allotments Income	1,488	292	(1,196)			509.7%
1170 Wind Farm Admin Fee	2,574	2,713	139			94.9%
1200 Miscellaneous Income	450	0	(450)			0.0%
Subtotal	34,623	33,522	(1,101)	0	0	103.3%
120 Sober Hill Wind Farm						
1100 Sober Hill Wind Farm Income	23,168	0	(23,168)			0.0%
Subtotal	23,168	0	(23,168)	0	0	0.0%
999 VAT Data						
115 VAT on Receipts	1,710	0	(1,710)			0.0%
Subtotal	1,710	0	(1,710)	0	0	0.0%
TOTAL RECEIPTS	59,501	33,522	(25,979)	0	0	177.5%
PAYMENTS						
120 Sober Hill Wind Farm						
4155 Wind Farm Grant - Church Rooms	5,380	0	(5,380)		(5,380)	0.0%
4156 Wind Farm Grant - NPFA	8,607	0	(8,607)		(8,607)	0.0%
4157 Wind Farm Grant - St Nicholas	3,032	0	(3,032)		(3,032)	0.0%
4158 Wind Farm Grant - Village Hall	7,778	0	(7,778)		(7,778)	0.0%
4159 Wind Farm Grant - Other	3,000	0	(3,000)		(3,000)	0.0%
4190 Bank Charges	72	0	(72)		(72)	0.0%
Subtotal	27,869	0	(27,869)	0	(27,869)	0.0%
210 Administration						
3124 Insurance	441	445	4		4	99.0%
4000 Clerk	13,412	13,587	175		175	98.7%
4001 HMRC Tax/NI	2,945	2,770	(175)		(175)	106.3%
4002 Pension Cost	5,397	5,031	(366)		(366)	107.3%
4100 Administration Expenses	72	151	79		79	47.5%
4110 Training Expenses	85	250	165		165	34.0%
4112 Staff Expenses	156	156	0		0	100.0%
4113 Mileage Costs	58	176	119		119	32.6%
4115 Broadband/Telephone	83	150	67		67	55.6%
4118 IT & Software	1,097	859	(238)		(238)	127.7%
4119 Defibrillator Costs	280	370	90		90	75.7%
4121 Dog waste costs	117	120	3		3	97.5%
4122 Community Engagement Fees	221	204	(17)		(17)	108.3%
4123 Equipment Purchases	13	0	(13)		(13)	0.0%
4124 Audit Fees	577	758	182		182	76.0%
4126 Newsletter & Associated Costs	421	404	(17)		(17)	104.1%
4127 Postage & Stationery	62	101	39		39	61.0%

Date 02/05/2018

Newbald Parish Council 2017-2018

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Council Detail Report 31/03/2018

	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4128 SLCC/ERNLLCA	646	647	1		1	99.9%
4150 Grants and Donations	897	3,160	2,263		2,263	28.4%
4160 Contingency Fund	0	3,000	3,000		3,000	0.0%
4190 Bank Charges	72	144	72		72	50.0%
Subtotal	27,051	32,484	5,433	0	5,433	83.3%
220 Council Activity						
4117 Christmas Tree & Lights	886	0	(886)		(886)	0.0%
4210 Maintenance	736	750	14		14	98.2%
4220 Winter Maintenance	0	400	400		400	0.0%
4230 Clock	155	158	3		3	98.0%
4250 Street Lighting	1,369	1,961	591		591	69.8%
4260 Village Hall	0	5,000	5,000		5,000	0.0%
4330 Grass Cutting	1,800	1,099	(701)		(701)	163.8%
Subtotal	4,946	9,368	4,421	0	4,421	52.8%
230 Cemetery						
4116 Council tax/Utilities	300	200	(100)		(100)	149.8%
4210 Maintenance	825	474	(351)		(351)	173.9%
4310 Cemetery Development	0	3,250	3,250		3,250	0.0%
4330 Grass Cutting	2,257	2,052	(205)		(205)	110.0%
Subtotal	3,382	5,976	2,594	0	2,594	56.6%
240 Allotments						
4350 Allotment (agricultural holdin	599	0	(599)		(599)	0.0%
Subtotal	599	0	(599)	0	(599)	0.0%
250 Churchyard						
4210 Maintenance	235	500	265		265	47.0%
4330 Grass Cutting	1,703	1,548	(155)		(155)	110.0%
Subtotal	1,938	2,048	110	0	110	94.6%
999 VAT Data						
515 VAT on Payments	2,187	0	(2,187)		(2,187)	0.0%
Subtotal	2,187	0	(2,187)	0	(2,187)	0.0%
TOTAL PAYMENTS	67,972	49,876	(18,097)	0	(18,097)	136.3%
Total Receipts	59,501	33,522	(25,979)			177.5%
Total Payments	67,972	49,876	(18,097)	0	(18,097)	136.3%
Net Receipts over Payments	(8,471)	(16,353)	(7,882)			
plus Transfer from EMR	27,869					
less Transfer to EMR	50,702					
Movement to/(from) Gen Reserve	(31,304)	(16,353)	14,951			