

NEWBALD PARISH COUNCIL

MINUTES OF THE MEETING OF NEWBALD PARISH COUNCIL HELD AT NEWBALD VILLAGE HALL ON 1 OCTOBER 2018 AT 7.30PM

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

In attendance: Suzanne Smith (Clerk to the Council)
5 members of NPFA, 3 representatives of DJ Cleaning Ltd, 3 Members of the public

1	<p>PUBLIC FORUM</p>
1.1	<p>Representatives from D J Cleaning Ltd. – re item 2 a) 18/03069/OUT – Land West and South West of Ivydene, Westgate</p> <p>The representatives said they were there to answer any questions Members might have about their outline planning application for 3 single storey houses that were proposed for the site, following the removal of the current timber-framed building.</p> <p>Members commented that there might be a problem with residents parking on the road next to the site (Westgate), despite the fact that parking places had been incorporated.</p>
1.2	<p>Members of NPFA Committee re. Item 13 – Future of NPFA</p> <p>The NPFA representatives said they wanted to make NPFA aware of the challenges they were facing.</p> <p>The playground and playing field cost about £4,000 a year to run, which comprised mainly of grass cutting and insurance.</p> <p>Fund raising was becoming more and more challenging.</p> <p>They anticipated that they would end this financial (also calendar) year with only £1,000 in the bank. They would then need to pay £1,000 for insurance in January, which would leave them out of funds.</p> <p>They said that their fund raising efforts were hampered by the poor state of the lane, which made access very difficult. They could look at professionally tarmacking it and, at the same time sorting the drainage issue, but this would be very expensive and take time and they were running out of funds now.</p> <p>Many of the committee members had served for years and they were exhausted.</p> <p>NPFA Committee members wondered whether NPC or ERYC could take over the facilities as</p>

	<p>the playing fields are a village amenity. The playground equipment is high quality and well used.</p> <p>Members agreed that it would be a real shame to lose the facilities. However, it was made clear to NPFA that NPC did not have a responsibility or right to take on the playing field and playground, as it belonged to the village as a whole. Additionally, any decision to do so would have to be met by a corresponding rise in council tax and residents would need to be consulted about that first.</p> <p>Members felt that there were various measures that the NPFA Committee members could look at to help with the situation now, namely:</p> <ol style="list-style-type: none"> 1. Charge the football teams more to use the pitch 2. Issue a 'Notice of Closure' – then go door to door to ask for funds and/or help 3. Find more volunteers to do the grass cutting to keep those costs down (Cllr. Barrett volunteered his services) 4. Approach national organisations, such as the National Playing Field Association or Fields in Trust for help and support. <p><i>The members of NPFA left the meeting.</i></p> <p>1.3 Clive Bolton re. Riparian responsibilities for the beck on Eastgate</p> <p>Mr Bolton informed Members that he had written to ERYC asking them to take their riparian responsibilities seriously and to do some maintenance work on the beck along Eastgate.</p> <p>He maintained that the land belonging to of all the houses from Drop Hill Cottage to Partridge Cottage finishes 1ft short of the footpath, therefore they are not adjacent to the stream and the owners of these properties do not have riparian responsibilities.</p> <p>ERYC Highways uses gullies which drain into the beck as sole drainage for the Highway, which was further evidence that ERYC should be maintaining the beck.</p> <p>It was agreed that riparian responsibilities of the beck would go back on the agenda for discussion at the next meeting.</p> <p><i>Mr Bolton left the meeting.</i></p>
2	<p>APOLOGIES FOR ABSENCE</p> <p>Cllr. T. Bowater - away on holiday Cllr. B. Clarke – away on holiday Cllr. J. Howard – away on holiday Cllr. B. O’Sullivan – ill</p>

3	<p>DECLARATIONS OF INTEREST IN ACCORDANCE WITH THE CODE OF CONDUCT</p>																																	
3.1	<p>Declarations of Interest</p> <p>Cllr. Lewis – item 17 – non pecuniary Cllr. Openshaw – item 17 – non pecuniary</p>																																	
3.2	<p>Dispensations – None</p>																																	
4	<p>APPROVAL OF MINUTES</p>																																	
4.1	<p>Resolved: that the minutes of the meeting held on 3 September 2018 are signed as a correct record.</p>																																	
5	<p>FINANCE</p>																																	
5.1	<p>External Audit Report for the Financial Year 2017-18</p> <p>The Clerk tabled the External Audit Report for 2017-18 which had just been received. The auditors had concluded that the accounts continued to be in good order and there were no matters to bring to the attention of Council. The Clerk said that she had published the Annual Return on the website and village noticeboard.</p> <p>She also provided Members with a financial report for the 2018-19 year to date.</p> <p>Resolved: that the External Audit report for 2017-18 and financial report for 2018-19 are received and noted.</p>																																	
5.2	<p>Approval of Payments</p> <p>Resolved: In accordance with financial regulations, the following payments were noted and/or approved. Clerk to arrange payment where appropriate.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;"></td> <td style="width: 70%;">Pockit Card Keple Ltd – cable for external hard drive</td> <td style="width: 15%; text-align: right;">£5.99</td> </tr> <tr> <td>Int. Payment</td> <td>Clerk Salary</td> <td style="text-align: right;">£1,168.46</td> </tr> <tr> <td>Int. Payment</td> <td>HMRC Tax & NI</td> <td style="text-align: right;">£245.64</td> </tr> <tr> <td>Int. Payment</td> <td>East Riding Pension Fund</td> <td style="text-align: right;">£407.12</td> </tr> <tr> <td></td> <td>Pockit card Stargrange – monthly cost for email subscribers</td> <td style="text-align: right;">£5.00</td> </tr> <tr> <td>Int. Payment</td> <td>Clerk Expenses</td> <td style="text-align: right;">£64.63</td> </tr> <tr> <td>Int. Payment</td> <td>PKF Littlejohn – External Audit</td> <td style="text-align: right;">£360.00</td> </tr> <tr> <td>Int. Payment</td> <td>Renewal of SLCC Membership</td> <td style="text-align: right;">£165.00</td> </tr> <tr> <td>Int. Payment</td> <td>ERNLLCA – payment for Annual Conference</td> <td style="text-align: right;">£108.00</td> </tr> <tr> <td>Int. Payment</td> <td>Wainman Builders – restoration of cemetery building</td> <td style="text-align: right;">£660.00</td> </tr> <tr> <td>Int. Payment</td> <td>Shed Grounds Maintenance – grass cutting</td> <td style="text-align: right;">£423.36</td> </tr> </table>		Pockit Card Keple Ltd – cable for external hard drive	£5.99	Int. Payment	Clerk Salary	£1,168.46	Int. Payment	HMRC Tax & NI	£245.64	Int. Payment	East Riding Pension Fund	£407.12		Pockit card Stargrange – monthly cost for email subscribers	£5.00	Int. Payment	Clerk Expenses	£64.63	Int. Payment	PKF Littlejohn – External Audit	£360.00	Int. Payment	Renewal of SLCC Membership	£165.00	Int. Payment	ERNLLCA – payment for Annual Conference	£108.00	Int. Payment	Wainman Builders – restoration of cemetery building	£660.00	Int. Payment	Shed Grounds Maintenance – grass cutting	£423.36
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5.3	<p>2019-20 Budget and Precept Calculation</p> <p>The Clerk tabled an initial draft budget for 2019-20 which could be used as a basis for discussion. It was agreed that Cllrs. Steward, O’Sullivan, Dongray-Burke and Howard would hold a meeting in October to come up with a budget proposal for full council to consider.</p>
6	<p>PLANNING</p>
6.1	<p>Notices of Decision</p>
6.1.1	<p>18/02406/PLF – Erection of two storey extension to rear – 7 Church Mount – planning permission granted.</p>
6.2	<p>Planning Applications</p>
6.2.1	<p>18/03069/OUT – Erection Of 3 detached dwellings following demolition of existing building – Land West and South West of Ivydene, Westgate.</p> <p><i>Resolved:</i> that NPC has no observations to make on this planning application.</p> <p><i>The representatives from D J Cleaning Ltd. left the meeting.</i></p>
6.2.3	<p>18/02170/PLF – Erection of first floor extension and installation of roof lights to rear (AMENDED PLANS) – 6 Burgate</p> <p><i>Resolved:</i> that NPC has no observations to make on this planning application.</p>
6.3	<p>Hall Farm, Eastgate – Potential future planning application for residential properties.</p> <p>Members considered a pre-planning letter sent to the owners of the Hall Farm Estate by ERYC which looked at the likelihood of obtaining planning permission for two residential properties on the currently derelict site. The Clerk confirmed that the site is now listed for sale at a local Estate Agent, with the suggestion that the purchasers could go down the road of residential development.</p> <p>Members noted the contents but felt that there was no action to be taken at this point.</p>
6.4	<p>Planning applications received between the publishing of this agenda and the meeting</p> <p>None received.</p>
7	<p>RISK ASSESSMENT AND MANAGEMENT</p> <p>The Clerk tabled a revised Risk Assessment and Management document.</p> <p><i>Resolved:</i> that the revised document is approved. (See Appendix 1).</p>

8	<p>SOBER HILL WIND FARM COMMUNITY BENEFIT FUND</p> <p>8.1 Request for Variation to NPFA Grant</p> <p>Members considered a request by Newbald Playing Field Association for an amendment to the grant that they received in January 2018 for a feasibility report for a bump track. As the bump track was now not going to go ahead, they asked if they could instead use the money to purchase materials to allow them to improve the surface of the lane that goes from South Newbald Road to the Playing Field.</p> <p>Members did not feel that it was appropriate for money from the fund to be used in this way. If the lane was to be improved, they would want to see quotes from contractors ahead of the work being carried out and be sure that something had been done to address the drainage issues.</p> <p>Resolved:</p> <ol style="list-style-type: none"> 1) that NPC refuses the request and asks that the money granted for the bump track feasibility report is returned to the Sober Hill Wind Farm Community Benefit Fund (SHWFCBF). 2) that NPFA is reminded that it can apply to the SHWFCBF for capital/equipment expenses and also directly to the Parish Council for other things. <p>8.2 End of Grant Report Forms</p> <p>The Clerk said that she was struggling to get End of Grant Report forms back from certain organisations in the village. There was little incentive for them to complete them as they received all the funding straight away.</p> <p>Resolved: that the Clerk can inform the organisations that they will receive no further money from the Sober Hill Wind Farm Community Benefit Fund until they are up-to-date with their end of grant report forms.</p>
9	<p>COMMUNITY PUBLIC ACCESS DEFIBRILLATOR (CPAD)</p> <p>The Clerk said that she had organised a training event to take place at Rockar Offices, Monckton Court on 25 October at 6.30pm.</p> <p>She said she also had an offer from Yorkshire Ambulance Service for a free training session. This would normally cost £240 but they were offering it for free because they had taken so long to reply to requests for a trainer to attend.</p> <p>Members felt that the best thing would be to wait and see how many people attend the first training and, if there is demand, organise a second event.</p>

10	<p>CEMETERY</p>
10.1	<p>Decorative arch at the entrance to the cemetery</p> <p>The Clerk said that Mrs Fisher had decided to withdraw her offer to have an arch built over the cemetery entrance. She felt that the project had dragged on too long and she was not happy with NPC's suggestion that it takes over the project and changes the design. Members of NPC maintained that they could not have made a decision based on the very basic hand drawings she had provided. Mrs Fisher said that she may contemplate the project again in the future.</p> <p>It was agreed that the restoration of the gates themselves would go back on the agenda for consideration at the next meeting.</p>
10.2	<p>Development of Cemetery Building</p> <p>The Clerk said that the first phase of the development work – repointing and replacement of the weatherboarding - had now taken place.</p> <p>Members discussed options for further weatherproofing the building but, time being short, did not arrive at any firm decisions.</p> <p>The Clerk provided members with information about possible plaques. It was agreed that Members would prefer to stipulate the size of the plaques (probably around 1/3 A4 size) but that the material, font and design of the plaques would be left to the discretion of the families ordering them. The wording would have to be agreed by NPC prior to any plaques being put up.</p> <p>It was agreed that this matter would be discussed further at the next meeting.</p>
11	<p>NEWBALD BECKSIES – HABITAT IMPROVEMENT PROJECT</p> <p>Members considered a proposal put forward by Jon Traill of the Yorkshire Wildlife Trust for a habitat improvement project at the Becksies, Little Becksies and The Mires. They planned to apply for grants to fund it.</p> <p>While NPC was very supportive of the ideas in the report, they felt that the total cost of £20,000 - £10,000 of which would need to be provided by a grant from the Sober Hill Wind Farm Community Benefit Fund (SHWFCBF) - was too much to find all at once. The SHWFCBF has many other good causes and this would be too large amount to give to one organisation in a single year.</p> <p>Resolved: that NPC suggests to Yorkshire Wildlife Trust that they consider breaking the project down into phases that can be implemented over the course of a few years and hence spread the cost.</p>

	Members felt that it would be most beneficial to the village if the Little Beckies was tackled first as that would have the biggest positive visual impact on the village.
12	<p>STATE OF HEDGES, BUSHES AND TREES</p> <p>As Cllr. O’Sullivan who requested that this item go on the agenda was not present, this item was deferred.</p>
13	<p>FUTURE OF NPFA</p> <p>Members felt that this had already been discussed at some length during public forum.</p>
14	<p>NEWBALD BENCHES</p> <p>The Clerk noted that many of the village’s wooden benches were once more looking in need of being treated and re-painted. She wondered if NPC might be interested in replacing one or more of them with the new plastic maintenance-free style material.</p> <p>Members were generally enthusiastic about the idea and it was agreed that the replacement of some benches would be incorporated into the 2019-20 budget if at all possible.</p>
15	<p>SNICKET/GINNEL BETWEEN EASTWOLD AND TOWNSIDE ROAD</p> <p>The Clerk said that she had still not yet been able to get an officer from ERYC to come out and ascertain who had responsibility for maintenance of the boundary wall.</p>
16	<p>TRAFFIC AND PARKING PROBLEMS IN NEWBALD</p> <p>No matters were raised.</p>
17	<p>VILLAGE HALL</p> <p>Cllr. Openshaw reported that the Village Hall was holding its AGM on October 9th at 7pm, There would be a drop-in information evening beforehand for anyone interested in finding out more about the plans for the hall.</p> <p>The kitchen improvements were scheduled to take place w/c 19 November. This meant that the Post Office service would not be available that week.</p> <p>There was a full programme of events, clubs and classes scheduled at the Hall.</p> <p>There was currently no news about the Phase 2 funding applications or from the Tesco funding application.</p>

18	<p>COLLABORATION WITH NEWBALD PRIMARY SCHOOL</p> <p>The Chairman and Cllr. Barrett reported back on their meeting at the school. They had arranged with the Head to attend two school assemblies to take to the children about what the Parish Council is and its roles and responsibilities.</p> <p>The Chairman and Cllr. Smith volunteered to attend the first of those two assemblies on Thursday 18th October.</p>
19	<p>PARISH TRANSPORT</p> <p>Cllr. Huntington said that discussions about establishing a community mini bus service to serve Newbald, Hotham and Sancton were still underway and that they planned to put an application in to the Sober Hill wind Farm Community Benefit Fund.</p>
20	<p>ERYC COUNCILLORS</p> <p>None in attendance.</p>
21	<p>NPC CHRISTMAS PARTY</p> <p>This item was deferred until the next meeting.</p>
22	<p>INFORMATION EXCHANGE</p> <p>The Clerk said that an article about the dog fouling poster competition would appear in the Pocklington Post on 4 October.</p>
23	<p>CORRESPONDENCE</p> <p>23.1 Raising awareness of scam mail – request from the Director of Public Affairs and Policy at Royal Mail to publicise the different ways in which Scam mail can be reported – September 2018 – noted.</p> <p>23.2 Invitation to meet the Police and Crime Commissioner and Engagement Officer at various meetings in the area - email received 3 September 2018 from the Engagement Officer, Office of the Police & Crime Commissioner for Humberside – noted.</p> <p>23.3 Parish Transport Champion Meeting – 7-8.30pm, 30 October 2018 - Beverley Depot, Annie Reed Road, Beverley, HU17 0LF – email received 24 September from Transportation Services, ERYC – noted.</p>

Meeting finished at 9.30pm

APPENDIX 1 - NEWBALD PARISH COUNCIL
RISK ASSESSMENT AND MANAGEMENT 2018 (October 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 2 defibrillators</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 defibrillators 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	<p>Risk to third party, property or individuals</p> <p>Benches</p>	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/</p>

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	<p>Clerk clarifies legal position on new proposals.</p> <p>Councillors encouraged to read Good Councillors Guide.</p> <p>Councillors provided with Code of Conduct and copy of the Standing Orders and Financial Regulations.</p> <p>Clerk has successfully completed the CiLCA qualification and also attends relevant training courses/conferences.</p> <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 **1 October 2018**.

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