

NEWBALD PARISH COUNCIL

MINUTES OF THE MEETING OF NEWBALD PARISH COUNCIL HELD AT NEWBALD VILLAGE HALL ON 5 NOVEMBER 2018 AT 7.00PM

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

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

1	PUBLIC FORUM
1.1	<p>Clive Bolton</p> <p>Clive spoke in his capacity of member of ERYC’s Joint Local Access Forum.</p> <p>He wanted to sound out the villagers’ attitude to development of the footpaths. The Local Access Forum would like to improve the footpaths and create some national trails in the village.</p> <p>Members of NPC said that they were very supportive of the idea of developing local footpaths.</p> <p><i>Mr Bolton left the meeting.</i></p>
2	<p>APOLOGIES FOR ABSENCE</p> <p>Cllr. T. Bowater – ill Cllr. B. Smith – prior engagement</p>
3	<p>DECLARATIONS OF INTEREST IN ACCORDANCE WITH THE CODE OF CONDUCT</p>
3.1	<p>Declarations of Interest</p> <p>Cllr. Howard – item 16 – non pecuniary Cllr. Lewis – item 16 – non pecuniary Cllr. Openshaw – item 16 – non pecuniary</p>
3.2	<p>Dispensations – None.</p>
4	APPROVAL OF MINUTES
4.1	<p>Resolved: that the minutes of the meeting held on 1 October 2018 are signed as a correct record.</p>

5	FINANCE																														
5.1	<p>Financial Report and Bank Reconciliation.</p> <p>The Clerk said that she had not had to time to produce this. However, she had tabled a financial report and bank reconciliation at the last meeting and would make sure that she did so at the next.</p>																														
5.2	<p>Budget and Precept Calculation</p> <p>Members considered a proposal for the 2019-10 budget which had been put forward by the Chairman, Vice Chairman, Cllr. Dongray-Burke and Cllr. Howard.</p> <p>Resolved: that the proposed budget for 2019-20 is adopted and that a precept of £47,692.00 is set for the year. <i>(See Appendix 1).</i></p>																														
5.3	<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 border="0"> <tr> <td>Pocket Card</td> <td>Brother printer cartridges</td> <td>£74.99</td> </tr> <tr> <td>Pocket Card</td> <td>Toshiba external hard drive</td> <td>£57.99</td> </tr> <tr> <td>Int. Payment</td> <td>Clerk Salary</td> <td>£1,168.46</td> </tr> <tr> <td>Int. Payment</td> <td>HMRC Tax & NI</td> <td>£245.64</td> </tr> <tr> <td>Int. Payment</td> <td>East Riding Pension Fund</td> <td>£407.12</td> </tr> <tr> <td>Pocket card</td> <td>Stargrange – monthly cost for email subscribers</td> <td>£5.00</td> </tr> <tr> <td>Int. Payment</td> <td>Clerk Expenses</td> <td>£75.99</td> </tr> <tr> <td>Int. Payment</td> <td>Shed Grounds Maintenance – grass cutting</td> <td>£423.36</td> </tr> <tr> <td>Int. Payment</td> <td>Cemetery – Yorkshire Water</td> <td>£34.71</td> </tr> <tr> <td>Int. Payment</td> <td>ERYC – Street Lighting SLA</td> <td>£1642.97</td> </tr> </table>	Pocket Card	Brother printer cartridges	£74.99	Pocket Card	Toshiba external hard drive	£57.99	Int. Payment	Clerk Salary	£1,168.46	Int. Payment	HMRC Tax & NI	£245.64	Int. Payment	East Riding Pension Fund	£407.12	Pocket card	Stargrange – monthly cost for email subscribers	£5.00	Int. Payment	Clerk Expenses	£75.99	Int. Payment	Shed Grounds Maintenance – grass cutting	£423.36	Int. Payment	Cemetery – Yorkshire Water	£34.71	Int. Payment	ERYC – Street Lighting SLA	£1642.97
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6	PLANNING																														
6.1	Notices of Decision																														
6.1.1	18/02170/PLF – Erection of first floor extension and installation of roof lights to rear – 6 Burgate - planning permission granted.																														
6.1.2	DC/18/02877/TCA - North Newbald Conservation Area - Silver Birches x5: crown reduce to height of 8m, T4 Purple Norway Maple: crown reduce to height of 8m - to allow bottom of trees to develop and provide screening - West Farm, The Mires – no objections																														
6.2	Planning Applications																														
6.2.1	18/03113/PLF – Conversion of existing barn/games room to a dwelling including erection of porch and first floor extension – Moor Farm, Cliffe Road, North Newbald.																														

6.2.2	<p>Resolved: that NPC has no observations to make on this application.</p> <p>18/03261/PLF-Erection of single storey outbuilding with additional use as optician's practice – Land East of Westfield House, The Mires, North Newbald.</p> <p>Resolved: that NPC has no observations to make on this application.</p>
6.2.3	<p>18/03407/PLF – Erection of single storey extension to existing outbuilding - Browns Farm, South Newbald Road, South Newbald.</p> <p>Resolved: that NPC has no observations to make on this application.</p>
6.2.4	<p>Planning applications received between the publishing of this agenda and the meeting</p> <p>One was received but the clerk had managed to organise an extension for it.</p>
7	<p>SAFETY REPORTS – CEMETERY, CHURCHYARD, THE MIRES AND THE GREEN</p> <p>Cllr. Openshaw provided a summary of the key points coming out of the safety reports that he had carried out. (See Appendix 2).</p> <p>Resolved: that the Clerk seeks quotes for all the items listed in the summary report, as well as the cost of removing the weed from the beck between the bridge on The Green and the neighbouring property.</p> <p><i>The Chairman deferred item 8 until later in the meeting.</i></p>
8	<p>NEWBALD PARISH FILES</p> <p>The Chairman said that he could only store the Parish files temporarily.</p> <p>The Clerk said that there had been an offer to store the Parish files for free at Moorlands Secure Storage but that it would be in a barn and could also only be a temporary arrangement.</p> <p>Members discussed the possibility of storing the files in the loft area of the Village Hall. Cllr. Openshaw said that he would speak to the Village Hall Management Committee about this.</p> <p>It was agreed that the Clerk would buy small plastic storage boxes for the files and dispose of the filing cabinets.</p>
9	<p>CEMETERY</p> <p>Development of Cemetery Building</p> <p>Building on the detail determined at the last meeting, it was agreed that relatives would be charged a one off fee of £100 to have a plaque put up in the cemetery building. That fee would include installation. Members agreed that details of the new service should be published in the newsletter.</p>

10	<p>STATE OF HEDGES, BUSHES AND TREES</p> <p>Members agreed that the state of the bushes and trees in the village, together with the dumping of grass cuttings in public places, rather than the brown bin, should be addressed in the December 2018 newsletter.</p>
11	<p>FUTURE OF NPFA</p> <p>Members felt this could be discussed as part of the Sober Hill Wind Farm application that NPFA had submitted.</p>
12	<p>NEWBALD BENCHES</p> <p>It was agreed that the possible replacement of some of the benches in Newbald could be looked at once quotes had been received for restoring the current ones. Members noted that it would probably be Spring before any work could be carried out in any case.</p>
13	<p>TRAFFIC AND PARKING PROBLEMS IN NEWBALD</p> <p>Cllr. O’Sullivan noted that Co-op corner had recently been used as a car park.</p> <p>Cllr. Howard informed Members that he was still waiting to hear further news about the possible Community Speedwatch project.</p>
14	<p>BUS STOP – REQUEST FOR SIGNAGE AND PARKING RESTRICTIONS</p> <p>The Clerk reported that an elderly lady who lives on Eastgate had requested that the unofficial bus stop near the junction of Eastgate/Beverley Road/Townside Road/Townend Road should have some signage to make it clear that it is a bus stop. Also she felt that cars that parked there should be prohibited from doing so.</p> <p>Members felt that this was unnecessary, especially as the bus drivers are happy to stop anywhere on their route through the village to pick people up if they are flagged down.</p> <p>It was agreed that the Clerk would seek some reassurance from the bus company that is the case in order that she could feed that information back to the lady who had raised the matter.</p>
15	<p>VILLAGE HALL</p> <p>Cllr. Openshaw reported that the Village Hall had had 3 members of the public turn up to its AGM. Two had volunteered as friends of the Hall and one was thinking of joining the Committee.</p> <p>He said that the Village Hall Chair was on a quest to find some alternative funding for Phase 2 following the failure of an application to one very oversubscribed funding pot. The delay</p>

	<p>that this would cause to Phase 2 may make the Village Hall Committee consider alternative storage solutions for the equipment at the Hall.</p> <p>The kitchen improvements were still scheduled to take place w/c 19 November.</p>
16	<p>PARISH COUNCIL INSURANCE RENEWAL</p> <p>The Clerk tabled an insurance schedule that had been received from NPC's current insurers prior to providing a renewal quote.</p> <p>Resolved: that the insurance schedule is approved.</p> <p>The Clerk said that she would bring quotes to the next meeting for Members to consider.</p>
17	<p>COLLABORATION WITH NEWBALD PRIMARY SCHOOL</p> <p>The Chairman reported that he and Bev had held a very successful information session with the children at the primary school. The children had asked lots of questions and been really interested in the role of Newbald Parish Council.</p> <p>Cllr. Lewis said that he would be happy to do the next meeting.</p>
18	<p>PARISH TRANSPORT</p> <p>It was agreed that this matter would be addressed under the Sober Hill Wind Farm Community Benefit Fund item.</p>
19	<p>YORKSHIRE WILDLIFE TRUST</p> <p>It was agreed that this matter would also be addressed under the Sober Hill Wind Farm Community Benefit Fund Item.</p>
20	<p>ERYC COUNCILLORS</p> <p>Although no ERYC elected Councillors were in attendance, Members shared concerns about the lack of maintenance on Dot Hill Close with the future ERYC County Councillor candidate Pauline Greenwood, who was in attendance.</p> <p>She said she would pass the message on but that is all she could do for now.</p> <p><i>Pauline Greenwood left the meeting.</i></p>

21	SOBER HILL WIND FARM COMMUNITY BENEFIT FUND																						
21.1	Exclusion of Press and Public																						
	<i>Resolved:</i> that in view of the confidential nature of the business to be transacted, the press and public are excluded under the Public Bodies (Admission to Meetings) Act 1960.																						
21.2	Decision on Applications Received to the Fund																						
	<i>Resolved:</i> that grants are awarded as follows:																						
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	<i>The above decisions were all reached unanimously.</i>																						
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	<i>Cllrs. Dongray-Burke and Openshaw abstained.</i>																						
22	NPC CHRISTMAS PARTY																						
	The Chairman offered to hold this event at his house. He said he would let the Clerk know 4 possible dates and Members could let her know their availability.																						
23	INFORMATION EXCHANGE																						
	No matters were raised.																						

Meeting finished at 9.30pm

APPENDIX 2
SUMMARY OF ITEMS REQUIRING ATTENTION FOLLOWING SAFETY REPORTS

NECESSARY**Cemetery**

1. Scrape holes – these are now making a mess of the sides of the main path – at least 20 major scrapes, with about half of them potential trip hazards.

The Green

1. The centenary seat itself has been repointed. However two of the plinth stones are broken and the plinth shows sign of requiring re-pointing.
2. The beck side plants after the bridge could do with some clearing back.

The Mires

1. The large tree next to the weeping willow on the allotment side bank appears dead. Could do with second opinion.

OBSERVATIONS**Cemetery**

1. Hawthorn boundary hedge on south side could now do with trimming back
2. The two bench seats are showing signs of weathering and could do with re-treatment.

Churchyard

1. The top path around the front of the church shows signs of the tarmac cracking, and there are now several small shallow holes appearing, which should be kept under observation, and repaired as necessary.
2. Tarmac facings to the concrete pads used to support the main path railings are deteriorating
3. The notice board is seriously weathered, and could do with some attention before it deteriorates further.
4. There appears to be some fresh weathering damage to the upper right edge of the sculptured door arch to the south transept

The Green

1. The road sign “The Green” on the corner of Eastgate is leaning and is slightly loose
2. The NPC noticeboard is showing signs of weathering
3. The contents of the photo noticeboard are bleached and in poor shape.

	2018/19 Budget	2018/19 Actual to 02/10/18	2018/19 Probable Year End	2019/20 Budget	Budget Variances 2018-19	
EXPENDITURE						
Council Activity						
Village Maintenance	£772.50	£449.00	£772.50	£795.68	£0.00	Probable actual for 2018-19 assumes we will pay for Beck clearance again (250) and further maintenance for anything thrown up by health & safety reports or generally. Budget for 2019/20 assumes a 3% increase in such costs over the next year. Assumes no need to pay out
Clock	£159.65	£155.00	£155.00	£159.65	-£4.65	Have only spent on the service of the clock which is £155, no further spend anticipated. Budget for 2019-20 anticipates that the only spend on the clock will be the service and allows for 3% inflation on those prices.
Street lighting	£2,019.45	£0.00	£2,019.45	£2,080.03	£0.00	The probable actual for 2018-19 is for the anticipated actual Street Lighting bill with allowance for 2% inflation on 2017-8 prices (not received until November). The budget for 2019-20 assumes a further 3% increase in price
Christmas Tree and Lights	£400.00	£0.00	£400.00	£412.00	£0.00	This year it is anticipated that NPC will only buy a Christmas tree, as the lights and the batteries were invested in last year. The budget for 2019-20 allows for a 3% increase on the cost of the tree.
Capital Acquisitions	£0.00	£1,165.00	£1,165.00	£2,000.00	£1,165.00	There was no budget for this in 2018-19 as purchasing the defibrillator was not anticipated at the time of agreeing the budget. The cost is offset against the grants budget, which is not anticipated to be spent in full. A budget of £2,000 is built in to allow for the purchase of some new benches in 2019-20.
Contingency	No budget set for 2018-19			£3,000.00		This allows for potential unforeseen circumstances in the 2019-20 year
Cemetery						
Council tax/Utilities	£206.00	£53.00	£206.00	£212.18	£0.00	Assumes we will spend the full budget on Council tax and utilities in 2018-19. Allows for inflation of 3% on those costs in the year 2019-20
Maintenance	£592.25	£0.00	£320.00	£1,500.00	-£272.25	Probable actual for 2018-19 assumes £200 on pest control and £120 for eliminating rabbit holes. Budget for 2019-20 allows for full year of pest control (£400) and £1100 on miscellaneous expenditure, such as restoring the cemetery gates..
Cemetery Development	£0.00	£550.00	£1,000.00	£500.00	£1,000.00	As the cemetery income was substantially more than normal, NPC decided to go ahead and refurbish the cemetery building for use as a place of memorial. An anticipated further amount of £450 will be spent on improving the weatherproofing before the end of the 2018-19 financial year. Budget for 2019-20 allows for the purchase of a memorial bench for inside the building.
Grass Cutting	£2,325.08	£1,115.00	£2,116.80	£2,300.00	-£208.28	Spend against budget for 2018-19 has gone down because the new grass cutting contractor split the costs evenly between the cemetery and the churchyard, rather than charging more the cemetery (as has previously been the case). The budget for 2019-20 assumes that we will use a contractor in a similar price range and allows for 3% inflation
Churchyard						
Maintenance	£500.00	£0.00	£200.00	£500.00	-£300.00	No spend so far in this year 2018-19 on maintenance. Assumes £200 by the end of the year for such as clearing moss from pathways. 2019-20 year's budget set at £500 to allow for eventualities such as moss clearance and tree maintenance.
Grass Cutting	£1,753.98	£1,115.00	£2,116.80	£2,300.00	£362.82	Spend against budget for 2018-19 has gone up because the Council decided because the new grass cutting contractor split the costs evenly between the cemetery and the churchyard, rather than charging more the cemetery (as has previously been the case). Budget for 2018/19 is based on assumption that we will pay for a similar number of cuts for next year but that price will have risen
Administration						
Clerk	£13,983.52	£7,011.00	£14,021.52	£14,722.60	£38.00	Budget for 2018-19 assumes a combined rate of 5% increase for moving one point up pay scale and possible Government agreed pay scale increase
HMRC Tax/NI	£2,826.21	£1,474.00	£2,947.68	£3,095.06	£121.47	Budget for 2018-19 assumes a 5% increase on this cost
Pension Cost	£5,181.74	£2,443.00	£4,885.44	£5,129.71	-£296.30	Budget for 2018-19 assumes a 5% increase on this cost
Insurance	£300.00	£0.00	£300.00	£350.00	£0.00	Actual spend for 2018-19 is still an estimate. Budget for 2019-20 allows for £50 increase as insurance costs are generally rising..
Administration expenses	£50.00	£0.00	£50.00	£50.00	£0.00	This is miscellaneous administration spending which has come about as a catch all required after the rest of the administration budget was broken down for the Rialtas system. Assume £50 spend in 2018-19. The assumption is that not much of this will be spent and this low rate can be maintained in 2019/20
Training	£94.00	£90.00	£90.00	£200.00	-£4.00	Assumes no further spend on training in 2018-19 financial year. Budget for 2019-20 trainings is for the Clerk and Councillors
Staff expenses	£156.00	£91.00	£156.00	£200.00	£0.00	Assumes Clerk 'work from home' expenses stay at £13 a month for the rest of this year (2018-19) and assumes a possible increase for 2019-20
Mileage costs	£50.00	£23.00	£50.00	£50.00	£0.00	Mileage costs have so far been very low (only £23). Assumes only another £27 will be spent in 2018-19 and a similar total in 2019-20. Also assumes the mileage rate will stay the same at 45p a mile.
Broadband and telephone	£200.00	£92.00	£200.00	£206.00	£0.00	Assumes the full budget of £200 will be spent in 2018-19 and that for 2019-10, the budget will need to rise by 3%

