

PARISH COUNCIL OF NUNBURNHOLME WITH KILNWICK PERCY

Minutes of a Meeting of the Parish Council (PC) held on Thursday 11th July 2019 at 19:30 hrs at the Buddhist Retreat, Kilnwick Percy.

The meeting was chaired by Cllr Phillips.

Present: Cllr Phillips, Richardson, Bird, Atkinson and Ward Cllr Rudd. Four members of the public were also in attendance.

OPEN FORUM

Nothing was discussed here.

Meeting started at 19:30 hrs

1. **Welcome and Apologies** – Cllr Clements.
2. **Declarations of Interest** – Cllr Bird declared an interest in agenda item no.3.
3. **Co-option of Two Councillors**

Cllr Phillips informed the PC that they had received two letters of interest from residents who wish to join the PC. Cllr Phillips invited John Hardstaff and Chris Bird to speak to the PC about why they want to join the PC.

After hearing from both candidates, John Hardstaff, Chris Bird, Robert Bird and two members of the public were asked to leave the room. A vote was then held and the PC resolved to co-opt both John and Chris on as Councillors.

The clerk asked all to come back into the meeting at 7.40pm and handed John and Chris a Declaration of Acceptance form to sign as well as a Register of Interests form to complete. Both signed the Declaration, and this was counter-signed by the clerk. ACTION: Clerk to send the completed Register of Interests forms back to ERYC upon receipt.

It was agreed that one application from agenda item no. 7 would be moved to here to allow the two members of the public a chance to answer any questions.

Planning Application

19/01143/PLF Erection of a two storey and single storey extension to rear, erection of a porch to the front, installation of window to side at first floor and creation of vehicular access. Location: 1 Brunham Cottages, Church Lane, Nunburnholme

Cllr Phillips noted that this was a storm porch at the front and no objections had been raised to-date. The applicant stated that this should not affect any neighbours light as this is adjacent to an existing wall. All members of the PC were in favour of this application. ACTION: Clerk to respond to ERYC accordingly.

4. **Signing of the Minutes of the Parish Council Meeting Held on 16th May 2019**- These were signed as a true and accurate record,
5. **Matters Arising (including outstanding actions not listed on the agenda)**

Register of Interests Forms

The clerk is waiting for Cllr Atkinsons' and Cllr Birds' completed forms. ACTION: Clerk to send to ERYC upon receipt of these.

Littering in the Layby Near the Golf Club

Cllr Atkinson has confirmed that this is ERYC owned land and the clerk has requested that a green wheelie bin be placed there. The exact location was marked on a map. ACTION: Clerk to contact ERYC with the location specifics and ask if there would be a charge to empty the bin if it was a suitable location.

Street Scene

Cllr Phillips informed the PC that he had not organised this second visit as he feels most of the work has been carried out and any outstanding works could be picked up on the next walkabout in 2020. Cllr Phillips suggested writing a letter to Paula Parker at ERYC listing the outstanding actions, all were happy for this to happen.

Accounts

Cllr Phillips has not transferred the funds across to the community account as yet. ACTION: Cllr Phillips to organise this.

The cheque stubs from May need signing by Cllr Phillips. ACTION: Clerk to find the invoices relating to these and ensure the stubs are signed in September.

Article in Kilnwick Times

Cllr Phillips stated that he will be writing a PC headlines article for publication in the Kilnwick Times.

Picnic Bench

Cllr Atkinson had circulated details of three benches and their costings prior to the meeting. It was decided by all that the PC should purchase the premium heavy-duty picnic bench at £180. Cllr Atkinson will liaise with the jubilee committee and the PC will issue a cheque to reimburse them.

6. Accounts

The bank statement and bank reconciliation were signed by Cllr Atkinson.

Cheques were written and signed by two signatories for the following;

Samantha O'Connor - £6.75, chq no. 000718 (travel expenses)

Samantha O'Connor - £274.73, chq no. 000719 (clerks' salary)

HMRC - £66, chq no. 000720 (clerks PAYE)

GeekPoint - £50, chq no. 000721 (website updates)

Emma Fletcher - £184, chq no. 000722 (internal audit)

Cllr Phillips passed round the internet banking form to be completed by all members of the PC excluding the clerk. ACTION: Cllr Phillips to progress this.

7. Planning Applications

19/01655/PLF Erection of single storey extension to rear and refurbishment of existing conservatory (retrospective application). Location: The Old Hayloft, Home Farm, Millington Lane, Kilnwick Percy.

Cllr Phillips noted that this was a previous application that had been supported by the PC but that the

build was slightly higher than agreed due to the necessary degree of the pitched roof. Cllr Bird proposed to approve this, Cllr Phillips seconded this with all being in agreement. ACTION: Clerk to respond to the application accordingly.

19/01361/PLF Change of use of land and construction of manege for private use with associated fencing and creation of hardstanding area adjacent to existing stables. Location: The Stable Cottage, Butt Lane, Nunburnholme.

This planning application was missed and subsequently the PC did not comment on it but received correspondence stating this had been approved by ERYC.

8. Rights of Way: Historical Review of Warter Estate Amendments from 1970s

Cllr Richardson had no further update on this. Cllr Phillips suggested that raising this at the Joint Local Access Forum might be appropriate. ACTION: Cllr Phillips to look at who the contact is.

9. Approval of Financial Regulations

These were approved by the PC. ACTION: Clerk to send these for publication on the website.

10. Emergency Plan

This has not been progressed. ACTION: Cllrs to approach those who the PC can use in the plan and Cllr Phillips and the clerk to produce this before the next meeting.

11. ERNLLCA Councillor Training

The clerk had circulated an email prior to the meeting asking for interest in another councillor training course run by ERNLLCA. Cllr Phillips confirmed that he is already booked onto one. All other Cllrs were asked to let the clerk know if they might attend.

12. Internal Auditor Report

This had been circulated to all Cllrs prior to the meeting and the recommendations were read out by Cllr Phillips. The clerk noted that since she took up her post most of these recommendations had already been resolved. Cllr Phillips noted that the PC needed to produce a financial risk register. ACTION: Clerk to produce the register for approval at the next meeting.

13. ERYC Town and PC Liaison Meeting Feedback

Cllr Phillips informed the PC that he had attended this meeting which was mainly focussed on planning. He noted that a large number of applications are being submitted to ERYC and a high number of those being rejected are being approved at a National level after appeal.

He commented that national planning guidance has changed as of May 2019 which allows larger developments than before without the need to seek planning permission. Any permitted development applications will not be seen by the PC in future. Ward Cllr Rudd advised that all residents should check with the local planning office in the first instance.

14. Community Issues

None.

15. Correspondence

The clerk asked Cllrs prior to the meeting if the PC had valid insurance as she has not seen a payment in the last financial year. She explained that this could be that the PC entered into a three-year deal.

ACTION: Clerk to search the paper files for the document. ACTION: Clerk to amend the correspondence address that the insurance company holds.

The clerk forwarded an email to all Cllrs notifying them of the a National and Transport Public Satisfaction Survey that ERYC are sending to a random sample of 5000 residents.

16. **Date of Next Meeting** – 5th September at 7.30pm in the Buddhist Retreat, Kilnwick Percy.

Ward Cllr Rudd informed the PC that ERYC have been rated 'Good' by Ofsted for further education.

The Youth Offending Team are requesting all PCs to consider if there are any projects for the Youth Service to be involved in such as litter picking. If so the ERYC officer to contact is Sharon Sherwood.

The ERYC para cycling event will commence on September 21st, 2019.

ERYC are holding training sessions for new Cllrs as well as longstanding Cllrs and Ward Cllr Rudd noted that he had some facts from this training as follows;

- ERYC collect 50,000 bins a day and 1 million per month.
- ERYC have the best national record of recycling for the last 2 years in a row.
- ERYC have 350 children in their care.
- There are 10 leisure centres across East Riding that bring in £12 million worth of revenue.

There being no further business, the meeting closed at 21:10 hrs.

Signed as a true and correct record _____ **Date** _____