

PARISH COUNCIL OF NUNBURNHOLME WITH KILNWICK PERCY

Minutes of a Meeting of the Parish Council (PC) held on Thursday 7th November 2019 at 19:30 hrs at the Buddhist Retreat, Kilnwick Percy.

The meeting was chaired by Cllr Phillips.

Present: Cllr Phillips, Richardson, Bird, Bird, Hardstaff, Atkinson and Ward Cllr Rudd.

OPEN FORUM

Nothing was discussed here.

Meeting started at 19:30 hrs

1. **Welcome and Apologies** – Cllr Clements.
2. **Declarations of Interest** – None.
3. **Signing of the Minutes of the Parish Council Meeting Held on 5th September 2019**- These were signed as a true and accurate record,
4. **Matters Arising (including outstanding actions not listed on the agenda)**

Littering in the Layby Near the Golf Club

Cllr Phillips commented that this currently doesn't seem to be an issue, Cllr Bird echoed this. He noted that the Golf Club groundsmen routinely clear the area. The PC agreed to monitor the situation and if necessary, erect some signage detailing possible fines.

Accounts

The cheque stubs (000715, 000716 and 000717) and invoices from May were countersigned by the relevant Cllr.

Cllr Phillips proposed that the PC move to HSBC and all were in agreement with this. ACTION: Councillor Phillips to bring the relevant forms to the next meeting.

5. Insurance Quote

The clerk had contacted a specialist Parish Council insurance company and requested a quote. The clerk provided Came and Company with a list of assets and the current insurance policy. She had sent the quote to all Cllrs prior to the meeting. The clerk noted that the new quote was higher than the current insurance but that the assets value was lower on the current schedule. The new quote allowed for the full total of PC assets. Cllr Richardson proposed to go with the insurance policy that Came and Company recommended, Cllr Atkinson seconded this and all were in agreement.

Councillors assured themselves that volunteers engaged on properly authorised Council community work and support were covered by the 3rd party liability clause.

6. Accounts

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

The schedule of payments was signed by Cllr Phillips and Cllr Richardson.

The following invoices were approved for payment and signed by Cllrs Phillips and Richardson;

ERNLLCA - £22.50, cheque no. 000729 (Cllr training Part 2)

Geekpoint - £31.25, cheque no. 000730 (website updates)

ERNLLCA - £22.50, cheque no. 000731 (Cllr training Part 3)

HMRC - £86.80, cheque no. 000732 (PAYE deductions for clerk)

Samantha O'Connor – cheque no. 000733 (clerks' salary Sept to Oct)

ERYC - £643.33, cheque no. 000734 (SLA for Street Lights)

Geekpoint - £62.50, cheque no. 000735 (website updates)

Samantha O'Connor – cheque no. 000736 (clerks' expenses)

Came and Company - £344.74, cheque no. 000737 (insurance)

7. Planning Applications

19/02600/PLF Temporary change of use of Quarry House (agricultural workers dwelling to offices for a period of 3 years (retrospective application). Location: Quarry House, Cattle Hill, Nunburnholme, YO42 1XG. The decision by ERYC to approve this was read out by Cllr Phillips.

19/02960/PLF Erection of a stable for private use. Location: The Paddocks, Millington Lane, Kilnwick Percy, YO42 1UF.

Cllr Robert Bird raised his concerns about this application based on similar applications for this site. Cllr Chris Bird echoed these concerns. Cllr Phillips noted that there has been a historical incremental development of the site and unauthorised business use on the premises. Cllr Phillips proposed to object to the application, Cllr Atkinson seconded this, and all agreed. ACTION: Clerk to respond and request that if ERYCs decision differs to the PC, that it goes to a planning committee.

8. Emergency Plan

Cllr details were added to the plan and further details were clarified by the clerk. ACTION: Clerk to amend the emergency plan and send to all Cllrs and ERYC.

9. Nomination of Transport Champion

There were no nominations for this role. It was agreed that the clerk remain as the point of contact.

10. State of Roads in Nunburnholme

The clerk had circulated a complaint by a resident to all Cllrs prior to the meeting. Ward Cllr Rudd noted that he would escalate the complaint with the relevant ERYC department. ACTION: Clerk to send the correspondence to Ward Cllr Rudd.

11. Review of Allowances for Councillors

The clerk had circulated an email relating to Councillor allowances prior to the meeting. A vote was held, and Cllr Hardstaff proposed that members of the PC do not claim an allowance, Cllr Atkinson seconded this, and all were in agreement.

12. Website Administration

The clerk had circulated an email to all Cllrs prior to the meeting about the costs incurred in uploading documents to the website. She advised that it is normal practice for the clerk to have admin rights to the PC website as part of the role of clerk/RFO. The clerk explained that other PCs had their website set up by ERYC at no cost.

A discussion was held, and the PC agreed to allow the clerk to approach ERYC about setting up a website. ACTION: Clerk to contact ERYC.

13. Financial Regulations Review and Adoption

All were happy to adopt the new Financial Regulations. ACTION: Clerk to arrange for these to be published on the website.

14. Estimate of Rough Sleepers

The PC discussed this and agreed that the PC should record a value of 1. ACTION: Clerk to respond to ERYC accordingly.

15. Review of Red Telephone Box

The clerk had received a notice from ERYC of the intention to remove the red telephone box. It was agreed that given the previous discussion surrounding this, that Cllr Atkinson organise the evidence that has been gathered to be sent to the clerk to respond. ACTION: Clerk to respond objecting to this to ERYC. ACTION: Clerk to ask ERYC if BT do not accept the objection whether the PC can adopt the box.

16. Approval of Financial Risk Register

All were in agreement that this document should be used as a checklist for compliance.

17. Community Issues

The clerk reported that she had received a complaint from a resident via Cllr Clements relating to a damaged drain. The drain had been damaged by Openreach when they dug for broadband cables earlier in the year. The clerk noted that after liaising with Openreach, this has now been resolved.

The clerk noted that she had received a complaint from a resident via Cllr Clements relating to overgrown hedgerows on Butt Lane and Church Street. The clerk had reported this to ERYC. Cllr Clements has since advised that these have now been cut back.

The clerk had received an email from a resident concerned about the flood issue on Fishpond Hill near The Paddocks. Cllr Phillips volunteered to take this matter up with ERYC. ACTION: Cllr Phillips to update the PC at the next meeting.

18. Correspondence

The clerk noted that she had received correspondence from ERNLLCA advising that there is a council tax scam in operation. Residents are being called from a person stating that they are part of the council and requesting monies for underpayment of council tax.

At this point Ward Cllr Rudd gave his report as follows;

Ward Cllr Rudd informed the PC that ERYC were currently preparing for a general election.

He notified the PC that The Balk from Whitemill Drive roundabout, will be closed from 8am Monday 11th November until Friday 29th November.

An article in the East Riding magazine relating to 'getting ready for Winter' details that ERYC have 21 grit lorries, 60 grit lorry drivers, 800 miles of road are covered with an average of 10,000 tonnes of salt being spread.

ERYC have four designated adult learning centres in Beverley, Bridlington, Cottingham and Goole.

ERYC are offering free car parking in all ERYC owned car parks for the first four weekends in December.

19. **Date of Next Meeting** – 9th January 2020 at 7.30pm in the Buddhist Retreat, Kilnwick Percy.

There being no further business, the meeting closed at 21:08 hrs.

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