



## Minutes of the Annual Parish Meeting (APM) and the Annual Parish Council Meeting (APCM) both held on Thursday 11th May 2023 at 19:00 in Nunburnholme Church.

Present: Cllr Phillips, Atkinson, Richardson, Halkon, R Bird, C Bird and three members of the public.

### OPEN FORUM

Two members of the public reported the issue with the overhanging ash trees on Lowfield Lane. They have spoken to ERYC Highways who have agreed to inspect them and determine who owns them. It is believed that they are owned by Warter Estates, but they are awaiting confirmation before approaching them to ask them to be cut back.

A resident spoke about the response ERYC have given regarding the speed limit change request on the B1246. He was very disappointed at the reasons they had cited for not changing the limit and asked what could be done to progress this. Cllr Phillips noted that this was to be discussed in more detail during the APCM.

Two members of the public left the meeting at this point.

### ANNUAL PARISH MEETING

Meeting started at 19:12 hrs.

The clerk opened the meeting in lieu of a Chair being nominated.

#### 2023.34 Signing of the Minutes of the 2022 Annual Parish Meeting

All agreed that these were a true and accurate record and were signed by Cllr Phillips.

#### 2023.35 Chairman Report

Cllr Phillips read out his report for his term as Chair during 2022/23. (See separate report).

### ANNUAL PARISH COUNCIL MEETING

#### 2023.36 Welcome and Apologies

All Cllrs were present.

#### 2023.37 Declaration of Acceptance and Register of Interest Forms

The Cllrs completed their declaration forms, and these were counter-signed. The clerk noted that there was one vacant seat following the elections. ACTION: Clerk to send forms to ERYC and obtain the outstanding forms to forward.

#### 2023.38 Nominations for Chair

The clerk asked for nominations for a new Chair as Cllr Phillips had expressed his wish to step down. Cllr R Bird nominated Cllr Halkon, Cllr C Bird seconded this, and all agreed. Cllr Halkon accepted the role and signed the relevant form.

Cllr R Bird thanked Cllr Phillips for his many years as Chair and all echoed this.

#### [2023.39 Nominations for ERNLLCA Representative](#)

The clerk noted that she was happy to carry on in this role.

#### [2023.40 Declarations of Pecuniary and Non-Pecuniary Interest](#)

None.

#### [2023.41 Minutes from the Previous Meeting](#)

All agreed that these were a true and accurate record and were signed by Cllr Halkon.

#### [2023.42 Matters Arising \(including outstanding actions not covered elsewhere on the agenda\)](#)

##### **Wildflower Initiatives**

ACTION: Cllrs Phillips and Atkinson to set a date for the consultation.

##### **NatWest**

The clerk reported that she had completed the electronic form but had received correspondence stating that there was an issue with it. ACTION: Clerk to phone NatWest to progress this.

##### **Outstanding Traffic Survey**

Cllr Phillips reported that he had spoken to someone at ERYC as well as Leo Hammond about not receiving the relevant traffic survey requested. He was then sent the data for the location required but the data was taken from a speed camera in 2019. ACTION: Cllr Phillips to write again to ERYC requesting newer data to be collected. ACTION: The clerk to contact Pocklington Town Council to see if their speed watch initiative is being carried out anywhere near this location.

##### **Parish Council Website**

The clerk has had no update. ACTION: Clerk to ask the Ward Cllr to progress this.

##### **Beck Clearance**

Cllr Halkon noted that no risk assessment had been carried out as no date has been set. ACTION: Carry this action over until the Autumn now.

##### **Annual Jubilee Wood Maintenance**

Cllr Atkinson had sent out the four-year costings plan to all Cllrs prior to the meeting. A discussion was held, and the clerk advised that as the costings had taken so long to be produced by the contractor, this had not been budgeted for in the precept. The PC reserves are depleting, and the PC should seriously reconsider spending such a large amount on this project. The clerk suggested for now that the PC close the woods to the public until a more permanent solution could be sought. It was agreed by all that the woods would remain open.



ACTION: Cllr Richardson and Phillips to assess the work that is required themselves and report back at the next meeting.

## **Additional signage for Kilnwick Percy**

Cllr Phillips stated that these have now been installed.

## **2023.44 Accounts**

The clerk had sent the accounts reconciliation, bank statements, schedule of payments and invoices prior to the meeting. Cllr R Bird proposed to approve the schedule of payments, Cllr C Bird seconded this, and all agreed. The following payments were approved:

Samantha O'Connor – £9.90 cheque no. 000846 (clerk travel expenses)

Samantha O'Connor – cheque no. 000847 (clerk salary)

HMRC – £40.40 cheque no. 000848 (clerk PAYE)

Samantha O'Connor – £14.50 cheque no. 000849 (WFH allowance)

Samantha O'Connor – cheque no. 000850 (NALC backdated pay award)

ICO - £35 Direct Debit (Data Protection fees)

ERNLLCA - £286.42 cheque no. 000851 (membership fees)

Cllr Phillips and Richardson signed all cheques and an additional five blank cheques.

Cllr Phillips reviewed and signed the bank statements.

## **2023.45 Asset Register Review**

The clerk had sent this to all Cllrs prior to the meeting for any amendments. Cllr Atkinson had added two litter bins to the register. All agreed that this was correct.

## **2023.46 Annual Return – Approval and Signing of AGAR 2022/23 Part 2 Certificate of Exemption**

The clerk had prepared and sent the form to Cllrs prior to the meeting. Cllr Halkon reviewed and countersigned it. ACTION: Clerk to send this to PKF Littlejohn.

## **2023.47 Annual Return – Approval and Singin of Section 1 Annual Governance Statements 2022/23**

The clerk had agreed with all statements prior to the meeting and all Cllrs agreed that this was correct. Cllr Halkon counter signed the form. ACTION: Clerk to put the complete audit pack together and send to the internal auditor.

## **2023.48 Annual Return – Approval and Signing of Section 2 Accounting Statements 2022/23**

The clerk had prepared and sent the account statements prior to the meeting. All Cllrs reviewed the form and agreed that this form should be countersigned by Cllr Halkon.



## 2023.49 Managing SSSIs

The clerk had sent an email regarding this to all Cllrs. It was confirmed that there were none of these sites in the parish.

## 2023.50 Planning Applications

22/03858/PLF Erection of a single storey extension to front of existing cattery. Location: The Paddocks, Millington Lane, Kilnwick Percy, YO42 1UF. The decision to approve this by ERYC was read out by the clerk.

23/01085/PLF Erection of two storey and single storey extension to rear, detached garage and home office/playroom and construction of retaining wall following removal of wooden garage and summer house. Location: Park Gate Cottage, Nunburnholme Hill, Nunburnholme, YO42 1QY. A discussion was held, and it was agreed by all to support the application with the condition that an archaeological watching brief is carried out. ACTION: Clerk to respond to the application.

## 2023.51 Overhanging Tree Boughs

This had already been discussed during the Open Forum.

## 2023.52 Speed Limit B1246 – Update on ERYC Response and Consider Further Steps

This had been covered under Matters Arising.

## 2023.53 Community Issues

Cllr Atkinson noted that there had been some areas of work missed off the walkabout schedule. ACTION: Clerk to contact Jim McGivern and ask why they had not been included.

Cllr Halkon stated that ERYC had suggested the PC use a community payback scheme for clearing verges on the footpaths. A discussion was held, and it was agreed that the PC did not want to take part in the scheme. ACTION: Clerk to notify ERYC of this decision.

## 2023.54 Correspondence

None.

## 2023.55 Date of Next Meeting

6<sup>th</sup> July, 7pm at Nunburnholme Church.

There being no further business, the meeting closed at 20:34 hrs.

Signed as a true and correct record \_\_\_\_\_ Date \_\_\_\_\_