

PARISH COUNCIL OF NUNBURNHOLME WITH KILNWICK PERCY

Minutes of the Annual Parish Meeting and the Annual Parish Council Meeting held on Thursday 16th May 2019 at 19:00 hrs at the Buddhist Retreat, Kilnwick Percy.

The meeting was chaired by Cllr Phillips.

Present: Cllr Phillips, Atkinson, Bird (in attendance later), Clements and Ward Cllr Rudd.

OPEN FORUM

1. **Signing of the Minutes of the 2018 Annual Parish Meeting** – These were signed as a true and accurate record.
2. **Chairman Report**

A busy year, with resignations from the Chair, Clerk and one other Councillor as well as appointing a new auditor and website management, all of which were successfully resolved. 2 x current Councillors did not stand for re-election but 5 x Councillors were selected, leaving potential for 2 x co-opted Councillors.

We commented on 10 planning applications, lodged comments on several ERYC consultations e.g. mineral & ecological plans, communication plans, local plan, statutory responsibilities policy etc and screened a vast archive of Parish documents, retaining items of historical value. We introduced polices to ensure we were GDPR compliant, refurbished the NB bus shelter and replaced the noticeboard in KP.

Our driving principle in all our endeavours has been to protect our rural status; along with routine business we have also tackled the following key issues:

- **Flood Risk Management:** We established a working group, collaborated with East Riding Yorkshire Council (ERYC), held a public meeting and secured contract clearance of Nunburnholme beck. **Look Forward:** We will work with the community to develop an enduring, sustainable management plan.
- **Public Nuisance/Anti-Social Behaviour:** We have been collaborating about dog fouling, littering (particularly in KP) and fly-tipping (particularly around NB). We consulted with ERYC Streetscene Enforcement and Humberside Police & Crime Commissioners Regional Officer. **Look Forward:** We will continue to work with the community and others to take forward potential resolutions.
- **Broadband Speed:** This has been an issue in NB and we maintained a steady dialogue with BT to address it, with some degree of success. **Closed**
- **Emergency Plan:** ERYC carry the weight of responsibilities, along with other agencies, so our plan is necessarily limited; but we reviewed and updated it and continue to work with ERYC to try and get the winter snow and ice grit bins on NB hill located more appropriately. **Closed**
- **Streetscene & Village Task Force:** ERYC are responsible for maintenance within village/hamlet boundaries, monitored by biennial joint walkabouts. We have successfully addressed road verge gulleys in KP and potholes in NB, blocked drains & general street/roads maintenance. The grass cutting contract was monitored and provides excellent value. **Look Forward:** A few concerns remain, which we will strive to address before the next Walkabouts, not due until 2020.
- **Streetlighting-NB:** After months of work we secured a ERYC service level agreement for maintaining NB street lights, replacing all bulbs with LEDs to reduce annual electricity cost and to ensure they become a community attraction/asset, not an eyesore. **Closed**
- **Public Rights of Way (PROW):** ERYC assumed maintenance responsibility for all PROW in our Parish, but we continue to organise an annual check to assist them prioritise work. We addressed safety concerns in KP, proposing a roadside pathway from the Golf Club/KP Resort to the main road

and to reduce speed limit on the B1246 but unsuccessfully. **Look Forward:** We will review historical PROW queries with Warter Estates and will continue to press the B1246 road safety issues.

Ward Cllr Rudd informed the PC that the results of the ERYC elections were as follows:

Amongst the 67 Councillors, 49 are Conservative, 10 are Independent, and 8 are Liberal Democrat. The Conservative Councillors have increased by two and there are no longer any Labour or UKIP Councillors.

ERYC are currently holding induction meetings for new Councillors which inform them of the following;

- 30% of the population are over 65 which has a large impact on adult care services
- ERYC have a revenue budget of £772 million and a capital budget of £110 million
- There are 4800 vulnerable adults who receive care within East Riding
- There are 11,500 council houses
- There are 336 children looked after by ERYC
- ERYC must make savings of £9.1 million in the next four years

Ward Cllr Rudd noted that this Summer ERYC will be spending £2 million on surface dressing and improving roads.

Meeting started at 19:22 hrs

1. **Welcome and Apologies** – Cllr Richardson and Cllr Bird who wasn't present at the start of the meeting. Cllr Phillips welcomed Paula Clements on to the Parish Council.
2. **Declarations of Acceptance and Register of Interest Forms** – These were all completed and given to the clerk to send to ERYC. ACTION: Clerk to send forms to ERYC.

3. **Nominations for Chair**

Cllr Atkinson proposed Cllr Phillips to remain as Chair, Cllr Clements seconded this and Cllr Phillips accepted the role. ACTION: Clerk to send Cllr Phillips completed from back to ERYC.

4. **Nominations for Vice Chair**

This was deferred to allow all Cllrs to be present.

5. **Nominations for ERNLLCA Representatives**

Cllr Phillips and Clements volunteered to take on this role. ACTION: Clerk to inform ERNLLCA of their contact details.

6. **Declarations of Interest** – None

7. **Minutes from the Previous Meeting** - These were signed as a true and accurate record.

8. **Matters Arising (including outstanding actions not listed on the agenda):**

Cllr Phillips noted that there have been some concerns from parishioners as to how the PC notify the public of meetings and events. He confirmed that the PC post agendas and minutes in a timely manner and on both the notice boards and website. Cllr Phillips is in discussions with the editor of the Kilnwick parish publication to see if they will include this information.

Littering in the Layby Near the Golf Club

ACTION: Cllr Atkinson to determine who owns this land before progressing this further. The clerk has produced signs for the layby detailing the financial penalties as requested.

Street Scene

ACTION: Cllr Phillips to organise a second visit from ERYC with Paula Parker regarding outstanding work.

Re-Location of Grit Bins

It was agreed that this action be closed.

On-line banking

The clerk handed the application form to Cllr Phillips to complete. ACTION: Clerk to check progress of this before the next meeting.

9. Accounts

Cllr Phillips proposed to transfer the funds in the business savers account to the current account, all were in agreement with this. ACTION: Cllr Phillips to organise the transfer of funds.

The bank statements for the full financial year were signed by Cllr Atkinson after the clerk had shown the PC that the finances reconciled. Going forward the clerk noted that should be the usual practice at each meeting.

Cheques were written and signed by Cllr Phillips for the following;

ERNLLCA - £249.07, cheque no. 000715 (membership fees)

Samantha O'Connor – £330.40, cheque no. 000716 (salary March to April 2019)

Samantha O'Connor - £6.75, cheque no. 000717 (expenses March to April 2019)

The cheque stubs were not signed. ACTION: Clerk to ensure the cheque stubs are signed by Cllr Phillips at the next meeting.

10. Rights of Way – Historical Review of Warter Estate Amendments from 1970s

This was deferred until the next meeting as Cllr Richardson was absent. ACTION: Clerk to agenda this item for July.

11. Planning Applications

19/00199/PLF Erection of a single storey extension to side and rear. Location: Old Garth House, Church Lane, Nunburnholme, YO42 1QU. The decision by ERYC to approve this was read out by Cllr Phillips.

Cllr Bird entered the meeting at this point.

12. Asset Register Review

Cllr Atkinson commented that the picnic table needs replacing. ACTION: Cllr Atkinson to speak to the jubilee committee and obtain three quotes.

The PC confirmed that the asset register was up-to-date and that the total value remains the same.

13. Annual Return – Signing of Exemption Certificate

The clerk had prepared this prior to the meeting and signed and dated this. Cllr Phillips counter-signed this.

14. Annual Return – Approval of Annual Governance Statements

Cllr Phillips read out each statement and the PC completed this section. Cllr Phillips and the clerk signed the form.

15. Annual Return – Approval of Accounting Statements

The clerk had prepared these figures prior to the meeting and had signed and dated the form. Cllr Phillips counter-signed this.

16. Topics for Town and Parish Council Liaison Meeting

Cllr Phillips confirmed that he would be attending this on the 29th May and asked for any issues the PC would like him to raise at this. He noted that he would be reporting fly-tipping, littering, highways and flood risk management. No additional topics were added.

17. ERNLLCA VE Day Commemorations

The clerk had circulated an email regarding commemorating VE Day within the parish in 2020. Cllr Atkinson noted that the jubilee committee were happy to organise this.

18. Full Sutton Mega Prison Group Parish Letter

A discussion was held and all agreed that as this does not impact on the parish it wasn't suitable to add the parish council on the group letter. ACTION: Clerk to respond to the clerk at Full Sutton and Skirpenbeck accordingly.

19. Diary of Events

The clerk had produced a document detailing annual tasks and events and asked the PC if there was anything that needed adding. No additions were made.

20. Emergency Plan

The clerk had sent a model document from ERYC prior to the meeting for all Cllrs to review. Cllr Phillips suggested that the clerk and himself populate this. ACTION: Clerk to liaise with Cllr Phillips and complete the plan before the next meeting.

21. Financial Regulations

The clerk had sent a model document from ERNLLCA and asked the Cllrs to review prior to the meeting. Cllr Phillips asked the PC to review and submit any comments by the 25th May to the clerk. ACTION: Clerk to agenda this for July for approval.

22. Community Issues

None reported.

23. Correspondence

The clerk had circulated an email from ERNLLCA offering places on their Councillor training days on the 8th and 11th July. Cllr Phillips noted that if anyone was interested to contact ERNLLCA as it is on a first come first serve basis.

24. Date of Next Meeting

Cllr Bird proposed to reinstate the July meeting and all were in agreement. Meeting dates were set as follows;

11th July 2019 at the Buddhist Retreat, Kilnwick Percy at 7.30pm.

5th September 2019

7th November 2019

9th January 2020

5th March 2020

ACTION: Clerk to produce a meeting schedule for the notice boards and website

There being no further business, the meeting closed at 20:40 hrs.

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