

PARISH COUNCIL OF NUNBURNHOLME WITH KILNWICK PERCY

Minutes of a Meeting of the Parish Council (PC) held on Thursday 21st March 2019 at 19:30 hrs at the Buddhist Retreat, Kilnwick Percy.

The meeting was chaired by Cllr Phillips.

Present: Cllr Phillips, Richardson, Bird, McCallum, Barton and Ward Cllr Rudd. Debbie Fagan from the Office of the Police and Crime Commissioner, David Scales, (Street Scene Enforcement Officer) from ERYC and Cllr Leo Hammond from Yapham and Meltonby PC were also in attendance.

OPEN FORUM

Nothing was discussed here.

Meeting started at 19:30 hrs

Cllr Phillips introduced Debbie Fagan, David Scales and Cllr Leo Hammond to the PC.

1. **Welcome and Apologies** – Cllr Atkinson.
2. **Declarations of Interest** - None
3. **Signing of the Minutes of the Parish Council Meetings Held on 15th November 2018, 17th January 2019, 30th January 2019 and 9th February 2019** – These were signed as a true and accurate record

4. Parish Matters

Anti-Social Behaviour: Fly-Tipping and littering; potential illegal drug activity. How to engage community and council services in support

Cllr Phillips explained the prolific littering issues the parish has had to deal with for the last several years.

Cllr Barton noted that she had recorded registration plate numbers of vehicles sat in the layby next to the entrance to the Golf Club and it does not appear to be the same vehicle. Cllr Phillips added that the litter being left ranges from takeaway wrappers, alcohol cans and in some instances drug paraphernalia.

David Scales commented that ERYC had achieved a successful outcome from littering at the Golf Club entrance last year where a Fixed Penalty Notice had been issued. He explained that his role is to investigate the fly-tipping and try to ascertain the culprit, they are then invited in for an interview under caution.

Cllr Richardson asked what regulations would be needed to install CCTV. David Scales responded that this can be a tricky area due to the new GDPR rules.

Cllr Phillips asked the PC how they would like this to be taken forward. A discussion was held, and it was suggested that signage and a bin would be the best way to proceed at this stage.

There was some question of who owned the land as ERYC will charge for a bin if it is on private land but if it is ERYC land then the PC can obtain a green wheelie bin free of charge. ACTION: Cllr Atkinson to find out who owns this section. ACTION: Clerk to request bin from ERYC if this is highways owned. ACTION: Clerk to produce notice reminding visitors not to drop litter and to include the potential financial penalty. ACTION: Cllr Phillips to ask the KP Times if they will include this in their publication.

Debbie Fagan introduced herself at this point and gave an overview of her role in engaging with communities and talked through the Crime and Policing Plan.

She informed the PC about a scheme called Community Speed Watch where residents take part in monitoring and recording speeding vehicles in their villages.

Both Debbie Fagan and David Scales left the meeting at this point.

Rights of Way: Historical review of Warter Estate amendments from 1970s

Cllr Richardson informed the PC about the historic path that had been open to public use and moved by Warter Estates. He has found minutes recording an agreement with Warter Estate that residents can use the new path. It was discussed that further research needed to be conducted. Ward Cllr Rudd suggested contacting Patrick Wharam at ERYC to determine the legal rights and boundaries. ACTION: Cllr Richardson to update the PC at the next meeting. ACTION: Clerk to agenda this for May.

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

Street Scene/ Village Task Force: Outstanding issues, return response

Cllr Phillips noted that Cllr Atkinson had completed the questionnaire. He asked that ERYC conduct an interim visit before the next scheduled walkabout as some works have not been completed and some that have been are not of a good standard. All Cllrs felt that this would be beneficial. ACTION: Cllr Atkinson and Cllr Phillips to liaise with Paula Parker about organising a second visit.

Streetlights: Contract and service/ maintenance update

Cllr Richardson confirmed that all the LEDs have now been fitted. The clerk noted that she had an invoice for this Service Level Agreement that required payment.

Flood Management: Update

Cllr Phillips informed the PC that the contract work has now been completed by ERYC and they did not feel it necessary to clear the beck next to the farmers land as it would not impede the water flow. Cllr Richardson commented that there was a large root ball left behind the Church. ACTION: Cllr Phillips to notify the Flood Risk Management group of this for them to action.

Cllr Phillips felt it was appropriate to write a letter of thanks to Dan Ashton from ERYC for his support in this project, all agreed with this. ACTION: Cllr Phillips to draft a letter of thanks.

GDPR: Update on compliance work

Cllr Phillips had sent a draft policy to all Cllrs prior to the meeting. ACTION: Clerk to send Cllr Phillips the ERNLLCA 'document retention' policy for inclusion. ACTION: Clerk to organise having this published on the web site.

Re-Location of Grit Bins

Cllr McCallum has contacted ERYC regarding this and Cllr Phillips suggested sketching out where the bins are currently and where the PC want them moved to. ACTION: Cllr McCallum and Cllr Richardson to produce this document and send to Cllr Phillips.

6. Accounts

There were no bank statements so the clerk could not reconcile the finances. The clerk noted that bank statements are to be signed by members of the PC at each meeting after reconciliation with the finance records, to-date this has not been done. The clerk did not feel it appropriate to get the previous ones signed until she is able to reconcile the finances. ACTION: Agenda for the next meeting.

Cheques were written and signed by Cllr McCallum and Cllr Barton for the following;

Samantha O'Connor - £9.99, chq no.000706 (Office equipment)

Information Commissioners Office - £40, chq no. 000707 (Date Protection Registration Fee)

GeekPoint Ltd - £31.25, chq no. 000708 (Website updates – January)

GeekPoint Ltd - £31.25, chq no. 000709 (Website updates – February)

ERYC - £1038.29, chq no. 000710 (Street Lighting Service Level Agreement)

Samantha O'Connor - £6.75, chq no.000711 (Travel expenses)

Samantha O'Connor - £205.67, chq no.000712 (Clerks Salary Jan to Feb)

HMRC - £51.42, chq no. 000714 (Clerks PAYE Jan to Feb)

7. Banking Access

The clerk had sent NatWest change mandate forms for all Cllrs to complete for counter-signing in the meeting. Cllr Bird, Richardson and Phillips completed the forms and had them signed by Cllr McCallum and Cllr Barton. ACTION: All Cllrs to take the forms into NatWest with their I.D. ACTION: Clerk to complete a change request form to have the address changed for the bank statements and bring this to the next meeting. ACTION: Clerk to check the progress of the signing changes in mid-April.

The clerk has no internet access to the account and the funds in the current account will not cover the cheques, she had suggested prior to the meeting that funds be transferred from the savings account into the current account. Cllr Phillips asked the PC that once other signatories were processed if they were happy for this to be done, all were in agreement.

8. Planning Applications

18/03126/ PLF Change of use and alterations to existing building to annexe in connection with main dwelling (Resubmission of 18/01725/PLF). Location: Building West of The Paddocks, Millington Lane, Kilnwick Percy. The decision by ERYC to approve this was read out by Cllr Phillips. He noted that one of the conditions was a caveat that stated the building could not be sold separately to the house.

18/03729/PLF Erection of a livestock building with associated feed bins and installation of a 50kw ground mounted solar array following demolition of existing buildings. Location: Wold Farm, Kilnwick Percy Hill, Kilnwick Percy. The decision to approve this by ERYC was read out by Cllr Phillips.

9. Pensions Regulator

The clerk informed the PC that she had registered the PC and completed the declaration of compliance.

10. Meeting Schedule

The clerk had asked for this to be drawn up so that residents have an idea of when meetings are held. All agreed that meetings are usually held on the second Thursday in January, March, May, July, September and November. ACTION: Clerk to produce a schedule of meetings for the website and noticeboards.

11. Elections

Cllr Phillips informed the PC that Cllr Barton and Cllr McCallum would not be standing for re-election.

At this point Cllr Hammond explained that he was standing for Ward Cllr of the Wolds Weighton area and asked the PC if there were any issues that they were facing. The PC responded that fly-tipping, flood risk management, highways and issues with the BT Superfast broadband were the most common concerns.

12. Clerks Contract

This had been circulated to all Cllrs prior to the meeting and was signed by both Cllr Phillips and the clerk.

13. Town and Parish Council Communication Review

The clerk had circulated this to all Cllrs prior to the meeting. Cllr Phillips commented that he had read through the list of potential new duties for PC and did not feel that it differed greatly from the current duties. All members of the PC were in agreement that this needed no further discussion.

14. Community Issues

None.

15. Correspondence

None.

16. Agenda Items

No additional ones to those already minuted.

17. **Date of Next Meeting** - 16th May at 7pm for the Annual Parish Meeting, followed by the Annual Parish Council Meeting at 7.30pm at the Buddhist Retreat, Kilnwick Percy.

Ward Cllr Rudd informed the PC that given the high level of objections to HMP Full Sutton that all responses should now be sent to Beverley.DC@eastriding.gov.uk for processing rather than to Susan Hunt, the case officer. The planning committee meeting for the HMP Full Sutton mega prison has been postponed whilst awaiting issues regarding highways to be addressed by the applicant. The application could potentially be brought to the planning meeting on the 18th April or 30th May. No date has been confirmed as yet.

Ward Cllr Rudd informed the PC that the ER council tax had been set and for a band D property in Nunburnholme and Kilnwick Percy the amount will be £1513.69. The total council tax including the Parish Council, the Fire & Rescue Service and the Police for a Band D property is £1821.94.

There will be an electrical items amnesty held on 24th April between 1.30pm and 3pm at Pocklington Football Club. This is to encourage residents to dispose of their electrical items correctly. He reminded the PC that residents are able to take electrical items to their local refuse centre throughout the year.

ERYC are reminding residents to use the green bins for nappy waste as it has been reported that blue bins are incorrectly being used for this.

Cllr Phillips thanked both Cllr Barton and Cllr McCallum for their service on the PC and added that their support and contributions had been invaluable. Ward Cllr Rudd echoed this comment.

There being no further business, the meeting closed at 21:16 hrs.

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