



FULL PARISH MEETING OF THE COUNCIL

06 June 2022 - 7.30pm

MINUTES

Present:

Councillors: Cllr. Ashton (Chair), Cllr. Westin (Vice Chair), Cllr. Murphy, Cllr. Hall, Cllr Ward

Clerk and RFO: Mr S Baxter **Members of the public (MOP):** None

Meeting commenced at 7.30pm

Meeting was held at the SALKO Offices, Main Street, Spaldington. Due to the location, only Parish Councillors were present with very few community persons at the location. All the community were invited to attend the meeting via the remote function.

AGENDA ITEMS FOR DISCUSSION AND DECISION

1. **Welcome to all Councillors.** The Chair will remind all that the meeting is recorded and the recordings are kept for a minimum of 12 months.

The Chair welcomed all Councillors and members of the public to the face to face Parish Meeting. He confirmed that while the Councillors and Clerk were present in person, the meeting was also to be streamed via Zoom for other members of the community and press.

2. **Members of the public participation** - Any questions will be at the discretion of the Chair.

The Clerk confirmed that there was no members of the public joining on the Zoom connection and there was no members of the public in the meeting room.

3. **Proposal to exclude members of public from participation** - but can observe

For the following agenda points members of the public can observe the meeting but cannot take part in any debate. Any persons not Councillors or the Clerk will be asked to remain silent and muted on Zoom

- *Motion to exclude any members of the public and press but they can view the meeting was proposed, seconded and agreed unanimously. Motion carried.*

4. **Apologies for absence from Councillors**

There were no apologies from Councillors.



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5. **Declarations of interest** – for the Council to note including dispensations presented to the Clerk

The Clerk confirmed that there were no declarations of interest submitted to him previously -
The Councillors confirmed there was no declarations to made at the meeting.

6. **Minutes of the last Full Parish Council Meeting** (18 April 2022) – to formally agree that the minutes are an accurate record

The Chair confirmed that the Clerk had sent the DRAFT Minutes of the last Full Parish Council meeting on the 18 April 2022.

There was a discussion between the Councillors to confirm receipt and all stated they were happy it was a true and accurate record of the meeting.

- *Motion to agree the Minutes of the Full Parish Council Meeting of the 18 April 2022 was proposed, seconded and agreed unanimously. Motion carried.*

7. **Minutes of the last Annual Parish Council Meeting** (09 May 2022) – to agree minutes are accurate

The Chair confirmed that the Clerk had sent the DRAFT Minutes of the last Annual Parish Council meeting on the 09 May 2022.

There was a discussion between the Councillors to confirm receipt and all stated they were happy it was a true and accurate record of the meeting.

- *Motion to agree the Minutes of the Annual Parish Council Meeting of the 09 May 2022 was proposed, seconded and agreed unanimously. Motion carried.*

8. **Financial update from the Clerk** (including bank reconciliations) - from the Clerk

The Clerk confirmed that he had sent the recent financial report to the Councillors for their perusal. He confirmed that the report covered April to May 2022 period - The main budget points on reflection of budget v actual was:

- There was a budgeted reserve amount of £3,500 which will be separated to the newly created savings account at Unity Trust Bank.
- Estimated financial surplus position at the start of the year was £995 but there was an additional £1,000 set aside for the external auditor investigation which would not be needed now
- It was hoped that if the projections were accurate, the Council may be able to consider a lowered Precept in 2023/24.

The Council discussed the details and stated they felt the financial operations were properly managed and that they finally felt the Council was able to look forward, not back.

- *Motion to agree the financial report laid by the Clerk to the Council was proposed, seconded and agreed unanimously. Motion carried.*



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9. End of Year financial records inspection opportunity arrangements - update from the Clerk

The Clerk confirmed that a notice had even published on the website and he would ask the Chair to place on the notice board that the period of inspection that the PC has to permit the community to inspect the accounting records (by appointment only) is from 20 June 2022 to the 31 July 2022. This meets the statutory provision of 30 days.

The Clerk also confirmed that all the necessary documents for the end of year AGAR etc. had been published on the website as required under legislation.

10. General expenditure for approval - to formally agree that the payments are acceptable:

PAYEE	EXPENDITURE REASON	AMOUNT
Clerk Salary and overtime	Contractual for May & June 2022	Withheld due to confidentiality
Clerk's office allowance	Contractual for April & May 2022	£52.00
Clerk's travel expenses	May and June PC and APM Meetings	£78.30
Clerk's expenses	Zoom subs and office equipment	£153.87
Clerk's Training	Financial Training	£224.00
Peninsula Insurance	Insurance – April 2022	£116.60 + VAT
Howden Town Council	Meeting room hire	£50.00

The Council discussed the payments and agreed they were acceptable. The Clerk stated that there was more than the usual overtime (which was agreed by the Chair) due the work needed to provide a formal response to the External Auditor investigation report. The expenses for the training and zoom were needed due to operational reasons and were budgeted for.

- *Motion to agree the expenditure as detailed in the schedule of payments was proposed, seconded and agreed unanimously. Motion carried.*

11. Planning Applications – to discuss and agree the decision on each

The Clerk confirmed that there was no new planning applications sent for the Council's consideration. In regard to a previous issue raised by a member of the community about a local business and the type of business they were operating - the Clerk confirmed that the planning enforcement team had reviewed the relevant permissions and confirmed all was in order.



12. Windfarm Fund Application – discussion on options

The Clerk confirmed that an application for the funds for a new entrance sign for the village had been submitted by the deadline and we were awaiting the result.

The Councillors on the Windfarm Fund confirmed that all applications from all local areas had been received by them and they would start to be reviewing the applications over the next few weeks.

13. Tree planting area signage - proposal to agree the signage and details

The Clerk confirmed that the £500 awarded after the application for the grant will be paid shortly.

The Council discussed the previous suggestion of naming the walkway 'Jubilee Way' to honour the platinum jubilee of The Queen this year. The Clerk made the Councillors aware that this could not be a formal street or road name as this would have to be agreed with the Planning Team at ERYV but there was no obvious reason why it could not be informally adopted with the relevant signage.

14. Urgent or important correspondence – update from the Clerk

The Clerk confirmed that he had received a response from ERYV Planning on the request for clarification on the business usage of a local company. It was confirmed that while they will review further there is no indication currently that any breach of planning has been committed.

In regard to the issue of usage of a local property for the Adult Entertainment business, the matter will be referred to the Trading Standards for their input as well.

15. External Audit Investigation result - update from the Clerk

The Clerk confirmed that the formal response had been received by the PC and the main points were as follows:

i) From the 17 complaints that were submitted, six were deemed not to have met the criteria for being permitted for a complaint investigation. All the remaining 11 complaints have also been discontinued on the grounds any "...further auditor response would disproportionate [to the actual complaint]...".

ii) This means that other than some minor adjustments recommended (all of which the PC have already put in place and that this is noted in the report) there is no further action needed.

It was further noted that unfortunately the complaints that were submitted by the individuals have cost the community £8,900 (net) which equates to around an average of nearly £50 a property.

He confirmed a formal response for each complaint had been written and sent to all Councillors. The Council agreed that the formal response to the External Auditor investigation should be publicised on the website to ensure that the Community is fully aware. The Clerk stated that the investigation was now complete and the PC could move on.

The Councillors discussed the whole investigation and the implication it had had on the community and the financial position of the Council. They stated that the whole unfortunate issue, both this investigation



and previous legal issues, had caused a lot of unrest but it was hoped that the Council and the community could move forward with the hindrance of these issues hanging over them.

16. Parishioner concerns relayed to Councillors - any update from Councillors from Parishioners

The Chair stated that he had received the following issues brought to his attention:

- i) *The condition of the Main Street, Spaldington was raised - it has been alleged that due to the high number of large and very heavy tractor style vehicles from the local plant which use this road (among others) the road condition has deteriorated*

The Councillors discussed the issue in depth and agree that the increase in the type of vehicles used on that road may have contributed to the deterioration of the road.

The Councillors asked the Clerk to contact the Operations Manager of the Plant to ascertain if another route could be considered. They also asked if the Highways Team could be contacted to make them aware of the issue to ensure that they can monitor the road surface issue.

- ii) *The large bag of rubbish which as been left at Featherbed Lane which is now stopping the grass cutting and maintenance of the area*

The Councillors discussed the issue and feel that it needs further action both for the fact that it is stopping the proper grass cutting and the appearance.

The Clerk confirmed that he had already contacted the Highways Team but will chase up the Team to ensure that the issue is investigated.

17. To agree the date and location of the Full Parish Council Meeting - 7.30pm Monday, 04 July 2022.

The Clerk made a recommendation that as he would be absent for two weeks in August 2022 for annual leave that it may be worth considering having a meeting in mid-July and then one in September 2022. It would ensure that a meeting would not have to be clerked by a Councillor.

The Councillors agreed and felt that this time of time was quieter it would be appropriate.

- *Motion to agree the next Full Parish Council meeting to be held on the 18 July 2022 at 7.30pm at the SALKO Offices with members of the public joining as well as a the meeting being shared by a remote digital means was proposed, seconded and agreed unanimously. Motion carried.*

MEETING WAS CLOSED BY THE CHAIR AT 8.50pm.