



## FULL PARISH COUNCIL MEETING

01 March 2021 - 7.30pm

### MINUTES

#### **Present:**

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

**Clerk and RFO:** Mr S Baxter

**Members of the public:** Five

**Meeting commenced at 7.30pm**

### AGENDA ITEMS FOR DISCUSSION AND DECISION

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#### 1. **Welcome to all Councillors and any members of the public sitting in observation**

The Chair welcomed all and checked all Councillors were able to see, hear and be heard as the meeting was held via a digital format.

2. **Members of the public participation** - this will be limited to 10 minutes and each member of the public will have a maximum time of three minutes. This is at the discretion of the Chair.

3. **Motion to exclude members of press and public from participation** - but can observe

- *Motion to agree the motion was proposed, seconded and agreed unanimously. Motion carried.*

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

#### 4. **Apologies for absence from Councillors**

The Clerk nor the Chair received any apologies as all Councillors were in attendance.

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

The Clerk stated that he had received two declarations of interest as follows:

Pecuniary interest - Cllr Murphy: Planning application 21/000135/PLF (Agenda Point 20)

Non-pecuniary interest - Cllr Ashton: Planning application 21/00543/AGNOT (Agenda Point 20)

6. **Minutes of the last Full Meeting** (01 Feb 2021) - to confirm that the minutes are accurate

The Clerk had previously sent a copy of the minutes to the Councillors.



- *Motion to agree the minutes of the Full Parish Meeting on the 01 February 2021 as a true and accurate was proposed, seconded and agreed unanimously. Motion carried.*

## 7. Issue because of sign removed on road – update from the Clerk

The Clerk stated that he had chased the Highways Team at ERYC again for an update but was waiting to hear back. This was in connection to ensure the HGV signage is replaced and the Highways Team to investigate the usage of the road. It was felt by the Clerk that this may in the next financial year.

**Actions:** Clerk to continue to chase the ERYC Highways Team and to update Councillors at next meeting

## 8. Off-road use of Featherbed Lane – update from the Clerk

The Clerk updated that he had not heard back from the PRoW Team at ERYC in the last week – but the last thing he had received was that the PRoW Team were aware and are looking to replace the barriers if they are broken but that because of the fact it was a Bridle Way they were limited on the size. The new barriers mat stop quad bikes but won't stop motorcycles. They are also in communication with the Police to stop anti-social behaviour. The main point the PRoW Team have said is that it is crucial that the community report anti-social behaviour quickly so that Police can respond and deal with the issue.

**Actions:** Clerk to continue to chase the PRoW Team at ERYC and to update Councillors at next meeting

## 9. Defibrillator in the Parish – to discussion and agreement on way forward

The Chair opened the point and stated that the Parish Council had engaged with Defib Ltd to service the current defib machine (this was agreed at the last meeting). He stated the engineer had stated that the defib machine had not been serviced or updated for over six years and that it was former administration that had not ensured that the defib machine, a possible life saving piece of equipment, was kept in good working order. The Council now had to deal with the issue that the defib machine was not fit for purpose and that it had to be replaced. He asked the clerk to update the Council on the options he had looked at.

The Clerk stated that to buy the appropriate defib machine was around £1,100 but that it did not include any servicing or replacement of any kit should the machine be used. The alternative options was to lease the defib machine with the following options: i) Leased for five years at £1 a day (with a rebate of £150 for the current machine) or ii) leased for one year at £2.99 a day. Thus, the choice was a cheaper rate but for a longer contract or a shorter contract for a larger lease fee. Either leased option would provide full service and used guarantee and provide reassurance to the community that if it was needed (in a life-saving need) it would be ready to work.

The Councillors discussed the option and felt that the reassurance of the leased option was crucial. While it may appear to cost more, with the servicing and maintenance built in, and the accepted lifespan of the defibs, it was felt that the five-year leasing option was the best value for money.



- *Motion to agree the five-year leasing option with Defib Machines Ltd at the price indicated was proposed, seconded and agreed unanimously. Motion carried.*

**Actions:** The Clerk to liaise with the company to commence the contract and installation. It was hoped that this could be achieved in a few days.

## 10. Use of road near the water tower by HGVs – to discuss the accumulation of litter

The Chair stated that this issue had been discussed with the Clerk. It was noticed that many HGVs were using the road as a type of layby and there had been an accumulation of litter left by the HGV drivers. This was not only a mess, but it may cause environmental issues.

The Clerk stated that he had written to ERYC to ask them to review the situation and arrange a clear up. It was confirmed that this had been done but unfortunately it was accumulating again.

The Council discussed that the parking of HGVs there was causing a safety issue for people turning in and out of the junction. The use of yellow lines could solve this issue.

**Actions:** The Clerk to chase the Highways Team at ERYC to ensure the area is cleared.

## 11. Financial update from the Clerk – including bank reconciliations

The Clerk had previously sent the full financial update and bank reconciliations to the Councillors for their perusal. He confirmed that in his estimation the Council was under budget and that the finances had benefited from a careful management of the finances by the Councillors.

The only budget line which would be significantly in excess of the budget was the Clerking cost which was in excess due to various overtime costs because of issues such as the External Auditors report letter as well as FOI / SAR requests from a resident.

The Council agreed that until the cost of the External Auditor was known, a tight reign of the finances should be maintained.

- *Motion to agree the financial update presented by the Clerk was proposed, seconded and unanimously agreed. Motion carried.*

## 12. General expenditure for approval

- i) Salary and Expenses of Clerk – amount withheld due to confidentiality
- ii) Peninsula Insurance direct debits for February 2021 - £138.62 / month

The Clerk had previously sent all the expenditure detail to the Councillors for their perusal.

- *Motion to agree the general expenditure schedule presented by the Clerk was proposed, seconded and unanimously agreed. Motion carried.*



## 19. Banking of the Parish Council – update by the Clerk

The Clerk updated the Council on the progress of the banking account transfer from HSBC to UNITY TRUST BANK. He confirmed that the bank account had been set up and that the Council had successfully undertaken a test payment of a £1 to ensure that the Clerk and Councillors were comfortable with the process.

The Clerk confirmed that as much as possible payments would be made by BACS transfer and not cheques.

## 20. Planning Applications for discussion and decision of support

i) 21/000135/PLF - Moatfield Farm, Willitoft Road, Spaldington, East Riding Of Yorkshire, DN14 7NH

**CLLR MURPHY (AS PART OF HIS PECUNIARY INTEREST DECLARATION) WAS REMOVED BY THE CLERK FROM THE MEETING UNTIL A DECISION ON THE APPLICATION WAS MADE BY THE COUNCIL.**

The Clerk had previously sent all details of the planning application to all Councillors for their perusal and review. The Clerk also went through the various documents as part of the application.

The Councillors discussed in detail the application. They discussed that although it was a retrospective planning application, the work that had been done made the area a lot tidier and the work had been done to a high standard.

The Clerk made the Councillors aware of what options they had in regard to reply to the Planning Team.

- *Motion to state that the Council SUPPORTED the planning application was proposed, seconded and unanimously agreed. Motion carried.*

**Actions: The Clerk will ensure the Council's opinion will be submitted to the ERYC planning portal.**

ii) 21/00543/AGNOT - Land North West Of Ivy House Farm Holme Road Spaldington, East Riding

**CLLR ASHTON (AS PART OF HIS NON-PECUNIARY INTEREST DECLARATION) WAS REMOVED BY THE CLERK FROM THE MEETING UNTIL A DECISION ON THE APPLICATION WAS MADE BY THE COUNCIL.**

As the Chair has been removed from the meeting for this item, the Clerk asked for a Councillor to Chair this meeting to ensure its validity.

- *Motion to appoint Cllr James Hall as a temporary Chair for this agenda point was proposed, seconded and unanimously agreed by Councillors present. Motion carried.*

The Clerk had previously sent all details of the planning application to all Councillors for their perusal and review. The Clerk also went through the various documents as part of the application.



The Councillors discussed in detail the application. They discussed that the planning application was to replace an old building that had existed previously. The building would be for general agricultural use and the plans detailed that there would be screening of the building by the planting of trees.

The Clerk made the Councillors aware of what options they had in regard to reply to the Planning Team.

- ***Motion to state that the Council SUPPORTED the planning application was proposed, seconded and unanimously agreed. Motion carried.***

**Actions:** The Clerk will ensure the Council's opinion will be submitted to the ERYC planning portal.

## 21. Correspondence to discuss

The Clerk went through the various pieces of urgent and important correspondence received from third parties. No significant issues that needed more definitive explanation.

## 22. Telephone Box maintenance – update from Cllr Murphy

Cllr Murphy confirmed that the phone box had been having the various sandblasting and maintenance work undertaken and that pictures had been sent to the Clerk for the website update. The phone box has been sand blasted and is currently being resin filled and painted.

The Council agreed that this item to be discussed further at the next meeting which by then the phone box will have been returned and a decision can be made.

**Actions:** The Clerk to ensure that the issue is on the agenda and for it to be discussed at the next meeting.

## 23. Newsletter for Parishioners

This issue was one that was raised by a member of the public at a previous Full Council Meeting and then discussed at the last meeting.

The Clerk confirmed that he had written a draft version of a newsletter and had sent this to the Councillors for review. The newsletter included various stories and updates.

The Council agreed that the newsletter looked really good and that it would serve the community well. They agreed that a few more articles would be needed. Cllr Westin confirmed she would email an article on the various walks around the Parish.

The Councillors also agreed that once the newsletter had been completed, it would be need to be printed and hand delivered. The Council thanked Cllr Murphy for his kind off of printing the newsletter ready for distribution.

**Actions:** The Clerk agreed that he would finish the newsletter and email this to Councillors for distribution after they had been printed.



## 24. Update on the External Auditor investigation

The Clerk updated the Council on the current situation with the External Audit investigation. He had received a request for some information but it was not clear whether this was part of the official external audit investigation or if this was the normal process of dealing with the audit submission last year.

## 25. Records of the Council and Trial Bundle of the Employment Tribunal

The Clerk stated that more records had been received from the previous administration – he was clear in that in his opinion that the previous administration had not surrendered all the records that belong to the Council to him or current Councillors. This was based on the fact that in the records investigation he had undertaken there were missing signed minutes, missing statutory documents and the personnel file of a previous employee. He stated that he had written several times to the previous times asking for records belonging to the Council and also reminding them of their legal obligations.

The Clerk also confirmed that Peninsula had provided him with a copy of the Trial Bundle in full. He is seeking legal advice on what can be disclosed to the Council and the community.

The Chair did say that in regard to the Personnel file of the former employee, the Council had been in contact and offered to have an informal discussion to help address any issues.

## 26. Internal Audit - recommendation from Clerk

The Clerk stated the Internal Auditor had now been sent a lot of documents in regard to what they would require to under take the internal audit. He continued to say that over the next month he would in regular contact with the IA to ensure they have all the documents and information they require and hope to have a full report sometime in April 2021.

## 27. Signs on Pathways in the Parish

Cllr Westin stated that she had walked the various walking paths around the Parish and noted the missing signage. Because of the missing signs she felt that some people walking the area may get lost due to the lack of appropriate signs.

It was agreed that Cllr Westin would send the Clerk a full list of signs that need installing.

**Actions: The Clerk would ensure that the information from Cllr Westin is then passed to the PROW Team at ERYC.**

## 28. Flooding at Capella Farm

Cllr Westin stated that she had been in contact with the Owner of the Farm that experienced flooding. She confirmed that the Owner was very grateful for all the offers of help the Parish had offered and received including various hay from Councillors.

## 29. Parishioner concerns relayed to Councillors – any update from Councillors from Parishioners

There were two issues that had been raised to the Chair:



- i) There had been an issue raised by a member of the community that had stated a person had knock on their door allegedly asking for details of a property that was for sale. The resident thought that it was ingenuine and that the person asking was actually scouting for properties to burglar.

The council felt it was absolutely necessary to get the message out across the community to be aware of unknown persons with less than honest intent

- ii) The Chair stated that he had been in contact with Mr Southworth who had been speaking to the former employee of the Council. Mr Southworth stated that her honest intent was to just clear her name as she felt that the former administration had besmirched her reputation through their actions.

The Council felt it was time to hopefully draw a line under the issues caused over the previous years, and while it was important that matters in question were dealt with, it was not allowed to continue to harm the running of the Council.

**30. Motion to agree the next Meeting of the Parish Council - 7.30pm on Mon 05 April 2021 by Zoom**

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