



## FULL PARISH MEETING

04 January 2021 - 7.30pm

### MINUTES

#### **Present:**

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

**Clerk and RFO:** Mr S Baxter

**Members of the public:** Five

**Meeting commenced at 7.35pm**

### 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.

There were two questions which were:

- **Can the Council explain what is happening to the Phone box that was until recently in the Parish?**

Cllr Murphy answered this by stating that it had been agreed at a previously Parish Meeting that because the phone box needed maintenance and repair it would be removed by him and repairs undertaken. Due to the Christmas break the repair plan had been delayed but it was hoped that over the next month it would be stripped back, reinforced and repaired. He also confirmed that he had undertaken some research on what other Parishes did with these type of phone boxes and would present to the Council at the next meeting the current update on the phone box and the options.

#### **Actions:**

- The Clerk to ensure the phone box is added to the agenda for the next meeting**



- **Can the Parish Council consider writing and distributing a newsletter to Parishioners with updates on what the Council is doing, especially on items such as the Phone Box etc?**

The Chair stated that while this was a great idea, it would have to be considered at the next Full Parish Meeting and would be included in the Agenda. The Chair did say this had been undertaken in the past but would be careful as to the Clerk's time available.

He did also confirm that the Spaldington Facebook page does get updates, and while it is not the Parish Council's own page, as the Council had to be careful in what it puts in the Council's name, the Facebook page is a good way of people finding out what is happening. The Clerk did confirm that the Team that runs the Facebook page could advertise the Clerk's email address on the Facebook page for MOP to ask any questions.

**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 Chair received apologies from Cllr Hall who was stuck in traffic from returning from his employment. He had hoped to join the meeting during the timeframe but unfortunately wasn't able to. The Chair accepted his apology.

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

There were no declarations of interest presented nor did the Clerk receive any prior to the meeting

**6. Minutes of the last Full Meeting (07 Dec 2020) – 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 07 December 2020 as a true and accurate was proposed, seconded and agreed unanimously. Motion carried.*

**7. Minutes of the Extraordinary Meeting (26 Nov 2020) – 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 EOM on the 26 November 2020 as a true and accurate was proposed, seconded and agreed unanimously. Motion carried.*

**8. Minutes of the Extraordinary Meeting (14 Dec 2020) – 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 EOM on the 14 December 2020 as a true and accurate was proposed, seconded and agreed unanimously. Motion carried.*

## 9. SPC Councillor nominations for the standards committee of ERYC – discuss and vote

The Clerk had been made aware that the Chair, who had previously been nominated to sit on the ERYC Standards Committee, has had to withdraw due to personal commitments. Unfortunately, as no other Councillor felt they had the time to put themselves forward and thus unfortunately the Council would not be sending a nomination to the Standards Council at the ERYC.

### **Actions:**

- The Clerk to write to the Committee Team at the ERYC to unfortunately announce that Cllr Ashton has withdrawn from the nomination.**

## 10. Issue because of sign removed on road (C88 that runs from A614 to B1228) – discuss and vote

The Chair has made the Clerk aware that there had been a sign removed from the road stopping the use of the road by HGVs. The result is that there has been a big increase in the use of the road, especially HGVs, as thus has caused disruption to the area.

The Councillors discussed the fact they feared for the infrastructure of the road due to the use by a lot of HGVs. The road had been improved when the windfarm was installed but that the continual use could cause future issues.

The Clerk confirmed he had contacted the Highways team at ERYC to ask if this could be looked into. Unfortunately, due to the Christmas period we have not had a reply but it will be chased in the coming week.

The Councillors felt that they Council should write to the Highways Team at ERYC to ask for an investigation into the possible permanent or temporary weight limit with only vehicles needing to use the road for access permitted.

- *Motion to contact the Highways Team at the ERYC to ask for a full investigation into the aforementioned road was proposed, seconded and agreed unanimously. Motion carried.*

### **Actions:**

- The Clerk to write to the Highways Team at ERYC**

## 11. Off-road use of Featherbed Lane – discuss and vote

The Chair made the Clerk aware that the Featherbed Lane was being used by unknown persons for off-road purposes. This had been a historic problem but with work undertaken it had been used for pedestrians as a PRow.



The Clerk confirmed that he had contacted Samantha McGovern at the PRoW team at ERYC to ask if this could be looked into. Unfortunately, due to the Christmas period we have not had a reply but it will be chased in the coming week.

The Chair confirmed that he had seen these persons go underneath the barrier that was put in place by the Humber Drainage Board and thus the area was being damaged. The Councillors did discuss that it was becoming a Health and Safety issue due the fact that some people who were still using the PRoW as a walk would come face to face with persons on motorised vehicles.

The Councillors felt that action needed to be taken an to chase up the PRoW Team at the ERYC and to also contact the Ouse and Humber Drainage Board for any help.

- *Motion to contact the PRoW Team at the ERYC to ask for a full investigation into the issue and to also contact the Ouse and Humber Drainage Board was proposed, seconded and agreed unanimously. Motion carried.*

**Actions:**

- The Clerk to write to the PRoW Team at ERYC**
- The Clerk to write to the O&H Drainage Board**

**12. Update from Cllr. Hall on the Defibrillator - moved from last meeting**

The Chair confirmed that as Cllr Hall was not able to attend the meeting, he would ask that he sent the details of what was needed in regards to the Defibrillator to the Clerk.

**Actions:**

- The Clerk to contact Cllr Hall to ask for the details on the defibrillator requirements**

**13. Confirmation of vacancy of Councillor role - update from the Clerk (from response of ERYC) and consideration of co-option process**

The Clerk confirmed the Election Team at ERYC stated that there had been no letter signed by 10 electors of the Parish sent into them to ask for an election. Thus, the Council were at liberty to advertise for any applications for co-option. The Clerk gave a recommendation that while there were technically three vacancies on the Council, for team dynamics it would be better to co-opt one Councillor initially as to not unsettle the Council team due to its relatively newness. The Chair agreed with this recommendation as it also was what was advised from the Head of Legal at ERYC.

The Clerk recommended that if the Council wish to agree to advertise the Notice of Vacancy by Co-Option, it would be appropriate to encourage applications by email but to also allow any Parishioners



to hand deliver any applications and if the Chair agreed to use his address as the drop off point. The Chair agreed that if the Council voted for the notice of co-option, then he was happy to for his address to be used.

- *Motion to agree to use the Co-option process and to advertise the opportunity for Parishioners to apply to join the Council by Co-Option, and to have the deadline of the 24 January 2021 was proposed, seconded and agreed unanimously. Motion carried.*

#### **Actions:**

- The Clerk to publish the Notice by Co-Option on the website and to send to all Councillors for them to advertise on the various parish noticeboards.**

#### **14. Financial update from the Clerk – including bank reconciliations**

The Clerk had previously sent the full update report and a copy of the bank statement to the Councillors. There had been no financial activity on the account during November. Whilst the bank balance looks healthy at just over £9k, there was nearly £900 of expenditure cheques awaiting clearance and the Council was still not aware of the External Auditor costs. Of the £8k not yet spent of the 2020/21 budget, £5.5k of this was provision for the external auditor cost. Thus, of the £2.5k remaining it is anticipated that the Council may be around £700-£800 under budget at the end of the financial year.

- *Motion to agree the presented financial data report by the RFO was proposed, seconded and agreed unanimously. Motion carried.*

#### **15. Extraordinary meeting to agree updated policies – recommendation by the Clerk to set up a meeting to specifically discuss and agree proposed policies. Suggested date of 18 January 2021 at 7.30pm.**

The Clerk recommended that a specific EOM was held to discuss the various policies and procedures that had been updated or written to ensure that the Council was up to date with modern best practice and legislation.

The Chair asked if the EOM could be moved to the 25 January 2021 to then allow Councillors to be made aware of any applications for co-option.

- *Motion to agree the EOM for reviewing policies and procedures on the 25 January 2021 at 8pm was proposed, seconded and agreed unanimously. Motion carried.*

#### **16. Councillor email address – email address of Councillors update**

The Clerk confirmed that all Councillors had activated their new Council specific Councillor email accounts. All Councillors are aware that only their Councillor specific email account will be used by the Clerk – they also are aware that any Council business must only be sent by their Councillor email account.



## 17. General expenditure for approval

- i) Salary and Expenses of Clerk – amount withheld due to confidentiality
- ii) Peninsula Insurance direct debits for January 2021 - £138.62 / month
- iii) Initial deposit to Unity Trust Bank for opening account - £500 (to be discussed at Point 20)
  - ***Motion to agree the payments on the payment schedule was proposed, seconded and agreed unanimously. Motion carried.***

## 18. Correspondence to discuss

- i) Code of Conduct training update – Cllr Ashton to update
- ii) Samantha McGivern PRow issues on Oak Tree Path
- iii) Humber Emergency Planning Service – Winter Grants available
- iv) Police Report from Pocklington Police Station – Statistics on the Howdenshire area
- v) ERYC – Winter Planning Update
- vi) EYRC – General information on Tier 4 restrictions if imposed
- vii) EYRC – Confirmation of tax base for the Parish of a reduction of 0.7%

The Clerk briefly went through the correspondence and noted the headline details.

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

The Clerk confirmed that there had been no planning permission applications received by ERYC.

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

The Clerk confirmed that the initial application for a bank account at UNITY TRUST had been made and the Council had now reached the stage where signatures of Councillors were needed and some copies of ID. Once the signatures of Councillors on various forms had been received by the clerk, the forms would be sent to UNITY BANK. The new account once it has processed will need an opening deposit of £500. The Clerk thus asked the Council to approve the initial deposit of £500 from the HSBC account to deposit into the UNITY BANK account.

- ***Motion to agree the £500 deposit from the HSBC account to the UNITY BANK account when opened was proposed, seconded and agreed unanimously. Motion carried.***



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

The Chair wished to state publicly the Council's thanks to the following people for their help, generosity and support for the Christmas Tree and decorations. The people were:

- Kathryn Talbot
- The Wilburn Family
- The Ashton Family
- The Pearson Family
- The Turner Family
- Cllr Murphy and SELCO
- David Southworth and POPULAS
- CIC
- All the other volunteers

The Clerk stated that, while it was not a Parishioner concern, he did need to disclose that the Council had received a Freedom of Information Request from Ms WENDY MCKAY [*the Council did receive legal advice as to whether the person can be named - they agreed that it was permissible*]. The Clerk confirmed that the FOI did not fall into any of the exceptions under the FOI Act 2000 and therefore the Council had to comply. The Clerk stated that he did not have sufficient contracted hours to also manage this request and thus he would be submitting an overtime request to manage this work.

The Chair asked what the estimated hours for this would be: The Clerk confirmed he expected in the region of 9-11 hours as the records of the Parish Council were not all present as expected as thus to ensure that the obligations of the Council were met he would have to go through all of the records.

The Clerk would update the Council with more detail at the next Full Meeting.

### **Actions:**

- i) **The Clerk to ensure the FOI is on the agenda for the next meeting and to update the Council**

## 22. Motion to agree the next Meeting of the Parish Council – 7.30pm on Mon 01 February 2021 by Zoom

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