

**GILBERDYKE PARISH COUNCIL
MINUTES OF THE MEETING HELD**

Tuesday 14 January 2020 at 7:00pm

Gilberdyke War Memorial Hall Meeting Room, Clementhorpe Road, Gilberdyke

PRESENT

Mr N Norris – Chair	Mr P Bryan	Mr P Buckle	Mr J Jessop	Mr K Cooper
Mr C Newsome	Ms D Mansell	Mr E Morrison	Mr K Woollass	
2 members of the public				

1. APOLOGIES – Mrs J Bate Mr P Robinson

2. CONFIRMATION OF PREVIOUS PARISH COUNCIL MEETING MINUTES

It was resolved to sign 10 December 2019 minutes as a true record.

3. DECLARATIONS OF INTERESTS OR LETTERS REQUESTING DISPENSATION TO BE AGREED BY THE CLERK. Mr J Jessop & Mr P Bryan - GWMH, Mr K Cooper - GDLA

4. ANY OUTSTANDING ITEMS FROM PREVIOUS PARISH COUNCIL MEETING MINUTES –

Mr K Cooper, Mr J Jessop & Mr C Newsome met with Mr Russ Towse OHDB at the pumping station for an overview of the system since the heavy rainfall at the end of 2019, some improvements are required to the pumps and some dykes are to be cleared/deepened to maximise the flow.

5. PUBLIC PARTICIPATION –

Two Clementhorpe green lane residents requested an update on the lane repair - see Agenda item 8

6. CORRESPONDENCE**For noting**

- Neighbourhood watch Co-ordinators – Christmas & New Year update – prev circ
- NALC Chairman’s open letter to all communities – prev circ
- Letter re Railway Bridge Safety Inspection is to take place 1/2/2020 – prev circ
- ERNNLCA – Being a Good Employer 2020 – training sessions – prev cir
- Message from GWMH enquiring about plans to commemorate VE 75th Anniversary

For action

- Letter received from resident regarding dog ban on GWMH & GDLA fields – Clerk to reply **AC**

7. PLANNING

19/04120/PLF Poplar House Farm Old Trough Lane Sandholme – no observations or objections.

8. NETWORK RAIL

- i) Bridge replacement: AMEY to carry out a safety inspection on the bridge will take place at 11am on Saturday 1st February 2020.
- ii) **Green lane reinstatement:** The quote for Network Rail’s donation was sent to ERYC as requested. Residents reported that the barrier lights show red until the train gets to Saltmarshe but that pedestrians cross during that time, also that Network Rail have repaired gate buffers on the Clementhorpe Lane side but not at the Railway Cottages side, Clerk to forward on these concerns to Cllr Linda Bayram who had agreed to follow up Green lane issues with Network Rail. **NR**

9. New Burial Ground – nothing to report until potential sites can be identified

10. The Acorns – unadopted road – Cllr Bayram was going to look into this matter, Clerk to request an update. **NR**

GPC/1.2020/1553

11. Ings View Sports Ground

a) Boundary Hedge & fence – Due to ongoing maintenance costs it was resolved that the perimeter hedge be removed as long as there are no restrictions preventing it – Clerk to contact ERYC regarding any required permission. **AC**

The GDLA had a quote of £2100:00 for removing the hedge and all waste, GDLA will look into grant funding for fencing the perimeter in stages.

b) Lease information required for funding – It wasn't clear from the letter received just what questions needed answering by the Parish Council – Clerk to liaise with GDLA to see what information is required. **NR**

12. Reports:

GDLA – Pavilion build still on track. The car park has been resurfaced. Annual peppercorn rent now due, and has been requested by the Clerk.

GWMH – CCTV covering the Play Area stopped working and is in need of repair, Mr J Jessop to request investigation. A recent incident of Dog trespass on the field was witnessed by Mr J Jessop.

Jubilee Pond – The Pond levels were high following the very wet autumn months, now dropped slightly. Mr E Morrison has installed the new signs at the pond. Mr P Buckle reported that some soil at the border of the perimeter shuttering has washed away and the island needs maintenance – these will be monitored.

Northern Powergrid application for electricity supply has been completed and can now be submitted. **NR**

Orchard Paddock – Tenants have been contacted as annual rent £25/year is now due.

Youth Project – No dates for meetings have been received.

Burial Committee – Newport Parish Council sent a revised spreadsheet figure of £2022:50 for Gilberdyke's contribution (April to November), this is to be queried as previous years was £1700:00 – Cheque was not signed and Clerk to seek clarification. **NR**

13. Payroll/HMRC processing and handover – The new Clerk has no payroll experience and therefore it was resolved that a quote of £15/month from Autela Payroll Company be accepted to carry out payroll duties on behalf of the Parish Council from 6th April 2020.

It was agreed that Mrs N Robinson be paid 10 hours/month for completion of payroll and accounts to end of financial year, submit required reporting to HMRC, Internal and External Auditors and to assist during handover period.

Mr A Crabbe signed his contract as new Clerk to Gilberdyke Parish Council with start date of 14 January 2020, his new email address was circulated to all Parish Councillors.

Finance – accounts to pay

January schedule of accounts for payment

Dec wages x3 & HMRC	£1830:60	Gilberdyke & District Bowling Club	£200:00
Newport PC Joint Burial C'ttee*	£2022.50	ACC Fabrications	£40:00

**querying amount - chq not signed*

12. Date of the next meeting – Tuesday 11th February 2020 at 7pm

in The Meeting Room Gilberdyke War Memorial Hall.

There being no further business the meeting closed at 20.20 pm

Signed as a true and correct document *Nick Norris*

Nick Norris – CHAIRMAN

Summary Notes of the (Ordinary) Meeting of the Parish Council
Tuesday 11th February 2020 at 7.00pm
Held in the Gilberdyke War Memorial Hall, Gilberdyke

In Attendance

Cllr N Norris (Chair)
Cllr P Byran (V-Chair)
Cllr P Buckle
Cllr J Jessop
Cllr K Cooper
Cllr C Newsome
Cllr D Mansell
Cllr E Morrison

Apology

Cllr K Woollass

1. Apologies – to receive, note and agree

Clerk noted an apology from Cllr Woollass. Cllrs noted non-attendance of Cllr J Bates and Chair advised he was aware Cllr Bates remained quite ill.... Cllrs expressed their wishes for a speedy recovery.

2. Confirmation of previous Parish Council meeting minutes (January 2020) prop and sec

Chair asked if all Cllrs had received a copy of the summary notes from January and if Cllrs agreed on content. Cllrs confirmed this was the case and Chair signed the notes as a true and correct record.

3. Any declarations of interests or letters requesting dispensation to be agreed by the Clerk

None beyond those previously declared and noted

4. Financial Report and Accounts

5. Any outstanding items from previous meeting minutes – Review of new Parish Council Action Log

Cllrs reviewed the new draft Action Plan which would detail actions from each meeting, allowing Cllrs to keep up to date on progress on matters being addressed by the Parish Council, as well as providing a historical record of actions taken and how the PC dealt with matters.

6. Public participation (15 mins max, or 3 mins per person/topic)

6.1 Cllr noted the attendance of Jeff Pinkerton from the War Memorial Hall Committee who updated Cllrs on the issue of the parking of Royal Mail vans on Clementhrope Road.

The Royal Mail had not responded to numerous communications from the Hall Committee attempting to resolve the matter / clarify misleading information with regard to costs of parking Royal Mail vehicles in the car-park. However, this was now superseded by new legal advice which warned against the charity allowing facilities to be used for commercial purpose - so, the offer of vans parking in the Memorial Hall carpark was no longer viable.

Other options had been presented to Royal, namely spreading the parking at various locations.... Mr Pinkerton would update the Parish Council when he had further information. Cllrs thanked Mr Pinkerton for his update, and Mr Pinkerton left the meeting.

6.2 Residents in attendance asked the meeting if there was any further development with regard to Green Lane as they remained concerned as to what the actual repair work would look like / what standard of repair would be carried out.

Cllrs discussed the budget was limited for this work and so the work would be the best for amount paid.... However, it was not a through road and signage at either end of the road would make this clear – large / commercial vehicles would not be allowed to use the road.

6.3 Meeting acknowledged the attendance of Ward Cllr Victoria Aitkin in attendance. Cllr Aitkin advised Cllrs of the following:

- *Railway Bridge...* everything running to plan with the public consultation ongoing - public meetings / drop-in sessions were planned with a leaflet drop to surrounding villages.
No dates provided at the moment when this was happening and Network Rail would advise in due course, however if the replacement is not in place by Easter, the bridge will be condemned.
- Footpath outside of school – a meeting was scheduled on 12th February between ERYC, the school, and Cllr Atkins. Cllr Cooper from the Parish Council was also attending. A further update would be provided at the next meeting.
- Flaxmill Walk – concerns remained with regard to flooding / floodwater management – however as the road was not adopted / a private road, there was no real progress with anyone taking responsibility. Cllrs advised they recalled identifying potential flood issues with the road at the Planning Application stage..... Cllrs Aitkin requested copies of this which she would be able to use to progress the matter.
- **Action:** Clerk to locate relevant paperwork.

7. **Correspondence (a) For noting (b) For action**

Clerk noted correspondence would be raised in other parts of the meeting

8. **Planning Applications to be considered**

Clerk noted none received

9. **Matters arising – to consider new and on-going issues and decide further action if necessary:**

Ongoing

9.1 Any update on Network Rail / bridge replacement

Chair noted already covered in S.6 above

9.2 Any update on New burial ground

Chair noted this would be covered later in the meeting

9.3 Any update on The Acorns – unadopted road

Cllrs discussed concern there was no obvious progress on what was a long-standing issue.... Cllrs discussed if legal advice was an option, however agreed at this stage to refer to Cllr Aitkin / ERYC planning one final time, and also speak to ERNLLCA

Action: Clerk to action above.

New

9.4 Discussion on New Emblem / Logo for Parish

Cllrs discussed proposals put forward by Cllr Newsome with regard to above, in order to give the Parish Council a more professional look and forge a clearer identify..... copies can be found as Appendix 1 attached. Cllrs agreed that a design merging the current shield into the knight logo would serve purpose.

Cllr Newsome was thanked for his excellent work and was asked to draw the agreed design with a view to presenting to the March meeting for final sign-off by Cllrs.

9.5 Discussions on Proposals for VE Celebrations

Meeting noted that the Memorial Hall Committee was proposing to undertake events in May to commemorate the national Victory in Europe celebrations.... Chair encouraged any volunteers amongst Cllrs to contact the Committee and offer their support and to become involved.

9.6 Discussion on Dog Fouling in Village – new signs and sale of dog waste bins

Cllrs discussed proposal to post two new notices in areas of the village which were suffering increased levels of dog fouling. Cllrs agreed to post these notices and monitor in order to see if the situation improved.

Action: Clerk to implement as above.

9.7 Discussion on Proposals for 'Men in Sheds' Project

Cllrs heard the project was established throughout the UK and sought to provide support, networking and workshops for men to address and avoid mental health issues. Cllrs agreed the project was highly commendable and confirmed full support of the Parish Council.

Cllrs noted that the organisers were looking to hold events on 2nd March 2020 (between 10am-1200) and 11th March (between 1.00pm and 3.00pm). Both events were open, drop in session

Action: Clerk to contact booking clerk for Memorial Hall and also post notices to market the events. Clerk to also contact organiser to offer any further support if required.

9.8 Discussion on requested changes to GDLA Lease

Background – the GDLA had received funding from the Football Foundation, however the latter was with-holding 5% of the funding due to what they had identified as issues in the existing lease. Cllrs were provided with a summary of the requested changes to the GDLA lease..... these can be found as Appendix **..... meeting heard that the GDLA had confirmed that legal costs would be met by themselves.

Cllrs agreed that legal confirmation of specific changes meant, particularly with regard to clauses 3 & 5

Action: Clerk to contact solicitors for clarification on points raised by Cllrs, as above

9.9 Discussion on requests for removal of Boundary Hedge and Fence

Cllrs discussed the longstanding request from the GDLA to remove the hedgerow around the football pitches - Cllr Cooper advised the reason behind this was the cost of replacement footballs damaged due to going into the hedgerow, but also to give the site a more professional look.

Cllr Cooper confirmed the GDLA would meet the costs of the hedgerow removal and replacement fence – he continued that the GDLA had received a quote for £2,100 for the removal of the hedge.

Clerk confirmed he had contacted ERYC with regard to if there were any legal / environmental implications behind the removal of the hedgerow – ERYC advised there appeared to be none, however it was “regrettable to remove a living environment for wildlife”. Also the hedgerow would require a survey to be carried out to identify if wildlife used the hedgerow and the removal could not take place during the nesting season..... Cllrs discussed compromise suggestions including placing a fence or netting in front of the hedge and how long after the removal of the hedgerow would a fence be installed / if it would be appropriate to set a date for replacement of fence (if it was agreed to remove the hedgerow).

Cllrs agreed to request a report from the GDLA identifying the reason for removing the hedgerow, supported by appropriate evidence, alongside their actual proposals with regard to what would replace the hedgerow and a timeframe for all this happening.

Cllrs noted that the matter was now long standing and needed resolving one way or another – the GDLA should aim to provide the report via the Parish Clerk to the next Parish Meeting (March) and a final decision would then be made by Cllrs.

9.10 Discussion on footpath outside of the school

Discussed in S.6 above

9.11 Discussion on concerns for grass verges in village

Cllr Newsome raised concern for the state of grass verges due to vehicles parking on them and churning up the grass.... This was throughout the village, but particularly on Clementrope Road (opposite the shops) and also the grassed areas opposite the health centre –.

Cllr Robinson advised that he was aware of an existing complaint with regard to the grass verges mentioned on Clementrope Road which was ongoing. Cllrs agreed that a walkabout of the village was in order to assess the state of verges at which point the Clerk would be asked to contact ERYC with a separate complaint.

Action: Cllrs to carry out walkabouts and identify issues and report back to next meeting

10. Reports:

10.1 **GDLA** – Cllr Cooper advised nothing to report

10.2 **War Memorial Hall** – Cllr Jessop noted:

- there was a new tenant in annexe
- Committee hoping to improve carpark surface when weather improves.
- Annual safety inspection has taken place on playground no major issues bolts and screws tightening up
- Ground in front of youth shelter had turned into a quagmire – needed some form of protective covering / waiting for a quote to come thro

10.3 Jubilee Pond – Cllr Buckle advised there had been some problems with people from outside the village carrying out unauthorised fishing at the pond and who threatened the Baliff when he approached them. Cllr Buckle continued that the Environment Agency were subsequently contacted who provided advice if there was a repeat of this incident. Cllrs noted that a representative from the EA was proposing to attend the March meeting to advise further with regard to this matter.

10.4 Orchard Paddock – Meeting was advised there was no update on this matter.

10.5 Youth Project – Meeting was advised there had been no further communication / correspondence / update despite numerous requests for an update meeting.

10.6 Burial Committee – Chair confirmed this item was closed to members of the public
Cllrs head that the Parish Council had received a letter from Newport Parish Council advising that they intended to end the joint arrangements between the two Parishes as of 31st March 2020. This was discussed at length by Cllrs who questioned if this decision was in the public interest bearing in mind the two parishes had worked together with regard to burial matters for many generations.

Cllrs unanimously agreed to request copies of meeting notes in which matters pertaining to the Joint Burial Committee were discussed and an urgent meeting of the Joint Burial Committee with a remit of reviewing the following:

1. To understand the reason for the decision and most importantly, to understand how this decision is in the public interest (of both Gilberdyke and Newport residents).
2. To understand the process behind this decision and ensure it complies with expected standards with regard to decision making and transparency.
3. Finally, to attempt to resolve any perceived issues and continue with the joint arrangements under the Burial Committee which Gilberdyke Parish strongly believes benefits residents of both villages and has done so for many years.

Action: Clerk to draft a letter to Newport PC requesting an urgent meeting of the Joint Burial Committee to discuss the above.

There being no further business, the Chair closed the meeting at 2110

Date of Next Meeting was advised for Tuesday, 10th March 2020 at 7.00pm

Signed as a true record *Nick Norris* Date

Cllr Nick Norris

**Summary Notes of Parish Business (March and April 2020)
during the Covid-19 Emergency (in the absence of Parish Meetings)**

CLRs: Cllr N Norris (Chair), Cllr P Byran (V-Chair), Cllr P Buckle, Cllr J Jessop, Cllr K Cooper,
Cllr C Newsome, Cllr D Mansell, Cllr E Morrison, Cllr K Woollass
Clerk: Andrew Crabbe

1 Points of Procedure

Parish Meetings during the Covid-19 Emergency

As a point of record, and due to the current Covid-19 emergency, as of Monday 9th March, CLRs agreed that further physical meetings of the Parish Council should be suspended / cancelled until further notice, due to Government advice regarding public gatherings – it was understood that most other Parish Councils were also cancelling their meetings. Cllr Norris as Chair and Cllr Bryan as Deputy Chair agreed with Clerk's recommendation that this was necessary and appropriate as several CLRs would be vulnerable persons and therefore at higher risk of infection.

Clerk duly issued emergency procedures to ensure key services of the Parish Council were implemented / actioned and allow CLRs to consider and vote on matters raised during any period physical meetings were not held. These can be found as Appendix 1.

CLRs agreed to monitor the situation and if there was no lifting of restrictions by end May, then the PC would look into holding remote (on-line) meetings.

As a point of procedure, Clerk issued notices of cancellation for the April Meeting which was posted on the website and noticeboards and can be found attached as Appendix 2. The Parish Council is keen to ensure that residents still had access to their Parish CLRs and can still contact the PC via the website gilberdyke.org.uk or gilberdykeparishclerk@yahoo.com

Annual General Meeting

In addition, the Clerk advised to CLRs that the Annual General Meeting was due in May, and that it was a statutory / legal requirement that this was held annually, and it required a statutory instrument to allow Parish Council(s) not to hold such a meeting – Clerk noted this was now issued, and in light of the current restrictions, particularly on public gatherings, the AGM of Gilberdyke would not be held in May.

Clerk advised CLRs he had drafted emergency procedures for the intent of the meeting to still be implemented in May – these are attached as Appendix 3 – CLRs duly approved the procedures which the Clerk would implement in May.

February 2020 Minutes No requests for amendments were made by CLRs to the February minutes and therefore these stand as true record in the absence of normal procedures for signing off by the Chairman.

2 Financial Report for April

Clerk advised CLRs that he would be assuming responsibility for financial matters as of April following agreement that the previous Clerk, Nicci Robinson should temporarily manage the accounts until the financial year end. Cheques listed for payment in April are detailed below:

Clerk also advised CLRs of problems with the new payroll provider, who had suffered staffing issues due to the Coronavirus and had not submitted the payroll to the PC as yet, therefore the two street Cleaners had not been paid on their normal pay date. Clerk was hoping this would be resolved ASAP and had apologised to the two Cleaners for the delay.

3 Planning Applications

Clerk advised CLRs of one application received for their consideration - the closing date for observations was 7th May and if CLRs could submit any comments to him by 30th April, he would ensure that these were sent to ERYC:

Proposal: Variation of Condition 23 (approved plans) of planning permission granted on appeal decision APP/E2001/W/18/3202853 following refusal of 17/02453/VAR - Erection of 29 dwellings and associated access road - to allow for design alterations to the roof of the Wharfe house-types and renaming to the Wharfedale
Location: Land West Of Craig House 56 Station Road Gilberdyke

Clerk also noted the following Planning Decision advised by ERYC

Proposal: Erection of a livestock building
Location: Land West Of Yokefleet Grange Anserdam Lane Sandholme
Applicant: A W Kay Farming Ltd
Decision: Accepted with conditions

Proposal: Erection of 2 dwellings
Location: Land South Of Wades Bungalow Staddlethorpe Broad Lane Gilberdyke
Applicant: B & C Bradley
Decision: Refusal

For full details of applications, use the public planning portal at ERYC
<https://newplanningaccess.eastriding.gov.uk/newplanningaccess/>
Type in 'Gilberdyke' for the location and chose 'current' applications

4 Matters arising – to consider new and on-going issues and decide further action if necessary:

4.1 Newport Parish Council and Joint Burial Committee

Following a meeting held with Catherine Train, Parish Clerk for Newport PC to discuss various matters of joint interest between the two Parish Councils, Clerk submitted a report to Cllrs concerning the Joint Burial Committee (and cumulating in a correspondence from Newport PC that they wished to end the joint arrangements). In summary Clerk advised that the meeting with Ms Train had been very constructive and he was optimistic that any issues and mis-understanding could be resolved. Both Clerks continue to work with their respective Cllrs to achieve this end for the benefit of both communities.

4.2 Gilberdyke Volunteers Support Group

(20th March) Clerk advised Cllrs that he had received correspondence from a Mr Andy Hirst in the village who was arranging for the creation of a group of volunteers (Gilberdyke Volunteers) who would help vulnerable and elderly people who were struggling during the current emergency – Mr Hirst forwarded a copy of a poster explaining the role of the Volunteers and Cllrs agreed to support the Group - a number of the posters were subsequently printed, laminated and posted around the village.

The Parish Council also offered and received a request from the Volunteers for financial support and Cllrs have subsequently agreed to a donation of £500 towards PPE and emergency supplies – this was agreed strictly subject to the Group being able to provide explanation of how the donation was spent in acknowledgement that this was public money and needed to be auditable and accounted for.

4.3 Street-Cleaning during the lockdown period

Cllrs considered if the two street cleaners employed by the Parish Council should continue with their duties during the current emergency. (23rd March) Cllr Norris, as Chairman advised that the two should be placed on temporary leave whilst the PC considered the situation and how best to ensure the wellbeing and safety of the two street cleaners and residents in general

At the end of the three-week period, Cllrs agreed to request the Cleaners return to their duties. This decision was based on an acknowledgement that the Cleaners were able to work by themselves and ensure social distancing was maintained.

Cllrs also noted that the PC had received a number of comments about rubbish in the village and felt that this might lead to increased anxiety and worry amongst residents during this difficult time. Clerk drafted a Risk Assessment to ensure the continue well being and safety of the two employees, which were duly authorised by Cllrs and sent to the two employees.

The two street cleaners returned to work as of w/c 13th April and the Parish Council would like to thank Chris Johnson and Terry Wilcox for their efforts in keeping the village clean and tidy at such a difficult time.

4.4 Orchard Paddock Allotments

(5th April) Clerk advised Cllrs that he had received correspondence from a number of residents asking about the allotments noting that these seemed to be unoccupied at this time due to their current state of overgrowth. Clerk recommended that he contact the current tenants and ask with regard to their intentions and if they are to continue with their tenancies then they commence to bring the plots back to a reasonable standard.

Clerk to contact current tenants as above.

4.5 Village Defibrators

(9th April) Clerk advised Cllrs that he had received a request from Paul Buck of the village who advised he was the appointed Guardian for the defibrator on the village hall, and was requesting new electrode pads for the machine in the understanding that the Parish Council purchased these. Cllrs duly confirmed this was the case and Clerk ordered the pads which were subsequently sent to Mr Buck direct.

Cllr Cooper advised that he was the Guardian for the defib in the Health Centre and requested that new pads be purchased for this machine as well – pads had to be replaced every two years.

4.6 Fishing at the Village Pond

(18th April) Clerk advised Cllrs that he had receive advice that fishing was still being carried out at the village pond and Cllrs discussed if a notice was necessary, specifically forbidding this during the current emergency. Clerk sought the advice of ERYC Countryside Team who duly confirmed that the Authority had suspended all fishing at its lakes and ponds for the duration of the emergency – this was in line with Government advice which specifically stated that fishing was not considered to be one of the accepted forms of exercise.

Notices were duly posted following a Cllr vote on the matter suspending fishing at the pond until further notice. Any person seen in breach of this should be reported to the designated Humberside Covid-19 Police
<https://www.reportingcrime.uk/HPBreachOfCovid19Guidance/index.html>

4.7 Annual Financial Audit

Clerk advised that the PC auditors Littlejohn had written to all PC's at the beginning of March advising that they would not be issuing their instructions with regard to the Annual Return until they had received clarification from the Government as to unclear aspects of this year's return.

As of 24th April, PKF Littlejohn have now issued their instructions and the Parish Council will need to commence their annual return submission – deadlines had been extended in the current circumstances until November 2020.

4.8 Changes to the GDLA Tenancy Agreement / Contract

Clerk advised Cllrs that he had at last received a response to an email he had sent to the solicitors in early March concerning the requested changes to the Tenancy Agreement between the Parish Council and the GDLA: Cllrs were reminded that the requested changes were due to the GDLA pursuing a grant from the Football Foundation who had specifically requested a number of changes. These can be found attached as Appendix 4 . Clerk advised that the solicitor had apologised for the delay in responding to the March email which was due to changes in staff at the Goole offices. The solicitor duly provided an explanation to the requested clauses which Cllrs are currently considering with a view to taking a vote in early May as to if the Parish Council will accept the requested changes.

4.9 ERYC funding for planting of Native Trees

(23rd April) Clerk advised Cllrs of a project by ERYC to plant native trees in the East Riding and the Authority were offering funding of up to £3,000 for local projects to do this..... criteria and conditions were duly issue to Cllrs, several of whom responded and thought it was a good project and something the PC should undertake. Cllrs are currently considering this matter and more details will follow in the subsequent weeks. Closing date for applications is 31st July of this year.

4.10 Flower Baskets for the Village

Clerk advised Cllrs of a local Company offering to hang flower baskets in village high streets – at this difficult time for residents this could be seen to improve the look of the village and raise spirits and morale. Total cost for 20 baskets, to be hung on lamp-posts would be in the region of £2,000.

Cllrs are currently considering this proposal and a decision will be advised in May.

2020/21 Precept

As a point of record and duly noted in this document, (27th April) Clerk advised Cllrs of the notification of the first precept instalment for the forthcoming financial year for the amount of £33,175.00, which should be listed in the May financial report and Bank Statement.

5 Important Correspondence and Matters raised by Cllrs

5.1 Clerk advised that he had received a complaint from a resident in Hansard Drive with regard to a rat infestation – the resident was concerned as the rats were coming into her house and she dare not leave her doors open. Resident also advised that the garden of a property in the street was extremely overgrown and in a poor state and she believed the rats were coming from there.

Clerk has reported the matter to ERYC and is currently awaiting response.

5.2 Cllr Mansell advised that a resident had approached her concerning the bus stop on St Stephens Crescent and the difficulties the bus had in stopping there due to parked cars and double parking, meaning bus travellers had to walk a considerable distance before they could board the bus. The resident had requested if the Parish Council could look into bus stop no waiting markings on the road.

Clerk had contacted East Yorkshire Buses and ERYC (Highways) with regard to the matter and is awaiting a response.

5.3 Clerk advised that he had received an email from a resident on Main Road to report standing water on the road outside her property. Clerk had tried to report this but Yorkshire Water were currently only taking emergency calls relating to sewage and domestic supplies – matter remains open.

Signed as a true record *Nick Norris* Date

Cllr Nick Norris

Appendix 1
Gilberdyke Parish Council
CLLrs Decision Making During the Coronavirus Emergency

Introduction

Following Government instruction banning public gatherings / meetings and in line with current guidelines for social distancing, the following temporary measures are to be put in place to ensure essential decision making is carried out by the Parish Council, in particular the payment of invoices received to ensure essential services are maintained (ie street lighting).

These measures will be reviewed by the Chair and the Parish Clerk on a monthly basis and if they are to be maintained for a further month, CLLrs will be duly advised by email by the Clerk.

The measures are designed to avoid physical contact between CLLrs / the Clerk / the public, wherever possible. In exceptional circumstances where face to face contact is required, social distancing rules need to be observed (2 metre at least and washing hands thoroughly after contact).

Where the Chair is not able to carry out their role due to illness, authority will be immediately delegated to the Deputy Chair. Where the Clerk is not able to carry out their role due to illness, the Chair will request a volunteer from CLLrs to stand in.

Members of the public should be encouraged and directed to use the Parish Council Website as much as possible to keep up to date with communications and also advise the Parish Council of urgent matters they wish to bring to the attention of CLLrs. CLLrs should check their emails at least once a day and unless already provided, provide their telephone number to the Clerk and Chair.

1 Outstanding matters or new matters arising may be instigated by any Cllr or the Clerk and should be sent to the Clerk in the first instance who will ensure the full details of the matter are emailed to all CLLrs.

2 The Clerk will provide a timeframe for email or (if possible) conference call discussion between the CLLrs, (as agreed with the Parish Chair). The Clerk will ensure all CLLrs are engaged and given the opportunity to provide relevant comments and observations.

3 At the end of the discussion timeframe, the Clerk will request Cllr email approval for the matter to be carried / actioned. The number of approvals will depend on the matter in question, but should be a minimum of two CLLrs, and a maximum of three. The Clerk will seek the instruction of the Chair to determine the approval number needed depending on the matter in question. If Cllr approval is not provided in the timeframe, then the Chair will determine if it is necessary to delegate authority to the Clerk to action.

Monthly Financial Reporting

4 The Clerk will provide a monthly financial report as normal to CLLrs via email giving CLLrs the opportunity to question and query the finances.

5 Financial transactions (cheques) requiring signing will be sent by post or hand delivered in an envelope (subject to Government instructions on mobility) to one signatory who will then repeat to the second signatory, who will then post back to the Clerk for actioning. Face to face contact should be avoided where possible.

Planning Matters

6 Where planning applications are received during the emergency period, the Clerk should follow the same process of emailing applications to CLLrs allowing them a discussion timeframe as agreed with the Chair. At the end of the discussion period, the Chair will approve a final observation on each application which will be actioned in the normal way by the Clerk.

Monthly Minutes

7 The monthly minutes will be suspended and replaced by a summary of matters arising, key points of Cllr's discussion, outcome and action, all maintained by the Clerk.

8 Financial Records and Planning Applications should be published as normal in the document.

9 The Clerk will maintain a separate record of matters arising detailing summary of matter, discussion, approval, action and outcome. Copies of the record should be made available to CLLrs at all times.

**Notice & Agenda
LOCAL GOVERNMENT ACT 1972**

Gilberdyke Parish Council

NOTICE IS HEREBY GIVEN THAT DUE TO THE CORONAVIRUS EMERGENCY, THE APRIL 2020 (ORDINARY) MEETING OF THE PARISH COUNCIL IS CANCELLED

The Parish Council has put 'Emergency Procedures' in place in order to deal with urgent and key issues, details of which can be found on the Parish Website and Noticeboards.

Residents are still encouraged to contact the Parish Council via the website or email gilberdykeparishclerk@yahoo.com; or 07749 387757 on any issues they need the Parish Council to be made aware of.

In addition, following the date of the above cancelled meeting, a log of any decisions and actions made by the Parish Council can be found on the website / notice boards in place of the normal minutes.

STAY SAFE DURING THE CORONAVIRUS EMERGENCY
SUPPORT OUR NHS AND OUR EMERGENCY SERVICES
PLEASE STAY AT HOME

Appendix 3

Gilberdyke Parish Council Arrangements for the Annual General Meeting due to the Coronavirus Emergency (STATUTORY INSTRUMENT 2020 No. 392 LOCAL GOVERNMENT, ENGLAND POLICE, ENGLAND AND WALES)

Introduction

Due to the current ban on public meetings and gatherings, the government have issued a statutory (instrument) legislation as of Saturday, 7th May, that in 2020 there will be no requirement to hold a statutory Annual General Meeting for Parish and Town Councils – the new legislation is in place only until May 2021 at which time an Annual General Meeting must be held.

In the absence of any AGM, Parish Councils are permitted to invoke a transparent procedure for allowing the intent of the AGM with regard to continuation or otherwise of roles within the Parish Council allowing Cllrs to advise if they wish to continue in the role and update their declarations of interest. Specifically, this means:

- To provide the opportunity for the Parish Chair to confirm (or otherwise) their intention to continue in the role for another year.
- To provide the opportunity for the Deputy Chair to confirm (or otherwise) their intention to continue in the role for another year.
- To allow Cllrs to a) vote their agreement to the above or b) to invite Cllrs to put themselves forward for the roles (Chair / Deputy Chair) in the event of either person wishing to resign.
- To provide the opportunity for all Parish Cllrs to confirm their intention to continue as Cllrs and for them to update their current Declarations of Interest.
- To provide the Parish Chair an opportunity to present a written End of Year Report / statement.
- To provide the Parish Clerk an opportunity to present a Financial End of Year report / statement.

The process for the above will be managed by the Parish Clerk who will distribute the necessary documentation (where possible this should be done electronically) with a date for return. Specifically, all Parish Cllrs will be issued with a 'Notification of Intent' for completion and return to the Parish Clerk no later than 31st May 2020.

The Parish Clerk will then provide a summary report to include the Chair's 'End of Year' Report and the 'Financial End of Year' Report, which will be published on the Parish website in substitution of the Annual General Meeting Minutes

**Gilberdyke Parish Council
Issue of requested changes to the GDLA Lease**

Summary of Issue

The GDLA are requesting changes to the current lease held with the Parish Council due to a funding application with the Football Foundation.

The FF have identified the following changes to the lease and the GDLA advise that 5% of the grant will be held until the changes are implemented. It is understood that the GDLA have been advised that it would require a 'Deed of Variation' to be entered into between the landlord and tenant to deal with the above.

Requested Variations

- 1 Permitted use – the permitted user clause needs to be tweaked to include “community use” also.
- 2 Assignment – assignment is permitted with consent but the consent is not stated to not be unreasonably withheld.
- 3 Charging - the lease is silent on charging. We propose that it is amended to permit charging or the applicant will have to approach the landlord for consent for the grant of the charge in favour of the FF.
- 4 Insurance – the lease is silent on insurance. Who is responsible for insuring the premises?
- 5 Forfeiture – the landlord can forfeit the lease on tenant insolvency. This clause needs to be removed from the lease for it to be suitable as security for the FF. Insolvency is an irremediable breach and so even if the FF had notice of it, it would not be able to step in to help the FF to remedy the breach before the lease was forfeited and the FF legal charge lost.
- 6 Mortgagee protection clause - the lease does not contain a mortgagee protection provision. In order for the lease to be suitable as security for the FF, the following clause should be added:

“PROVIDED THAT before exercising any right of re-entry under this clause the landlord shall give 60 days written notice to the Football Foundation or any other mortgagee of this lease for which notice has been given to the landlord (together “the Mortgagee”) and if within 60 days of the expiry of such notice the Mortgagee indicates in writing to the landlord that it wishes to remedy such breach the landlord shall allow the Mortgagee a period of three months or such longer time as may be reasonable (in view of the nature and extent of the breach) to remedy such breach or to procure that it is remedied.”

to give the FF an opportunity to remedy a breach of the lease to prevent the lease being forfeited (and the FF's security lost).
- 7 Contracts (Rights of Third Parties Act) - The lease does not contain this clause. This needs to be included and also in it reference needs to be made to the above mortgagee protection provision e.g. as follows: “Except as provided for in clause [being the mortgagee protection clause].....”

GILBERDYKE PARISH COUNCIL

Summary Notes of Parish Business (April & May 2020) during the Covid-19 Emergency (in the absence of Parish Meetings)

Cllrs: Cllr N Norris (Chair), Cllr P Byran (V-Chair), Cllr P Buckle, Cllr J Jessop, Cllr K Cooper,
Cllr C Newsome, Cllr D Mansell, Cllr E Morrison, Cllr K Woollass
Clerk: Andrew Crabbe

1 Points of Procedure

Cllrs noted that the PC would not meet face to face in May 2020 due to the ongoing restrictions on public gatherings. In accordance with the emergency procedures, this position would be reviewed at the end of May and if restrictions continued then

Cllrs may look at remote meeting technology as it was understood some PC's were currently doing. Clerk had also noted that the May Annual General Meeting would not be held for the same reasons and emergency measures would also be invoked to ensure the intent of the AGM was observed. The Clerk would be submitting paperwork to the Chairman for approval for Cllrs to confirm their intention to continue in their respective roles for another year – this was particularly important for the Chair and Deputy Chair – and also to allow any Cllrs to express an interest in standing for these roles. Clerk was proposing that the AGM paperwork was returned by the end of May with a view to formal noting of outcomes in the June Meeting notes

2 March / April Summary of Actions / Business Carried out by the PC

A report of actions / business carried out the PC during the March / April period (in substitution of formal minutes) had been presented to Cllrs by the Clerk for their approval. No requests for amendments were made by Cllrs and therefore these stand as true record in the absence of normal procedures for signing off by the Chairman.

3 Financial Report for April

Clerk advised Cllrs that he had assumed responsibility for financial matters as of April following agreement that the previous Clerk, Nicci Robinson should temporarily manage the accounts until the financial year end. Clerk was currently waiting for confirmation from bank that they had changed their records to show he should now receive monthly statements of the PC's accounts. To date he had not received the bank statement for the April / May period.

Cheques listed for payment in May are detailed below:

Pay roll Issues

Clerk noted that the payroll difficulties advised in the March / April Minutes / Summary Notes were finally resolved on Monday, 27th April which was two weeks after the date the payroll was usually run. The new payroll Company, Autela Payroll had apologised and assured the Clerk that in future the payroll would be run around the 10th of each month, in time for the Parish Meeting which occurred on the 2nd Tuesday of each month.

Cheques for Payment in May 2020

1. Cheque to Peter Coates for Grasscutting (2 x Cuts in April) £480.00
2. Terry Wilcox - Salary for May 2020
3. Christopher Johnson - Salary for May 2020
4. Andrew Crabbe - Salary for May 2020
5. Information Commissioner Office - Renewal of DP Certificate £40.00

4 Planning Matters

Planning Applications received in April / May are detailed in the Planning Application Report for May 2020 and which can be found as Appendix 1. Any comments / observations made by Cllrs can be found in the end column.

4 Matters arising – to consider new and on-going issues and decide further action if necessary:

4.1 Donation made to Gilberdyke Volunteers

Following a majority vote of Cllrs and as a point of record it is noted that the Parish Council made a £500 donation to the Gilberdyke Volunteers to purchase supplies and PPE. This donation was made in the understanding that Mr Andrew Hirst of the Volunteers would provide a breakdown of what the donation was used for.

4.2 Allotments

Following on from the previous minutes / summary notes, Clerk advised Cllrs he had contacted the current tenants and requesting that they bring their respective plots to good state within a two-month period.

4.3 Village Defibrators (Defib)

Clerk confirmed that new electro pads had been purchased for the defib on the Memorial Hall, and he had ordered replacements for the defib in the Health Centre. For future reference Clerk noted that Paul Buck was the Guardian for the Memorial Hall Defib and that Cllr Cooper was the Guardian for the Health Centre. The defib at the Health Centre had been activated on Sunday, 10th May 2020 and an ambulance was involved. The pads in this machine were used and replaced. Cllr Cooper has recommended a spare set of pads are kept as the machine was out of service for several days until new ones were received.

4.4 Hanging Baskets for the Village

Cllrs noted that they did not feel the costs of such a project could be justified at this time, however several Cllrs suggested that the current community spirit shown in the Gilberdyke Volunteer Group could be harnessed to manage such a project in the future when the current emergency had ended.

The matter would therefore be visited again in 2021.

4.5 Street Cleaning

Clerk advised that he had spoken to one of the Street Cleaners on two issues – the first related to a bin at the pond where an unknown local resident is putting large bags of rabbit sawdust / droppings - mixed in with the bags of dog mess.

The second issue was that the Street Cleaner advised that he was feeling vulnerable whilst working on Slipper Bridge due to the speeding traffic "flying across the bridge" (both ways) when he was crossing over the road to work on the other side. Clerk had suggested that the PC look at a couple of 'men working signs' to be put on the road whilst he is working.

Cllrs are currently voting on these issues and the outcome will be detailed in the next notes.

4.6 Requested changes to the tenancy agreement between the GDLA and the Parish Council

Following on from the previous meetings, Cllrs had now received clarification on two points of the requested changes to the tenancy agreement and were currently voting on if to accept the requested changes. It is noted that some Cllrs feel that further legal advice is required on the matter and have therefore abstained from voting.

The outcome of the vote will be advised in the next summary notes / minutes (June)

4.7 Requested removal of hedgerow on the Ings Road (GDLA) football field

Following on from previous meetings, Cllrs had considered a request by the GDLA to remove the hedgerow around the football field and replace with a purpose fence – Cllrs are currently voting on this issue and the outcome will be advised in the next summary notes / minutes (June)

5 Important Correspondence or Matters Raised by Cllrs

5.1 Replacement Railway Bridge

Cllr Newsome noted that he had received notification from Blacktoft PC that that the project to replace the railway bridge by Network Rail had been postponed due to the current Covid-19 emergency.

5.2 Bus stop and Car-parking

Cllr Mansell noted that she had received complaints from elderly residents down St Stephens crest saying the bus can't stop where it's supposed to because of parked cars where it is (2 there most of the time) and then cars are all parked at opposite side so sometimes it has to go right up to the village hall before they can board it.

Cllr Mansell suggested that this may be resolved by having appropriate bus stop / no waiting markings on the road where the bus stop was. Clerk has contacted East Riding Buses and Highways and is currently awaiting a response.

5.3 Renewal of the PC Data Protection Certificate

Clerk advised Cllrs that he had received a forwarded notification from the Information Commissioners Office (ICO) regarding renewal of the PC's Data Protection Renewal which required paying – Clerk would present a cheque for authorisation in the pay run for May.

5.4 GDLA

Clerk advised Cllrs that he had received an email from David Brayton of the GDLA who advised of two issues he wanted to make the Parish Council aware of. The first was a blockage in Northfield Drain which runs parallel with the sports field - This blockage is sited behind the football stand.

The second issue was what Mr Brayton thought was an unsafe tree overhanging the track down to the sports field. Cllrs are currently voting on these issues and the outcome will be detailed in the next summary notes / minutes (June).

5.5 Gilberdyke Landfill Restoration Project

Clerk advised Cllrs of a letter from Richard Todd Managing Director of a Company called Allium Energy who were responsible for the Gilberdyke Landfill restoration. A copy of the letter sent to the Parish Council can be found as Appendix 2

5.6 Cemeteries during the Covid-19 Emergency

Cllr Donna noted that she had seen on Facebook that the rules regarding closure of cemeteries had apparently changed and asked the Clerk to check this. Clerk subsequently advised that he had contacted ERNLLCA who had confirmed the restrictions had been lifted and people were free to visit cemeteries again.

5.7 Cycle Path – Gilberdyke to Howden

Cllr Newsome had contacted the Clerk to ask him to re-visit a possible cycle track from Gilberdyke to Howden on the south-side of the B1230. This has previously been discussed by the Parish Council but other priorities had overtaken. In light of the ongoing emergency and probable focus on more travel by cycle, Cllr Newsome thought it would be an opportune time to revisit the issue.

**Summary Notes of Parish Business (May & June 2020)
during the Covid-19 Emergency (in the absence of Parish Meetings)**

CLLrs: Cllr N Norris (Chair), Cllr P Byran (V-Chair), Cllr P Buckle, Cllr J Jessop, Cllr K Cooper,
Cllr C Newsome, Cllr D Mansell, Cllr E Morrison, Cllr K Woollass

Clerk: Andrew Crabbe

1 Points of Procedure

1.1 Parish Council (PC) Meetings

Following on from the meetings of March, April and May, it is duly noted that in accordance with current legislation, the PC would not meet 'face to face' in June 2020 due to the ongoing restrictions on public gatherings. In accordance with the PC's Emergency Procedures, (and how the PC has responded to the emergency), the current arrangements are to be reviewed at the beginning of June, and Cllrs are duly considering

- 1 if to continue with the current arrangements, or
- 2 to introduce remote meetings, or
- 3 to delegate all decision-making authority to the Chair / Deputy Chair.

A decision will be duly advised in time for what would be the July meeting date of 14th July

1.2 Annual General Meeting

Also following on from the previous meeting and with regard to the Annual General Meeting (which is a statutory requirement needed for Cllrs to reaffirm their intention to continue in their Office(s) and allow any Cllrs who wish to put themselves forward for the role(s) of Chair and Dep Chair) - as this meeting was also not permissible under current legislation, (the Government confirming there was no requirement to hold an AGM in 2020) the Clerk had arranged for Cllrs to confirm their intent by completion of a Declaration of Intent Form.

As a point of record, it is hereby noted that all Cllrs have returned their forms, confirming that they intend to remain in Office for a further year. It is also duly noted that no submissions were made to be considered for the Office(s) of Chairman / Deputy Chair and therefore Cllrs Norris and Byram will continue in the respective Office(s) for a further year.

2 April / May Summary of Actions / Business Carried out by the PC

A report of actions / business carried out the PC during the April / May period (in substitution of formal minutes) has been presented to Cllrs by the Clerk for their approval. No requests for amendments were made by Cllrs and therefore these stand as true record in the absence of normal procedures for signing off by the Chairman and are duly published as a public document.

3 Financial Report for April / May

Following legal advice from ERNLLCA, the salaries of the Clerk and Street Cleaners are redacted from the public version of these minutes / summary notes. Cllrs were however sent a full report.

4 Planning Matters

Planning Applications received in May / June are detailed in the Planning Application Report for May 2020 and which can be found as **Appendix 1**. Any comments / observations made by Cllrs can be found in the end column.

5 Police Matters

Cllrs noted an email from Pocklington Police re a number of incidents whereby cars for sale have been stolen. Police reported that suspects arrange to view a car for sale via Gumtree or Auto Trader. The suspects insist on seeing the inside of the vehicle and the seller is unable to accompany them due to social distancing rules. It is believed the suspects swap the key at this time in order to return later in the day to steal the vehicle.

Residents should be cautious if they are currently looking to sell their cars privately

5 Matters arising – to consider new and on-going issues and decide further action if necessary:

5.1 Requested changes to the tenancy agreement between the GDLA and the Parish Council

Following on from previous meetings, a Cllr vote has now taken place as to if the Parish Council would accept the changes requested by the GDLA to the tenancy agreement between the two parties. The outcome of the vote is shown below.

<p>a) Do you agree to the requested changes to the GDLA Tenancy Agreement with the Parish Council?</p>	<p>Yes = 4: No = 2: Abstain = 3: - (Cllr Cooper not able to vote due to conflict of interest). Technically the motion IS PASSED by majority vote - however 4 Cllrs (2= No & 2= abstain) noted they required more legal advice. Clerk has written to Solicitor asking if he had seen the lease and all the points of amendment requested, (and has provided copies). Clerk has asked if solicitor has any further advice and also for a indication of costs. Beyond this, if Cllrs feel they need legal advice, please instruct the Clerk what this is as a matter of urgency.</p>
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Clerk has duly contacted the solicitor appointed to advise the PC, who subsequently has advised there was no further legal advice he could add. A draft variation of deed has now been created for Cllrs to vote on and at such time as the solicitor provide this, the draft will be put to the Cllrs for a final vote.

The outcome of the vote will be advised in the next summary notes / minutes (June)

5.2 Requested removal of hedgerow on the Ings Road (GDLA) football field

Following on from previous meetings, Cllrs had considered a request by the GDLA to remove the hedgerow around the football field and replace with a 'fit for purpose fence' – Cllrs voted on this issue and the outcome is shown below.

<p>c) Do you agree to the GDLA request to remove the hedgerow on the football field and replace with a</p>	<p>Yes = 3: No = 6: - (Cllr Cooper not able to vote due to conflict of interest). The motion is NOT PASSED by majority vote. Unless instructed otherwise, Clerk will advise GDLA of the decision</p>
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Therefore, the decision has been taken not to remove the hedgerow fence and the Clerk has duly advised the GDLA of this decision. Matter resolved and closed.

5.3 Jubilee Pond

Several issues have arisen during May into June with regard to the Jubilee Pond

Cllrs noted there were long standing issues on the pond / surrounding area, of anti-social behaviour and complaints from residents – Cllrs are currently looking into appropriate signage for discouraging anti-social behaviour and also for warning vehicles of the presence of wildfowl in the area. Clerk has contacted ERYC Wildlife Team for further advice and is waiting for a response. Clerk has also contacted the local PCSO and asked for advice and increased police activity in the area.

Longer term, it is also noted that an outstanding matter is a quote from Northern Grid with regard to electricity supply to the pond area to facilitate possible CCTV.

Cllrs also agreed to and actioned improved ramps for the pond.

Cllrs also noted a no. of complaints / requests with regard to fishing at the pond, around overfishing / endangering wildlife and wildfowl / aggressive behaviour of some people fishing and Cllrs are currently considering a proposal to restrict fishing at the pond to residents only managed by means of a permit system. Clerk to contact the Environment Agency and ERYC for advice and it is expected that a decision will be advised in June.

5.4 Street Cleaning

Following on from concerns raised by the Street Cleaners with regard to speeding vehicles on the B1230 whilst they were cleaning the verges (having to cross back and forth over the road) Cllrs have agreed to provide the Street Cleaners with road signs warning drivers that they are working on the road. Currently on order.

Clerk also noted that the street cleaners had reported damaged bins outside of the shops and he had duly reported these to ERYC, who had replied these would be repaired at such a time as permitted as resources were currently diverted to dealing with Covid-19.

The Street Cleaners had also reported a bin near the pond was being used to dispose of pet waste which was causing difficulty when it came to emptying the bin in question. Cllrs agreed this was inappropriate however it has since transpired the bin in question is not the responsibility of the PC, rather ERYC. The Clerk has now advised the Street Cleaners not to empty this bin and reported the matter to ERYC. He has also requested an itinerary of bins in the village in order to be clear on who is responsible for emptying them.

5.5 Replacement Railway Bridge

Following on from the notification that that the project to replace the railway bridge by Network Rail had been postponed due to the current Covid-19 emergency, there was no further update on this issue.

5.6 Bus stop and Car-parking

Following on from complaints of vehicle parking at the bus-stop on Clementhrope Road, and the Clerk contacting East Riding Buses and Highways, there are no further update and the matter remains ongoing at this time.

5.7 GDLA – (Dyke and Overhanging Tree)

Following on from a recent communication from the GDLA re: two issues (a blockage in Northfield Drain and what was considered to be an unsafe tree), Cllrs had considered that the two matters were not the responsibility of the Parish Council, both not being on PC land. The Clerk had duly advised the GDLA of this outcome.

5.8 Cycle Path – Gilberdyke to Howden

Following on from Cllr Newsome's request to re-visit a possible cycle track from Gilberdyke to Howden on the south-side of the B1230, the Clerk had written to ERYC on the matter and was currently awaiting a response. New developments are following further discussions with Cllr Newsome, the Clerk has contacted Newport PC and Eastington PC in order to ascertain if they would be interested in taking part in any application for a cycle path with a view a joint application is likely to be stronger.

6 Important Correspondence or Matters Raised by Cllrs

6.1 Gilberdyke / Newport Landfill Site

Cllrs noted a letter from a resident expressing concern that the Gilberdyke / Newport refuse site was being used again. Cllrs duly instructed the Clerk to contact the Environment Agency and Local Ward Cllrs – this was actioned and interim reports suggest that the work on the site is to cap it. However, the situation is being monitored and it is anticipated further updates will follow.

6.2 Trees in the Village

Cllrs noted a request from a resident for the removal of a tree in Flaxmill Walk - Cllr Newsome reported that he had spoken to the resident who had a young family and had reported the tree was dropping poisonous berries into garden / leaves blocking guttering / dirtying windows.

A second (separate) request had been made by another resident with regard to (cutting back) another tree near the pond. Both these issues were currently being looked at.

6.3 Green Lane - Condition of road

Cllrs noted that this project was nearly completed (having being delayed in early Spring due to the poor weather) and the aggregate had now been placed on the road. Clerk advised Cllrs that he had received an email from a resident expressing concern that vehicles were still using the road, and the agreed signage / gate to prevent vehicular access needed to be put in place asap.

Clerk to contact ERYC accordingly and report back to Cllrs.

6.4 Bishopsoil Dyke

Clerk advised Cllrs that he had received an email from a resident reporting the above dyke is overgrown with vegetation and trees and needed clearing – matter is ongoing with Clerk clarifying responsibility for clearing the dyke

**Summary Notes of the (Ordinary) Meeting of the Parish Council
Tuesday 21st July 2020 at 7.00pm**

As a point of procedure, it is noted that the July meeting of Gilberdyke Parish Council was held as a remote meeting managed by Zoom, due to ongoing restrictions as a result of the Covid-19 pandemic.

In Attendance

Cllr N Norris (Chair)
Cllr P Byran (V-Chair)
Cllr E Morrison
Cllr P Robinson
Clerk: Andrew Crabbe
Cllr K Woollass

Apology

Cllr C Newsome
Cllr J Jessop
Cllr K Cooper
Cllr P Buckle
Cllr D Mansell

Meeting was also joined by Ward Cllr, Victoria Aitkin

1. Apologies – to receive, note and agree

Clerk noted apologies were received from Cllrs Jessop, Cooper, Mansell and Newsome.

Meeting Note: It was subsequently identified that Cllrs Buckle and Woollass had struggled to access Zoom although this was resolved at a later meeting in the week.

2. Confirmation of previous Parish Council meeting minutes

Cllrs noted that the last physical meeting was held in February 2020 – since then the Clerk had been issuing periodical updates on the Action Plan and outcomes.

3. Any declarations of interests or letters requesting dispensation to be agreed by the Clerk

None beyond those previously declared and noted – also see Planning Application Item.

4. Financial Report and Accounts

Clerk noted that the PC accounts remained solvent and stable – Cllrs had been sent a copy of the monthly report prior to the meeting and were asked if they had any questions / queries. None were asked. The monthly report can be found as Appendix 1.

5. Public participation (15 mins max, or 3 mins per person/topic)

No members of the public were in attendance

6. Correspondence (a) For noting (b) For action

Clerk noted correspondence would be raised in other parts of the meeting

7. Planning Applications to be considered

Clerk confirmed receipt of three applications – he had received no comments or observations from Cllrs

As a point of procedure meeting noted the declaration of Cllr Robinson with regard to 20/01844/PLF (Sunny Croft). Clerk confirmed that he had advised ERYC of this and that the correct procedure had been observed with regard to this declaration.

The Planning Report can be found as Appendix 2.

8. Matters arising – to consider new and on-going issues and decide further action if necessary:

Ongoing

8.1 Cllrs will be given an opportunity to review and discuss the current Action / Project Log (All)

Clerk had previously emailed this to Cllrs – several matters were ongoing / outstanding and Cllrs would continue to be updated by email in-between meetings. Cllrs had no comments on the current action plan beyond those listed below

New

8.2 Discussion on decision to end the Joint Working arrangement with Newport PC with regard to the Youth Project and for Cllrs to determine way forward (All).

Cllr Norris provided a summary update of the current situation with regard to the Youth Project, in so far as the Parish Council had issued notification to Newport PC of the proposed ending of the Joint Working arrangements and for Gilberdyke PC to seek the agreement of Newport PC for the former to take over the management and administration of the Youth Project. If Newport PC were not in agreement to this proposal, then Gilberdyke would seek to establish its own Youth Project.

Cllr Norris continued that Newport PC had subsequently advised of their conditional agreement to the proposal subject to the setting up of a Joint Working Party (JWP) to determine the strategy and future of the Youth Project.

Cllrs discussed at length – several agreed with a statement read out from Cllr Cooper in his absence, that he felt that the recent Cllr vote meant that Gilberdyke would break away from Newport and he felt this should be honoured. Several Cllrs agreed with this statement and Ward Cllr Aitkin commented that although she agreed to chair any Joint Working Party, she felt that the current relationship with Newport could make matters quite difficult. Concerns were also raised about the number of ‘meetings outside of meeting’s and emails exchanged between individual Cllrs of both Parishes and Cllrs agreed that going forward matters had to be more formal and through proper channels, ensuring all Cllrs were informed and involved and decisions were only made as a voting consensus of Cllrs and duly recorded as such.

In light of the strength of feeling amongst Cllrs, it was agreed that it would be appropriate to include more Cllrs in the decision making for such an important matter, and therefore it was agreed to hold a further meeting on Thursday, 23rd July Meeting Note – this meeting was subsequently held (remotely) and attended by all Cllrs except for Cllrs Jessop, Newsome and Cooper. A summary of the outcome / decision of this meeting follows:

Cllrs noted a new development in the matter was that the Clerk had been informed of the resignation of all three Youth Workers employed by Newport PC due to advised issues of concern with their management. Cllrs expressed concern over this and it was agreed that the Clerk should speak to the Youth Project Leader and advise her of proposals for the future of the Youth Project in an attempt to reassure the team.

Cllrs considered the situation with the Youth Club and discussed at length. In summary Cllrs agreed unanimously that prior to any Joint Working Party, to seek agreement from Newport PC to a number of points of understanding on which the JWP would be held and these points were subsequently sent to Newport in the form of a letter (dated 24th July) with a request that a response to the points of understanding was received by the Clerk by close of business on Friday 31st July.

The points requiring agreement are as follows:

1. that Gilberdyke PC will take over sole management and admin of the Youth Project from a mutually agreed date (to be decided)
2. that all current finances relating to the Youth Project will be transferred to Gilberdyke, with associated records by a mutually agreed date (to be decided).
3. that all procedural and framework documentation will be transferred to Gilberdyke PC by a mutually agreed date (to be decided) – we would note Gilberdyke PC currently have no records at all
4. that the Youth Project will be open to young people from Newport as well as other local villages
5. Gilberdyke PC accept the establishment of an advisory / consultative ‘Youth Project Committee’ to which Newport PC will be invited to send representatives - this Committee will also invite attendees from other possible stakeholders such as the police, ERYC, and the Youth Project employees themselves.
The purpose of the Committee will be to discuss and advise on matters relating to the Youth Project, however Gilberdyke PC reserve the right (through majority vote of Cllrs in a public forum) to make all final decisions and strategy relating to the Project.
6. That the three Youth Workers employed by Newport PC will transfer their employment to Gilberdyke PC by means of a TUPE process. This will be subject to full (individual) consultation with those affected, at a date to be mutually agreed by both Newport PC and Gilberdyke PC.
7. Gilberdyke PC will seek a financial contribution from Newport PC to the Youth Project, the details of which to discussed and agreed by both Parish Councils.

7.3 Proposal by Cllr Jessop for inspection of drainage and pipes

Cllrs agreed that it was about the right time of year to have the drains inspected and instructed the Clerk to contact the Drainage Board and request that this was carried out. Decision was proposed by Cllr Robinson and seconded unanimously.

7.4 Grass Cutting and Hedges (Cllr Morrison)

Cllr Morrison raised concerns with how the grassed areas of the village looked following grass cutting, especially on windy days where the cuttings went over pavements and roads. At moment the contractor was appointed only to cut the grass and not collect cuttings.

Cllrs discussed and agreed to instruct Clerk to contact Peter Coates and see if this was something, he was able to do and to provide a cost for doing so. Cllr Robinson noted that collecting of grass cuttings may require additional equipment which needed to be borne in mind.

8. Reports: (Cllrs may wish to submit a written update prior to the meeting in order to facilitate the remote meeting)

8.1 GDLA

Cllrs noted the absence of Cllr Cooper and therefore this report would be moved to the next meeting

8.2 War Memorial Hall

Cllr Bryan updated Cllrs that following guidance from their insurers, the Memorial Hall Committee was in the process of carrying out a risk assessment with a view to opening in early August.

8.3 Jubilee Pond

Cllrs noted that there was work outstanding on damaged slats on the pond which were still under warranty and also bench which the contractor had promised had not been installed yet.

Cllrs also noted that many of the caps were either loose or had been removed although it was uncertain if this was as a result of vandalism and therefore not covered under warranty. Clerk confirmed he had spoken to Contractor, Kitchens who had promised to complete the outstanding work by Friday 24th July – Clerk was instructed to bring up the issue of the missing caps as well.

Cllr Morrison noted that there were also issues with some of the trees which neighbours were complaining of overgrowth and restricting light in their homes – a large weeping willow was a particular issue. Cllr Morrison continued that the hedges also needed cutting back.

Clerk advised he had spoken to Cllr Buckle on this matter who had advised he was not getting anywhere in having these addressed. Clerk had left messages on several occasions for Peter Coates but had received no response. Clerk had subsequently advised that he was on the point of contacting other contractors when Danny Naburn had contacted him and it was agreed that Mr Naburn would contact Cllr Buckle and arrange to visit site and look at what needed to be done.

At the time of these notes being submitted it is understood that a meeting between Cllr Buckle and Mr Naburn has taken place and the Clerk is waiting for a quote to be submitted.

8.4 Orchard Paddock

Clerk noted that reports continued with regard to the poor state of the allotments and he was proposing to go have a look himself. Cllr Norris asked the Clerk to ensure Cllr Newsome was involved in this visit as he had been instrumental in setting up the allotments.

Clerk to provide a report for Cllrs to consider and discuss via email and at the next meeting in August.

8.5 Youth Project

As above

8.6 Burial Committee

Cllrs discussed that this matter remained as prior to the Covid-19 Pandemic (March 2020) when Newport had written to Gilberdyke PC to advise that they were proposing to dissolve the Joint Burial Committee and arrangements between the two parishes. Clerk confirmed that at the time Gilberdyke had sought a meeting to understand why this was, and also the two Clerks had met and appeared to make progress in resolving perceived issues, mainly with the settlement of an outstanding cheque. It was noted that the Newport Clerk had since left and no further communications had taken place (largely due to the pandemic).

Cllr Robinson advised that he believed there was still opportunity to continue to work with Newport and he was aware that a number of Newport Cllrs were keen to do this. Cllr Robinson continued that the arrangement between the two parishes had been in place successfully for many years and it would be shame to end this.

Cllr Norris suggested that steps should be taken to revisit the situation with Newport and the matter should be discussed in greater detail at the August meeting

Date of Next Meeting and if it will be held remotely will be advised in due course

Signed as a true record *Nick Norris*..... Date

Cllr Nick Norris

**Summary Notes of the (Ordinary) Meeting of the Parish Council
Tuesday 25th August 2020 at 7.00pm**

As a point of procedure, it is noted that the August meeting of Gilberdyke Parish Council was held as a remote meeting managed by Zoom, due to ongoing restrictions as a result of the Covid-19 pandemic.

In Attendance Cllr N Norris (Chair): Cllr P Bryan (V-Chair) Cllr C Newsome: Cllr E Morrison: Cllr P Robinson: Cllr D Mansell:
Cllr P Buckle: Cllr K Woolass

Clerk: Andrew Crabbe

Meeting was also joined by Ward Cllr, Victoria Aitkin

1. Apologies and Chair to confirm Quorum

Cllrs noted apologies from Cllr Jessop and Cooper. No apology was received from Cllr Bates.

2. Approval of Previous Month's Minutes and Signing by Chair

Cllrs confirmed they had received a copy of the Minutes from the Clerk and all agreed they were a true (summary) record.

3. Any declarations of interests or letters requesting dispensation to be agreed by the Clerk

None beyond previously advised. Cllr Robinson noted that his property neighboured that of one of the planning applications to be discussed at tonight's meeting. This was duly noted and Cllr Robinson did not take part in decision making in this application.

4. Financial Report and Accounts

Clerk presented the financial report for July and forecast for end of August. Clerk confirmed there were no concerns with the accounts and finances and the Parish Council remained solvent and stable.

A copy of this report can be found as appendix 1 to these minutes

5. Public participation (15 mins max, or 3 mins per person/topic)

Cllrs noted no members of the public in attendance

6. Any correspondence requiring discussing

Clerk advised there was nothing beyond matters being discussed in the meeting.

Cllr Robinson noted he had received an email from a resident advising she had written to the Clerk regarding an overgrown bush outside her property. Clerk advised he had not received this but would check his spam mail. Cllr Newsome would attend the property and provide further information to the Clerk.

7. Planning Applications to be considered

A copy of the planning report can be found as Appendix 2 to these minutes, however Cllrs discussed the following application in detail:

Lyndhurst Main Road Gilberdyke (Applicant: Mr Gary Richardson)

Clerk reminded Cllrs this related to the complaint received by the Parish Council in July re: the removal of a hedgerow – the matter was being dealt with ERYC Wildlife Team who had reported two issues, one was the removal of the hedgerow without planning permission and the other was a police matter relating to possible offences under wildlife protection legislation. Chair commented that he felt that there were too many instances of people doing what they wanted and only putting in planning applications when they were found out. Chair continued that he felt that the PC should insist that the hedgerow be replaced.

Cllrs discussed a point detailed by the applicant that the hedgerow had only been there less than 12 years..... Cllrs agreed this was incorrect and that the hedgerow had been in place for approximately 30 years – supported by photographic evidence. Cllr Newsome commented he came to the village 25 years ago and the hedgerow was there then – Cllr Newsome continued he fully supported Chair's proposal that the hedgerow should be replaced.

Clerk reminded Cllrs that during the earlier investigation the applicant had advised the reason he was removing the hedgerow was because the Drainage Board were asking him to clear a dyke.... However, Cllrs heard that the dyke in question drained in the

opposite direction – it was also duly noted that the applicant had not provided any evidence to support his claim that the Drainage Board had instructed him to remove the hedgerow.

Chair recommended that the Parish Council contact ERYC and advise they were aware that the hedgerow had been in place for 30 years, and Cllrs were concerned at the fact that the hedgerow had been removed without permission – Cllrs agreed that the Clerk should put a form of words to Cllrs for approval before the closing date.

8. Matters arising – to consider new and on-going issues and decide further action if necessary:

Ongoing

8.1 Update and discussion on Youth Project (All)

Cllrs discussed the ongoing project of establishing a youth service (following the dissolving of the joint Youth Project by Newport PC) at length - the following are the main points from these discussions:

- Chair formally proposed a six-month trial of the Youth Project. This was seconded by Cllr Robinson and Cllrs in attendance unanimously agreed to this.
- Cllrs agreed that a subcommittee would be formed to agree strategy / aims / objectives of the Youth Project. Cllrs also agreed the appointment of Cllrs Norris, Bryan, Robinson, Woollass and Mansell to the sub-committee.
- Cllrs discussed the purpose of the (six months) timeframe of the project and agreed that within this period decisions would be made with regard to the employment of the three Youth Workers, purpose / aims / objectives and the viability of the whole project - all Cllrs agreed the importance of involving the Youth Workers in the latter.
- Cllr Byran proposed, and Cllr Woollass seconded the draft Contracts of Employment, Job Descriptions and Budget and which had been sent to Cllrs earlier for approval – the Clerk was duly authorised to progress with issuing the Contracts and JDs..... all Cllrs in attendance unanimously agreed to this,
- Referring to an earlier email from ERYC with regard to specific roles and responsibilities with the Youth Project, Cllr Robinson commented that he felt this was a priority - Cllrs agreed that roles would be determined and recommended by the sub-committee as one of their first actions.

Cllr Robinson advised that he felt it was important to set up the role of Safeguarding Officer immediately and put himself forward for the role – all Cllrs agreed to this.

- Cllr Newsome commented that he felt the Parish Council should explore the possibility of the project being managed by an external body such as a charity – Cllr Newsome believed this was something which was in place with other Parish Councils. Cllrs agreed that the purpose of the six-month trial was to look at the various options available, one of which might indeed be to pass over management of the project to an external body, but at this point to continue with the Parish Council managing the project.
- Cllrs discussed the outcome of a recent Zoom meeting with ERYC and Smile Foundation which those in attendance felt was very positive, especially in terms of the amount of support from these bodies. The Clerk reported that they were offering procedural and framework templates which meant that the PC didn't have to 'reinvent the wheel'.... The meeting had also provided some bullet point areas which could form the basis of an agenda for the new sub-committee.
- Cllr Robinson proposed that the Parish Council agreed to increase the Clerks hours of work by 10 hours per week in acknowledgement of the extra work involved – Clerk suggested this should be part of the trial and on temporary basis for the 6 months. Proposal seconded by Cllr Woollass and unanimously agreed by Cllrs in attendance.
- Chair and Cllr Robinson advised that a draft press release had been created with regard to the Youth Project..... it was agreed that this draft would be circulated by the Chair to all Cllrs and the Clerk for any suggested amendments.

8.2 Update and discussion on repairs to pond (All)

Carried over from the previous meeting in which concerns had been raised with regard to outstanding work at the village pond: Cllrs Morrison / Buckle confirmed that this work was now largely completed (although Cllr Buckle had had to do some of the structural work himself).

Some of the greenery work had been completed but an overhanging branch on the willow tree had not been done and the hedge had not been cut. Clerk reminded Cllrs that the contractor had declined to cut the hedge back to the level Cllrs had voted on, and therefore an alternative contractor was needed.

Cllr Buckle advised that he was prepared to cut the hedge but needed somewhere to dispose of the cuttings. Cllr Robinson advised that he was prepared to deal with this.

Cllrs agreed that the Clerk should co-ordinate this happening.

8.3 Update and discussion on proposal for resident only fishing permits scheme (All)

Carried on from the previous meeting at which Cllrs were considering implementing a resident only fishing permit scheme for the pond, due to concerns for overfishing and inappropriate fishing by what was believed to be persons from outside of the village

Cllr Morrison commented that he felt that excluding children from other areas was limiting and unfair.... Cllr Robinson agreed and proposed that any 'residents only' permit should be only for adults and young people under 16 should be allowed to fish there no matter where they came from.

Cllr Newsome proposed that this matter should be looked into by two Cllrs who would make recommendations with regard to a scheme – he felt that the Parish Council should seek the advice of the Angling Trust's representative, Mark Gregory. Clerk advised that he had tried on several occasions to contact Mr Gregory by email and telephone but had received no response.

Cllrs discussed the matter at length and agreed that the Clerk should prepare a draft scheme to be presented at the next meeting for their approval

8.4 Update and discussion on allotments (All)

Carried over from the previous meeting, Cllrs discussed a report produced by Cllr Newsome and the Clerk on the allotment following complaints that the plots were in a state of 'unkempt' and residents were asking if they were vacant. The report made recommendations that the current tenants should be approached and asked their intentions – also that if they wished to continue it was suggested that they release one plot each in order for new tenants to take over. Going forward that all plots should be kept in reasonable condition in line with tenancy agreements.

Cllrs unanimously agreed to the recommendations and instructed the Clerk to proceed.

New

8.4 Request for dog bins / general bins in Sandholme (All)

Clerk referred Cllrs to an email he had forwarded relating in which a resident had asked the Parish Council to consider placement of bins in the Sandholme area as there had been an increase in dog walkers / walkers in general.

Clerk confirmed there was money in the budget to finance this and Cllrs agreed this was a reasonable request - Cllr Newsome suggested a bin at either end of Sandholme and Cllr Robinson suggested Cllrs who had previously been involved in bridleways / pavement matters look at this and bring back proposals to the next meeting.

8.5 Discussion on September format of Parish Meeting (All)

Clerk noted that some Parish Councils were holding physical meetings again although the majority were still holding remote meetings – his concern was that both ERNLLCA and NALC were advising to continue with remote meetings – if Parish Councils wanted to hold physical meetings then a risk assessment would be necessary to ensure social distancing and other safety measures. Clerk continued that in light of the above his recommendation was that the Parish Council should continue with remote meetings

Clerk acknowledged remote meetings were not without problem and two Cllrs had not been able to attend, but this had to be balanced against the risk of infection..... no matter how effective a risk assessment was, the risk could not be entirely removed. Clerk would contact Cllrs Jessop and Cooper to ask if there was any support they required to enable them to take part in the remote meetings - as the Government had recently passed legislation legalising remote meetings until April 2021, he believed this would be a long-term arrangement for the foreseeable future. Chair noted that several of GPC were considered to be vulnerable and therefore he agreed the risk of holding face to face meetings was too high.

Cllrs agreed unanimously that future meetings should be held remotely and monitored each month, keeping an eye on Government / ERNLLCA guidance.

9. Reports: (Cllrs may wish to submit a written update prior to the meeting in order to facilitate the remote meeting)

9.1 GDLA

Cllr Cooper provided the following report to Cllrs in his absence

- New pavilion finished
- New bar completed and new furniture on site
- We have about £1000 for new patio furniture.

- CCTV ,1 new cam. 1 cam moved to cover new area and 5 new indoor cams in pavilion.
- £11200 spent on fertilizer and field dressing as recommended by FF senior groundsman who as been and looked at the field.The recommendation is to spend £10000 a year for the next 5 years .(Some grant and some gdla money)
- Working towards a grant for £30000 to replace containers with a purpose build 3 shutter door building.
- In the process of applying for a bar license.
- Problems with rabbits so we have pest control in to get rid. We may have to start culling pigeons as we're getting overrun.
- On 20th July we held our AGM (all covid rules adhered to). Main point is that Dave Brandon has taken over secretaries job to replace Jeannie who has many other things going on, many thanks for all your past work Jeannie.
- Finally will you consider getting the hedge cut ,(not done for more than 2 years) Can't use a blade so has to be flailed ,this raises health and safety issues ,ie. Thorns and children playing.

Cllrs noted and agreed to the request for cutting hedges back - Clerk was instructed to obtain quotes alongside other green work required in the village.

9.2 War Memorial Hall

Cllr Bryam advised that the Hall was open to limited access and subject to guidance from various bodies, however it would be a long time before social events would be undertaken as it would be difficult to break even due to restriction on numbers

9.3 Jubilee Pond

Cllrs agreed that this matter had been covered earlier in the meeting

9.4 Orchard Paddock

Cllrs agreed that this matter had been covered in the meeting

9.5 Youth Project

Cllrs agreed that this matter had been covered in the meeting

9.6 Burial Committee

Carried on from previous meetings and The Clerk reminded Cllrs that in February of this year Newport PC had written to dissolve the joint arrangements for burials – however some progress had been made in resolving issues but had stopped at the point of the Covid-19 pandemic taking hold. Cllrs discussed this matter at length, and the main points are as follows:

- In light of the current situation Cllrs discussed if the Parish Council should instruct the Clerk to write to Newport to clarify where they stood in terms of the joint arrangements however it was agreed that at this point there was no need for this.
- Cllr Byran noted that he felt it was important to identify if the joint arrangements were to continue however regardless of this, within 10 years there would be a need for a cemetery site, and so it was important the Parish Council looked at available land for this purpose.
- Cllr Buckle reported that he had informally discussed the purchase of available land near Strawberry Fields with the landowner, as a possible alternative site for a cemetery. Discussions are ongoing.
- Cllr Robinson commented that he still felt there was scope for the joint arrangements to continue and he felt a couple of Newport PC Cllrs wanted this to happen.... However, in the meantime he felt it was sensible to explore purchasing a new site / any issues with planning legislation.
- Chair commented that he agreed with Cllrs Robinson and Byran but wondered if this should be explored with Newport PC, for two reasons, one to improve the relationship between the two parishes but also the costs which would be considerably higher than the actual purchase.

As a point of procedure, Chair noted that the meeting had now passed its finish time and agreed that the meeting was extended by 10 mins

Chair commented that he felt it was important to clearly identify the two issues in this matter going forward:

1 the possible purchase of land for a new cemetery and if Newport PC should be included in this purchase. Cllrs agreed that the existing GPC members of the Joint Burial Committee (Cllrs Norris, Bryan and Robinson) should continue to explore this possibility and report back to the Parish Council.

2 linked to the above, if the joint arrangements with NPC for a burial committee still stood – Cllrs to consider when to approach Newport PC on this matter.

There being no more business, the Chair closed the meeting at 2110

The next meeting will be held September 8th 2020

Date of Next Meeting and if it will be held remotely will be advised in due course

Signed as a true record *Nick Norris*..... Date

Cllr Nick Norris

**Summary Notes of the (Ordinary) Meeting of the Parish Council
Tuesday 8th September 2020 at 7.00pm**

As a point of procedure, it is noted that the September meeting of Gilberdyke Parish Council was held as a remote meeting managed by Zoom, due to ongoing restrictions as a result of the Covid-19 pandemic.

In Attendance Cllr N Norris (Chair): Cllr C Newsome: Cllr E Morrison: Cllr P Robinson: Cllr D Mansell: Cllr P Buckle: Cllr K Woollass
Clerk: Andrew Crabbe

1. Any Apologies received

Clerk noted apologies from Cllrs Bryan, Jessop and Cooper – he had not received an apology from Cllr Bates.

Clerk further noted that that the current situation of remote meetings being held in place of face to face meetings was likely to continue due to the pandemic and efforts needed to be made to enable Cllrs Jessop and Cooper to attend – the latter in particular was struggling due to only having an analogue phone. Cllrs considered a suggestion by Cllr Mansell that Cllrs Jessop and Cooper could come to the Memorial Hall with another Cllr or the Clerk and become involved in the meeting via Zoom, possibly using the large screen there.

Cllrs considered this was an excellent idea and asked the Clerk to arrange for this to happen at the October Meeting.

2. Approval of Previous Month's Minutes and Signing by Chair

Cllrs confirmed that they were happy with the previous minutes and Chair advised he would sign the notes.

3. Any declarations of interests or letters requesting dispensation to be agreed by the Clerk

None Declared

4. Financial Report and Accounts (subject to receipt of Bank Statement in time)

Clerk noted that bank statements had not been received in time for the meeting and need to be forwarded to Cllrs at a later date. The cheque list for the September meeting was as below.

5. Public participation (15 mins max, or 3 mins per person/topic)

Cllrs noted no members of the public in attendance

6. Any correspondence requiring discussing

None

7. Planning Applications to be considered

Clerk confirmed none received

8. Matters arising – to consider new and on-going issues and decide further action if necessary:

Ongoing

8.1 Update and discussion on Youth Project (All)

Chair reported that he was pleased to advise continued progress with the setting up of the Youth Project. A subcommittee meeting being held on Thursday 10th September at which roles for the Youth Project would be discussed in addition to the aims and objectives of the project being confirmed and agreed. All this would be presented to the October meeting of the Parish Council.

Clerk noted that he understood that the PAG grant which had been awarded to Newport PC as part of the previous youth group had now being returned to ERYC and that Gilberdyke PC could now submit an application for the amount (understood to be £1'999). Clerk continued that he further understood that the Youth Workers were hoping the grant would finance a laptop for them. Clerk requested approval from Cllrs to apply for the grant.

Cllrs unanimously agreed to the Clerk applying for the PAG grant.

8.2 Update and discussion on repairs to pond (All)

Following on from the previous meeting, Cllrs discussed the recent work at the pond to trim and remove trees, after which concerns were raised that several of the stumps were left in place and the area was in a poor state due to the amount of litter and rubbish, especially in the bushes and amongst the trees.

Following these concerns the Clerk had contacted the contractor to discuss and the latter advised that he had been unable to take out the stumps because of the amount of fly tipping in the area – this included dead fish, bike frames and various other items. The contractor was at pains to point out he had cleared up any cuttings and tree branches, and Cllrs agreed that it wasn't expected that he cleaned up existing fly tipping.

After some discussion Cllrs agreed to remove the fly tipping themselves and tidy up the place which was subsequently actioned by Cllrs Buckle, Newsome, Woolas, Jessop, Mansell, Morrison and Bryan with stumps removed, fly tipping cleared up and all taken away.

8.3 Update and discussion on proposal for resident only fishing permits scheme (All)

Clerk confirmed this was still outstanding and asked to be transferred to the next meeting

8.4 Update and discussion on allotments (All)

Following on from the previous meeting and the report provided by Cllr Newsome and the Clerk in which it was identified that the plots were in a very poor state at a time that there was increased resident interest in taking on a plot. The recommendation was to identify if the current plot tenants wished to proceed and if they did then they needed to bring the plots to acceptable standard(s) – if they did not do this then the tenancy should be ended. In addition, it was recommended that even if tenants wished to continue then one of the plots should be taken away, as it was evident, they were struggling with so much land.

Clerk noted that one tenant had replied and advised wished to release one of the plots, but had not heard anything from the second tenant.

New

8.4 Approval of the Annual Return (All)

Clerk referred to previous email in which he had provided a copy of the Financial report for 2019/20 and the Annual Return following a signing off by the internal auditor – the Clerk noted that the internal auditor had not raised any concerns with the accounts and governance.

Cllr Robinson expressed concern that although he was happy with everything and had no concerns with the report, the was concerned that it appeared other Cllrs had not read the report.

Chair confirmed he had read the report, was happy with it and was prepared to sign the report off.

Clerk provided a summary of the financial report to Cllrs – key issues were

- that the cost of living expenditure remained largely the same each month with very little variance
- the Parish Council had a large salary bill and this would likely to be where the variance would be next year with the increase in salaries due to the Youth Project
- the only major project in 2019/20 was the pond refurbishment
- Standing balances in all accounts remained very high

Cllr Woolas noted the high balances in the various accounts of the Parish and recommended that the Parish Council proceeds to look at the purchase of land for the purposes of burial land .

Cllrs voted to unanimously approve the Annual Return for 2019/20 and the Financial Report and Annual Return were subsequently published on the parish council noticeboards for the public to inspect.

8.5 Discussion on October format of Parish Meeting (All)

Clerk referred Cllrs to a previous correspondence he had sent from ERNLLCA and NALC in which they continued to recommend that Parish Council's meet remotely / virtually due to the pandemic. Clerk continued that his recommendation remained that Cllrs observe the guidance from the two bodies. Cllrs discussed how to ensure that residents were made aware of the meetings and given the opportunity to attend and it was agreed that this was highlighted on the website and noticeboards. Clerk confirmed he would post a notice to this intent.

Clerk advised Cllrs that he felt it appropriate to note a potential issue which had been brought to his attention - if a Cllr did not attend a meeting for 6 months or more, then they were statutorily removed – Cllr Robinson pointed out that Cllrs Cooper and Jessop had taken part in email voting and therefore he considered that they were exempt from the rule.

Cllrs noted that a possible resolution to Cllrs Jessop and Cooper not attending in the future had hopefully been found, so hopefully this wasn't an issue.

Cllrs agreed unanimously to the recommendation that meetings continued to be held remotely, and the Chair confirmed the October meeting of the Parish Council would be held by Zoom.

9. Reports: (Cllrs may wish to submit a written update prior to the meeting in order to facilitate the remote meeting)

9.1 GDLA

Clerk noted in Cllr Cooper's absence that he had requested 'no fouling' signs for the pitches as there had been an increase in dog fouling there. Cllrs Mansell had offered to do some more laminating and the signs would be provided in due course – Chair thanked Cllr Mansell for this.

Chair advised Cllrs that he had been to the new pavilion and it looked excellent – he wished to commend Cllr Cooper and all the GDLA Committee for their efforts in bringing this project to completion and the site would become an incredible asset and amenity for the village (and surrounding area) during these difficult times.

Chair advised he would speak to the GDLA chair about Cllrs visiting the site, perhaps on a night when activities were taking place, just to see how successful this was.

9.2 War Memorial Hall

Chair noted that Cllr Bryan was not in attendance and there was no report.

9.6 Burial Committee

No further update on this matter.

10 Any other business

10.1 Green Lane

Clerk referred Cllrs to an earlier email he had received from ERYC confirming the signage on the road had been put in place (prohibiting vehicular access of the lane) however, he advised Cllrs that he had received correspondence from three residents of Green Lane advising they wanted the Lane to remain open as a vehicle access road.

Clerk continued that he understood that previously residents had attended Parish Meetings advising they represented the views of all residents and it was understood residents wanted a gate on the road alongside the sign, preventing vehicular access... however, it now appeared this was not the case and some residents were now complaining that they hadn't been consulted in this matter.

Clerk reaffirmed his previous advice that this is not a Parish Council matter and should be referred onto ERYC.... He was concerned that that the PC was getting involved in something which there now appeared to be a difference between residents in what was needed.

Cllr Robinson advised Cllrs that he had walked down the lane and noted that the work the PC had carried out to repair the pot holes was already deteriorating and he was worried that unless a barrier was installed then the work would be lost. Cllr Robinson continued that he felt it would be difficult to walk away as the PC had spent so much money and recommended that the PC write to ERYC a strongly worded letter asking for the matter to be addressed.

Cllr Newsome referred Cllrs to a previous plan he had shared in which he had identified 5 stages of improving the road, although he emphasized that he shared the view that the Parish Council should not financially be involved in this, that some residents' expectations were unrealistic and the PC's role should be to lobby ERYC to carry out any future work.

Cllr Morrison and Woolas both advised that it was their view that the matter should be referred onto ERYC and furthermore that the new surface(s) were not fit for purpose for pedestrian usage, never mind traffic.

Chair summed up that 'as at end of the day, the PC actually had no real powers in the matter' it needed to be referred to ERYC as outlined by Cllr Robinson and that thereafter the Clerk should advise all residents concerned that the matter was now being dealt with by ERYC and future queries should be referred onto them. Chair confirmed the matter was closed as a point for the Parish Council.

10.3 Cllr ID Badges

Cllr Morrison asked if there was any news with regard to Cllr ID badges – Clerk advised that he vaguely recalled that this was something he inherited when he took over in March, however obviously the pandemic had hit the country and ERYC had started to prioritize its services. The two Youth Workers would definitely need ID badges so now would be an ideal time to revisit the issue.

There being no more business, the Chair closed the meeting at 2055
The next meeting will be held October 13th 2020

Signed as a true record *Nick Norris* Date

Cllr Nick Norris

**Summary Notes of the October 2020 (Ordinary) Meeting of the Parish Council
Tuesday 16th October 2020 at 7.00pm**

As a point of procedure, it is noted that the October meeting of Gilberdyke Parish Council was held as a remote meeting managed by Zoom, due to ongoing restrictions as a result of the Covid-19 pandemic. (see 8.6 of these minutes)

In Attendance Cllr N Norris (Chair): Cllr P Bryan; Cllr C Newsome: Cllr E Morrison: Cllr D Mansell: Cllr P Buckle: Cllr K Woollass:
Cllr K Cooper: Cllr J Bates
Clerk: Andrew Crabbe

1 Any Apologies received

Clerk noted no apologies were received and all Cllrs were in attendance

2 Approval of Previous Month's Minutes and Signing by Chair

Chair asked Cllrs to confirm receipt of the previous meetings minutes and that no changes had been requested. All confirmed they had and the Chair duly signed the minutes as approved.

3 Any declarations of interests relevant to the meeting's Agenda

No declarations were made with regard to the evening's agenda – all previous declarations stood as recorded.

4 Financial Report and Accounts (subject to receipt of Bank Statement in time)

Clerk shared a copy of the financial report which had been previously sent to Cllrs and confirmed the accounts remained stable and solvent. A copy of the report can be found as appendix 1

5 Public participation (15 mins max, or 3 mins per person/topic)

No members of the public were in attendance at the meeting

6 Any correspondence requiring discussing

Clerk advised correspondence was now commencing with regard to the work on the railway bridge, now scheduled to commence at Christmas. Cllrs had been sent copies of this and the Clerk would continue to keep them up to date.

Clerk noted that he was struggling to contact Danny Nalton with regard to green work required in the village (cutting back of a bush on the Paddocks, investigation of a tree near the railway bridge and cutting back the hedge at the GDLA football field). Cllr Newsome advised he had spoken to Mr Nalton who had advised he would be providing a quote

7 Planning Applications to be considered

Clerk noted none received since the last meeting

8 Matters arising – to consider new and on-going issues and decide further action if necessary:

Ongoing

8.1 Update & discussion on Youth Project (All)

Clerk confirmed the Parish Council was in process of applying for the PAG award which was previously awarded to Newport PC. As part of this process the PC needed to have an updated schedule of Policies and Procedures and he was also working on these which he would be looking for Cllrs to sign off in due course.

Clerk continued that if the PAG award was successful then Cllrs would need to agree on what this was to be spent on – the Youth Workers were looking for a new laptop, whilst ERYC were talking about the spending being on wages. Clerk understood it could be a both of these but it was important expenditure was recorded clearly.

Cllr Woollass advised Cllrs that he had sourced Safeguarding training for his new role of Safeguarding Officer and he was willing to finance this himself. Chair thanked Cllr Woollass for this but advised it was not appropriate that Cllrs finance their own training and the Parish Council should do this and keep appropriate records. Clerk recommended that Cllr Woollass contact Darron Lawyer at ERYC as he would be able to advise on verified training.

Cllr Woolas asked if Cllrs felt that there were sufficient funds for their activities – Clerk shared the budget on screen and all discussed specifics of this – Clerk confirmed the Youth Workers had been involved in the preparation of the budget and had been happy with what had been agreed.

Cllr Morrison referred Cllrs to correspondence from the Youth Workers that they were struggling to find a location for their activities and Cllr Morrison asked if there had been any progress with finding an alternative venue. Cllr Cooper responded that he had met with the Youth team and they were currently in the process of setting up the Youth Project using the GDLA premises for the Youth sessions.

Chair thanked Cllr Cooper for this which he felt demonstrated how everyone was working hard to ensure the project was successful – Chair summarized that although there was still work to be done, he was very pleased with progress and noted that the Youth Workers were already engaging in out-reach work.

8.2 Update & discussion on proposal for resident only fishing permits scheme (Clerk)

Cllrs discussed the draft scheme already provided to them and unanimously agreed to proceed subject to the Clerk providing a hard copy of the scheme to Cllr Buckle so he could provide details on the types of approved and not approved fishing techniques. Cllrs discussed how the scheme would be enforced if there were any issues with individuals refusing to have a permit or carrying out unacceptable practices. Cllrs agreed that the bailiff should not try and deal with these himself but refer onto the police – with this in mind the Clerk would provide a risk assessment / procedure for the bailiff on the appropriate steps to take if there were problems at the pond.

Clerk confirmed he would also send the scheme to the police and ask for their advice special in terms of dealing with issues of enforcement. He would also send a copy to Mark Gregory of the Angling Trust, although he did not expect a response from the latter.

Cllrs noted correspondence requesting the removal of the metal fence at the pond which was now visible due to the recent cut back of vegetation. Cllrs also noted concerns that the spikes on the fence were very sharp and could be dangerous.

Cllr Newsome recommended that a local contractor be asked to repair a gap in the fence and nothing more be done to the fence as it was in place for a purpose

Cllr Bryan suggested that the area was ideal for siting of a pump and agreed with Cllr Newsome that the fence should not be taken down.

Cllr Morrison agreed that the fence should not be removed however he felt that the fence looked in a poor state at the moment and needed to be taken out and straightened.

Cllr Woolas noted that this type of work was well within his remit and to look at the fence and if required could take it down for repair and also remove or round the spikes if required. Cllrs agreed that Cllr Woolas and Morrison would look at the fence in question with a view to taking it down and repairing (including any gaps) and then put back in place – Cllrs Woolas and Morrison would report back to Cllrs on their findings and recommendations.

8.3 Update & discussion on allotments (Proposal for shed – Cllr Newsome & tenancy update – Clerk)

Clerk summarized that current situation was that one tenant holder had advised she wished to give up both plots and the other tenant holder had confirmed she wished to maintain one plot and release the second. Clerk recommended that the two available plots should be given to the first two residents who had expressed interest – it was also recommended that the new tenants should be given a reasonable period of time to bring the plots to a good condition – Cllrs agreed this should be into the New Year in light of the time of year and the current state of the plots.

Cllrs agreed to offer the two vacant plots to the first two applicants and the Clerk was instructed to carry this out.

Cllrs also agreed a new tenancy agreement should be put in place in order to avoid the current situation happening again, specifically once the plots were brought back to good condition, tenants would be expected to maintain this going forward or the tenancy would be ended.

Cllr Newsome recommended that the existing plots were divided to create seven plots and the eighth plot was set aside for a shed – Cllrs went on to discuss a broader issue that in light of the possible need to store Parish Council equipment, including road cleaning equipment in the future and Cllr Newsome continued that the Parish Council had a parcel of land in Bellasize Park and he was suggesting the possibility of a row of units / garages for storage of PC equipment – any other garages should be rented out. Cllr Newsome asked if there was a desire to explore a building on this vacant land.

Cllr Bryan thought it was a good idea and suggested the Parish Council look at costs for this.

Cllrs unanimously agreed to the Chair's recommendation that a feasibility project was explored and Cllr Woolas suggested that the project was carried out in stages with the building for the PC storage being first. Cllrs Newsome, Woolas and Morrison would form a Project Team to look at this and report back periodically to the Parish.

8.4 Update and discussion on current Project Plan (Clerk)

Clerk apologized that due to workload at the moment, he had not had the time to update the plan and advised this would be forthcoming

New

8.5 Discussion of proposed Parish Council Facebook page (All)

Cllrs discussed if as part of a drive for improved communications with the public (which included a new website) the Parish Council should set up its own social media (Facebook) page. Concerns were expressed that this might be open some unacceptable comments being made, albeit by a very small minority, however Cllr Mansell advised that it was possible for this to be controlled in the set-up of the page.

In light of this, Cllrs agreed to provisionally proceed with the proposal setting up a social media page to be finally reviewed and approved at the November meeting

8.6 Discussion on new cemetery land (All)

Due to the commercially sensitive nature of this item, the discussions are currently not for public consumption beyond stating that Cllrs were continuing to discuss matters with a local landowner in terms of cost and access rights. As a point of procedure, a record of the Cllr discussion has been made by the Clerk, however these are redacted from these minutes. A copy can be provided to the appropriate Authority (such as ERYC Democratic Services) if required.

Cllrs also discussed the current situation with Newport and the status of the Joint Burial Arrangements – this was due to the fact in February of this year, Newport had served notice with regard to ending the joint arrangements, however recent correspondence with the Parish Clerk had suggested this was not the case.

Ongoing: Cllrs agreed that the Clerk should contact Newport PC for final confirmation of their intentions.

Clerk to also explore possible access issues to the land in question.

8.7 Discussion on street cleaning (Clerk to provide proposals for improving) (All)

Cllrs noted an increase in complaints with regard to the amount of litter in the village, this despite the fact the Parish Council employed two street cleaners who worked 32 hours per week in total cleaning the village.

Clerk referred Cllrs to a draft proposal to introduce some changes to the provision of street cleaning and that if accepted by Cllrs should be discussed with the two street cleaners – Cllrs unanimously agreed to the proposals. Due to the confidentiality of these discussions at this stage, no further details will be put in the public domain. Once the changes were agreed and put in place, full details would be provided.

Chair noted that in accepting improvements need to be made to the cleaning provision, residents needed to take responsibility and stop throwing rubbish in the street. There were bins provided throughout the village and rubbish was still been dropped in the street. Cllrs agreed that as part of the review of the cleaning provision, approaches should be made to the school and perhaps Youth Project to carry out some kind of anti-litter campaign.

Cllrs also discussed and agreed that the spirit of working with and supporting the Memorial Hall Committee, the Parish Council would include the field in any future cleaning schedule – Cllrs further agreed that due to the high number of hours allocated to the cleaners then it was reasonable to suggest they could easily include the entire field.

8.8 Discussion on co-option new Cllrs (All)

Cllrs noted a number of applications already received for the two vacancies and discussed these at the meeting. It was noted that the closing date for applications was not until the end of October. It was expected that Cllrs would vote on the applications received at the November meeting and details of the successful applicants would be advised shortly after that.

8.9 Discussion on November format of Parish Meeting (All)

Clerk confirmed the guidance from ERYC / ERNLLCA / NALC had not changed and was still that Parish Councils should meet remotely, therefore his recommendation remained that the Parish Council should observe this.

Cllrs commented the situation was likely to get worse before it got better and unanimously agreed to the recommendation – it was noted that some Cllrs had struggled to use remote working however even this was now accommodated by them attending the village hall with the Clerk who had used the large screen there to project the Zoom meeting, ensuring they were able to participate.

Cllrs Cooper, Mansell and Buckle had attended with the Clerk (four people in total) and a risk assessment had been put in place.

- All attending used the hand sanitizer provided upon entry to the building and throughout the meeting.
- All persons attending wore facemasks upon entry to the building which were removed when seated during the meeting.
- All persons were socially distanced during the meeting.

9. Reports:

9.1 GDLA – Cllr Cooper advised the GDLA was purchasing new funding opportunities from the windfarm but had nothing to report beyond this. Clerk asked if the GDLA had any more information on the proposed changes to the lease which had been raised earlier in the year. Cllr Cooper advised he had not heard anything on the matter. Clerk advised Cllrs he would chase the solicitor in the matter.

9.2 War Memorial Hall – Cllr Bryan reported the last scheduled meeting for the Hall Committee had been cancelled so there was nothing to be reported.

10 Any other Business

Referring to email correspondence prior to the meeting Cllr Woolas asked if the Parish Council proposed to purchase a Remembrance Wreath – Cllrs unanimously agreed this was appropriate and the Clerk was instructed to purchase a wreath and contact the Hall Committee once the wreath was received and enquire if a ceremony was taking place in light of Covid Restrictions. It was proposed the Chair and Deputy Chair would present the wreath on behalf of the Parish Council in due course.

Cllr Newsome advised in light of possible new Covid restrictions, should the Parish Council work with the Memorial Hall Committee in looking at improved gates to prevent the use of the playing fields / playgrounds in the event of these having to be closed. Cllrs agreed this was sensible and Cllr Newsome should look into likely costs of this.

Cllr Woolas advised that he would be looking at the willow tree over the pond – there was an overhanging branch over the pond which was causing difficulties for those fishing there. Cllrs agreed for this to proceed but that the look of the tree should not be altered as it was an iconic image for the village.

There being no more business, the Chair closed the meeting at 2055
The next meeting will be held Tuesday 10th November 2020

Signed as a true record *Nick Norris* ... Date

Cllr Nick Norris

**Summary Notes of the November (Ordinary) Meeting of the Parish Council
Tuesday 10th November 2020 at 7.00pm**

As a point of procedure, it is noted that the November meeting of Gilberdyke Parish Council was held as a remote meeting managed by Zoom, due to ongoing restrictions because of the Covid-19 pandemic.

In Attendance Cllr N Norris (Chair); Cllr P Byran (Dep Chair); Cllr C Newsome; Cllr E Morrison; Cllr D Mansell; Cllr P Buckle; Cllr K Woolass; Cllr J Bates; Cllr K Cooper.
Clerk: Andrew Crabbe

1 Any Apologies received

Clerk advised he had received no apologies, and all Cllrs were in attendance. Chair confirmed quorate for meeting

2 Approval of Previous Month's Minutes and Signing by Chair

Chair asked Cllrs to confirm they had all received a copy of the notes for October and were happy with these as a true record..... Cllrs confirmed this was the case and Chair approved the minutes.

3 Any declarations of interests relevant to the meeting's Agenda

Cllrs advised no interests in the Agenda items

4 Financial Report and Accounts (subject to receipt of Bank Statement in time)

All Cllrs confirmed they had received a copy of the report and that they had no questions. Clerk confirmed that the finances of the Parish Council were in a very stable and solvent state and he did not envisage any threats or problems. A copy of the Financial Report can be found as Appendix 1

5 Public participation (15 mins max, or 3 mins per person/topic)

No members of the public were in attendance and Clerk confirmed he had not received any requests to join the meeting

6 Any correspondence requiring discussing

Clerk confirmed any correspondence received had been dealt with over the month.

7 Planning Applications to be considered

Clerk loaded the planning applications onto the screen and shared with Cllrs. These can be found Appendix 2 attached to this report. Item resolved insofar as Cllrs confirmed they had no observations / objections to the two applications and Clerk was instructed to make comment that the PC was in support subject to no objections from anyone effected by the application. Matters arising – to consider new and on-going issues and decide further action if necessary:

Ongoing

8.1 Update on Youth Project (All)

Clerk referred Cllrs to previous emails sent concerning the fact all Youth Work in England had now ceased due to the new lockdown. It was not possible to furlough the two Youth Workers due to the fact the PC was publicly funded. Clerk advised he had spoken to Gemma Wallace the Team Leader and suggested it might be an opportunity to do some desktop work as the Project was still in its early stages and a lot of paperwork was still required - for instance risk assessments could be drafted. Gemma had confirmed this was a good idea, however she could no longer use her work laptop for the purposes of the Youth Project. Cllrs were reminded that the intention was to purchase a laptop for the Youth Project from the PAG award, but that the PC had not yet received a decision on this.

Clerk suggested that Cllrs might still consider purchasing a laptop at this point and recouping the cost when the PAG award was made – risk was that the PC did not receive the PAG award. Cllrs discussed and agreed that this was a sensible way forward considering need for the Youth Workers to carry out desktop work during the lockdown.

Resolved insofar as Cllrs agreed a budget of £500 for the laptop and relevant software and the Clerk was asked to proceed with this.

In related matter, Clerk confirmed that he had reviewed all the PC policies and procedures, especially regarding the Youth Project, and which were submitted to the Smile Project for approval. Cllrs confirmed they had received and read the policies and were happy with these. As a matter of procedure, it was resolved that Cllrs 'signed-off' the policies as approved as of the date of this meeting.

8.2 Update on proposal for resident only fishing permits scheme (Clerk)

Clerk confirmed all was working well with the scheme and no issues had been raised to the best of his knowledge – permits were being issued and everyone seemed to be co-operating.

Cllr Buckle agreed that he felt the scheme was working well and everyone he had spoken to at the pond were civil and supportive of the scheme – he said the bailiff was asking for bigger signs but he felt the existing ones were good enough. Metal signs were on order which would be posted at the entrances of the pond.

Cllr Buckle continued that he was recommending the appointment of a second (volunteer) bailiff – a local resident who had previously performed the role had advised he would be interested in this role. Cllrs agreed this was a good idea and Cllr Buckle was asked to provide the details to the Clerk and for a meeting to be arranged for the new bailiff to be given details of the scheme and risk assessment.

Cllr Buckle also raised issue of possible new building at the pond to house any future CCTV / lighting and pumps in the future. Cllrs discussed possibility of purpose-built secure cabinets for the different facilities (different cabinets for water and electricity) – different sizes were available for specific purposes... Cllrs agreed that pricing options should be looked at going forward and Cllr Woollass and Morrison would look at this and report back to next meeting.

Cllr Buckle noted that lighting needed to be carefully sourced as it could impact on the fishing. Cllrs also discussed possibility of CCTV to address the problem of anti-social behavior around the pond and agreed that pricing options should be looked at – Chair would speak to contractors who provided CCTV for the playing field and Clerk would do the same with a Company who had provided CCTV to another Parish.

Clerk advised he felt these discussions were useful in the context of the precept and project budgets for next year.

8.3 Update on allotments (Clerk)

Cllrs agreed to the tenancy allotment agreement presented by the Clerk prior to the meeting, and it was resolved that new tenants would be allocated to the plots subject to them signing the new tenancy agreements. Cllrs also agreed to replace the current padlock with a new one and issue keys to the new tenants.

8.4 Update and discussion on current Project Plan (Clerk)

Clerk advised this was still outstanding

8.5 Update on new cemetery land (All)

Clerk referred Cllrs to an email received from Newport PC which advised that the Joint arrangements for burial between Gilberdyke and Newport had ended in 2016. Also, that the joint lease of the road which ran to the existing site had ended in the same year due to the request from Gilberdyke.

Cllr Bryan advised he could not recall this was the case although this was academic as the owner of the road remained ERYC.... The Clerk was instructed to contact ERYC to request confirmation on this and if Gilberdyke PC was no longer a leaseholder, then what options were available to the Parish Council.

Clerk was asked to contact Eastington Parish Council to ask if they could provide any information on how they developed a new cemetery and how this was project managed, in particular, how drainage issues were managed.

8.6 Update on street cleaning – splitting village into zones (All)

Cllrs agreed to the proposal to split the villages into zones and these can be found as Appendix 3

Cllr Mansell advised that she had some concern that the splitting meant one zone had more work than the other, however Cllrs felt that due to the rotation, the work load was evened out over the year and the fairest way forward.

Cllr Morrison noted that when he joined the playground inspector on the recent visit to the playground that the inspector advised that that the playground was a priority in terms of keeping clean due to the high-risk nature of the environment / the fact young children used this.

Cllrs agreed and resolved to continue with the issue of the Contract Variation for the two Street Cleaners and the deadlines recommended by the Clerk who was instructed to continue with the process.

Cllr Woollass raised issue of the storage of the cleaning equipment which was currently stored at a previous Cllrs farm, and although there was no suggestion that this was no longer viable, options should be considered for alternative storage in the longer term. Cllr Norris advised he would speak with the previous Cllr on the storage of the cleaning equipment and ascertain if he was happy to continue with the current arrangement.

8.7 Discussion on December format of Parish Meeting (All)

Cllrs confirmed the December meeting should be held remotely especially considering the new lockdown.

New

8.8 Discussion on (removeable) gates for park (Cllr Newsome)

Cllr Newsome referred Cllrs to the previous meeting at which he had raised concerns that if the playing fields were closed again, it might be appropriate to look at more secure gates, bearing in mind last time, tape placed over the gates was removed. Cllr Newsome confirmed he had received verbal quotes from local tradesmen for both the gate alterations and work on the fence at the pond.

Clerk advised he was concerned these were only verbal and the PC needed written quotes – Cllr Newsome advised he would obtain written quotes

Cllrs discussed if the gate alternations were necessary as legislation stated that playing fields and parks could remain open – also the fact that the playing field was the responsibility of the War Memorial Hall and therefore should the PC be financing this. Cllrs resolved that the PC should not purchase the gates at this time and Cllr Newsome advised he would send the quotes onto the War Memorial Hall Committee.

Cllr Newsome continued with the received quotes in relation to the buckled fence at the pond (which also had slats missing) – Cllrs considered the quotes and agreed to appoint ACC Welding to complete the job, subject to receipt of a proper quote in line with financial procedure requirements.

Cllr Newsome confirmed that he had spoken to Danny Nalton regarding three jobs in the village:

The tree at the pond which Cllrs had concern over due to its apparent 'poorly' appearance – Mr Nalton had confirmed the tree was showing evidence of natural aging, but was ok for several decades as yet..... Cllrs asked if this assessment could be put in writing for the record and Cllr Newsome confirmed he would speak to Mr Nalton regarding this.

Trimming back of overgrown bush in village – Mr Nalton now confirmed as actioned

Cutting back of hedge at GDLA – Mr Nalton had declined to cut this back to what he understood the GDLA required as he thought this was unnecessary..... Cllrs agreed to speak to other contractors on the job and the Clerk was asked to action this.

8.9 Discussion on proposal for land at rear of petrol station (Cllr Newsome)

Cllr Newsome had noticed a parcel of land at the rear of the petrol station and wondered if the PC might approach the petrol station owner to lease the land for purposes of a new allotment.... At the moment it was just sitting idle.

Cllr Mansell advised that although she felt it was a good idea, she questioned if there was sufficient access to the site at this time..... Cllr Norris agreed and questioned if the petrol station would want its forecourt used as parking for anyone visiting the allotments.

Cllr Newsome would speak to the garage regarding the two issues, although he envisaged any potential allotment tenants would walk to the site and not use cars.

8.9 Discussion on precept and budget for 2021/22 (Clerk report and Cllrs discussion)

Clerk referred Cllrs to report already produced and asked Cllrs to give thoughts to any projects that they wished to undertake in the next financial year, such as lighting / CCTV to the pond, purchasing of land for a possible new cemetery, new buildings on Bellasize, as well as ensuring the Parish Council's running costs were sufficient to meet any inflationary increases.

Cllr Bryan referred to an arrangement whereby the PC put aside £10,000 a year to support the building of a new village hall..... Cllr Bryan continued that he understood that the current balance of this stood at circa £70,000..... however Cllr Bryan felt that the building of a new hall would never happen, and in fact the money was just sitting there and not being used

Cllr Bryan asked Cllrs was it therefore appropriate to review this arrangement and to consider if this money could be used for something else at a time the PC was facing possible costly projects such as the new cemetery.

Clerk advised he was concerned about the earmarking of the £70,000 in one of the reserve accounts as he could not find anything to which infact did ' earmark' monies for anything in either of the reserves. There were apparently no mandates to identify what amounts were earmarked for specific purposes..... Cllrs agreed the matter needed further investigation and the Clerk advised he would speak to the internal auditor with regard to records / documentation on the matter; however he could not recall seeing the transfer of £10,000 in the accounts for 2019/20.

Cllr Byran was asked to put his understanding of the situation in writing to Cllrs prior to the December meeting and the Clerk would also look into the matter with a view to a report to be discussed at the next meeting.

8.10 Cllr discussions on applications for co-option new Cllrs (All)

During a closed session, Cllrs discussed the applications received for the co-option of two Parish Cllrs. As this section of the meeting involved confidential discussion concerning the suitability of applicants, this section is redacted from the notes.

A formal (ballot) process then took place in which Cllrs submitted their votes and post meeting the votes were counted and appointment of:

Justin Arnold

Carl Stevens

Both persons would be advised accordingly and if they wish to proceed, will be instated into Office at the December meeting.

Any other business

Cllr Cooper advised that he believed the PC had agreed to organise the regular cleaning of the bus shelters in the village as a few years back they had got into such a poor state, the perplex glass had to be replaced as this was cheaper than having them cleaned Cllrs agreed to resolve this issue immediately and Cllr Norris advised he would ask the local window cleaner to contact the Clerk to discuss setting up a schedule for regular cleaning of the bush shelter glass.

There being no more business, the Chair closed the meeting at 2105

The next meeting will be held 8th December 2020

Signed as a true record *Nick Norris* ... Date

Cllr Nick Norris

**Summary Notes of the December (Ordinary) Meeting of the Parish Council
Tuesday 8th December 2020 at 7.00pm**

As a point of procedure, it is noted that the December meeting of Gilberdyke Parish Council was held as a remote meeting managed by Zoom, due to ongoing restrictions caused by the Covid-19 pandemic.

In Attendance Cllr N Norris (Chair): Cllr C Newsome: Cllr E Morrison: Cllr D Mansell: Cllr P Buckle: Cllr K Woollass; Cllr J Bates:
Cllr K Cooper: Cllr J Arnold: Cllr C Stevens
Clerk: Andrew Crabbe

1. Any Apologies received and Chair to confirm quorate

Clerk noted an apology from Cllr Bryan – Chair resolved the meeting had quorum for the purposes of conducting business and decision making.

2. Welcome of New Parish Cllrs by Chair and formal in-statement into Office

Chair welcomed Carl Stevens and Justin Arnold to the Parish Council and their appointment to office was noted as a point of procedure from the date of this meeting.

3. Approval of Previous Month's Minutes and Signing by Chair

Chair asked Cllrs to confirm they had received, read, and agreed with the previous month's minutes, Cllrs confirmed this was the case and the Chair duly signed the minutes as official.

4. Any declarations of interests relevant to the meeting's Agenda

None declared of relevance to the Agenda for tonight's meeting. Previous declarations stand as advised.

5. Financial Report and Accounts (subject to receipt of Bank Statement in time)

Clerk noted that NatWest had still not provided a statement or response to any correspondence including a formal complaint. This problem had been ongoing for many months and the last actual statement received was October.

Cllrs discussed online banking as a possible solution to the current problems - Clerk advised that despite the problems with NatWest he personally preferred not to move to online banking and recommended that the PC retain current counter / cheque service and the albeit old fashioned means of banking as this allowed a high level of transparency and authority for processing payments – Cllrs discussed merits and disadvantages of online banking and Clerk noted that if no developments were forthcoming by the end of the month, he would be recommending a transfer to another bank. Clerk also asked if Chair might contact the bank to express his displeasure at the matter. Resolved in that the Chair would contact NatWest to resolve the matter.

Clerk presented the financial report which can be found as appendix 1. Cllrs had received a copy of the report prior to the meeting and Clerk reported no financial concerns and the PC finances remained stable and solvent.

6. Public participation (15 mins max, or 3 mins per person/topic)

Clerk noted no members of public had requested attendance at the meeting and no issues had been raised.

7. Any correspondence requiring discussing

Clerk reported no correspondence had been received which had not been dealt with already.

8. Planning Applications to be considered

Clerk reported no planning applications.

9. Matters arising – to consider new and on-going issues and decide further action if necessary:

Ongoing

9.1 Update on Youth Project (Attendance of Gemma Wallace Youth Project Team Leader)

Chair welcomed Fiona Rainforth to the meeting who provided an update on the Project..... Fiona reported that unfortunately, the pandemic was continuing to impact activities and although limited groups were allowed, there were concerns that this would 'snowball' into something which could not be managed.

Therefore, at the moment the project was focusing on remote activities and they were currently looking at putting together a Christmas themed song and had also created Christmas trees which had positive messages for the future.... one was placed at the pond and another at Newport. The project was also looking at horse riding sessions at a local venue..... finally, there were plans for remote meetings to be held shortly using Zoom or Teams. Gemma and Fiona were also looking to meet remotely with students from the village school to organise an anti-litter / dog fouling project and further details of this would follow

Clerk confirmed that he had received confirmation from ERYC that the Parish Council had been successful in the application for the PAG award

Chair thanked Fiona for all their work during these difficult times

9.2 Update on plans for Christmas (all)

Cllrs discussed and confirmed plans for the Christmas event – all was ready for this to happen with Father Christmas making a special visit to be joined by Star Wars Stormtrooper and a cast of others.

9.3 Update and discussion on current Project Plan (Clerk)

Clerk confirmed this was still outstanding and would be moved onto the next meeting

9.4 Update on new cemetery land and lease situation with associated road (All)

Post Meeting - Clerk confirmed that he had received confirmation from ERYC that Gilberdyke were still party to the lease of the road which ran parallel to the existing cemetery – this was contrary to the advice from Newport PC. This would be discussed further at the January 2021 meeting.

Clerk also advised that he had received an email from Newport PC asking if Gilberdyke was still proposing to make a financial contribution to the running of the cemetery – Cllrs discussed and agreed that Gilberdyke should continue to make this contribution at this point as part of the Parish Council's responsibility to residents. Matter resolved and Clerk instructed to advise Newport PC that Gilberdyke would continue to make the payment and request an invoice.

9.5 Update on street cleaning – applications for new vacancy (All)

Cllrs noted the applications received for the vacancy and considered these. It was agreed that Chair and Deputy Chair would interview the applicants, and this was duly arranged by the Clerk and actioned.

New

9.6 Cllrs to discuss projects / budgetary issues regarding precept and budget for 2021/22 including review of financial support for War Memorial Hall (Clerk Report / All)

Cllrs considered the report previously sent to them by the Clerk which detailed operational spending and identified that due to the high current standing balance and the projected balance on 1st April, he was recommending there was no requirement for an increase – this recommendation did not include any project work and was dependent on the PC not continuing to support the 10k paid to the Memorial Hall Committee.

Chair noted regards the issue of the 10k which was allocated to the replacement of the Memorial Hall, he felt now was the time to consider if this might be redirected to other projects such as the playground, the Youth Project, and the new burial ground. He recapped for Cllrs Stevens and Arnold that the PC had been meant to be assigning 10k per annum for a new Memorial Hall and that it was understood that approximately 70k had been accumulated in the bank for this purpose. However, it was now felt that the Memorial Hall rebuild was never likely to happen due to the unattainable costs involved. Chair continued that if Cllrs felt that the PC should continue to financially support the Memorial Hall then at the very least the Memorial Hall Committee should match whatever the PC set aside and in addition, agree the original intention of providing the fund for replacing the hall was no longer valid, then the intent should be changed, ie to financially supporting the hall in maintenance matters.

Clerk confirmed that there was nothing in the financial records / a financial mandate for the above purposes and that the Parish Council's own auditor was not aware of either a 10k annual contribution or an earmarked reserve of 70k for a new Memorial Hall rebuild. With this in mind Cllrs could change the above understanding and do as Chair was suggesting – Clerk also confirmed that the 10k transfer had not happened for at least two years.

Cllr Newsome advised that he understood that the money set aside was always meant to be singularly for the purpose of rebuilding the hall, but at some point, it was evident to him that the rebuild would not happen and the Memorial Hall itself had determined this.

Cllrs agreed to consider the above with a view to determine the way forward at the January or February meeting. Clerk advised that the issue of the 10k contribution was the pressing issue at this time as this might impact on the precept considerations and he therefore recommended this issue at least be determined at the January meeting / prior to the precept demand.

9.7 Discussions on reported 'eye sore' on Bellasize Park (Cllr Newsome)

Cllr Newsome explained that there was a parcel of land between 11 and 11a Bellasize which the PC owned – there had been some trees on this land which were removed at the request of residents who felt the trees were damaging foundations..... however this now gave view to an 'ugly' corrugated building / barn and several residents were now complaining to Cllr Newsome that this was an 'eyesore'. Cllr Newsome noted that as the PC had chopped down the trees. did the PC have a responsibility to do something about the situation?

Cllrs discussed and agreed that the trees had only been removed due to a request from residents in the first place – Cllrs resolved that the Clerk should refer the matter onto ERYC.

9.8 Cllrs to discuss road safety of B1230 / Tongue Lane following recent accident (Cllr Newsome)

Cllr Newsome reported that this was a long-standing issue and the speed limits on the road did not make sense, most of the road being 50mph then dropping sharply to 30mph into Newport and Gilberdyke respectively. There were also two bus stops and two dangerous junctions which Cllr Newsome felt was highly inappropriate for a 50mph road, which was demonstrated by the recent accident. In summary Cllr Newsome asked Cllrs to consider the PC supporting a reduction in the speed limit on the 50mph stretch of the road.

Cllr Stevens noted that the speed limit did in fact used to be more phased into Newport, dropping from 50 to 40 then to 30, but for some reason this had changed from 50 to 30. Cllr Cooper advised that the PC had previously attempted to have the speed limit reduced but this had been turned down "due to the fact there had been no fatalities"

Cllrs agreed that a project team should be created to investigate the matter and report back to the Parish Council – Cllrs Newsome, Woollass, Stevens and Buckle would comprise the team and report back to the PC monthly.

9.9 Cllrs to discuss issues of concern with Jubilee Gardens Development (All)

Cllrs noted ongoing issue of concerns raised with the above development, specifically:

- The piling of earth against a wooden fence and the prospect of this rotting with landfall onto the public path
- the increased risk of flooding in an area already prone to flooding due to the raised level of the development (raised by more than 2 foot) and the potential risk of water running off.

Clerk continued that the property developer concerned, Orion had advised that they would be putting water tanks into the site to deal with drainage, but Cllrs felt that this was not sufficient as they did not deal with water running off the site. Recent photos had shown flooding in the residential area adjoining the site and it was evident that this had worsened with the development. Efforts had been made to ask Orion Homes for a meeting to discuss Cllr concerns, however there had been no progress made with this and Clerk confirmed that the PC had now written to ERYC with the concerns.

Cllr Newsome advised that he felt this was a serious matter and it needed ERYC to come out and inspect the site and actually look at the issues..... there was a history in the village of developers making promises and then disappearing without doing the work.

Cllrs agreed to continue to chase ERYC for a meeting at the site.

9.10 Cllrs to confirm format of January 2021 Parish Meeting (Covid Emergency) (All)

Clerk confirmed the recommendation was that the current format of the meetings remained in place and Cllrs agreed unanimously to this recommendation and that the January 2021 meeting would be held remotely

There being no more business, the Chair closed the meeting at 2115
The next meeting will be held 12th January 2021

Signed as a true record *Nick Norris*
Cllr Nick Norris

Date 14th January 2021