

GILBERDYKE PARISH COUNCIL

Minutes of October 2021 Parish Council Meeting

7:00pm, 11 October 2021

The Pavilion, Gilberdyke & District Leisure Association

HEADLINES

Members of the public and press are invited to address the parish council during the “Public Participation” agenda item

ACTION POINTS

Review status of councillor vacancy
Update declarations of interest register
Publish September minutes
Establish Communications working group
Establish training requirements
Purchase of a Remembrance Wreath and a “Tommy”

AGENDA

The Chair opened the meeting by welcoming all members of the public and the parish council, and requested that all participants conduct themselves in a friendly manner.

In attendance:

Paul Bryan (Chair), Chris Newsome (Vice Chair), Sam Taylor-Dunn, Helen Stevens, Nick Norris, John Robinson, Pete Buckle, Kevin Woolass, Sue Nicholson (as outgoing Parish Clerk), Jake Wilde (Parish Clerk). Two members of the public were also in attendance.

1. Apologies

Apologies had been received from Carl Stevens, who had an imminent examination for a workplace qualification. Jeannie Bate was also absent, but no apologies had been received.

2. Resignation of Parish Councillor

The Parish Council noted with sadness that Donna Mansell had resigned as a Parish Councillor. There was a discussion of the circumstances of Donna’s resignation and the Chair’s wish to record his thanks to her was echoed by the whole Parish Council.

The notice offering the opportunity for electors to call a by-election had been published, with a deadline of 18 October. The Clerk advised the Parish Council that one individual had contacted him to express an interest in joining the council. The Parish Council agreed to review the situation at the next meeting **[AP - review status of councillor vacancy]**

3. Declarations of interest

No new declarations were submitted. The Clerk asked the Parish Council if there were any pre-existing declarations of interest. There were none. After a discussion, Sam Taylor-Dunn declared an interest as her husband is an employee of the Parish Council. The Clerk will update the register. **[AP - update declarations of interest register]**

4. Approval of minutes of previous Parish Council Meeting

The Minutes of the September Parish Council Meeting were agreed and will be published in due course. **[AP - publish September minutes]**

5. Any outstanding items

None not covered elsewhere on the agenda.

6. Public participation

Mr Euan Morrison wished the minutes to record the date upon which he became a councillor, specifically in July 2018.

7. Correspondence

(a) The Clerk provided a verbal narrative regarding the correspondence with Orion Homes in respect of the boundary fence with Flaxmill Walk. The original marking out had been done incorrectly and had been corrected in accordance with the Land Registry records.

(b) In respect of the letter from Newbald Parish Council, the Parish Council **agreed** that a letter should be drafted by the Clerk, agreed with the Chair, and sent in their joint names. This letter should express sympathy and general support.

(c) The Town and Parish Council Charter Consultation has passed, as the closing date was 30 September. The original end date had been 31 May, then 1 August, then 30 September.

8. Planning

The Clerk apologises to the Parish Council as, due to an oversight on his part, he had not had access to the portal until the day of the meeting. As a result a number of planning request deadlines had passed. The Parish Council agreed with the Clerk's suggestion of providing more detail for future planning submissions.

The one submission where the deadline had not passed received no comments. This was for a Certificate of Lawfulness for existing use of the workshop yard for the storage and parking of cars, submitted by Classic Trading, Main Road, Gilberdyke, East Riding of Yorkshire, HU15 2SW.

9. Clerk's report

(a) Update of activities

The Clerk provided an update of his activities during his first month in the post. This included:

- Updating the relevant bodies within ERYC of his contact details and establishing current requirements
- Liaising closely with Sue Nicholson on handover issues
- Holding a preliminary discussion with Autela to understand their role as the payroll company
- Making initial contact with the clerks of the neighbouring parishes
- Meeting with all staff except Andy Dunn
- Receiving further papers
- Contacting the website provider and updating the parish council website
- Meeting with the Memorial Hall committee
- Generally establishing the current situation within and outside the Parish Council

The weekly hours worked since taking up post on 13 September were 25, 21, 25 and 27 respectively.

The Clerk recommended a review of Communications, to include the website, the use of email, Facebook, noticeboards, Google Drive, etc. and suggested a small working group of Sam Taylor-Dunn, Helen Stevens, Carl Stevens and himself. **[AP - establish Communications working group]**

The Clerk noted that he would need formal training and that almost all councillors would also require training. The Clerk will establish what training was required and when it was available. [AP - establish training requirements]

The Clerk advised that he would continue to establish and, in some cases, re-establish, working relationships with other organisations within and connected to the parish.

(b) Financial report

The Clerk advised that this would be a regular item on future agendas. However, at this stage he had been unable to conduct any meaningful review of finances as he did not have access to the bank account.

The Parish Council **agreed** to transfer the account into the Clerk's name.

The Parish Council also **agreed** to adopt online banking if possible.

The Clerk indicated that he hoped to be able to conduct a full review with a report to the next meeting.

(c) Youth Project

The Clerk advised that a report from the Youth Project would form a part of future meetings.

(d) Street cleaning

The Clerk advised that a report from the street cleaning team would form a part of future meetings.

10. Parish Council subcommittees

After some discussion the Parish Council **agreed** that the Emergency Planning work currently being undertaken was a working group, rather than a formal subcommittee.

The existing subcommittees are Personnel (consisting of Paul Bryan, Chris Newsome and Carl Stevens), and a Finance subcommittee that probably needed to be revived.

11. Bryan Coulth

Paul Bryan reported that over forty people had attended Bryan's funeral. Councillors and attendees recalled how Bryan had worked more hours than he claimed for, how well he had looked after the corner plot near his home in Bellasize Park, and that he had been a keen amateur photographer. The Parish Council agreed to consider a memorial and return with options to the next meeting.

12. Thornton Dam Drain

The Clerk reported that he had received two complaints about work undertaken on this drain and had contacted the Humber & Ouse Drainage Board to establish whether they had performed the work and, as they had, to ask them to consider further activity to resolve the issues that had been identified. The Clerk reported that he had received assurances that this work would be done.

13. Scalby Lane Dyke

The Clerk reported that, while discussing the Thornton Dam Drain, he had informally asked about the Humber & Ouse Drainage Board's view of their need for access to the Scalby Lane Dyke. The response had been that access was probably not required, but that it was essential that no building work had taken place that may have caused damage, for example, a fence post going through the culvert.

14. Jubilee Pond (container, drainage, duck accommodation, etc.)

A member of the public had reported, through the Facebook page, that the pond had flooded. However, this was actually surface water from rainfall. The member of the public had threatened to use sandbags around the pond, specifically in the sections the ducks use for access. The Parish Council **agreed** that improved communication was necessary.

ERYC Planning department had written to the Clerk to enquire about the container that had been sited there. The Parish Council **agreed** to direct the Clerk to respond to advise that they had received verbal assurance that planning permission was not required, to ask if planning permission was indeed required and to advise the purpose of the container (to house control equipment for CCTV and an aerating pump).

The Parish Council **agreed** that, if the container was to remain, it would be painted green.

A discussion took place to establish the current position regarding the container. Although the specific container in question had not been approved at a Parish Council meeting, the concept of deploying a container in that position had formed part of the project plan, which had been agreed by the Parish Council.

15. Allotments

The Clerk advised that Laxton's Parish Clerk had been in contact regarding their allotments, which were currently under-utilised. The Clerk had held preliminary discussions with other parish clerks about the possibility of pooling allotments in the area, and will keep the Parish Council updated.

16. Christmas 2021

The Parish Council **agreed** to publicise a Christmas walk/dash with Ian Sankey as had been arranged the previous year, and encourage a Christmas window lights competition.

17. Gilberdyke village bus shelter and seating

The Parish Council noted that, in principle, it was desirable to have seating in or by the bus shelters but that further work was required. The Parish Council further noted that such seating might be an opportunity to act as a memorial to, for example, Bryan Coulthish.

18. Policies and Procedures

The Clerk advised that he could not establish that the Parish Council had any pre-existing policies or procedures, or Standing Orders. The Clerk advised that he would conduct a review of the model policies and procedures held by ERNLLCA and provide recommendations to the Parish Council at future meetings.

19. Poor Widows of Gilberdyke

This charity had been mentioned at the previous Parish Council meeting. The Clerk reported that the charity had ceased in 2018 and transferred the funds to the Two Ridings charity.

20. Relations with neighbouring parish councils

The Clerk advised that he had made contact with the clerk for Newport Parish Council and advised that he would seek to resolve any outstanding issues in due course.

21. Any other business

The Parish Council **agreed** to purchase a Remembrance Wreath and a "Tommy", to be placed at Cook's Corner, where a Field of Remembrance would be created with small wooden crosses.

After a discussion the Parish Council **agreed** that all public complaints need to be submitted in writing to the Clerk.

22. Date and location of the next meeting

The Parish Council agreed to hold the next meeting at The Pavilion, GDLA, at 7:00pm on Monday 8 November 2021.