

GILBERDYKE PARISH COUNCIL

Minutes of Parish Council Meeting

7:00pm, 20 December 2021
War Memorial Hall, Gilberdyke

HEADLINES

- Christmas festivities widely regarded as a successful end to the year
- Positive meeting with War Memorial Committee

ACTION POINTS

- Clerk to update ERYC and Parish Council website with new Declarations of Interest information
- First meeting of Jubilee Pond subcommittee required
- Policies & Procedures to be added to main agenda

AGENDA

The Chair opened the meeting by thanking everyone involved in the successful Santa Walk. The route had covered 9 miles.

In attendance:

Paul Bryan (Chair), Chris Newsome (Vice Chair), Sam Taylor-Dunn, Helen Stevens, John Robinson, Pete Buckle, Kevin Woolass, Jake Wilde (Parish Clerk). One member of the public was also in attendance.

1. Apologies

Carl Stevens sent his apologies as he was caring for the new family puppy. Nick Norris sent his apologies as he was suffering from the after effects of his booster jab. Jeannie Bate was not present.

2. Declarations of interest

There were no updates.

3. Approval of minutes of previous Parish Council Meeting

These were agreed.

4. Public participation

None.

5. Correspondence

East Riding of Yorkshire Council (ERYC) Overview and Scrutiny Committee are keen to hear from town and parish councils who would like to suggest a topic for scrutiny. Topics must be of a strategic nature that affect the East Riding as a whole. The Parish Council had a discussion

regarding the disparity of provision for cyclists across the East Riding, with some areas benefitting from significant infrastructure investment while others had not.

ERYC have introduced a new small grant fund to help communities celebrate the Queen's Platinum Jubilee.

ERYC have written to town and parish councils to outline the budget for the Positive Activity Grant (PAG) for 2022. The Clerk advised the Parish Council that he was working the Youth Project team on preparing Gilberdyke's bid.

ERYC have advised the 2022/23 tax base for the forthcoming precept.

6. Planning

No planning consultations had been received.

7. Clerk's report

a) Summary of activities

Since the last Parish Council meeting I've experienced some personal disruption. My cat went missing on 16 November, and remains lost. My partner then tested positive for COVID-19 on 3 December, was quite unwell and remains off work. Fortunately I did not contract the virus but, as a precaution, it did mean the postponement of a number of meetings, including the Parish Council meeting that was scheduled for 13 December.

These issues have reduced the number of hours that I would otherwise have worked during this period. These were:

Week commencing	8 November	20.5
	15 November	14.25
	22 November	8.25
	29 November	19
	6 December	20
	13 December	26

I met with Melissa Shirley, Headteacher of Gilberdyke Primary School, on 19 November. We discussed the possible ways that the Parish Council and school might work closer in future. I have arranged a further meeting with Melissa, the Finance Manager for Hull Collaborative Academy Trust and members of the Student Council. The aim is to discuss in more detail what options are available for collaborative working. Helen Stevens and Sam Taylor-Dunn volunteered to attend.

I had a telephone meeting with Martin Acrid, Treasurer for Gilberdyke Methodist Church, on 29 November 2021 to introduce myself and discuss, in general terms, options for closer working. They are currently unable to offer their meeting facilities as they have insufficient volunteers from within their congregation to operate the room. They have a committee meeting in January, by which time we may be in a position to make some suggestions as to how we might be able to assist them.

I have made contact with the PCSO who has responsibility for the Howden and Howdenshire areas, Bill Mell. We have had an initial discussion but not met yet.

I've arranged to meet with the GDLA trustees at their meeting early in the new year, to discuss their immediate and longer term aspirations.

b) Action Points

The Action Points from the November Parish Council Meeting were:

Clerk to update ERYC and Parish Council website with new Declarations of Interest information

Not yet completed, AP remains open

Offer by eforests.co.uk for free tree planting to Open Items

Moved, AP closed

Clerk to write to complainant

Completed on 29 November 2021, AP closed

Clerk to write to War Memorial Hall committee

Meeting arranged, AP closed

Clerk to write to Planning Department re 21/03195/PLF

Formal submission on behalf of Gilberdyke Parish Council sent on 16 November 2021, AP closed

Communications working group to Open Items

Moved, AP closed

Establish training requirements to Open Items

Moved, AP closed

Formation of Jubilee Pond subcommittee

First meeting scheduled for 9 December 2021, affected by Clerk's self-isolation. New meeting to be scheduled in January, AP remains open

Policies & Procedures to be added to main agenda

Insufficient time to address this issue this month so will move this to January's agenda, AP remains open

Clerk to write to Network Rail regarding accessibility at Gilberdyke Railway Station

Initial contact made with Network Rail on 17 December 2021, moved to Open Items

Flaxmill Walk drainage concerns to Open Items

Moved, AP closed

Remembrance Field to Open Items

Moved, AP closed

c) Open Items

Write letter to Newbald Parish Council

A draft letter was going to be prepared for the Chair to consider but Newbald Parish Council wrote to all Parish Councils again on 23 November to advise that there would be a pause in their activity until January.

Thornton Dam Drain

I contacted Yorkshire & Humber Drainage Board to ask for a progress report and was advised on 10 December 2021 that they will chase it up with the relevant team.

Jubilee Pond

Now a formal sub-committee, item closed.

Allotments

Nothing further to report. This will remain an open item until a decision is required.

Gilberdyke village bus shelter and seating

Nothing further to report.

Policies and Procedures

This should remain an Open Item until the January meeting.

Offer by eforests.co.uk for free tree planting

This should remain an Open Item as we consider whether we are able to take up the offer.

Communications working group

First meeting was scheduled for 7 December 2021 but postponed as a result of the Clerk's self-isolation. A new date will be arranged shortly.

Establish training requirements

This is on hold until the resolution of the question of the Clerk's contracted hours, which will include training.

Dialogue with Network Rail regarding accessibility at Gilberdyke Railway Station

Await response from Network Rail

Flaxmill Walk drainage concerns

This matter should remain under review.

Remembrance Field

Options to remain under consideration.

d) Financial Report

- (i) After the minutes for the November meeting are agreed, I should be able to process the change of mandate form with the bank. This should enable me to take over the management of the accounts and I can begin to construct an income and expenditure report.
- (ii) I've advised Trevor Rackham, our internal auditor at P.A. Woffenden & Co., of the following:

"Gilberdyke operates by cheque payments alone, as far as I can tell. However, the two or three most recent chequebook stubs are missing, with only the current chequebook, first used in the middle of August, in my possession. Coupled with an absence of receipts or expenses claim forms, this will make an audit of the financial transactions, from April to August, difficult. Gilberdyke appeared to operate in an environment where individuals would purchase or pay for items out of their own pocket and then claim the money back, but precise records prior to my arrival in the middle of September are absent.

Once the Parish Council have given me access to the bank accounts, I may be able to ask the bank to help me reconstruct some of the payments.

I'm happy to discuss how we might best proceed regarding the first months of the year. I intend on putting in place a more robust approach to financial management, including payment of salaries and purchases by bank transfer, the use of expenses forms and transparency in the minutes regarding bank balances and expenditure."

He replied:

"Once you have access to the bank please let me know how the period April to September looks and we will take it from there."

- (iii) I've appended a blank reimbursement form to this report, and used it for the expenses I have thus far incurred. I recommend to the Parish Council that we adopt this form, as it will

help me to keep a track of expenditure in a more structured way than relying simply upon receipts. This recommendation was agreed.

- (iv) The Parish Council's account with HMRC should be fully up to date, subject to the currently due quarterly payment being made on time. For completeness, and inclusion in the minutes, the debt was as follows:

The total debt was **£2175.87**

This consisted of:

Unpaid Month 7 (November) 2020/21
Unpaid Month 9 (January) 2020/21
Interest for 2020/21
Total for 2020/21 £607.92

Unpaid Month 4 (July) 2021/22
Unpaid Month 5 (August) 2021/22
Unpaid Month 6 (September) 2021/22
Interest for 2021/22
Total for 2021/22 £1567.95

Any cheques sent not using the correct process, and therefore unable to be linked to our account, will have been destroyed.

- (v) I've been working with Alan Barker, Clerk to Newport Parish Council, on the issue of the outstanding debt relating to the Newport & Gilberdyke Youth Project. This is a complex issue, with a number of employee welfare and employment issues that concern me. However, there are some simpler matters that can be resolved quickly.

The question of employee salaries and grant income and two such simpler matters. Both are a matter of record, the former through P60s and P45s reported to HMRC, the latter through ERYC.

The years in dispute are 2018/19, 2019/20 and 2020/21. We have calculated both the total amount, based upon the records kept by Newport at the time, and the amounts based purely on salaries and grant income.

The Parish Council instructed the Clerk to review historic payments made to Newport Parish Council to ensure that the relevant payments had not already been made

Alan and I will continue to work, with the help of the Youth Project team, to establish the remainder of the assets and liabilities of the Newport & Gilberdyke Youth Project. I will return to the Parish Council with the result of our findings.

- (vi) I discussed the issue of Gilberdyke Parish Council's reserves with ERYC's Finance team. They recommend adopting a Parish Council Reserves Policy. There should be a clear plan for these reserves to be used. Some can be earmarked as contingency funding but it needs to be clear for what specific contingency or contingencies they are for and, as a general rule, parish councils should only hold three to six months worth of such reserves. I recommend that we review this issue as part of the 2022/23 precept process.

The deadline for submission of our precept bid is Friday 21 January. I've booked the Conference Room at the Memorial Hall for Thursday 6 January, from 7pm to 9pm. Having the meeting in early January gives us time to have a follow-up meeting if necessary.

In terms of transparency, I would like us to adopt the same principles as the £140k+ councils are required to use, and publish our plans in reasonable detail. We should also publicise those plans more widely.

e) Youth Project Report

I have been unable to have a meeting with the Youth Project team this month, but there are no immediate issues to report. We will meet at some point during the school holidays to discuss budget requirements for 2022/23.

As advised by the National Youth Agency, face masks are now required at Youth Project events and activities.

f) Street Cleaning Team Report

I have been unable to have a meeting with the Street Cleaning team this month, but there are no immediate issues to report. We will meet at some point in the next four weeks to discuss budget requirements for 2022/23.

8. Christmas Festivities

The Parish Council agreed that, while 2021 had been a successful venture far outweighing previous years, there was ample scope to improve in 2022. The Parish Council resolved to form a Christmas subcommittee to review 2021 and make recommendations for improvements in 2022.

9. Review of meeting with War Memorial Hall committee

The Parish Council agreed unanimously that the meeting had been very useful and positive, with plenty to consider in relation to short, medium and long term projects where the Hall and the Parish Council could work together in the future. The Parish Council agreed that the Clerk should meet with Jeff Pinkerton to discuss the issue in further detail.

10. Initial discussion about the 2022/23 precept

The Parish Council held a brief discussion ahead of the meeting scheduled for 6 January 2022.

11. Any other business

None.

12. Date and location of the next meeting

This was provisionally set for Monday 10 January, in the Memorial Hall (but later rearranged to Monday 17 January).