

GILBERDYKE PARISH COUNCIL

Minutes of Parish Council Meeting

7:00pm, Monday 8 November 2021

The Pavilion, GDLA

HEADLINES

- John Walker co-opted as a Parish Councillor
- Remembrance Field created on corner of Clementhorpe Road and Clementhorpe Lane, Gilberdyke
- Santa Walk set for Sunday 19 December

ACTION POINTS

- Clerk to update ERYC and Parish Council website with new Declarations of Interest information
- Offer by eforests.co.uk for free tree planting to Open Items
- Clerk to write to complainant
- Clerk to write to War Memorial Hall committee
- Clerk to write to Planning Department re 21/03195/PLF
- Communications working group to Open Items
- Establish training requirements to Open Items
- Formation of Jubilee Pond subcommittee
- Policies & Procedures to be added to main agenda
- Clerk to write to Network Rail regarding accessibility at Gilberdyke Railway Station
- Flaxmill Walk drainage concerns to Open Items
- Remembrance Field to Open Items

AGENDA

The Chair opened the meeting.

In attendance:

Paul Bryan (Chair), Chris Newsome (Vice Chair), Sam Taylor-Dunn, Helen Stevens, Nick Norris, John Robinson, Pete Buckle, Kevin Woollass, Carl Stevens, Jake Wilde (Parish Clerk).

Members of the public were also in attendance.

1. Adoption of Standing Orders

The Clerk explained that, as there were no records of any existing policies or procedures in place, for whatever reason, there was an opportunity to start afresh. The first procedural requirement was an agreed set of Standing Orders by which to conduct Parish Council meetings. These Standing Orders, attached to the minutes, are unaltered from the template provided by ERNLLCA. Once adopted they can then be amended to suit the Parish Council's purposes.

The Chair proposed the Standing Orders, they were seconded by Carl Stevens and passed without opposition.

2. Apologies

Jeannie Bate was not present and no apologies had been received.

3. Declarations of interest

The Clerk explained that, for whatever reason, he had no records of Parish Councillors' Declarations of Interest (other than one for Carl Stevens that Sue Nicholson had passed on). Having researched the information that was required, The Clerk distributed a template and all councillors who were present completed their declarations.

The Declarations of Interest will be shared with East Riding of Yorkshire Council (ERYC) and published on the Parish Council website in due course. **[AP - Clerk to update ERYC and Parish Council website with new Declarations of Interest information]**

4. Approval of minutes of previous Parish Council Meeting

These were proposed without alteration by The Chair, seconded by Carl Stevens and passed without opposition.

5. Public participation

None

6. Co-option of Parish Councillor

The Clerk reported that, as the period for electors to request an election had passed without sufficient requests being received, the Parish Council were free to co-opt a new Councillor. The Clerk further reported that John Walker had volunteered for the role. The Chair nominated John, Chris Newsome seconded and John was co-opted without opposition.

John Walker also completed a Declarations of Interest form.

7. Correspondence

The Clerk reported the correspondence received as:

- a) From eforests.co.uk, offering free tree planting. They work with lots of wildlife trusts, community woodlands and community farms around the UK, supplying them with free trees for their nature reserves, rewilding projects, etc. They generally supply a minimum of 150 trees for projects but can be fairly flexible. The trees are all UK native species, grown from UK seed and can be supplied with free shelters, stakes, weed mats, etc.
The Parish Council noted the correspondence and agreed to keep it in mind as thoughts turned to future planning. **[AP - Offer by eforests.co.uk for free tree planting to Open Items]**
- b) From ERYC, regarding forthcoming elections to the UK Youth Parliament, details of which have been published on the Parish Council website.
- c) The Clerk reported that he had received a complaint from a member of the public regarding the conduct of a Parish Councillor. From his initial review, the Clerk advised the Parish Council that he could see no case to answer but, after further consideration, had concluded that the correct authority to consider the complaint was the ERYC Standards Board.
The Clerk advised the Parish Council that he would share all the correspondence with The Chair and write to the complainant advising them to contact Standards. **[AP - Clerk to write to complainant]**

- d) The Clerk had received a letter from the War Memorial Hall committee, inviting the Parish Council to a meeting to discuss future relations and opportunities to work together. The Parish Council agreed to attend the meeting and instructed the Clerk to respond accordingly. **[AP - Clerk to write to War Memorial Hall committee]**
- e) There had been some online discussion since the last Parish Council meeting regarding Planning request 21/03195/PLF. The Parish Council instructed the Clerk to write to the Planning Department to seek to provide additional feedback on the matter. **[AP - Clerk to write to Planning Department re 21/03195/PLF]**

8. Planning

The Clerk began by apologising for having failed to ensure he was correctly set up on the Planning Portal. This was now resolved but had meant that the deadline for some planning consultations had passed without the opportunity for the Parish Council to provide feedback. The Clerk included these in the pack provided to councillors in case there were any key issues that needed raising.

The Clerk also provided the full details for the outstanding consultation to see if this was the preferred format for future meetings. The Parish Council agreed to adopt this approach for future meetings.

21/04074/PLF - No comments

9. Clerk's report

a) Summary of activities

This month I have focussed on staffing issues, although I have been somewhat limited for time by moving house.

I established the correct process for the operation of the payroll system and have distributed July, August, September, October and November payslips. I am unsure if previous payslips were sent to the staff, but I have asked Autela for copies of the payroll run and payslips for April, May and June so that I can attempt to reconstruct the accounts for this financial year.

I also discovered an unpaid invoice dated 30 November 2020 for £360.00 for work undertaken by the auditors.

I've held team meetings with the Youth Project team and the Street Cleaning team.

I also dealt with various items of correspondence, as detailed on the agenda.

My hours worked this month were:

Week commencing	11 October	22 hours
	18 October	8 hours
	25 October	8 hours
	1 November	12 hours

b) Action Points

The Action Points from the October Parish Council Meeting were:

Review status of councillor vacancy

The deadline for a by-election to be called passed and co-option can now proceed. AP closed.

Update declarations of interest register

Upon further research this has been moved to the main agenda and this AP closed.

Publish September minutes

These have been published on the website. The publication of Parish Council minutes needs to be considered by the Communications working group. AP closed.

Establish Communications working group

I have not had time to arrange this yet, so I will carry it over to Open Items and close the AP.

Establish training requirements

I have not had time to research this yet, so I will carry it over to Open Items and close the AP.

The purchase of a Remembrance Wreath and a “Tommy”

This was omitted from the list of Action Points in error and has been completed and installed by Helen Stevens, with assistance from Peter Buckle. AP closed.

c) Open Items

The current Open Items are:

Establish Communications working group

As above.

Establish training requirements

As above.

Write letter to Newbald Parish Council

Further direct correspondence had been exchanged with the clerk of Newbald Parish Council (in part to explain the delay in responding) and a draft letter will be prepared for the Chair to consider shortly.

Thornton Dam Drain

This item should remain open until the works have been completed.

Jubilee Pond

Confirmation that planning permission was not required had been received. I recommend that the Jubilee Pond Project become a formal sub-committee.

This recommendation was **agreed**. **[AP - Formation of Jubilee Pond subcommittee]**

Kevin Woollass proposed the installation of an electricity cable to the container unit, seconded by Peter Buckle and **agreed** without opposition.

Allotments

I have made contact with one of the allotment holders in Gilberdyke, but no further progress has been made on the raw idea of pooling allotments across parishes, simply due to time constraints. This will remain an open item until a decision is required.

Gilberdyke village bus shelter and seating

Due to time constraints this item has not yet been progressed.

Policies and Procedures

Subject to the adoption of new Standing Orders, I recommend that this item be returned to the main agenda on a permanent basis for the ongoing consideration of new, and the review of adopted, policies and procedures.

This recommendation was **agreed**. **[AP - Policies & Procedures to be added to main agenda]**

d) Financial Report

It is currently impossible for me to produce a Financial Report. At the last meeting the Parish Council agreed to transfer the bank account into my name and, as far as I am aware, this has not happened yet.

It was resolved that:

- The Authorised Signatories in the current mandate, for the accounts detailed in section 1.3 of the NatWest Business Banking Universal Mandate form, be changed in accordance with section Authorised Signatories.

And the current mandate will continue as amended.

e) Youth Project Report

I met with Gemma Wallace and Fiona Rainforth on Friday 5 November at Gilberdyke War Memorial Hall. We agreed to hold regular meetings, likely to be every six weeks. This first meeting lasted two hours and, although I expect future meetings to be shorter, these should form part of their contracted hours.

We discussed a range of issues, mainly focussing on how I can best support them. I was disappointed to hear that their work was largely self-funded and that the budget that had been set for them was inaccessible. I need to do further work on understanding the budgeting arrangements that were put in place but it seems clear that, as Project Leader, Gemma ought to have direct access to the budget.

We discussed safeguarding arrangements. The need for confidentiality in the event of a safeguarding issue means that my line management role is to ensure that the staff have the support and safety arrangements in place, rather than to have any role in the issue itself. The same is true for the democratic oversight provided by the Parish Council. I need to do further work with Gemma and Fiona to produce simple, clear assurance on this.

We explored the opportunities for obtaining outside funding. The current status of the Youth Project may impose some limits upon this.

I have further research to conduct on the manner of the ending of their employment with the Newport & Gilberdyke Youth Project. I also note that Gemma's and Fiona's contracts with Gilberdyke Parish Council were described as temporary, but as they have been in post for more than 12 months these should now be considered permanent, irrespective of the absence of a review.

Gemma has also supplied me with her copies of a number of policies and procedures given to her by the previous permanent clerk. I recommend that Gemma, Fiona and I review these for relevance and seek to simplify them, with a view to submission to the Parish Council for decision. This recommendation was **agreed**.

We discussed contracted hours and pay rates. I recommend that we proceed to the payment of salaries by BACS as a matter of urgency. This recommendation was **agreed**.

f) Street Cleaning Team Report

I met with Terry and Andy on Saturday 30 October at Gilberdyke Garden Centre. We agreed to hold regular monthly meetings, subject to other shift patterns. This first meeting lasted two hours and, although I expect future meetings to be shorter, these should form part of their contracted hours.

We discussed ways that I could support them to improve both their ability to undertake their roles and their personal employee experience. We also discussed the scope for future improvements. These include:

- A review of hours and rates of pay
- Modernisation of bins
- Clarification with ERYC over the different roles of the parish street cleaning team and their council counterparts
- Storage options
- How to improve the service offered to parishioners who live outside Gilberdyke village
- Uniforms, footwear and PPE
- The relationship with shops, businesses and the school
- The role of CCTV
- Opportunities to bring work back in-house
- The risks of working on or near Slipper Bridge

I do need to do some more research on a range of issues, but my immediate recommendations are:

- That the Parish Council obtain uniforms and appropriate PPE, including cold weather and waterproof clothing and footwear, for the Street Cleaning team. These should be clearly marked as Gilberdyke Parish Council.
- That any additional expenses incurred by the Street Cleaning team for the the purchase and storage of equipment or other items that are wholly and exclusively for use in their employment are paid by the Parish Council.
- That we proceed to the payment of salaries by BACS as a matter of urgency

These recommendations were **agreed**.

10. Christmas festivities

After discussion, the Parish Council **agreed**:

- The Santa Walk will take place on Sunday 19 December, commencing at around 1:00pm
- The closing date for applications for selection boxes would be 10 December
- There would be a competition for best lit house, with a first prize of a £50 hamper and second prize of a £25 hamper. The Clerk to act as judge.
- The budget of £2000 was originally to include lighting but, as this was not possible this year, more could be spent on the selection boxes than in 2020.

11. Accessibility issues at Gilberdyke Railway Station

The Parish Council agreed to investigate the options for resolving the issue of the absence of step-free access to and from the westbound platform at Gilberdyke Railway Station. The Clerk was instructed to initially contact Network Rail to establish current planning. **[AP - Clerk to write to Network Rail regarding accessibility at Gilberdyke Railway Station]**

12. Any other business

There had been some damage to the play equipment at the playing field in Gilberdyke village. The Clerk had arranged for the relevant parts to be shipped by the supplier. (Subsequently, Kevin Woollass had both agreed to fit the new parts and had repaired the zip line traveller mechanism.)

The Parish Council discussed the possibility of improving the security lighting on the playing field to cover the play area.

Some of the residents at Flaxmill Walk had expressed further concern regarding the placement of the fence surrounding the new development, particularly with regard to the impact upon the drainage of surface water. **[AP - Flaxmill Walk drainage concerns to Open Items]**

There was a discussion regarding the development of the Remembrance Field site into a more permanent feature. **[AP - Remembrance Field to Open Items]**

13. Date and location of the next meeting

The Parish Council agreed to hold the next meeting on Monday 13 December 2021, in the Conference Room at the War Memorial Hall, Gilberdyke. (This was subsequently amended to Monday 20 December 2021 as a consequence of the Clerk having to self-isolate.)