

GILBERDYKE PARISH COUNCIL

Minutes of Parish Council Meeting

7:00 pm, Monday 14 February 2022

Conference Room, Gilberdyke War Memorial Hall

HEADLINES

Joint project agreed with Gilberdyke War Memorial Hall

Jubilee Pond funding agreed for a four-year project

Improvements to Parish Council communications strategy agreed

ACTION POINTS

Clerk to commission visual inspection of Scalby Lane Dyke

Clerk to contact ERYC Highways re speed limit sign on Broad Lane

Clerk to share details of planning applications using large screen at future meetings

Clerk to begin to implement agreed recommendations from Communications Working Group

AGENDA

The Chair opened the meeting

In attendance:

Chris Newsome (Chair), Helen Stevens, Nick Norris, John Robinson, Kevin Woollass, Carl Stevens, John Walker, Jake Wilde (Parish Clerk). Three members of the public were also in attendance.

1. Apologies

Paul Bryan (work commitments), Sam Taylor-Dunn (precautionary self-isolation), Jeannie Bate (ill health), Pete Buckle.

Councillor Taylor-Dunn listened into the meeting via telephone.

2. Declarations of interest

None.

3. Approval of minutes of previous Parish Council Meeting

These were proposed for approval by Councillor Woollass and seconded by Councillor Helen Stevens. The minutes were agreed unanimously.

4. Public participation

None.

At this point the Chair brought forward agenda item 12(a) and Jeff Pinkerton, Chair of Gilberdyke War Memorial Hall committee assisted Councillor Helen Stevens with a short presentation to the Parish Council.

12. Joint projects with Gilberdyke War Memorial Hall

(a) Remembrance Garden/War Memorial (for decision)

Councillor Helen Stevens proposed that the Parish Council agree a grant of £5000 for a joint project to enhance the front of the War Memorial Hall and create a Remembrance Garden. This project would include:

- The removal of hedges at the front of the hall
- Improved lighting
- A clearer sign for the building, denoting the name and founding origins
- Screening for the relocated bin store

Councillor Robinson seconded the proposal and it was carried unanimously.

The meeting observed that the work would reveal the need for further refurbishment work as parts of the hall that were previously hidden would be visible. After some discussion, the Parish Council unanimously agreed to support, in principle, further refurbishment projects with the War Memorial Hall.

5. Correspondence

The Clerk reported that he had received advice from the Clerk to the Yorkshire & Humber Drainage Board regarding the need for an inspection of the Scalby Lane Dyke. The Clerk shared a plan of Gilberdyke village's drainage network and the role that Scalby Lane Dyke played in this. The Clerk advised that he would commission a visual inspection of Scalby Lane Dyke and the Parish Council could then consider the report of that inspection.

The Clerk has received correspondence from a constituent regarding the absence of a 30 mph speed limit sign on Broad Lane, on the south side of the railway bridge, until shortly before the national speed limit sign. This was having the effect of drivers being unclear about the speed limit and causing concern for walkers. The Clerk advised that he would contact ERYC Highways to request a sign for the road.

6. Planning consultations

(a) 22/00367/PLF | Erection of a single storey extension to rear, erection of detached garage to side following demolition of existing garage, installation of insulation, exterior brick wall and replacement roof and rooflights. | Raefields Main Road Gilberdyke East Riding Of Yorkshire HU15 2UP

(b) 22/00362/PLF | Erection stable building and siting of 2 steel containers (revised scheme of 21/03293/PLF) | Land South East Of Blacktoft Grange Blacktoft Grange Road Sandholme East Riding Of Yorkshire HU15 2ZU

There were no comments on either application. The Parish Council asked the Clerk whether he could bring the applications up on the screen in the Conference Room to support decision making. The Clerk agreed to explore that.

7. Clerk's Report, including Action Points, Open Items, Financial Report (including payments), Youth Project Report and Street Cleaning Team Report

a) Summary of activities

I met with Alan Barker, Clerk to Newport Parish Council, on Tuesday 18 February 2022 to discuss a range of issues, including the former joint youth project, and the current and future situation with the cemetery.

The Communications Working Group held their first meeting on Tuesday 18 February 2022 and a report, with recommendations, has been circulated to the Parish Council.

I met with the GDLA Trustee Committee on Monday 24 January 2022. I will provide a verbal report at the Parish Council meeting.

The first meeting of the Jubilee Pond Subcommittee took place on Wednesday 26 January.

I undertook my first training, a Clerk's Induction Course provided by ERNLLCA, on Thursday 27 January.

A scheduled meeting with Gilberdyke Primary School for Tuesday 8 February was postponed at short notice due to COVID-19 issues in the school.

The Personnel Subcommittee met on Tuesday 8 February.

There was a public meeting on Saturday 12 February to discuss plans for the Queen's Platinum Jubilee.

I was unwell between Tuesday 1 February and Sunday 6 February inclusive and unable to work. This has affected my time available to work this month. My hours worked have been:

Week commencing	17 January	20 hours
	24 January	24 hours
	31 January	5 hours
	7 February	26.5 hours

b) Action Points

The Action Points from the December Parish Council Meeting were:

Chris Newsome to review current allotment system

Councillor Newsome advised that there was no update.

Further correspondence required with Newport Parish Council

Paul Bryan and Sharron Mansell (Chair of Newport Parish Council), supported by Alan Barker (Clerk to Newport Parish Council) and myself, met on Tuesday 25 January 2022. Paul wrote to the Parish Council by email after that meeting.

Newport Parish Council have since met and agreed the approach discussed by the two chairs. An invoice has been presented in respect of £5,519.27. This was unanimously agreed to be paid.

Review further project funding during remainder of 2021/22

At the last Parish Council meeting, the Council deferred a decision on providing funding within the current financial year to a number of organisations. These were:

- Gilberdyke War Memorial Hall baseline running costs for 2021/22
- Goole Go Far for 2021/22
- Back fees for room hire at GDLA
- GDLA baseline running costs for 2021/22

I hold accurate estimates of costs for Gilberdyke War Memorial Hall.

The original intention (during the 2021 budgetary discussion) was to fund Goole GoFar to the amount of £600.00.

I have asked the GDLA to provide me with information to support the final two of these, but have not received them as of the time of writing.

Arrange and publicise public meeting to discuss Queen's Platinum Jubilee celebrations

This meeting took place on Saturday 12 February.

Refer issue of salting/gritting to Emergency Planning Subcommittee

A date for the first meeting of the Emergency Planning Subcommittee should be agreed as soon as possible.

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.

Gilberdyke village bus shelter and seating

To be dealt with through review of Streetscene expenditure.

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.

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

A response had been received advising of the next steps in providing evidence to support the provision of access in the next round of works.

Flaxmill Walk drainage concerns

This matter should remain under review.

Remembrance Field

A discussion took place regarding the potential for a joint project with Gilberdyke War Memorial Hall. Helen Stevens will contact Jeff Pinkerton to arrange a preliminary scoping meeting.

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

Remains open

9. Report of Jubilee Pond Subcommittee (for decision)

Review of previous Action Plan

The Subcommittee agreed that the original project plan needed to be replaced by a new plan that provided:

- a clear timeline
- full details of the individual elements of the project
- clarity over the long term aims of the project

Progress and expenditure to date

- Clearance of storage unit base area and general pond clearance
- Supply and installation of storage unit
- Installation of mains electric cable
- Total expenditure to date £6962.77

Next steps

The Subcommittee discussed the following:

- The CCTV installation needs to have scope for expansion
- CCTV coverage should be for the two access points, the pond perimeter and the storage unit
- Advice to be sought on the options for the aeration pump
- Advice to be sought on short, medium and long term husbandry
- Electric connection and internal electrical installation for the running of pond and cameras
- Painting of storage unit
- Repurposing of the noticeboard
- Consideration to installation of family-friendly areas

Summary of decisions

The Subcommittee agreed to recommend to the Parish Council that a four year budget be set for the Jubilee Pond Project, running from 2021/22 to 2025/26.

The Subcommittee further agreed to recommend to the Parish Council that the overall budget for the Jubilee Pond Project be set at £20,000 with a further £2,000 (i.e 10%) set aside as a contingency. This figure includes all expenditure incurred in delivering the project to date.

The Parish Council agreed these recommendations.

10. Report from Communications Working Group (for decision)

The Communications Working Group consists of Councillor Helen Stevens, Councillor Carl Stevens, Councillor Sam Taylor-Dunn and Jake Wilde (Parish Clerk)

We met on 18 January 2022 to discuss existing a future communications channels, both internal and external, and opportunities for improvements.

The Working Group makes the following recommendations to the Parish Council:

1. **The noticeboard at Jubilee Pond to be designated as solely for information relating to Jubilee Pond and the surrounding area. Responsibility for the contents of the board to be passed over to the Jubilee Pond subcommittee.**
2. **A new, large noticeboard to be purchased and sited in the centre of Gilberdyke village. New, smaller noticeboards to be purchased for locating in Hive, Sandholme, Scalby and Gilberdyke.**
3. **To take up the option to convert the suffix from org.uk to gov.uk at a cost of £60.**

4. **To create a secure area of the website, accessible only by Parish Councillors and staff, for sharing information, draft minutes and other documents.**
5. **To set up the Facebook page to automatically post items published on the website and to only use Facebook independently from the website for special events, such as the Santa Walk or the Queen's Jubilee.**
6. **To provide Parish Councillors with an @gilberdyke-pc.gov.uk email address.**
7. **To only use the services attached to the Google account as a backup.**
8. **To use a focused strategy for consultation over geographically-specific projects.**
9. **To hold regular surgeries with two or three councillors on rotation, to be held between once a month and twice a month.**
10. **To ensure that all Parish Councillors have official identification badges.**

Noticeboards

1. **The noticeboard at Jubilee Pond to be designated as solely for information relating to Jubilee Pond and the surrounding area. Responsibility for the contents of the board to be passed over to the Jubilee Pond subcommittee.**

This information should be kept up to date but does not need to be changed every month. The contents of the board would benefit from being laminated as this type of noticeboard appears to be more susceptible to damp weather.

2. **A new, large noticeboard to be purchased and sited in the centre of Gilberdyke village. New, smaller noticeboards to be purchased for locating in Hive, Sandholme, Scalby and Gilberdyke.**

The noticeboards at the Post Office, the War Memorial Hall and the Health Centre are difficult to use and not ideally located. The addition of new noticeboards outside of Gilberdyke village will help the Parish Council to connect with these communities.

Website

3. **To take up the option to convert the suffix from org.uk to gov.uk at a cost of £60.**

This will give clarity to website visitors over the Parish Council's role in delivering government services through taxpayer funding.

4. **To create a secure area of the website, accessible only by Parish Councillors and staff, for sharing information, draft minutes and other documents.**

This will remove the need to send attachments by email.

Facebook

5. **To set up the Facebook page to automatically post items published on the website and to only use Facebook independently from the website for special events, such as the Santa Walk or the Queen's Jubilee.**

Comments on the Facebook page will be switched off but correspondence will be monitored and messages passed to the Clerk to respond by email.

Email

6. **To provide Parish Councillors with an @gilberdyke-pc.gov.uk email address.**

Instructions and support will be given to councillors to help them set up and use their Parish Council email address.

Google account, Google email address and Google Drive

7. To only use the services attached to the Google account as a backup.

The gilberdykeparishcouncil@gmail.com email address should not be used. The associated Google Drive account should only be used as backup storage for documents and items on the website and in the website library.

Postal correspondence and home visits

8. To use a focused strategy for consultation over geographically-specific projects.

For example, this could comprise of written correspondence directly posted to constituents in the area, followed up by face-to-face consultation by the Clerk and/or Councillors.

Surgeries

9. To hold regular surgeries with two or three councillors on rotation, to be held between once a month and twice a month.

The surgeries should be open to residents of the parish of all ages. The Parish Council should seek to invite guests to attend, for example, PCSOs, East Riding representatives and/or officials, local businesspeople, etc.

The surgeries can be held in different locations within the parish. The Parish Council laptop can be used to support the surgeries, using a hotspot to connect to the internet.

Identification badges

10. To ensure that all Parish Councillors have official identification badges.

These badges must be worn during all face-to-face activities, such as consultations and surgeries.

All recommendations were agreed. In addition, the Parish Council agreed that councillor profiles on the website need to be kept up to date.

11. Gilberdyke village playground equipment

Councillor Woollass reported that the Boat Swing was broken, apparently through an act of vandalism. The Parish Council instructed the Clerk to review the current insurance provision. The Parish Council agreed to replace the Boat Swing.

Unfortunately time was pressing so a more detailed discussion was not possible.

12. Joint projects with Gilberdyke War Memorial Hall

(a) Remembrance Garden/War Memorial (for decision)
Already dealt with as above.

(b) Induction Loop system
This was deferred due to shortage of time.

13. Dog waste in Gilberdyke village

This was deferred due to shortage of time.

14. Any other business

None.

15. Date and location of the next meeting

This was agreed for Monday 14 March 2022, in the Conference Room at Gilberdyke War Memorial Hall.

16. CONFIDENTIAL SESSION - Report of Personnel Subcommittee

(a) Clerk's remuneration and contract (for decision)

The recommendations of the Personnel Subcommittee were proposed by Councillor Stevens, seconded by Councillor Robinson and agreed unanimously.

(b) Membership of Personnel Subcommittee (for decision)

Councillor Taylor-Dunn volunteered to fill the vacancy on the Personnel Subcommittee and this was agreed unanimously by the Parish Council.

To be signed as a true and accurate record by the Chair

Print name

Date