

# GILBERDYKE PARISH COUNCIL

## Minutes of 2022 Annual Parish Council Meeting and June Parish Council Meeting

**7:30 pm, Monday 13 June 2022**

**Conference Room, Gilberdyke War Memorial Hall**

In attendance:

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

Two members of the public also attended the meeting.

The Vice Chair opened the meeting.

### **Annual General Meeting**

#### **1. Election of Parish Council Chair**

Councillor Paul Bryan was nominated by Councillor Newsome, seconded by Councillor Woollass and elected unopposed.

#### **2. Election of Parish Council Vice-Chair**

Councillor Newsome self-nominated, seconded by Councillor Taylor-Dunn and elected unopposed.

#### **3. Election of Finance Subcommittee**

The following Councillors were elected:  
Bryan, Taylor-Dunn, Walker, and Woollass

#### **4. Election of Personnel Subcommittee**

The following Councillors were elected:  
Bryan, Newsome, Carl Stevens and Taylor-Dunn

#### **5. Election of Jubilee Pond Subcommittee**

The following Councillors were elected:  
Buckle, Newsome, Robinson, Helen Stevens, Walker and Woollass

#### **6. Election of Emergency Planning Subcommittee**

The following Councillors were elected:  
Newsome, Robinson, Helen Stevens, Taylor-Dunn and Woollass

#### **7. Election of other subcommittees**

None.

## **8. Parish Council meetings schedule**

The Parish Council agreed to hold one meeting every month, and for the Annual Parish Meeting and Annual Parish Council Meeting to both be held in May 2023.

## **9. 2020/21 Financial Report**

The Clerk shared the draft accounts that had been submitted to Rackham's Accountants, the Parish Council's internal auditors, ahead of formal consideration before sign-off for the AGAR.

# **June Parish Council Meeting**

## **10. Apologies, to be received, noted and agreed**

Councillor Paul Bryan (family ill health), Councillor Nick Norris (work commitments).

## **11. Declarations of interest**

Councillor Taylor-Dunn advised that she had become a Trustee of Gilberdyke War Memorial Hall.

## **12. Approval of minutes of previous Parish Council Meeting**

These were proposed by Councillor Helen Stevens, seconded by Councillor Taylor-Dunn and agreed unanimously.

## **13. Public participation**

None.

## **14. Correspondence**

*Police and Crime Commissioner for Humberside Community Safety Fund*

This fund offers grants towards the costs of community safety and crime reduction projects across the Humber area. There are four rounds of funding, in June, September, January and March.

*Newport Parish Council*

Request for confirmation regarding the withdrawal of funding from Gilberdyke Parish Council towards cemetery costs. The Parish Council confirmed their decision.

Joint work on landfill site. The Parish Council agreed to keep issues relating to the landfill site under regular review, jointly working with Newport Parish Council.

*Gilberdyke War Memorial Hall committee*

Enquiry regarding Gilberdyke Parish Council's interest in joint activity towards a Bonfire Night event. The Parish Council agreed to consider the matter and make a decision at the next meeting.

## **15. Planning consultations (for decision)**

(a) 22/01534/PLF | Erection of single storey extension to rear | The Nuts 12 Hazel Crescent Gilberdyke East Riding Of Yorkshire HU15 2FF - No comments

(b) 22/01626/PLF | Change of use of existing office/amenity building to a dwelling with associated works and infrastructure | Land North Of Poplar House Farm Old Trough Lane Sandholme East Riding Of Yorkshire - No comments

(c) 22/01853/TPO | Tree Protection Order - GILBERDYKE NO. 7 - 2005 (REF 918) G2 - Fell 1 no. Silver Birch tree as it has outgrown its location, is in close proximity to the house and is causing difficulty with obtaining property insurance due to close proximity to the house | Woodlands Main Road Scalby East Riding Of Yorkshire HU15 2UU - No comments

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

### *Action Points from last Parish Council meeting*

- Clerk to arrange Annual Parish Meeting and Annual Parish Council Meeting for Monday 13 June 2022 - **closed**
- Councillor Woollass to obtain quotes for the supply of sandbags
- Clerk to arrange further meeting of Jubilee Pond Subcommittee - **scheduled for 21 June 2022, closed**
- Councillor Woollass to obtain three quotes from electricity suppliers for Jubilee Pond container unit
- Clerk to ensure that fishing competition is on the agenda for the next meeting of the Jubilee Pond Subcommittee

### *Open Items*

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.

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.

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

### *Financial Report*

The 2021/22 accounts are with the internal auditor, Rackham's, for review.

Current balances (12 June 2022) are:

Current account	£58,327.36
Reserve account 1	£121,526.43
Reserve account 2	£51,190.17

### **a) Youth Project Report and**

### **b) Street Cleaning Team Report**

I've been talking to our four current staff members over the last few months about a range of issues, that fall under three main headings:

#### *Contracts*

It's become clear that none of the staff have meaningful contracts (and in the case of the Youth Project, no contracts at all). I will be drafting new contracts for them all to put to the Personnel Subcommittee. Individual staff's effective start date will be unchanged.

These new contracts will link their pay to national pay scales (as none of the staff have ever had an increase, other than through rises in the minimum wage). They will also formalise their range of duties, provide arrangements for taking leave and dealing with sickness absence, and recognise length of service, amongst other employment protections.

#### *Short and medium term plans for services*

I've spoken with both teams about the Parish Council's plans to develop and improve our current services. Both teams are enthusiastic about the opportunity to deliver more and better services to the people they serve.

The Streetscene team are working on a plan to replace and increase the number of waste bins, map the other assets that require repair and maintenance, and establish where we can start to

undertake works, such as the repair and cleaning of assets, minor grass cutting, and hedge trimming in the future. We are also going to trial the use of dog waste bins in a small area, to test a range of factors before deciding whether or not to invest more heavily in them.

As the Youth Project now has access to their funding, supplemented by the PAG, they are able to make longer term plans, such as for Christmas pantomime trips and activities next summer. These often require advance booking if, for example, everyone is to be able to sit together in the theatre, or for transport. The Youth Project team are working on producing a detailed plan for 2022/23, as well as making outline plans for summer 2023.

#### *Staffing*

For both teams we have also discussed the potential need for increased resources. This year, it is no longer permissible to pay employees for untaken leave, so they must take the leave to which they are entitled.

Partly because of the leave requirement, but also partly to ensure the continuity of services, I will discuss, with the Personnel Subcommittee in the first instance, the potential to expand the teams.

For example, if one of the Youth Project staff is ill at short notice, any trips that are booked would have to be cancelled as there would not be adequate (trained, certified and insured) cover. Similarly, the Streetscene team will have more work to do if we take on refurbishment, repair and maintenance (including grounds) work.

#### **17. Addition of signatories to Parish Council bank account (for decision)**

Councillor Taylor-Dunn was nominated by Councillor Carl Stevens, seconded by Councillor Helen Stevens and agreed unanimously.

Councillor Carl Stevens was nominated by Councillor Robinson, seconded by Councillor Woollass and agreed unanimously.

The Parish Council resolve that:

- if we add or remove Authorised Signatures in the “Add or remove individuals” section of the relevant form, the Bank will update our mandate accordingly for the accounts we specify in the relevant form's “About your business” section
- if we change the Signing Rules in the “Account Signing Rules” section of the relevant form, the Bank will update our mandate accordingly for the accounts we specify in the relevant form's “About your business” section
- the Bank can phone the individuals we have identified as “Call Back Contacts” to confirm or correct any instructions or information that we have given the Bank
- and the current mandate will continue as amended

#### **18. Gilberdyke Village Allotments**

*Revised arrangements and agreement (for decision)*

The Clerk presented the revised agreement and explained the new arrangements. A copy is appended to these minutes. The new agreement was agreed.

*Excess water (for discussion)*

Councillor Newsome reported that there were some drainage issues in the corner of the allotments. These, and potential solutions, would be discussed with the allotment holders and, if remedial work proved to be necessary, this would be brought back to the Parish Council for decision.

#### **19. Review of Queen’s Platinum Jubilee Gala (for discussion)**

Councillor Helen Stevens provided a brief verbal report ahead of a written summary of expenditure. All feedback had been positive for the event, which had been delivered within the agreed budget and the War Memorial Hall field had been full for the duration of the day event.

One key learning point for future events was that there was a need for more volunteers to help on the day itself.

**20. 2023 Gala (for discussion)**

The Parish Council discussed the possibility of holding a gala event in 2023 and agreed to receive a formal proposal at a future meeting. The Parish Council noted that funding would be predicated on the gala being a community-wide event that promoted inclusivity and celebrated the parish of Gilberdyke.

**21. Crime Prevention (for discussion)**

This item had been covered under Correspondence.

**22. Gilberdyke War Memorial Hall car park fence (for discussion)**

After discussion it was clarified that the fencing in question was the responsibility of Gilberdyke War Memorial Hall.

**23. Dog waste bins (for discussion)**

This had been covered within the Clerk's Report.

**24. 2022 Bonfire Night (for discussion)**

This item had been covered under Correspondence.

**25. Jubilee Pond (for discussion)**

The Parish Council raised their concerns about the amount of wildfowl excrement at the pond, in particular on the paths. After a discussion the Parish Council agreed to refer the possibility of including the task of cleaning the paths to the Personnel Subcommittee to discuss including this in the job description of the Streetscene team. Full Health & Safety precautions would need to be taken and specialist equipment, such as protective clothing and accessories, as well as cleaning equipment, may be necessary.

**26. Any other business**

Councillor Taylor-Dunn raised concerns that one of the bins at the Jubilee Pond was being used to dispose of a household's business waste. If an individual was running a business from home then disposal of waste is covered by strict rules, as below:

***What counts as business waste***

*Any waste that comes from a commercial activity is business waste. If you use part of your home to run your business then any waste from that part is business waste.*

<https://www.gov.uk/managing-your-waste-an-overview>

The Clerk advised that he would monitor the situation and write to the individual concerned if required.

**27. Date and location of the next meeting**

The Parish Council agreed to hold the July meeting in the Conference Room of Gilberdyke War Memorial Hall on Monday 18 July 2022.

The Parish Council further agreed to hold the August meeting on Saturday 13 August 2022. This meeting would be followed by a Councillor surgery and the opportunity for an informal discussion with councillors afterwards. The final details of this event would be agreed at the July meeting.

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

Print name

Date