

April 2023 Parish Council meeting minutes

7:00 pm - 9:00 pm, Monday 17 April 2023

Conference Room, Gilberdyke War Memorial Hall

ACTION POINTS

- Clerk to invite a representative of Howden Civic Society to next meeting of the Planning Committee
- Clerk to communicate the decisions of the Parish Council to the Gilberdyke War Memorial Hall Committee regarding leases
- Clerk to set up new current account for Gilberdyke Parish Council Youth Project
- Clerk to commence discussions for the disposal of the Parish Council-owned land on the east side of 11 Bellasize Park, Gilberdyke
- Clerk to submit a project application to the East Riding of Yorkshire Council Community Payback team in respect of clearing the hedges and shrubbery near Ings' View
- Clerk to ensure the issue of removable benches is placed on the agenda for the next meeting of the Services Committee

In attendance:

Councillor Paul Bryan (Chair), Councillor Chris Newsome (Vice Chair), Councillor Jeannie Peachey, Councillor Pete Buckle, Councillor Nick Norris, Councillor John Robinson, Councillor Stephen Rooney, Councillor Sam Taylor-Dunn, Councillor John Walker, Councillor Kevin Woollass, Jake Wilde (Parish Clerk).

Ward Councillors Victoria Aitken, Linda Bayram and Nigel Wilkinson
11 members of the public also attended the meeting.

The Chair opened the meeting.

1. To agree: Apologies received

None.

2. Declarations of interest

Councillor Bryan declared that he had a personal interest relating to item 9.

3. Minutes of March 2023 Parish Council meeting (GPC-23-03 minutes)

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

4. Minutes of March 2023 Extraordinary Parish Council meeting (GPC-E-23-03 minutes)

These were proposed by Councillor Newsome, seconded by Councillor Woollass and agreed unanimously.

5. Minutes of March 2023 Services Committee meeting (SC-23-03 minutes)

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

6. Minutes of April 2023 Finance Committee meeting (FC-23-04 minutes)

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

7. Public participation

A resident enquired as to whether there would be a public consultation on the expansion to the play area in Gilberdyke village. The Clerk confirmed that there would be once both parties had agreed the principles of the lease.

A resident enquired about the Reserves Policy, which had been drafted by the Clerk and agreed by the Parish Council at the December 2022 Parish Council meeting. There appeared to be some confusion regarding the origin of Gilberdyke Parish Council's reserves, which the Chair explained at length and in detail.

Residents near the land owned by the Parish Council on Bellasize Park, Gilberdyke, expressed their interest in seeing the matter resolved to their satisfaction.

8. Correspondence

Howden Civic Society had written to the Parish Council suggesting a widening of their remit to include, amongst other places, the parish of Gilberdyke. The Parish Council responded positively and agreed to invite a representative of Howden Civic Society to the next meeting of the Planning Committee.

A resident had written to the Clerk to suggest that the Parish Council install warning signs on Station Road, Gilberdyke to advise drivers of crossing wildfowl. The Clerk advised the Parish Council that he had submitted a request to East Riding Council for a sign and would provide an update when a reply was received.

9. April 2023 Clerk Report

a) Action Points

Clerk to arrange Extraordinary Parish Council meeting for 20 March 2023

Closed

Clerk to organise for ERYC ASB team to attend Extraordinary Parish Council meeting

Closed, thanks to Ward Councillor Victoria Aitken

Councillors to distribute the ERYC ASB team leaflet to residents

Awaiting delivery of ERYC ASB team leaflet

Clerk and Councillors to make contact with and provide support to local community groups

Awaiting delivery of ERYC ASB team leaflet

Clerk to add advice on the use of CCTV and similar equipment to the Parish Council website

Not yet started

Clerk to add an electronic copy of the ERYC ASB leaflet to the website

Closed

Clerk to arrange an initial meeting of the Christmas 2023 Working Group in June 2023 and invite all parish councillors and relevant stakeholders

Not yet started

Clerk to ensure that the Emergency Plan is on the agenda for the Annual Parish Council meeting

Closed

Clerk to invite a member of the ERYC Emergency Planning Team to a test of the Emergency Plan

Initial discussion started, to be reviewed after Annual Parish Council meeting

Clerk to ensure that a review of the willow tree at Jubilee Pond (Flaxmill Walk end) take place at the September meeting of the Services Committee

Noted

Clerk to manage landscape contract at Jubilee Pond to a satisfactory conclusion

Closed

Clerk to commission a contractor or contractors to clear any obstruction either within or at the exit point of Scalby Lane Dyke up to the point where it joins with Bishopsoil Drain

Started

Clerk to to pay the ERYC invoice for salt bin maintenance in 2022/23

Closed

Clerk to accept quote received from Pete Coates for grass cutting in Gilberdyke village for 2022/23

Closed

b) Open Items

Clerk to invite a member of East Riding of Yorkshire Council's (ERYC) anti-social behaviour team to a future Parish Council meeting

Closed

Clerk to write to Network Rail regarding providing accessible pedestrian access to the westbound platform

Started, acknowledgment received, no reply yet.

Clerk to write to East Riding of Yorkshire Council regarding installing a pedestrian crossing across Thornton Dam Lane, Gilberdyke at or adjacent to Gilberdyke Medical Centre

Started, acknowledgment received, no reply yet.

Clerk to publish and publicise Rules, Policies and Procedures for the operation of Gilberdyke Parish Council CCTV

Started, rules published on website. Letters to residents local to Jubilee Pond to follow.

Personnel Committee to consider a policy and the management processes for voluntary roles at their next meeting

Schedule for the next meeting of the Personnel Committee is to be decided at the Annual Parish Council meeting in May, unless a meeting is required before then.

Clerk to contact ERYC Highways regarding area adjacent to Ings View

Discussion held with ERYC Highway maintenance team. Stopping up the road would require the Parish Council to incur an initial non-refundable cost of approximately £2,500 for the application alone. There are additional complications relating to Right of Way access, Northern Powergrid access and the need to undertake ongoing maintenance currently performed by ERYC. A more practical solution is to work with ERYC to clear back the bushes and trees in the area to create a larger usable space. In the longer term the Parish Council may wish to consider attempting to purchase some or all of the land between the public highway and Ings' View.

Clerk to contact Unique Friends regarding support for warm room

Not yet started

c) Update by Cost Centre

i) Administration

Staff end-of-year meetings and appraisals scheduled for 22 and 28 April 2023, to be followed by a Personnel Committee meeting after the Annual Parish Council meeting in May.

Unity Trust Bank wrote to me on 3 April 2023 to inform me of the limitations of the savings account with them:

- The only internet banking access we would have is to view the balance only. We would not be able to do any faster payments to other bank accounts.
- The only way to withdraw funds would be to use CHAPS. This is a same day payment and is a chargeable service at £28 each time the Council used it.

I subsequently wrote to Unity Trust Bank to advise them that the Council would not be proceeding with the application.

As soon as the name on the bank account has been changed I will be able to submit the necessary paperwork to claim back VAT for 2021/22 and 2022/23.

ii) **Services**

Luke Dalton, of D-tailed Pressure Washing Services, has undertaken an excellent job cleaning the infants play area in Gilberdyke village. He will also be cleaning one of the bus shelters to enable a review of the effect.

I will look at the options available for replacing the roof of the bus shelter on Clementhorpe Road.

iii) **Income**

On 8 April 2023 I submitted a grant application for £2000 (the maximum amount) from the Sixpenny Wood Wind Farm Fund to Two Ridings Community Foundation in respect of the Community Events of February and March 2023.

The first instalment of the 2023/24 precept will be paid at the end of April 2023.

iv) **Projects**

The Jubilee Pond Project is nearing conclusion, with the contracted landscaping work having now been completed. All that remains is the installation of the aeration pump for the pond. The Parish Council may wish to consider the next stage of the project in more detail ahead of the next Services Committee meeting in June 2023. Of the original £20,000 budget, approximately £3,000 remains.

The issue of payment for the electricity supply to the container at Jubilee Pond is close to being resolved. I am just awaiting a meter reading, and will then be able to set up a new account in the Parish Council's name.

v) **Grants**

I have yet to publish the updated guidance for organisations to apply for grants. I will have this done in time for the May 2023 Parish Council meeting and will send out invitations to local groups who may wish to apply.

6. To agree: April 2023 Financial Report (GPC-23-04 Financial Report)

This was agreed.

7. Recommendations of Services Committee:

- a) That the Parish Council agree SC-23-03 Principles for the new play area lease agreement

This was agreed.

- b) That the Parish Council agree in principle to lease the section of land immediately between the War Memorial Hall and the playing field, from the car park to the perimeter wall of the hall, for the purpose of constructing a storage facility.

This was agreed.

8. Recommendations of Finance Committee:

- a) That the Clerk be empowered to submit an application or applications to the Sixpenny Wood Wind Farm Fund by the deadline of 10 April 2023, subject to retrospective approval of any applications by the Parish Council.

This was agreed.

- b) That the Parish Council appoint Trevor Rackham, of Rackham's Accountants in Melton, to conduct the 2022/23 Internal Audit.

This was agreed.

- c) That the Parish Council agree to allocate £20,000 to the Strategic Reserve for use on the following projects:

- Expansion of Gilberdyke Village play area
- Provision of storage facilities for Streetscene operations

noting that, once a budget is agreed for each of these projects, the relevant amounts will be transferred to the Specific Reserve, as agreed by the Parish Council on 16 January 2023.

This was agreed.

- d) that the Parish Council agree the final allocations to Cost Codes within the Cost Centres for 2023/24 Budget agreed by the Parish Council on 16 January 2023, as contained in FC-23-04 Final 2023-24 Budget (once amended subject to 12c above).

This was agreed.

- e) That a bank account be set up in the name of Gilberdyke Parish Council Youth Project, to enable the Youth Project lead to spend their allocated budget, as well as any further funds raised by the Gilberdyke Parish Council Youth Project, directly rather than through the Clerk. This bank account would remain subject to oversight provided by the Finance Committee, as well as the same audit process as for other Parish Council bank accounts.

This was agreed.

9. To resolve: Land on the east side of 11 Bellasize Park, Gilberdyke (GPC-23-04 Expression of Interest in Parish Council owned land on Bellasize Park)

EITHER

That the Parish Council resolve to retain the land on the east side of 11 Bellasize Park, Gilberdyke for the purpose of [insert purpose].

OR

That the Parish Council resolve in principle to dispose of the land on the east side of 11 Bellasize Park, Gilberdyke and direct the Clerk to handle the disposal, subject to final ratification by the Parish Council.

Chairmanship of the meeting passed to Councillor Newsome as Vice Chairman, due to Councillor Bryan's previously declared interest.

After a discussion, the two options were put to a vote. The option to retain the land received no votes. The option to dispose of the land received 10 votes. Disposal was formally proposed by Councillor Taylor-Dunn, seconded by Councillor Woollass and agreed. The Parish Council accordingly resolved in principle to dispose of the land on the east side of 11 Bellasize Park, subject to final ratification by the Parish Council.

10. To discuss: Community Payback

The Parish Council agreed to submit a request for the clearance of the hedging and bushes at the entrance track to Ings' View.

11. To discuss: Benches (Councillor Woollass)

Councillor Woollass had asked for this to be placed on the agenda for discussion. Councillor Woollass stated that he believed that the elderly residents of the village required more benches around Gilberdyke village. However, Councillor Woollass also stated that he believed that benches could also be places for individuals to congregate and, potentially, engage in anti-social behaviour. Therefore Councillor Woollass stated that he believed that the solution was removable benches that could be brought out during the day, secured in their designated location for safety reasons, and then removed in the evening. The Parish Council agreed to refer this suggestion to the next meeting of the Services Committee.

12. To receive: GPC-23-04 Report of Community Events (Clerk)

The report is attached and was noted.

13. To note: Date, time and location of the next meeting

- a) Annual Parish meeting, Monday 15 May, 5:00 pm to 6:00 pm
- b) Annual Parish Council meeting, Monday 15 May, 6:00 pm to 7:00 pm
- c) May 2023 Parish Council meeting, Monday 15 May, 7:00 pm to 9:00 pm

All meetings to take place in the Conference Room at Gilberdyke War Memorial Hall.

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

Print name

Date
