

## October 2023 Parish Council meeting minutes

7:00 pm, Monday 9 October 2023

Conference Room, Gilberdyke War Memorial Hall

### ACTION POINTS

- Clerk to publicise Slow Ways national walking network
- Clerk to publicise Electrical Safety Fund
- Clerk to write to ERYC regarding B1230 resurfacing
- Clerk to publicise Household Support Fund for Oil Customers
- Clerk to ensure Main Road bus shelter request forms part of 2024/25 precept discussions
- Clerk to write to Newport Parish Council regarding cemetery lease
- Clerk to open discussions with various suppliers for Gilberdyke play area expansion
- Clerk to explore third party funding opportunities for elements of Gilberdyke play area expansion
- Clerk to arrange for safety gate to be installed at Clementhorpe Road entrance to play area
- Clerk to arrange for signage on age limits and contact details to be installed in the play area
- Clerk to ensure that a maintenance programme for the perimeter fencing along Station Road be included in the 2024/25 budget
- Clerk to ensure refurbishment of the existing life preserver equipment be included in 2024/25 budget
- Clerk to request quote from Wold Trees for trimming work on willow tree at Jubilee Pond (Flaxmill Walk end)
- Clerk to submit funding bid to Two Ridings Community Foundation for 2024 Community Event
- Clerk to arrange a public consultation to identify sites of historical and cultural interest within the parish, with a view to working with Howden Civic Society to award such sites with a blue plaque
- Clerk to finalise sale of land to the east of 11 Bellasize Park, Gilberdyke
- Clerk to arrange formal transfer of CCTV assets from the Parish Council to GWMH
- Clerk to agree a protocol with the GWMH Committee for the reporting of incidents in the area leased by the Council
- Clerk to purchase two benches for Sandholme Road and Clementhorpe Lane/Road junction

#### *In attendance:*

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

Eight members of the public also attended the meeting.

The Chair opened the meeting.

#### **1. To agree: Apologies received**

Apologies had been received from Councillor Jeannie Peachey (ill health). These apologies were agreed. Apologies had also been received from Ward Councillors Victoria Aitken, Linda Bayram and Nigel Wilkinson.

#### **2. Declarations of interest**

Councillor Bryan reported a personal interest in item 14 and declared that he would vacate the chair for that item.

### 3. To agree: September 2023 Parish Council meeting minutes

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

### 4. To agree: September 2023 Services Committee meeting minutes

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

### 5. To agree: September 2023 Planning Committee meeting minutes

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

### 6. Public participation

None.

### 7. To receive: Correspondence

#### *Slow Ways national walking network*

The Clerk shared correspondence from the Slow Ways national walking network, a crowd-sourced, community-verified national walking network that connects all of Britain's towns, cities and national parks. The Council agreed to accept the invitation to join in.

#### *Electrical Safety Fund*

Electrical Safety First, the UK charity dedicated to reducing the number of injuries and deaths caused by electricity, has announced the opening of this year's Electrical Safety Fund. The Electrical Safety Fund is a grants scheme available to fund local projects which aim to keep people safe in their homes, with a focus on tackling risks associated with electrical products, increasing the public's awareness of electrical safety, and promoting changes in behaviour. The Council agreed to publicise the fund.

#### *National Association of Local Councils elections*

The Clerk advised that three seats are available for candidates interested in direct election to the Smaller Councils Committee. Candidates may be councillors or clerks but must represent a smaller council which is defined as a council with less than 6,000 electorates. Its function is to enable smaller councils to be provided, through county associations, with the tools and information to carry out their functions effectively, with the minimum cost and complexity and to develop, formulate and respond to the policy issues affecting smaller councils within NALC's overall framework, including the ability to recommend directly to the Policy Committee.

The committee has three directly elected seats available together with together with councillors from National assembly. NALC welcome nominations from both councillors and clerks of smaller councils.

#### *East Riding of Yorkshire Council's Overview and Scrutiny committees*

East Riding of Yorkshire Council's (ERYC) Overview and Scrutiny committees are keen to hear from town and parish councils who would like to suggest a topic for scrutiny as part of the 2024/25 municipal year. Topics must be of a strategic nature that affect the East Riding as a whole. The deadline is 8 December 2023.

#### *Question from a resident regarding B1230 resurfacing*

A resident had enquired if the Parish Council would pressure ERYC to complete the resurfacing of the B1230 from St Stephen's Church to Tongue Lane. The Clerk advised that ERYC did have some plans for visibility improvements for that section of road. The Council agreed that the Clerk

should write to ERYC to inquire as to whether resurfacing was to take place and press for its inclusion in the next round of work.

### *East Riding Household Support Fund for Oil Customers*

Humber and Wolds Rural Action are administering the Household Support Fund for Oil Customers this winter, with it being aimed at low-income households within the East Riding area. The Clerk advised that he would publish details on the Council website.

### *East Riding UK Shared Prosperity Fund (inc. Rural England Prosperity Fund)*

The ERYC UKSPF team are holding a series of call launch events to help potential applicants to find out more about the fund, understand this latest round of calls in more detail and to find out how to apply. Councillors Newsome and Woollass indicated their desire to attend the local event.

### ERYC Town and Parish Council event

The Clerk shared details of a forthcoming event

### *Request from a resident for a bus shelter on B1230/Main Road*

A resident had requested that a bus shelter is placed at the bus stop on Main Road opposite the petrol station. A bus shelter would provide a safe place to stand away from the busy road and it would provide shelter in wet weather. The Council agreed to consider the request as part of their deliberations for the 2024/25 precept.

### *Request from a resident for further trimming of willow tree at Jubilee Pond (Flaxmill Walk end)*

The Clerk shared the correspondence received from a resident of Flaxmill Walk, Gilberdyke requesting further trimming of the tree near his property. This item formed one of the recommendations of the Services Committee at item 12 on the agenda.

### *Correspondence from Newport Parish Council*

The Clerk had received a request from Newport Parish Council to request that Gilberdyke Parish Council agree to the surrender of the lease for the cemetery to the rear of St Stephen's Church. The Council wished to retain joint lease rights to the access road and directed the Clerk to write back to Newport Parish Council accordingly.

### Correspondence from Bruno Peek, Pageantmaster, regarding D-Day 80

The Clerk confirmed that he had received confirmation from Bruno Peek of registration of the Council's interest in participating in the D-Day 80 commemorations.

### *Correspondence with a resident regarding surface ditches to rear of properties on Sandholme Close*

The Clerk advised that he had been in correspondence with a resident regarding the flooding he was experiencing at his property. Councillors with experience of the area shared their insights, which the Clerk said he pass on to the resident.

## 8. To receive: Clerk Report

### a) Action points

*Clerk to contact Bruno Peek, Pageantmaster, regarding D-Day 80*

**Closed.**

*Clerk to advise Yorkshire & Humber Drainage Board of impending work on Scalby Lane Drain*

**Closed.** The Clerk had a telephone discussion with Andrew McLachlan, Chief Executive of Yorkshire & Humber Drainage Boards, on 5 October 2023 regarding the various concerns raised by Parish Councillors.

He outlined the work already done in previous years on Thornton Dam Lane on the section south of the M62 and north of Gilberdyke village, and this year on Bishopsoil Drain on the other side of

railway line, down to Blacktoft. Further work is planned on Bishopsoil Drain to the north of the railway line, but this may be subject to change.

Works on trees, such as may be required on the section of Bishopsoil Drain north of the B1230, are undertaken between November and March, outside of the nesting season.

Andrew confirmed that there was no issue with the work planned on Scalby Lane Drain.

b) Open items

*Clerk to benchmark insurance premiums ahead of the 2024 renewal*  
Not yet started.

*Clerk to enact the Council's recruitment decisions*  
In progress.

*Clerk to publish updated employee policies*  
**Closed.**

*Clerk to make recommendations to next Finance Committee in relation to the increase in the budget for Gilberdyke village allotments*  
**Closed**, on agenda of October Parish Council meeting.

*Clerk to explore purchasing replacement benches for Sandholme Road and the junction of Clementhorpe Lane and Clementhorpe Road*  
**Closed**, on agenda of October Parish Council meeting.

*Clerk to arrange work required on Wallingfen Way benches along B1230*  
Item closed for bench at the junction of Greenoak Lane and the B1230.  
Work not yet started on the bench to the west of the entrance to Gilberdyke village.

*Clerk to liaise with Gilberdyke War Memorial Hall over plans for the D-Day 80th anniversary*  
Not yet started.

*Clerk to publicise the Hedgehog Highway project on the Parish Council website*  
Not yet started.

*Clerk to draft a letter of thanks to Rob Stephenson, who had recently ceased to be a Jubilee Pond Bailiff, to be signed by the Chairman*  
**Closed.**

*Clerk to add correspondence from TCV to agenda of September Services Committee meeting.*  
**Closed.**

*Clerk to contact ERYC to discuss improving the control of weeds on the roads within Gilberdyke village.*  
Not yet started.

*Clerk to submit three further proposals to the Community Payback team for consideration:*

- *The footpath from Thornton Dam Lane to the White Horse public house on the north side of B1230*
- *The area behind Flaxmill Walk nearest the railway line*
- *The garages behind the shops on Willow Green*

No updates yet.

*Clerk to set up new current account for Gilberdyke Parish Council Youth Project*  
In progress.

*Clerk to commence discussions for the disposal of the Parish Council-owned land on the east side of 11 Bellasize Park, Gilberdyke*

**Closed**, on agenda of October Parish Council meeting.

*Councillors to distribute the ERYC ASB team leaflet to residents*  
Awaiting additional order of 500 leaflets.

*Clerk to add advice on the use of CCTV and similar equipment to the Parish Council website (for addressing ASB)*  
Not yet started.

*Clerk to invite a member of the ERYC Emergency Planning Team to a test of the Emergency Plan*  
In discussion with ERYC Emergency Planning Team lead over dates.

*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*

**Closed**, on agenda of October Parish Council meeting.

*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*

**Closed**.

*Clerk to write to Network Rail regarding providing accessible pedestrian access to the westbound platform*  
In progress.

*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*

The Clerk will make a further attempt to elicit a response from ERYC Traffic Management regarding this issue in due course.

*Clerk to write to ERYC Highways to enquire about road improvement plans for B1230 in Gilberdyke*

Not yet started. On agenda of October Parish Council meeting.

## **9. To agree: Retrospective approval of expenditure on allotments**

- a) Award of contract to Ryan Frood for digging of trench and supply of pea gravel for £550.00 (no VAT)

This was proposed by Councillor Norris, seconded by Councillor Buckle and agreed unanimously.

- b) Miscellaneous purchases for drainage and irrigation system for £272.99 (excluding VAT)  
[This figure was updated to £998.95 before the start of the meeting]

This was proposed by Councillor Norris, seconded by Councillor Buckle and agreed unanimously.

## **10. To agree: Financial Report**

This was agreed.

## **11. To note: Valuation of Ings' View**

This was noted.

## 12. To agree: Recommendations of the September 2023 Services Committee

### Gilberdyke village play area

1. That the Clerk discuss with equipment suppliers various options for proceeding with a view to submitting formal recommendations to the Parish Council at a future date.
2. That the Clerk explore third party funding opportunities with a view to including these in the formal recommendations to the Parish Council at a future date.
3. That the Clerk arranges for a safety gate to be installed at the Clementhorpe Lane entrance to the play area.
4. That the Clerk arranges for signage on age limits and contact details to be installed in the play area.
5. That the existing youth shelters should be removed and replaced.

### Jubilee Pond, Gilberdyke

6. The Committee agreed to recommend to the Parish Council that a maintenance programme for the perimeter fencing along Station Road be included in the 2024/25 budget.
7. The Committee agreed to recommend to the Parish Council that refurbishment of the existing life preserver equipment be undertaken.
8. The Committee agreed to recommend to the Parish Council that further consideration be given to improving accessibility at the Jubilee Pond site, in consultation with specialist organisations and charities.
9. The Committee agreed to recommend to the Parish Council that Wold Trees be engaged to undertake further trimming work on the willow tree at Jubilee Pond (Flaxmill Walk end).

### Community Event

10. The Committee agreed to recommend to the Parish Council that a community event be planned, in conjunction with Two Ridings Community Foundation.

These were agreed in full, with the exception of Recommendation 9, which was amended to:  
*That the Parish Council agree that Wold Trees be asked to quote a price to undertake further trimming work on the willow tree at Jubilee Pond (Flaxmill Walk end).*

## 13. To agree: Recommendations of the September 2023 Planning Committee

### Recommendation 1

That the Parish Council agree to consider a public consultation to identify sites of historical and cultural interest within the parish, with a view to working with Howden Civic Society to award such sites with a blue plaque.

### Recommendation 2

That the Parish Council note the outcome of Planning Application Reference 23/01793/ VAR and the role that the Planning Committee played.

Both recommendations were agreed.



**14. To agree: Clerk's recommendation regarding the sale of Parish Council owned land to the east of 11 Bellasize Park, Gilberdyke**

Councillor Bryan vacated the Chair and did not participate in the discussion. Councillor Newsome chaired the meeting for this item.

After a full discussion, including the suspension of the meeting to allow for public contributions, Councillor Norris proposed Option 2 from the Clerk's recommendations, namely:

*A transfer price of £1,500, with all legal fees being borne by the purchaser.*

This was seconded by Councillor Taylor-Dunn and agreed unanimously.

Councillor Bryan returned to the Chair.

**15. Gilberdyke War Memorial Hall CCTV project**

- a) To agree: Matched funding of £3,000 towards total project cost of £13,000
- b) To agree: Formal transfer of assets from the Parish Council to GWMH
- c) To agree: That the Clerk agree a protocol with the GWMH Committee for the reporting of incidents in the area leased by the Council

All recommendations were agreed.

**16. To agree: Clerk's recommendations for virement of 2023/24 budget**

The Clerk made two recommendations, namely:

- for £3,000 to be transferred from Cost Code 107 Other grants to Cost Code 13 Gilberdyke village allotments
- for £3,000 to be transferred from Cost Code 116 Development of the Streetscene team to Cost Code 31 Gilberdyke War Memorial Hall Refurbishment.

The Parish Council agreed the recommendations.

**17. To agree: Purchase of two benches at total cost of £955.04**

The benches on Sandholme Road, just to the north of Sandholme Close, and on the junction of Clementhorpe Road and Clementhorpe Lane both require replacement. The Parish Council agreed to purchase two benches to replace them, funded from the Streetscene budget. [At the time it was not believed that arms were available for these benches but upon placing the order these were in fact available, so the final price was £1076.22 (exc. VAT).]

**18. To agree: Purchase of Remembrance Wreath (Councillor Taylor-Dunn)**

The Parish Council noted that it was not possible to use council funds for this expenditure, so agreed to purchase a wreath as private individuals.

**19. Gilberdyke War Memorial Hall**

- a) To discuss: Correspondence received from GWMH Committee
- b) To discuss: Advice received from ERNLLCA
- c) To agree: Clerk's recommendations

After discussion, the Parish Council agreed the first of the Clerk's recommendations, namely:

*That the Parish Council, noting the advice received from ERNLLCA, agree to await the outcome of the Gilberdyke War Memorial Hall Committee's discussion with the Charity Commission before engaging in any discussions with the Gilberdyke War Memorial Hall Committee on the subject of any future role that the Parish Council might play in the ownership or management of Gilberdyke War Memorial Hall, either informally or formally.*

The Parish Council did not agree the other three recommendations.

**20. To agree: Community Speed Watch**

The Clerk provided the Parish Council with further information regarding Community Speed Watch, including that it could not operate in 20 mph zones. The Parish Council agreed that Community Speed Watch was not suitable for Gilberdyke.

**21. To agree: Change of date of March 2024 Services Committee meeting to 5 March 2024**

**22. To agree: Change of date of March 2024 Parish Council meeting to 6 March 2024**

**23. To agree: Change of date of March 2024 Planning Committee meeting to 7 March 2024**

The Parish Council agreed to take all three items together and agreed to the changes of dates.

**24. To discuss: Benches (Councillor Walker)**

This item was not taken after the discussion at item 17.

**25. To discuss: Ditches, dykes and drains (Councillor Robinson)**

Councillor Robinson noted the document provided by the Clerk, which will be published on the Parish Council website.

**26. To discuss: B1230 (north side) footpath (Councillor Newsome)**

Councillor Newsome advised that he would continue to press East Riding Council to improve the footpath on the B1230 (north side).

**27. To discuss: State of gutters and paths in Gilberdyke village (Councillor Newsome)**

Councillor Newsome noted that East Riding Council had begun to apply weedkiller to the gutters and paths in Gilberdyke village but that more work was required.

**28. To note: Allotments update (Councillor Newsome)**

Councillor Newsome provided an update to the Council of the progress towards resolving the twin issues of poor drainage in wetter months and the absence of a water supply in drier months.

**29. To note: Update regarding road resurfacing plans (Councillor Peachey)**

This item was not taken as Councillor Peachey was not present.

**30. To note: Annual Governance & Accountability Return for the year ended 31 March 2023**

a) Notice of conclusion of audit

b) Publication of Sections 1, 2 & 3

The audit report was noted.

**31. To note: The time, date and location of the next Parish Council meeting will be 7:00 pm, Monday 13 November 2023, in the Conference Room at Gilberdyke War Memorial Hall**



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

Print name

Date

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