

December 2023 Services Committee meeting minutes

7:00 pm, Wednesday 6 December 2023

Conference Room, Gilberdyke War Memorial Hall

In attendance:

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

Councillor Nick Norris attended the meeting.

Guests from The Conservation Volunteers (TCV), Richard Corrigan and Ian Bell attended the meeting.

Two members of the public also attended the meeting.

The Chair opened the meeting.

1. To agree: Apologies received

None.

2. Declarations of interest

None.

3. Ian Bell, The Conservation Volunteers

Ian was joined at the meeting by Richard Corrigan, Project Officer at TCV. Richard explained the principles and purpose of TCV was to bring people together to create, improve and care for green spaces. From local parks and community gardens to Local Nature Reserves and Sites of Special Scientific Interest; from school grounds and hospital grounds to waterways, wetlands and woodlands; TCV connect people to the green spaces that form a vital part of any healthy, happy community.

TCV aim to undertake anything that is practical to improve the environment, from litter picking to creating pathways, pond management to working with other charities. TCV has a digger and dump licence, enabling them to take on bigger projects. Their focus is on health and wellbeing.

They have also worked locally with the Wildlife Trust at North Cave Wetlands Nature Reserve.

4. Public participation

The Jubilee Pond Working Group Chair and Secretary had held a site meeting with the Wildlife Trust. The Trust had taken an injured duck away for treatment, which has now been successfully returned. The Trust offered to regime ducks to North Cave Wetlands if the Parish Council and residents agree to such an exercise. The Trust advised that there were too many ducks on the pond at the moment, with a high number of male ducks. This was causing welfare problems for the female ducks as well. The Trust offered to take a combination of male and female ducks to help reduce the overall population, both immediately and in the future.

5. To agree recommendations to the Parish Council: Review of 2023/24 expenditure on Services to 1 December 2023

The Committee agreed to recommend a budget for the Services Cost Centre of £11,000 for 2024/25.

6. To agree recommendations to the Parish Council: Review of fishing permit restrictions

After a lengthy and useful discussion, exploring a range of options, the Committee agreed to recommend the following to the Parish Council:

- Annual permit renewals.
- An unlimited number of permits to be available to residents of Gilberdyke parish.
- Permits to be free for residents of Gilberdyke parish.
- The limited issue of 50 permits per annum to non-residents on a first-come-first-served basis.
- An appeals process for those non-residents denied a permit, with appeals to be heard by the full Parish Council.
- A fee of £25 to be charged for all non-resident permits.
- A published limit of ten persons fishing at Jubilee Pond at any one time, with spaces allocated on a first-come-first-served basis.
- All income generated to be ring-fenced for the development of Jubilee Pond and publicised as such.
- For there to be no reduced rates or dispensations as this would require increased amounts of personal data to be held and increase the administrative burden.

7. To agree recommendation to the Parish Council: Test of Parish Council Emergency Plan and draft amendments

The Committee agreed to recommend updates to the plan as below:

Page 2 Members of Parish Council not on Emergency Management Team

This list contains the contact details for councillors who are not members of the Emergency Management Team. Personal information is redacted on the publicly available version of the Emergency Plan.

Page 3 Ward Councillors, volunteers, community groups, flood wardens, etc.

Ward Councillors to be added.

Voluntary organisations to approach for inclusion in the Emergency Plan:

- Gilberdyke War Memorial Hall
- Gilberdyke & District Leisure Association
- Gilberdyke Methodist Church
- Gilberdyke Women's Institute
- Gilberdyke Phoenix
- Good Companions
- Gilberdyke Community and Crime Prevention Group on Facebook

Page 4 Public information

- Link to GOV.uk
- Link to ERYC website
- Link to Met Office website

Page 4 Defibrillator location(s)

Contact details for the defibrillator guardian could be included.

Page 6 Plan publication and information

Add a new sub-section to include generalised advice on what to do in the event of Amber and Red weather warnings, namely:

- Share the news with the community
- Ask residents to check on vulnerable members of the community
- Adhere to Do Not Travel notices, including Emergency Management Team
- Safely collate damage information to report to ERYC

Page 6 Plan publication

The updated plan will be sent to the organisations listed here and updated in the stored locations.

Page 6 Plan maintenance

The Emergency Planning Subcommittee no longer exists so this text should be replaced by:

“Any updates to the plan, or lessons that have been learned from exercises, should be approved by the Parish Council before the plan is changed.”

Page 6 Plan publication

Consent to be sought from each meeting venue to store hard copies of the plan. These would need to be stored securely as they contain personal information.

In the longer term, that an Emergency Planning pack is held in each meeting venue, containing:

- A copy of the Parish Council Emergency Plan
- A mobile telephone
- A torch
- High visibility vests
- Hard hats
- A wind-up radio
- A copy of the 2010 report on the 2007 floods in Gilberdyke

Miscellaneous

That the Parish Council offer to supply the meeting venues with:

- Gas canister operated heating equipment
- Gas canister operated cooking equipment
- Battery powered lighting
- Bottled water

The Committee recognised that the purchase of these items is aspirational and will require funds to be available.

8. To discuss: Outcome of Expression of Interest application to UK Shared Prosperity Fund for Jubilee Pond Improved Accessibility Project

The Parish Council, at the October 2023 meeting, agreed a recommendation from the Services Committee “that further consideration be given to improving accessibility at the Jubilee Pond site, in consultation with specialist organisations and charities.”

The UK Shared Prosperity Fund and Rural England Prosperity Fund are both being administered by East Riding of Yorkshire Council. Funds are available across various sectors, one of which is Community Capacity Building. This is for community and neighbourhood infrastructure projects and is divided into two segments. The one for large grants is for funding for £25,000 to £1000,000, with a requirement for a minimum of 20% matched funding. The one for small grants is for £5,000 to £24,999 and does not require any matched funding

Further to delivering on the Parish Council’s ambitions, the Clerk submitted an Expression of Interest (EOI) for a small grant of £15,000 for the Jubilee Pond Improved Accessibility Project.

EOIs are judged on a variety of criteria and outcomes, but are not required to provide the same level of detail as a formal application. However, if the criteria are not met then applicants are not invited to submit a full application.

The EOI was successful, based upon the application submitted below:

The main aims and objectives of the project are to improve accessibility to Jubilee Pond, Gilberdyke. The focus of this project is to build upon the existing infrastructure to create a site that is welcoming to all, irrespective of physical mobility or neurodiversity. At present, the Jubilee Pond site has rudimentary step-free access to some elements but requires specialist insight into providing a welcoming space for a wider range of users. The Parish Council entrusted local residents, through a working group, day-to-day management of the site (while retaining responsibility for safety, security and accessibility). This working group has established the aspirations of residents through surveys and public meetings, which includes a widely-held desire for better access for the less mobile, safer access for the visually impaired and softer spaces with greater emphasis on visual and mental stimulation.

The Council are committed to engaging with specialist organisations to ensure that each of these three aspects are covered in this project. Funding will allow for effective delivery of both the infrastructure element of the project (such as the laying of tarmac to improve wheelchair and pedestrian access, safety fencing, improved pathways across currently grassed areas, wheelchair and limited-mobility friendly seating) and the creation of a safe space within the site, free from the sometimes aggressive attentions of the resident wildfowl population, which deters a number of local residents from using the site.

The amount applied for is £15,000, with an estimated project start date of 1 April 2024 (it can not be earlier) and a project end date of 29 November 2024 (all projects in this segment must be financially completed by 31 December 2024).

In accordance with the original resolution, the Clerk reported that he had begun the process of consulting with specialist organisations and charities on the best outcomes for delivering the project.

The Parish Council will review the final project plan before submission with the full application at the January 2024 Parish Council meeting.

The deadline for submitting the full application is 17 January 2024.

9. To discuss: Gilberdyke village allotments improvement (deferred from September 2023 meeting)

Councillor Newsome advised that all that needs to be done is a bit of finishing off and tidying up after much progress was made throughout November. Much of the Gazebo roof was completed and painted with wood preservation.

On Tuesday 28 November, five councillors met up at the allotments. The steel gazebo roof was cut to size and fitted, allowing the solar panels to be fitted to it. The solar panels were connected to the batteries, which are housed in a reinforced plastic storage box.

There are currently six IBCs connected and are already full of water. Another two IBCs will soon be connected and then the retractable hose pipe will be added as this connection is done. In the new year, the last three IBCs will be added.

The gazebo is currently secured with temporary braces until, when time and weather permits, the permanent braces will be fitted.

Councillor Taylor-Dunn asked if Planning Permission was required for the gazebo. Councillor Newsome advised that it was not required.

10. To note: Update on installation of safety gate at Gilberdyke village play area

The Clerk advised that this had now been installed.

11. To note: Update on landscaping at Jubilee Pond

The Clerk advised that he had discussed this with the contractor and agreed to review in the new year when the weather is likely to be drier. The Clerk also advised that the potential for additional funding referred to in agenda item 8 might mean a change of plan, and that he had raised this with the contractor.

12. To note: Update on quote to trim willow tree at Jubilee Pond (Flaxmill Walk end)

The Clerk advised that a site meeting was scheduled for 7 December 2023.

13. To note: Update on Community Event funding bid

The Clerk advised that the funding bid had been successful, with £3,000 awarded by the Two Ridings Community Foundation from the Sixpenny Wind Farm Fund.

14. To note: Update on Scalby Lane Drain

The Clerk advised that he had discussed this issue with the contractor earlier that evening. The contractor advised that it would be wise to wait for drier weather in the new year before attempting to inspect the culverted section of Scalby Lane Drain, but that, having made three visits to the site in the last month, there was no evidence of any problems with the drain.

15. To note: Update on Gilberdyke play area expansion funding bid

The Clerk advised that he was awaiting the outcome of a bid to the UK Shared Prosperity Fund before proceeding to explore other sources of funding.

16. To note: The time, date and location of the next meeting will be 7:00 pm on Tuesday 27 February 2024, in the Conference Room at Gilberdyke War Memorial Hall.

This was noted.

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

Print name

Date
