

December 2023 Parish Council meeting minutes

7:00 pm, 11 December 2023

Conference Room, Gilberdyke War Memorial Hall

ACTION POINTS

- Clerk to add future ownership and management of Gilberdyke War Memorial Hall to agenda for January 2024 Parish Council meeting
- Clerk to arrange tree work at Jubilee Pond
- Clerk to publicise change to fishing permits and conditions for fishing
- Clerk to update Parish Council Emergency Plan
- Clerk to make recommendations to the Parish Council regarding public consultation to explain financial strategy
- Clerk to make updates to Grant Guidance
- Clerk to publish amended Jubilee Pond Working Group Terms of Reference
- Clerk to arrange 2024 Community Event
- Clerk to enquire with ERYC Planning as to whether the gazebo at the allotments required planning permission

In attendance:

Councillor Paul Bryan (Chair), Councillor Jeannie Peachey, Councillor Pete Buckle, Councillor Eric Frood, Councillor John Robinson, Councillor Stephen Rooney, Councillor Sam Taylor-Dunn, Councillor John Walker, Councillor Kevin Woollass, Jake Wilde (Parish Clerk).

Six members of the public also attended the meeting.

Ward Councillor Victoria Aitken also attended the meeting.

The Chair opened the meeting.

For decision

1. To agree: Apologies received

Apologies had been received from Councillor Chris Newsome. These were agreed.

2. Declarations of interest

None.

3. November 2023 Parish Council meeting minutes

These were proposed by Councillor Robinson, seconded by Councillor Rooney and agreed unanimously.

4. December 2023 Services Committee meeting minutes

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

The Chair agreed to take item 13. Public participation next for the benefit of those in attendance from the Gilberdyke War Memorial Hall (GWMH) Committee.

For noting

13. Public participation

Members of the GWMH Committee provided an update on the Committee's request for advice from the Charity Commission regarding the future ownership and management of the hall referenced in the October 2023 Parish Council minutes. The request was six weeks away being allocated to a caseworker and thus no response had been received.

There had been further resignations from both the Committee and from internal roles within the hall. This was causing some operational issues. The members of the GWMH Committee asked the Parish Council to consider opening discussions with them in order to be able to submit a concrete, rather than abstract, proposal to the Charity Commission. The members of the GWMH Committee reported that the hall had never been in such a good position, with physically and financially, and were keen for this not to be lost.

For decision

5. Financial Report

This was agreed unanimously and is appended to these minutes. Included in the Financial Report were quotes from Wold Trees for work on trees at Jubilee Pond. These quotes were agreed as part of the Financial Report. The Council agreed that this was an example of the kind of routine maintenance activity that should be dealt with by the Clerk under the Scheme of Delegation.

6. Recommendations from the Services Committee

a) Review of 2023/24 expenditure on Services to 1 December 2023

The Services Committee recommended that the 2024/25 budget for the Services Cost Centre should be £11,000. The Council agreed this unanimously.

b) Review of fishing permit restrictions

The Services Committee recommended:

- 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.

The Council agreed this unanimously. The Clerk advised that he would publicise the changes in due course.

c) Parish Council Emergency Plan amendments

The Council agreed the proposed amendments unanimously. The Clerk advised that he would update the Emergency Plan in due course.

Councillor Peachey left the meeting for health reasons.

7. 2024/25 budget and precept recommendations

After a lengthy discussion, the Parish Council agreed all of the recommendations contained within GPC-23-12 2024/25 budget and precept recommendations, which is appended to these minutes for transparency.

The recommendations agreed were:

1. The 2024/25 budget for the Administration Cost Centre should be £71,000.
2. The 2024/25 budget for the Services Cost Centre should be £11,000.
3. The 2024/25 budget for the Projects Cost Centre should be £3,000.
4. The 2024/25 budget for the Grants Cost Centre should be set at £12,000.
5. The 2024/25 Precept should be set at £81,875.
6. The 2024/25 budgets for Projects and Grants Cost Centres should be excluded from the 2024/25 Precept.
7. The Parish Council should commit to a four-year financial plan as outlined in this paper.
8. The Parish Council should agree the creation of a ring-fenced reserve fund of £30,000 specifically to cover the budgetary shortfall over the next four years.
9. The Parish Council should agree not to use ring-fenced reserves to fund routine expenditure.
10. If all other recommendations are agreed, the Parish Council should undertake a public consultation to explain the strategy.

The Clerk advised that he would make further recommendations regarding the public consultation outlined in Recommendation 10 in due course.

8. Amendments to Grant Guidance

The Clerk proposed the following amendments to the Council's Grant Guidance:

- To ensure better financial management and planning, grants should only be available within a specific date range.
- To draw a distinction between large and small grants to allow the Council to manage the fund it provides for grants better, as well as managing expectations for potential applicants.

Recommendation 1 - Agree a distinction between large and small grants

- Large grants should be classed as £501 to £10,000 (the current maximum)
- Small grants should be classed as £500 or lower.

Recommendation 2 - Introduce deadlines

- Applications for large grants should open on 1 April annually and close on 30 June annually.
- Large grant applications to be considered at the July Parish Council meeting (at the latest).
- The July meeting of the Finance Committee will then consider how much of the budget remaining should be offered for small grants and make a recommendation to the August Parish Council meeting.
- Applications for small grants should open on 1 September annually and close on 31 November.
- Small grant applications to be considered at the December Parish Council meeting (at the latest).
- The January meeting of the Finance Committee will then make a recommendation to the January Parish Council meeting to reallocate any remaining funds elsewhere.

The recommendations were proposed by Councillor Taylor-Dunn, seconded by Councillor Rooney and agreed by seven votes to one. The Clerk advised that he would make the appropriate amendments ahead of the 2024/25 Financial Year.

9. Jubilee Pond

a) 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, one of which is for small grants is from £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.

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.

In accordance with the original resolution, the Clerk advised 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.

The Council agreed the report.

b) Jubilee Pond Working Group Terms of Reference amendments

The proposed amendments were agreed. The Clerk advised that these would be published in due course.

c) Notes of Jubilee Pond Working Group meeting on 14 November 2023

These were noted. The notes are available on the Council website.

10. 2024 Community Event

At the October 2023 Parish Council meeting, the Council agreed the following recommendation from the Services Committee:

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

Accordingly, the Clerk submitted a funding bid to Two Ridings Community Foundation Sixpenny Wood Farm Fund for £3,000 (the maximum allowed) for a Community Event to be held by 31 March 2024 (the funding deadline). The bid was approved in full and notification was received on 6 December 2023.

The Council agreed to delegate authority for deciding the format of the event to the Clerk.

11. Full Council training offered by ERNLLCA

The Clerk advised that ERNLLCA have agreed to provide a one hour in-person session, specifically tailored to the requirements of Gilberdyke Parish Council, for a third of the original fee. Councillor Buckle proposed that the Council take up the offer, this was seconded by Councillor Taylor-Dunn and agreed unanimously. The Council further agreed that agree that individual councillors should provide the Clerk with subjects that they wish to be covered during the training by 31 December 2023.

12. Planning application:

- a) 23/03042/PLF - Installation of 6 roof lights to rear and installation of 2 windows and enlargement of 2 existing windows to sides - Orchard House, Blacktoft Grange Road, Sandholme, East Riding Of Yorkshire HU15 2Z

The Council agreed that it had no comment to make on this application.

For noting

14. Correspondence

The Clerk advised that an email had been received from Network Rail regarding accessibility at Gilberdyke railway station. This said:

Following on from the email I sent to you earlier today, our Sponsors Team have now come back to me about the lack of step free access at Gilberdyke Station.

Our sponsors have confirmed that there aren't any plans at this time for an Access for All (AfA) Scheme at Gilberdyke Station.

If the local community are keen to see the station improved it's worth them working with Northern, the station manager, expressing their interest, along with the local MP and other groups to ensure the station is included in future bids for the national AfA programme. If you would like to contact Northern about this please visit [their website] .

I am sorry, I know this will not be the answer you were hoping for.

The Office for the Rail Regulator has published [Principles for managing level crossing safety and case studies](#) to support this. The Department of Transport is [currently reviewing feedback](#) on the code of practice on design standards for accessible stations.

The next East Riding of Yorkshire Council Town and Parish Council event, where councillors and clerks can meet ERYC officers responsible for delivering some of the services that ERYC provide, raise local issues and discuss methods for closer working in the future, will be held in Pocklington on 24 January 2024.

National Grid have offered consultation on the North Humber to High Marnham grid upgrade project.

15. Clerk Report

a) Action points from last meeting

Clerk to write to ERYC to confirm the Parish Council wished to surrender the lease on Newport Cemetery, but to also request an easement (or equivalent legal right) for use of the access road. Letter sent 17 November 2023, copy sent to Newport Parish Council. No reply received yet.

Clerk to arrange installation of safety gate at Clementhorpe Road entrance to Gilberdyke village play area.

Closed. Gate was installed on 5 December 2023.

Clerk to publish Council Expenses Policy.

Closed.

b) Open items from previous meetings

Clerk to write to ERYC regarding B1230 resurfacing
Not yet started

Clerk to ensure Main Road bus shelter request forms part of 2024/25 precept discussions
Pending

Clerk to open discussions with various suppliers for Gilberdyke play area expansion
Started

Clerk to explore third party funding opportunities for elements of Gilberdyke play area expansion
Started. Bid for UK Shared Prosperity Fund funding was rejected.

Clerk to arrange for signage on age limits and contact details to be installed in the play area
In progress

Clerk to ensure refurbishment of the existing life preserver equipment be included in 2024/25 budget
Pending

Clerk to request quote from Wold Trees for trimming work on willow tree at Jubilee Pond
Site meeting held 7 December 2023 and quote received. At the November Parish Council meeting I advised that there are other trees on the site that may require attention and these have been included in the quote.

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
Not yet started

Clerk to finalise sale of land to the east of 11 Bellasize Park, Gilberdyke
In progress. I have arranged for Symes Baines Broome to handle the sale for the Council.

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
In progress.

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

Clerk to arrange cleaning of Wallingfen Way bench to the west of the entrance to Gilberdyke village
Not yet started.

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

Clerk to contact ERYC to discuss improving control of weeds on roads within Gilberdyke village.
In progress.

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 - **Closed**, outside scope of team due to speed limit on road.*
- *The area behind Flaxmill Walk nearest the railway line - Ongoing, included in schedule of works.*
- *The garages behind the shops on Willow Green - **Closed**, private land and not deemed a priority.*

The original proposal was for clearing the shrubs and bushes at the entrance to Ings' View.
Closed - work now complete.

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

Councillors to distribute the ERYC ASB team leaflet to residents
Awaiting additional order of 500 leaflets. Reminder sent 10 November 2023. 100 leaflets from original tranche were undelivered. Councillor Newsome has also acquired about 30 leaflets.

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

Closed. Item included in Correspondence.

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
To be restarted in 2024.

c) Open items taken on by councillors

Installation of allotment drainage system

To date, invoices totalling £1,869.85 (net of VAT) have been received and paid.

Repair of roof of Clementhorpe Road bus shelter.

At the August 2023 Parish Council meeting a councillor offered to attempt this repair.

Volunteer litter picking

The first voluntary litter picking event took place on 16 July 2023.

Installation of cap replacements for pond edging panels

These caps were acquired in February 2023.

Installation of Jubilee Pond aeration pump

The pump was purchased in February 2023 and the mains transformer in August 2023.

Installation of two benches for Sandholme Road and Clementhorpe Lane/Road junction

These benches were delivered on 13 November 2023.

During this section, the Council agreed to instruct the Clerk to enquire with ERYC Planning as to whether the gazebo at the allotments required planning permission.

16. The next Parish Council meeting will be held at 7:00 pm on 15 January 2024 in the Conference Room, Gilberdyke War Memorial Hall

This was noted.

Issues raised by councillors for discussion

17. Christmas 2023 (Councillor Taylor-Dunn)

Councillor Taylor-Dunn asked if any other councillors would be available to volunteer for the Santa Walk on Saturday 16 December 2023.

18. Watercourses and drainage issues (Councillor Robinson)

The Clerk updated councillors with news that Yorkshire & Humber Drainage Board had, after the Clerk had advised them of a blockage, cleared out the culvert joining Thornton Dam Drain with Bishopsoil Drain, and would be returning to remove a fallen branch before Christmas.

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

Print name

Date
