

## MINUTES OF THE MEETING

Held on Monday 17<sup>th</sup> June 2019 at 7.00pm - Village Hall, Long Lane, Woodmansey

PRESENT: Parish Councillors Harold (Chair), Beal (Vice Chair), Astell, Coe, Donkin, Hart, Jolley, Jon Los, Julie Los, Oliver, Waddington,  
Ward Councillors Jump, Mathieson, Nickerson

MEMBERS OF THE PUBLIC: 1

IN ATTENDANCE: Tracey Bellotti, Clerk

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215. APOLOGIES FOR ABSENCE: None

216. DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST (Any Member or Officer with a personal interest in any item on the Agenda may declare that interest under this item or immediately prior to the commencement of the item to which the interest relates. If the interest is pecuniary the Member shall leave the room for the discussion and voting on that item). **Cllrs Harold, Beal, Hart, Jon Los and Julie Los all declared a pecuniary interest in the Woodmaney Neighbourhood Development Plan.**

217. MINUTES OF PREVIOUS MEETINGS

Clerk advised that there was a numbering error on the 20<sup>th</sup> May 2019 agenda schedule of payments. Members acknowledged this and the Chair initialed the error. There was no error in the list of payments in the minutes.

**Resolved:** That the minutes of the meeting of 20<sup>th</sup> May 2019 (the AGM) be agreed, and signed and dated by the Chair as a true and correct record. **All agreed.**

**Resolved:** That the minutes of the extra-ordinary meeting of 5<sup>th</sup> June 2019 be agreed, and signed and dated by the Chair as a true and correct record. **All agreed.**

218. ELECTRONIC ISSUE OF AGENDAS AND MINUTES

**Resolved:** That the issuing of agendas and minutes electronically be approved.

Proposed: Cllr Oliver Secoded: Cllr Hart

219. CLERK'S REPORT/MATTERS ARISING FROM PREVIOUS MEETINGS

a) Clerk advised that ERYC have been informed of the co-option of Cllr Hart. Cllr Hart signed declaration form and register of interest form at meeting of 5<sup>th</sup> June 2019.

**Action:** Clerk to forward Cllr Hart's forms to ERYC.

b) Clerk advised that the meeting dates list had been amended with 13<sup>th</sup> January 2020 meeting to be confirmed later in the year.

c) Website – Clerk in process of trying to obtain 3 quotes from providers, but this had been put aside due to workload.

d) Clerk confirmed that ERNLLCA training courses are booked for those who expressed an interest in attending.

e) Clerk advised that application forms for the pre-paid bank card had been requested from Barclays Bank.

f) Village name signs – Cllr Jon Los had met with ERYC highways on site and confirmed details of locations and positioning of proposed signs. Design to be agreed.

- g) Clerk advised that there is a supporting document on the East Riding website providing advice for parish councils on controlling dog fouling. Supplies (stickers etc) can also be ordered from this advice page.

220. CLERK'S POST

The Clerk informed members that she has been offered another part-time job. The Clerk advised that the Council would be informed of her leaving date, but that she will assist with finding a suitable replacement, and would provide a proper handover to the new Clerk.

221. CO-OPTION OF MEMBERS

**Resolved:** That a notice be displayed to co-opt on to the vacancy in Dunswell Ward.

Proposed: Cllr Waddington Seconded: Cllr Beal

**Action:** Clerk to speak with ERYC with regard costs

222. APPOINTMENT OF COMMITTEES AND DELEGATIONS

**Resolved:** That the following sub-committees and persons be appointed for the current year. All agreed. Woodmansey Neighbourhood Plan full steering group members to be confirmed at next meeting.

Planning	Cllr Jolley	Cllr Julie Los	Cllr Donkin
Finance	Cllr Donkin	Cllr Astell	Cllr Hart
Personnel	Cllr Jolley	Cllr Julie Los	Cllr Beal
Litter Picking/Bins	Cllr Waddington	Cllr Coe	Cllr Hart
Village Name Signs/ Woodmansey in Bloom	Cllr Jon Los	Cllr Harold	Cllr Waddington
Woodmansey 'Hub' inc Noticeboards	Cllr Oliver	Cllr Harold	Clerk
Neighbourhood Plan	Cllr Oliver, Cllr Hart, Cllr Jon Los, Cllr Jolley, Cllr Julie Los		

223. REPRESENTATIVES ON OUTSIDE BODIES

**Resolved:** That the following persons be appointed for the current year. All agreed.

ERNLLCA	Cllr Harold and Cllr Beal (2 representatives required)
East Yorkshire Local Councils Network	Clerk to be informed if any members are interested
Beverley in Bloom	Cllr Waddington
Police & Partners Community Forum	Cllr Beal
Woodmansey Village Hall Committee	To be confirmed (2 representatives needed)
BMW	Cllr Harold, Cllr Coe (Cllr Oliver to deputise), Clerk
East Riding Council Flood Liaison Group/Beverley & Holderness Internal Drainage Board	Clerk to confirm these groups. Cllr Hart to be added as representative as appropriate.
Beverley Youth Coalition	Cllr Oliver

#### 224. ASSET REGISTER

The Clerk circulated the revised Asset Register and reported that there had been two additions 2018-2019:

- a) King Street play area refurbishment
- b) Portable hard drive for the laptop

The Clerk reported that there had been no disposals in 2018/2019.

**Resolved:** That the revised Asset Register May 2019, be approved.

Proposed: Cllr Harold Seconded: Cllr Beal All agreed

#### 225. INTERNAL AUDIT AND END OF YEAR ACCOUNTS

The Clerk reported that the internal audit 2018-2019 had been carried out and internal auditor's report had been received and circulated by email. The Clerk reported that there were a number of matters arising from the internal auditor's report, which had been acknowledged and would be actioned over the coming year. The internal auditor was unable to agree 2 matters – Clerk's salary payments and allowances, and year-end bank reconciliations. The Clerk reported that these matters were due to the Clerk's lack of training and understanding, but were being resolved and would be brought to the next meeting for approval. The audit report also flagged up that the Clerk's Contract of Employment had not been signed. Council acknowledged receipt of the RFO's report and internal auditor's report, circulated by email.

**Resolved:** Clerk's Contract of Employment was signed and dated by the Chair.

**Resolved:** That the Council approves the end of year accounts, accepts the internal audit report 2018/2019 by Richard Dixon, Public Sector Audit, and agrees that the invoice for the internal audit work be approved for payment.

Proposed: Cllr Waddington Seconded: Cllr Oliver All agreed.

**Action:** Clerk to address the urgent matters arising re salary and bank reconciliations.

#### 226. ANNUAL RETURN ASSERTION , ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) PART 3 2018-19 AND ANNUAL ACCOUNTS

The Clerk advised that following approval, the AGAR Part 3 2018-2019 would be submitted to the external auditor, PKF Littlejohn, by the deadline of 1 July 2019. The Clerk also advised that the AGAR, associated documents, and the Notice of Public Rights would be published on the website for the 30 day period as required by the external auditor.

**Resolved:** That the Council responded positively to the first eight assertions (the ninth concerning Trust Funds does not apply) and that the following be approved for submission to the external auditor:

- a) Annual Return Assertion 2018/2019
- b) AGAR Part 3, Section 1 – Annual Governance Statement 2018/2019
- c) AGAR Part 3, Section 2 – Accounting Statements 2018/2019

Proposed: Cllr Jolley Seconded: Cllr Donkin All agreed.

The declaration was signed by the Chair on behalf of the Council.

The statements were signed and dated by the Chair, and the Clerk as Responsible Finance Officer.

Cllr Julie Los thanked the Clerk for her work on the audit. All agreed and acknowledged how much work had been involved following a busy and difficult year.

#### 227. VAT RETURN

The Clerk advised that she had contacted cba Sadofskys to ask if they would carry out the VAT return for the Parish Council. Clerk advised new members that cba Sadofskys carry out the payroll services for the Council.

**Resolved:** That cba Sadofskys be instructed to carry out the Council's VAT return.

Proposed: Cllr Beal Seconded: Cllr Jon Los All agreed.

228. ACCOUNTS AND FINANCIAL STATEMENT

- a) The Clerk reported that at 22 May 2019, the current account bank balance was £17,076.97 and the savings account balance was £47,963.72.

**Resolved:** That the bank statement be agreed, verified by Cllr Oliver and Cllr Coe.

- b) The Clerk reported that as a matter arising from the internal audit, a periodic bank reconciliation, in cash-flow format, is to be provided at future meetings. Recommended pro-formas have been provided and will be utilised over the coming year.
- c) The following schedule of payments was circulated to members and signed and dated by the Clerk and Chairman.

Item	Payment	£
1.	Wicksteed Invoice No. 0000806340 31/05/2019 Maintenance Inspection King St Play Area	80.00
2.	Wicksteed Invoice No. 0000806339 31/05/2019 Maintenance Inspection Southwood Park Play Area	80.00
3.	Plan Ahead (Yor Plan) Invoice No. 19.40 31/05/2019 Woodmansey NDP Fee	250.00
4.	HMRC Outstanding PAYE/NIC Account Ref. 391PK00009989 2015/2016 outstanding payment + interest (£130.96 + £12.79) 2018/2019 outstanding payment + interest (154.03 + £0.83) Amounts due as at 19/06/2019 when payment would be received by HMRC	298.61
5.	R Dixon Public Sector Audit Invoice No. 2018/19.1 12/06/2019 – Woodmansey Parish Council Internal Audit Financial Year 2018/2019	540.00

- d) Revised NJC pay scales from 1 April 2019 – The Clerk advised that the revised NJC pay scale of 1<sup>st</sup> April 2019, 1 increment increase using the new pay scale and hourly rate was required to be adopted for the Clerk’s 2019-2020 salary. The Clerk also advised that the correction to her pay from 5 Nov 2018 to May 2019, using the correct hourly rate also needed to be approved.
- e) Clerk’s timesheet, including overtime, for May 2019 was circulated and signed and dated by the Chair. Clerk advised that she had done 26 hours overtime in May due to the delay in starting the audit work following elections, co-option and matters arising.
- f) The Clerk advised that due to the pay corrections needed following the audit, and due to the revised pay scale, that her payslips for April 2019 and May 2019 were with cba Sadofskys to be corrected and revised, and would be brought to the next meeting to be approved.

**Resolved:** That the above items b) to f) be agreed and approved.

Proposed: Cllr Donkin Secoded: Cllr Hart All agreed.

230. ERNLLCA CORRESPONDENCE

- a) ERNLLCA AGM date confirmed as 19<sup>th</sup> September 2019 – Cllr Beal to attend if available.
- b) Parish Council representatives at ERNLLCA district committee meetings – Cllrs Harold and/or Beal to attend when available, as the nominated members.
- c) YLCA Play Area training event 25 July 2019 – no members available to attend.

### 231. ERYC CORRESPONDENCE

The following correspondence was acknowledged as circulated:

- a) 54<sup>th</sup> Wildlife Photographer of the Year Exhibition invitation
- b) Lincoln Way/Ripon Avenue area, Beverley – proposed waiting restriction consultation  
Discussion was held around this.

**Action:** Cllr Waddington to email draft consultation response to Clerk

- c) East Riding's Year of Green Action Community Fund
- d) NALC Annual Conference 28/29 October 2019

### 232. MISCELLANEOUS CORRESPONDENCE

Hornsea Four Offshore Wind Farm Community Newsletter March 2019 – circulated by email, and hard copies distributed to Council.

### 233. RESIDENTS' COMMUNICATION

- a) Request for litter bin provision on Lincoln Way/Victoria Road footpath link.

**Action:** Cllr Waddington to respond.

- b) Woodmansey shop alcohol licence – it was reported that the licence had been approved, there being no grounds for dismissal.
- c) Bridleways along Minster Way – Cllr Beal reported that this matter has been resolved.
- d) Pedestrian crossings – Lincoln Way/Victoria Road

**Action:** Cllr Nickerson has been looking into this and will report back to the Clerk.

### 234. ID BADGES

Clerk reported these can be ordered direct from the East Riding Council website for approx. £4 each. All agreed that they were necessary and this should be followed up.

**Action:** Clerk to collate information from members

### 235. NOTICEBOARDS

The Clerk gave a verbal report on the current situation, as this matter had been deferred during the busy period through elections, audit etc. The noticeboards are still in need of replacement, but with plans to update the website this is to be linked to the website/hub. Discussion was held around the provision of new noticeboards in the play parks and revision of locations of the existing boards.

### 236. WOODMANSEY NEIGHBOURHOOD PLAN

Southwood Park - Beverley

Play park refurb and new play equipment:

A pre-contract site meeting with Wicksteed, the play equipment provider is to take place on 19th June 2019 to discuss the program of the works. Following that meeting the aim is to commence the works 27th August for a 3 week period.

Commuted sums bid for a new woodland walk.

A site plan has been drawn up linking the new woodland walk to the existing public rights of way (PROW) within land within the ownership of Woodmansey Parish Council.

Following an enquiry in February 2019 by a resident neighbouring the south west corner of Southwood Park, regarding their concerns to the height of the trees to the boundary of their property, then following investigation, it is believed the trees in question are within land owned by Imerys Minerals, the adjacent quarry operator. Following a site meeting with Imerys, there was no conclusion over the trees.

There is the possibility of the Parish Council acquiring the land title to the remainder of the park and an additional tree belt. This proposal was put to members.

**Action:** Cllr Oliver to pursue and investigate the costs and liabilities of an acquisition.

**Action:** Cllr Oliver to report the responsibility of the trees in question to the resident.

## 237. MEETINGS OF OUTSIDE ORGANISATIONS

- a) Hornsea Four – Cllr Jump gave a verbal update.

## 238. PLANNING APPLICATIONS

### a) Applications Received:

The following applications were received and discussed, and comments submitted:

- (i) Ref 19/01554/PLF 5 Carlton Rise Beverley  
Erection of two storey extension to side  
**Comment: The Parish Council supports this application, subject to there being no objections from neighbours**
- (ii) Ref 19/01460/PLF 6 Dunswell Lane, Dunswell  
Erection of single storey hobby room to rear of garden  
**Comment: The Parish Council supports this application, subject to there being no objections from neighbours**
- (iii) Ref 19/01637/STOUT & 19/01638/STOUT
- (iv) Land South West Of Stone Cottage Long Lane, Woodmansey  
Outline - Residential development, access, landscaping, open space and associated drainage and development infrastructure (All matters reserved) [Phase 2a and Phase 2b]  
**Comment: The Parish Council notes that these 2 applications are already allocated, in line with the Beverley Local Plan. The Parish Council is pleased that access to these developments is not planned off Long Lane.**
- (v) Ref 19/01449/STPLF Land South East Of Lawns Farm Park Lane, Cottingham  
Construction of a 49.5MW Battery Storage Facility (77 battery units) with associated infrastructure (AMENDED DESCRIPTION) for Harmony Energy Storage Ltd  
Application type: Strategic - Full Planning Permission  
**Comment: Woodmansey Parish Council supports the comments of the local parish council.**
- (vi) Ref 19/01679/PLF Builders Compound Shepherd Lane, Beverley  
Erection of 9 dwellings including new vehicular access  
**Comment: The Parish Council objects to this application, on the grounds of overdevelopment. The density of the proposed development is higher than the average for the Lincoln Way estate. The Parish Council is disappointed that more trees are not planned to be planted to absorb the sound, provide screening, and to counteract pollution.**
- (vii) Ref 18/03730/PLF Springdale Stud Long Lane, Woodmansey  
Erection of 4 dwellings and 5 associated garages  
**Comment: The Parish Council supports this application, subject to there being no objections from neighbours**
- (viii) Ref 19/01794/PLF 77 Normandy Avenue, Beverley  
Erection of single storey extension to front  
**Comment: The Parish Council supports this application, subject to there being no objections from neighbours**
- (ix) Ref 19/01828/PLF The Springs Dunswell Lane, Dunswell  
Erection of carport to side to form link extension to garage from dwelling, internal alterations to main house  
**Comment: The Parish Council supports this application, subject to there being no objections from neighbours**

### b) Decisions of the Planning Authority:

The following decisions were noted:

- (i) Ref 19/00722/PLF 11 Inglefield Close Beverley - **Granted**  
Alterations to increase roof height with installation of roof lights to front and rear
- (ii) Ref 19/00950/STPLF Willow Lane Beverley - **Granted**  
Construction of a section of access road to link approved developments to North and South of Willow Lane

**Resolved** - That comments be submitted to East Riding of Yorkshire Council and decisions be accepted. Proposed: Cllr Jolley Seconded: Cllr Beal All agreed

### c) Planning applications that have been withdrawn since consultation: None

d) **Planning application comments submitted since the last meeting:**

There were no comments made by the Clerk on behalf of the Council, in response to applications for planning permission upon which the Parish Council had been consulted but for which deadlines applied before the next Council meeting.

239. HUMBERSIDE POLICE

- a) Monthly reports had been circulated by email and receipt was acknowledged.
- b) Cottingham area report hadn't been received

**Action:** Clerk to contact Humberside Police.

240. PLAY AREA REFURBISHMENT PROJECT

- a) Opening event was held 31<sup>st</sup> May, covering Deer Park Way and King St play areas. ERYC Commuted Sums officers had attended along with photographer and Sports, Play & Development officers and members of the public. Plaques have been made but King St play area plaque needs fixing to furniture. New logo has been included in the design on the King St park plaque. Discussion was held around the provision of noticeboards in or by play parks. Southwood Park was also visited.

**Action:** Clerk to enquire re fixing of King St play area plaque.

- b) Vandalism was reported at King St play park – police were informed
- c) Southwood Park – see Woodmansey Neighbourhood Plan update, minute ref 236.

241. PLAY AREA MAINTENANCE

Inspections were carried out by Wicksteed on 21 May 2019. Members acknowledged receipt of report circulated by email 11/06/2019.

242. ANY OTHER BUSINESS

The Clerk had received an email regarding parking outside Woodmansey Primary School. Discussion was held around this and, due to the road safety concerns, Clerk is to contact ERYC highways, the school and the police to look into this.

243. NEXT MEETING

The next meeting of the Parish Council is to be held 7pm Monday 22<sup>nd</sup> July 2019.

**Meeting closed at 9.13pm**

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