

Woodmansey Parish Council

Minutes of the Meeting

Monday 15th February 2016 at 7:30pm in the Village Hall

Present: Councillors Harold (Chair), Bowden, Jolley, Jon Los, Julie Los, Oliver, Richardson, Shores, Swaby, Waddington, Ward Councillors Jump and Mathieson

In attendance : Mrs Roberts (clerk)

Members of the public: None

247. Declaration of Pecuniary and Non- Pecuniary Interest

None

248. Apologies

Councillors Beal, Hart & Ward Councillor Mathieson

249. Minutes of the meeting held on 18th January 2016

The minutes from the meeting held on 18/1/16 were accepted and signed by the chair as a true record.

250. Matters Arising

1. Bank Mandate Change – further to minute item 239, the form has been returned as it also needs signing by the Chairman. Cllr Harold signed the form. The clerk will resubmit.
2. Public Path Creation Order of Woodmansey No 18 - The missing kissing gate has been reported and East Riding have the matter in hand.

251. Police Issues

January Police Beat emails **noted**. The clerk was requested to contact Mark Coulthard and request information for the Dunswell area.

252. Woodmansey Village Neighbourhood Development Plan (NDP)

The main purpose of the NDP is to deliver some residential development & employment sites for the sustainability of the village of Woodmansey, following consultation with residents and businesses within the NDP area. Cllr Harold and Oliver, chair of the steering group, met with the planning and economic development officers of East Riding Council on 19/1/16 to discuss the current position of the proposed Neighbourhood Development Plan and the way forward to allocate sites for development due to the constraints of planning within current national flood policy.

This was followed by a meeting at County Hall on 27/01/16 between Cllr Oliver, David Gluck NDP consultant, Jessica Hobson & Jon Palmer, council planning, to discuss a proposed masterplan that sets out land that could be brought forward and be concentrated in non flood areas. Cllr Oliver explained that although a lot of work by the consultant and volunteers of the Steering and Evidence based groups has gone into the development of the NDP, due to developments along the way and obtaining clarification on the planning process the plan has suffered considerable delay in been developed. The proposed master plan is to be discussed at the next steering group meeting on 09/03/16

Councillor Swaby commented that although the the NDP hadn't delivered what we had been hoping so far, they had learnt a lot from the process and the residents wishes.

Cllr Harold reiterated that the vision for the NDP is still intact. The council's main goals are preserving the school, the church and to have some influence on developments.

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Councillor Harold asked that if anyone was interested in joining the steering committee to contact the clerk or Cllr Oliver.

Cllr Julie Los recommended that more residents get involved and also highlighted the need to update the local community. Cllr Oliver agreed and noted that David Gluck has been asked to prepare a narrative.

The next steering group meeting to be held on 7/3/16 (amended to the 9th)

253.Planning Applications

<u>Application</u>	<u>Comments</u>
(1) <u>53 Inglefield Close Beverley</u> – Erection of first floor extension to side (Ref 16/00081)	The council supports this application providing that there are no objections raised by any of the neighbours.
(2) <u>78 Chester Avenue, Beverley</u> - Erection of first floor extension to side. (Ref 16/000184)	The council supports this application providing that there are no objections raised by any of the neighbours.
(3) <u>11 Shepherds Lea, Beverley</u> - Construction of bay window and erection of single storey extension and porch to front. (Ref 15/03614)	The council supports this application providing that there are no objections raised by any of the neighbours.
(4) <u>460 Hull Road Woodmansey</u> - Erection of two storey extension to side and rear, construction of porch to front including installation of new window, erection of detached double garage/workshop and new vehicular access. (Ref 16/00296)	The council supports this application providing that there are no objections raised by any of the neighbours.
(5) <u>Land West Of, Lincoln Way, Beverley</u> - Erection of 100 dwellings with associated infrastructure and open space (AMENDED PLANS - 1 No. additional dwelling, public open space amendments and revised mix of house types. (Ref 15/03764)	The council supports this application subject to the conditions previously raised: (i) Retain existing shrubbery for screening purposes. (ii) Ensure the provision of adequate street lighting on this development. (iii) Ensure that the highways are to standard as the Parish Council has concerns that some of the proposed roads seem a little narrow. (iv) Affordable housing units are spread throughout the development.

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254. Decisions Of The Planning Authority

The following decisions of East Riding of Yorkshire Council be **noted**:

<u>Application</u>	<u>Decision</u>
(1) <u>Land East Of Keldmarsh Primary School Woodmansey Mile</u> - Variation of Condition 28 and removal of Conditions 26-27 and 29-31 of planning permission 13/02723/STOUT (Ref 15/02089)	Approved
(2) <u>8 Bramble Hill Beverley</u> - Erection of single storey extension to rear (Ref 15/03377)	Approved

255. Tree Applications

The following decisions of East Riding of Yorkshire Council be **noted**:

<u>Application</u>	<u>Decision</u>
(1) <u>Ivanhoe, 66 Hull Road, Woodmansey</u> - TPO Woodmansey No.7 - 2007 (Ref: 1052): Chestnut; Fell due to disease and potential danger, Oak; fell as diseased, Cherry; fell due to disease, Silver Birch; Fell, due to overhead power line works and future health issues. (Ref 15/03852)	Approved

256. Defibrillators

The clerk has delivered defibrillators to the school and to the Ship. However, despite repeated efforts to firm up dates for installation with the Ship's electrician she has been unsuccessful. The clerk has now contacted another firm that the Minstergate surgery deal with and is trying to arrange for meeting with them on Wednesday 17/2/16. Hopefully, this will mean that the equipment is installed by the end of this month. The following tasks will then be scheduled/performed:-

- Organise a familiarisation session for the community. This will be done by the ambulance service to answer questions by residents and allay any nervousness regarding using the equipment.
- Submit final grant documentation
- Prepare a Defibrillator Management Policy, e.g. to detail what to do to get consumables replaced, report faults with the equipment, i.e. who is responsible for what etc.
- Promote to the community

257. Asset Register

The council **accepted** the revised register and **agreed** to dispose of the filing cabinet and fax machine.

258. Document Retention Policy

The council **approved** the new policy. The clerk emphasised that unless there was a legal reason to keep a hard copy of a document that it would only be kept in electronic format.

259. External Audit For Smaller Authorities

The council **agreed** NOT to opt out (i.e. opt in) of the new arrangements that the Smaller Authorities Audit Appointment Limited are putting in place. This is the default position and requires no further action.

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260. Council Website

The council **agreed** to merge the two websites and use just the site provided by East Riding Council. This was because the website is free, there is easy access to update/control the content and the data is secure.

The council **approved** the new Website Management Policy. In addition they **appointed** Cllrs Bowden, Jolley & Jon Los to the content committee and **agreed** that the following pages should be developed:

- Home page
- Heading
- Location map

261. Playground Repairs

The council **requested** the clerk to :-

- contact Lea Anne Wright (East Riding Council) to see if any commuted sums are available to assist with the playground repairs.
- get an alternative quote for signage from Beverley Signs and Graphics
- get three quotes for the playground surface perimeter repairs
- enquire regarding the type of surface Tickton Parish have in their playgrounds

The council **agreed** to authorise the clerk :-

- to commission Christian Beal to perform minor maintenance work & jet cleaning surfaces up to the value of £700

262. Playground Checks/Inspections.

The council **reviewed** the new Playground Inspection Policy. However, before approval they **requested** the clerk to check with East Riding Council regarding their policy and with the council's insurance company.

The council **agreed** :-

- to appoint Wicksteed to perform quarterly maintenance checks.
- to appoint Christian Beal to do monthly routine checks after maintenance work has been completed

263. Stopping Up Part of Lincoln Way

Letter dated 14th January 2016 was submitted. **Resolved** – That the information be noted and no action required.

264. East Riding Council Matters

1. Flood Liaison Group

An email dated 15th January 2016 was submitted inviting the council to nominate a Cllr to attend a meeting on 10th June 2016 and/or submit questions by 27th May 2016

Resolved - That the information be noted and no action required

2. East Riding Local Plan - Allocations Document Additional Modification (January 2016)

An email dated 18th January 2016 was submitted. **Resolved** – That the information be noted and no action required.

3. East Riding Local Plan - Strategy Document Inspector's Report with Main Modifications

An email dated 27th January 2016 was submitted. **Resolved** – That the information be noted and no action required.

4. Proposed footway / Cycleway at Woodmansey Mile, Beverley.

An email dated 12th January 2016 was submitted. **Resolved** – That the information be noted and no action required.

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265. Budget Monitoring 2015/16

Councillors **noted** the report, including the larger than originally budgeted out turn of £5715.01 versus £4102.06. This is extra spending due to the following :-

- gratuity paid to Mr Smith, the recently retired clerk
- the defibrillators which were not in the original budget
- the awarding of additional grants

It is balanced by less than expected spending on play areas and the Neighbourhood Development Plan.

266. Accounts And Financial Statement

1. Income – **Resolved** – That it be noted that no income had been received since the last meeting of the Council.
2. Balances - It was reported that the current balance was £51795.21 but that sum did not take into account any expenditure committed or anticipated for the remainder of the year. **Resolved** – That the report be noted.
3. Payment of Invoices – **Resolved** – That the following payments be approved:

	£
Staff salary (monthly salary – February)	422.58
ERNLLCA membership	111.00
East Riding Council (Salt bin maintenance)	45.60
Ink Cartridges	12.94
Sundry stationary items	12.95
St Peter's Church Grant	<u>1500.00</u>
TOTAL	2104.07

The council asked that the clerk query the invoice from East Riding Council for the salt bin maintenance as they were not aware that a Service Level Agreement was in place.

Note in the report submitted to councillors the ERNLLCA amount is incorrectly noted as £110.00.

267. Bank Reconciliation

The council **noted** that that reconciled bank balance on 22nd January 2016 was £54,393,77.

268. Complaint Received by Mr Coates

MR Coates sent an email to Councillor Harold complaining about alleged comments she made in the last meeting. Councillor Harold responded after seeking advice from ERNLLCA

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269.Meetings Of Outside Organisations

1. Liaison Meeting (Beverley Town Council, Molescroft and Woodmansey Parish Councils)
Cllr Bowden attended, main topics discussed Neighbourhood Development Plans and joint youth activities. There has also been interest from Walkington & Tickton to join the group. Next meeting to be called by Helen Watson some time in the future.

Councillor Harold reported that Woodmansey has been included on joint Positive Activity Grant submitted by Rob Begnett. The council had not been consulted regarding this application and there was some concern it could jeopardise the application made by Woodmansey Youth Club.

The clerk to clarify the situation and discuss with Phil Jackson (from the Youth Club) & Darren Lawer from East Riding.

2. Councillor Washington attended Beverley in Bloom & Tour de Yorkshire meetings.

270.MISCELLANEOUS CORRESPONDENCE

Resolved – That the correspondence noted in Appendix A be received.

271.Any Other Business –

1. The clerk received an email from Lyn Mason regarding queries about her property boundary. None of the parish councillors have made any inquiries.
2. Councillor Swaby thanked the clerk for the prompt removal of his address from the website. Clerk to check that Councillor Swaby's address is not on East Riding Council Website.

Meeting Closed at 9:30 pm

NEXT MEETING - The next meeting will be held on Monday, 21st March 2016 at 7.30pm as scheduled.

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Appendix A

Date	Description	From	Action Req'd
12/1/16	Community Partnership Meetings	Mark Coulthard	?Attend Meetings
11/1/16	Proposed footway / Cycleway at Woodmansey Mile, Beverley.	Lianne Darbinson, ERYC	FYI
13/1/16	REYTA Deadline: 10 days to go!	Visit Hull & East Yorkshire	FYI - REYTA submission due 22/1/16
13/1/16	Street-Beat monthly updates Beverley, Minster and Woodmansey E1;	Angela Cartwright, Police	FYI
15/1/16	Flood Liaison Group	Jon Whyley, ERYC	Added to agenda 15/2/16
15/1/16	Planning Consultation for 16/00081/PLF 53 Inglefield Close	ERYC	Added to agenda 15/2/16
18/1/16	East Riding Local Plan - Allocations Document Additional Modification (January 2016)	Jon Palmer, ERYC	FYI - ?Comment
19/1/16	ERVAS Survey	Brad Webster, ERYC	?Respond to survey
19/1/16	Rural Services Network - Weekly Email News Digest - Tuesday, 19 January, 2016	Rural Services Network	FYI
20/1/16	Rural Vulnerability Service - Fuel Poverty - January 2016	Rural Services Network	FYI
20/1/16	Planning Consultation for 16/00184/PLF 78 Chester Avenue	ERYC	Added to agenda 15/2/16
21/1/16	Planning Consultation for 15/03614/PLF 11 Shepherds Lea	ERYC	Added to agenda 15/2/16
22/1/16	Proposal for a new residential development on land south east of Beverley (originally sent by mail)	Barton Willmore	FYI - Jon Los to attend
25/1/16	Rural News Special - 'Disastrous' government grant proposals must be rethought	Rural Services Network	FYI
25/1/16	Advanced Chairmanship course	ERNLLCA	FYI
25/1/16	ERNLLCA January Newsletter 2016	ERNLLCA	FYI
27/1/16	Rural Housing Spotlight	Rural Services Network	FYI
27/1/16	Local Link Network event : Beverley	Brad Webster, ERYC	FYI - ?attend meeting
27/1/16	Weekly Email News Digest - Wednesday, 27 January, 2016	Rural Services Network	FYI
27/1/16	Feedback from Tour de Yorkshire Roadshow : Beverley	Brad Webster, ERYC	FYI
27/1/16	East Riding Local Plan - Strategy Document Inspector's Report with Main Modifications	Jon Palmer, ERYC	FYI
27/1/16	East Riding Parish News & Winter Gritting Factsheet	ERYC	FYI

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Date	Description	From	Action Req'd
28/1/16	Smaller Authorities' Audit Appointments - Second Communication	ERNLLCA	Added to agenda 15/2/16
29/1/16	Notification of Decision on App Ref 15/02089/STVAR	ERYC	Added to agenda 15/2/16
29/1/16	Proposals for Residential Development at Lincoln Way, Beverley	Daniel Starkey, Barratt & David Wilson Homes	FYI
1/2/16	Rural News Special - 'Disastrous' government grant proposals must be rethought	Rural Services Network	FYI
2/2/16	Rural News Special - Government faces 'major revolt' over rural funding	Rural Services Network	FYI
2/2/16	Grant Opportunity : Football Foundation - Grow the Game	Brad Webster, ERYC	FYI
3/2/16	Notification of Decision on App Ref 15/03377/PLF	ERYC	Added to agenda 15/2/16
3/2/16	Rural Opportunities Bulletin	Rural Services Network	FYI
3/2/16	Parish News - February	Brad Webster, ERYC	FYI
5/2/16	East Riding of Yorkshire Council Planning Tree Third Party Decision Notification for 15/03852/TPO	ERYC	Added to agenda
5/2/16	Missing Kissing gate - Woodmansey No.18 Public Path DW/74489.1	Clerk to Debbie Wesselby ERYC	FYI
8/2/16	Missing Kissing gate - Woodmansey No.18 Public Path DW/74489.1	Gordon Grimley, ERYC	FYI
8/2/16	Planning Consultation for 16/00296/PLF 460 Hull Road	ERYC	Added to agenda 15/2/16
9/2/16	Planning consultation for 15/03764/STPLF Land West Of, Lincoln Way, Beverley - revised	ERYC	Added to agenda 15/2/16