

Woodmansey Parish Council

Minutes of the Meeting

Wednesday 15th May 2017 at 7:30 pm in the Village Hall

Present: Councillors Beal (Chair), Hart, Jolley, Jon Los, Julie Los, Oliver, Richardson, Swaby & Waddington & Ward Councillors Jump.

In attendance : Mrs Roberts (clerk)

Members of the public: 0

1. Apologies

Cllr Harold, Shores & Ward Cllr Mathieson.

2. Declaration of Pecuniary and Non- Pecuniary Interest

Cllrs Beal, Bowden, Hart, Jolley, Jon Los, Julie Los, Richardson & Swaby all declared a pecuniary interest in the Woodmansey Village Neighbourhood Plan (minuted below as item 13)

3. Election of Chair

Cllr Jon Los proposed Cllr Harold. Cllr Hart seconded. All agreed.

4. Chair's Declaration of Acceptance

In light of Cllr Harold not being present. Cllr Beal proposed that the council would be happy to receive her signed Declaration of Acceptance any time prior to the next council meeting in July. Cllr Julie Los seconded. All agreed.

5. Election of Vice-Chair

Cllr Oliver proposed Cllr Beal. Cllr Richardson seconded. All agreed.

6. Appointment Of Committees and Delegations

Resolved – (a) That the Council does not consider it necessary to appoint any Committees for the current year; (b) that the revised composition of the Woodmansey Neighbourhood Plan Working Group was proposed and agreed

4 representatives of the Parish Council	Councillors Oliver, Hart, Bowden and. Jon Los, Julie Los, Andrew Jolley
Local residents/stakeholders	Mr Cromie, Mr Collins, M/S Wood, M/s Hill
Lead/Coordinator	Cllr Oliver
East Riding of Yorkshire Council	Mrs J Hobson
Ward Councillors	Councillors Harold

7. Representatives On Outside Bodies

Resolved – That the following persons be appointed to represent the Council on the organisations indicated until the Annual Meeting of the Council in 2018

<u>Organisation</u>	<u>Period</u>	<u>Representative</u>
Beverley in Bloom Committee (1)	1 year	Councillor Waddington
Police and Partners Community Forum (1)	1 year	Councillor Beal
Woodmansey Village Hall Committee (2)	1 year	Councillors Bowden and Richardson

Woodmansey Parish Council

Joint Meeting (Beverley Town Council and Molescroft and Woodmansey Parish Councils) (3)	1 year	The Chairman, Cllr Oliver and Councillor Julie Los (or their substitutes)
East Riding Council Flood Liaison Group (1)	1 year	Councillor Hart
East Riding Council Commuted Sums Meetings (1)	1 year	Councillor Oliver
Beverley Renaissance Partnership	1 year	Councillor Waddington

8. Dates of Meetings 2017-18

Resolved - That the annual Parish Meeting be held on 16th April 2018 at 7.00pm in the Village Hall, Woodmansey and (b) that except as indicated meetings of the Council be held in the Village Hall, Woodmansey at 7.30 pm on the following dates:

19th June 2017	15th January 2018
17th July 2017	19th February 2018
18th September 2017	19th March 2018
16th October 2017	16th April 2018 (on the rising of the Annual Parish Meeting which commences at 7.00pm)
20th November 2017	21st May 2018 (AGM)
18th December 2017	

9. Minutes of the meeting held on 19th April 2017

Resolved - The minutes of the meeting held on 19/4/17 were accepted and signed by the chair as a true record.

10. Matters Arising (Not otherwise on the Agenda).

- (a) Policing - PCSO Coneyworth attended the meeting; she had nothing specific to report. The latest newsletter has been received. Cllr Hart noted that there seemed to be a number of bicycle thefts.

11. Standing Orders

Resolved - That the updated Standing Orders are approved and will be implemented at the next meeting. Cllr Julie Los thanked the clerk for her hard work.

12. Financial Regulations

Resolved - That the updated Financial Regulations are approved and adopted.

13. Woodmansey Neighbourhood Development Plan

Cllr Oliver reported that the steering group were meeting next week on 24/5/16. It is hoped that a draft copy of the SEA will be available for that meeting. Cllr Oliver is also seeing David Gluck next week to finalise a number of outstanding items.

An issue has been raised by one of the landowner's consultants. There is concern that the 'green belt' area proposed in the plan may be seen as an obstacle to extend land development in the future.

Woodmansey Parish Council

Cllr Oliver also attended a very interesting meeting in Leeds. This highlighted how much government is supporting local plans, to the point where if there is conflict the government was supporting the NDP.

Cllr Waddington asked whether with all the house development going on in the parish, if any Commuted Sums would be available. Cllr Oliver said that there should be both Commuted Sums as well as SILs money for appropriate projects. Cllr Harold would be able to advise how to apply.

Clerk reported that she has submitted end of year report for second grant.

14. Planning Applications:

Resolved - The following comments are submitted to East Riding Council.

<u>Application</u>	<u>Comments</u>
(1) <u>Land South Of Unit 1 Wingfield Way Beverley</u> - Erection of a retail unit with alterations to existing car park and associated works (Ref 17/01026/STPLF)	The council supports this application.
(2) <u>Unit 3A, Tokenspire Business Park, Hull Road, Woodmansey</u> - Change of use of building from B1 (business), B2 (general industry) and B8 (storage and distribution) to a skate/scooter park and shop, cafe and recreation area (sui generis) in association with Unit 4A, and construction of a mezzanine floor (AMENDED PLANS AND DESCRIPTION) (Ref DC/17/00528/PLF/EASTSE/AUTTLE)	The council strongly supports this application and welcomes the development.
(3) <u>245 Hull Road Woodmansey</u> - Erection of a single storey extension to rear (Ref 17/01300/PLF)	The council supports this application subject to there being no objections from the neighbours.
(4) <u>Land North Of Oaklands Park Lane Cottingham</u> - Construction of a 49.99MW Battery Storage Facility and associated infrastructure and landscaping (Ref 17/01372/STPLF)	The council supports this application.

15. Decisions of the Planning Authority

The following decisions of the East Riding of Yorkshire Council were **noted**.

<u>Application</u>	<u>Decision</u>
(1) <u>Manor Farm 36 Thearne Lane Woodmansey</u> - Change of use of domestic outbuildings to form 2 holiday cottages (Ref 16/02751/PLF)	Approved
(2) <u>Dunswell Grange Beverley Road Dunswell</u> - Erection of two storey extension to front and single storey extension to side (Ref 17/00672/PLF)	Approved
(3) <u>Applied Analysis Limited Rowley House Unit 34 Tokenspire Business Park Hull Road Woodmansey</u> - Change of use from B1 Business Office use to D1 Non-Residential care use with associated car parking (Ref 17/00940/PLF)	Approved

Woodmansey Parish Council

16. Appeal decisions

The following decisions of the East Riding of Yorkshire Council were **noted**

Application

Decision

- | | |
|-------------------------------------------------------------------------------------------------------------------|-------------------------|
| (1) 5 Cavendish Drive, Beverley - Appeal Ref: APP/E2001/W/16/3164653;
application Ref DC/16/01647/PLF/EASTSE - | Appeal dismissed |
|-------------------------------------------------------------------------------------------------------------------|-------------------------|

17. Planning Working Party

- (a) **Resolved** - that Terms of Reference were approved.
- (b) **Resolved** - that Cllrs Jolley, Bowden & Julie Los are initially appointed as members of the working party to pilot the process for the first three months.

18. Old School House Woodmansey

- (a) Cllr Jolley reported that in discussion with East Riding Council, Woodmansey Parish Council had tried to set up a charity called Woodmansey Community Trust. However, the setting up of the Trust had been challenged by the Charity Commission, citing that to proceed there needed to be a strong Business Plan and Project Plan to get the building fit for purpose and ongoing usage, which clearly identified sources of funding. At this stage only £15,000 funding is available, which is insufficient.

To get the project moving the PTFA Charitable Trust is looking at doing a feasibility study to help raise the project finance.

- (b) **Resolved** - Cllr Swaby proposed that the council provide £570 to the PTFA to fund a feasibility study. Cllr Richardson seconded. All Agreed.

19. Village Signs

Clerk reported that to progress we need to decide on locations & designs and submit to Iain Sugdon for consideration. Council decided to defer making a decision on further action until next meeting.

20. Play Areas

- (a) **Resolved** - Cllr Julie Los proposed that the council authorised repair work on climbing frame at Southwood Park. Nick Hart seconded. All agreed.
- (b) The clerk is still waiting for an official quote for managing the nettles at Southwood Park.

21. Bus Shelters.

The clerk has contacted PC Matthews & Mr Carl Gillyon regarding the damaged bus shelter. Mr Gillyon has suggested a couple of options. **Resolved** - Council asked that the clerk gets a quotation for option one, ie to replace the damaged strut rather than just repair the damaged one.

22. ERNLLCA Precept Questionnaire

Resolved - the council decided not to submit the questionnaire.

23. Personnel Committee

- (a) **Resolved** - that the Terms of Reference were approved.
- (b) **Resolved** - that the Clerk's Appraisal Policy is approved.
- (c) **Resolved** - that the updated Clerk's Job Description is approved.
- (d) **Resolved** - to acknowledge receipt of the minutes of the meeting held 15/4/17 of the Personnel Committee.

Woodmansey Parish Council

24. Insurance

- (a) **Resolved** - Cllr Oliver proposed that the council adopt a 3-year renewal period. Cllr Hart seconded. All agreed.
- (b) **Resolved** - that the Insurance policy is renewed.

25.Accounts & Financial Statements

- (1) **Resolved** - the Bank Reconciliation was verified by Cllr Jon Los. It was reported that the current balance was £57,494.47.
- (2) Payment of Invoices – **Resolved** – That the following payments were approved for payment:

	£
(i) Staff salary (monthly salary)	429.11
(ii) HMRC	2.00
(iii) J. Roberts (reimbursed expenses)	16.50
(iv) R. Dixon (internal audit)	290.00
(v) Playsafety Ltd (playground inspections)	282.00
(vi) Zurich Municipal (insurance)	1,838.11
TOTAL	2,857.72

26. Annual Accounts & Audit

- (a) **Resolved** - The council acknowledged the report from the internal auditor report
- (b) **Resolved** - The council noted the actions list arising from the internal auditor report. Many of these are already in hand and the clerk will ensure they are completed during the coming year.
- (c) **Resolved** - The council accepted the final end of year accounts.

27. Annual Return Assertion

Resolved - the council responded positively to the first eight assertions (the ninth concerning Trust Funds does not apply.) The declaration was signed by the chair on behalf of the council

28. Annual Governance Statement

Resolved - the Annual Governance Statement was approved. The statement was signed and dated by the Chair and the clerk.

29. Annual Accounting Statement

Resolved - the Annual Accounting Statement was approved. The statement was signed and dated by the chair (having previously been signed by the Responsible Financial Officer)

30. Meetings Of Outside Organisations-

- (a) Beverley, Molescroft & Woodmansey Joint Meetings - The dates of Monday 5th or Tuesday 6th June were considered. The council decided that neither were suitable and suggested 13/6/17 or 14/6/17 instead. The clerk will discuss these dates with Helen Watson.
- (b) Beverley in Bloom - Cllr Waddington reported that he is about to take receipt of 6000L of compost & 300 plants kindly donated by Pant Raisers
- (c) Beverley Renaissance - Cllr Waddington reported that Flemingate wanted to put up lots of banners around Beverley, but this was rejected by East Riding Councils. In addition, Flemingate also want to create a floral way but there are issues with the railways.

Woodmansey Parish Council

31.Clerk's Holiday

Resolved - the council approved the procedure for dealing with emails and planning applications in the clerk's absence. Cllr Beal will deal with the planning applications.

32.Miscellaneous Correspondence

Resolved - The council acknowledged receipt of listed miscellaneous correspondence in Appendix A. None of the emails need to be retained and no further actions required.

Copies of May's "Clerks & Councils Direct" & "The Clerk" were made available at the meeting.

33.Any Other Business

- (a) Rubbish in the village - Cllr Julie Los reported that in addition to the problem reported by Cllr Beal there seems to be a lot of rubbish generally around the parish. The clerk to contact East Riding Council to see if a litter pick could be arranged.
- (b) Field adjacent to village hall - since the horses have been removed from this field the council asked the clerk to contact East Riding Council to see if she could find out what it may be used for in the future.

Next Meeting

The next meeting is on **Monday 19th June 2017 at 7:30pm**

Meeting Closed at 9:30 pm

Woodmansey Parish Council

Appendix A

Date	Description	From	Action Req'd	Retain
11/4/17	Free RSN Seminar - (Re)defining rural places	Rural Services network	FYI	No
11/4/17	Children's Play Areas	ERNLLCA	FYI	No
11/4/17	Learn how to tackle the top 5 threats, with Cisco Security	PSE Online	FYI	No
11/4/17	Standards Committee Agenda - 25 April 2017	ERYC	FYI	No
11/4/17	photos	ERNLLCA	FYI	No
11/4/17	How to take your organisation's information to the next level	PSE Online	FYI	No
11/4/17	GRANTfinder 4 Local Government: Share item (Places of Worship: Security Funding Scheme)	ERYC	FYI	No
12/4/17	Notification of Decision on App Ref 16/02751/PLF	ERYC	Added to agenda	No
12/4/17	Women in Local Government Two weeks to go	Westminster Briefing	FYI	No
12/4/17	Rural Vulnerability Service - Rural Broadband - April 2017	Rural Services network	FYI	No
12/4/17	Planning Consultation for 17/01026/STPLF Land South Of Unit 1 Wingfield Way Beverley	ERYC	Added to agenda	No
13/4/17	Funding Success for Pocklington Canal	ENY Waterways	FYI	No
18/4/17	SIK-Holz play equipment – exclusively from Playforce	Playforce Ltd	FYI	No
18/4/17	NALC I. & D. M. Vacancy Data, Tks.	ERNLLCA	FYI	No
18/4/17	Highways England A64 improvement consultation	highways England	FYI	No
18/4/17	Civic Evensong	ERYC	FYI	No
18/4/17	Pension enrolment	Pensions Regulator	FYI	No
18/4/17	Precepts - ERNLLCA needs your help.	ERNLLCA	Added to agenda	No
18/4/17	Weekly Email News Digest - Tuesday, 18 April, 2017	Rural Services network	FYI	No
19/4/17	Get Inspired and Update your Local Community Play Space with Creative Play	Creative Play Lt.	FYI	No
19/4/17	Rural Housing Spotlight	Rural Services network	FYI	No
20/4/17	Dorset council postpones reorganisation referendum until after general election	PSE Online	FYI	No

Woodmansey Parish Council

Date	Description	From	Action Req'd	Retain
21/4/17	Internal Audit 2016/17	Public Sector Audit	Added to agenda	No
21/4/17	GRANTfinder 4 Local Government: Share item (Community Business Bright Ideas Fund)	ERYC	FYI	No
21/4/17	Electrician fined after apprentice left with life changing injuries	HSE Online	FYI	No
21/4/17	RE: Woodmansey Parish Council - YLL-2720446043 - due 1st June	Zurich	FYI	No (updated schedule to be kept)
24/4/17	Devolution or reorganisation: The debate on Oxford's future	PSE Online	FYI	No
24/4/17	Festival of St. John of Beverley	ERYC	FYI	No
24/4/17	Weekly Email News Digest - Monday, 24 April, 2017	Rural Services network	FYI	No
24/4/17	Increase your public sector customer base	PSE Online	FYI	No
25/4/17	Why not impress your community by entering NALC's Star Councils 2017!	ERNLLCA	FYI	No
25/4/17	RE: Vandalised Noticeboards	Noticeboard Co.	FYI	No
25/4/17	Softwood vs Hardwood Playground Equipment	Kompan Ltd	FYI	No
25/4/17	Re: Application for an allotment	Helen & Lee Johnson	FYI	No
26/4/17	Rural Vulnerability Service - Fuel Poverty - April 2017	Rural Services network	FYI	No
26/4/17	The full Local Government Theatre has been announced for Health+Care 2017	PSE Online	FYI	No
26/4/17	East Yorkshire Local Council's Network meeting and Peninsula presentation	EY local Councils Network	FYI	No
26/4/17	ERNLLCA APRIL 2017 NEWSLETTER	ERNLLCA	FYI	No
27/4/17	photos	ERNLLCA	FYI	No
27/4/17	GRANTfinder 4 Local Government: Share item (Arts Council England - Catalyst Small Grants)	ERYC	FYI	No
27/4/17	ERNLLCA - Being a Good Councillor course	ERNLLCA	FYI	No
27/4/17	Hold the Date - Waterways Partnership Joint Forum Meeting - 12/06/2017 @ 14:00	ERYC	FYI	No
28/4/17	Planning Consultation revised information for 17/00528/PLF Unit 3A Tokenspire Business Park Hull Road Woodmansey	ERYC	Added to agenda	No
28/4/17	Referral from East Riding of Yorkshire Council Overview and Scrutiny to Secretary of State for Health	ERYC	FYI	No

Woodmansey Parish Council

Date	Description	From	Action Req'd	Retain
28/4/17	Council AGM agenda	ERYC	FYI	No
28/4/17	TRANSPARENCY CODE FUND - APPLY NOW!	ERNLLCA	FYI	No
28/4/17	Parish / Town Council Liaison Meetings 2017	ERYC	FYI	No
2/5/17	Rejuvenate your Community Play Space with Creative Play	Creative Play Ltd.	FYI	No
2/5/17	Civil Service must be clear about its 'mission and role' ahead of Brexit	PSE Online	FYI	No
2/5/17	Weekly Email News Digest - Tuesday, 2 May, 2017	Rural Services network	FYI	No
2/5/17	Play Area Inspection Normandy Ave - April 2017	Carl Gillyon	FYI	No
2/5/17	Play Area Inspection King Street April 2017	Carl Gillyon	FYI	No
2/5/17	FW: Channel 4's Village of the Year	Visit Hull and E Yorks	FYI	No
25/4/17	Re letter dated 20/2/17	HMRC (by post)	FYI	Yes
25/4/17	Re letter dated 20/2/17 (a different reply to the one above)	HMRC (by post)	FYI	Yes
2/5/17	Planning Consultation for 17/01300/PLF 245 Hull Road Woodmansey	ERYC	Added to agenda	No
2/5/17	Request for support for a Woodmansey Project	Woodmansey PTA	Added to agenda	No
3/5/17	ASB Six Month Statistics - Woodmansey	ERYC	FYI	No
3/5/17	Rural Opportunities Bulletin	Rural Services network	FYI	No
3/5/17	Make your sports facility pay for itself!	Playforce Ltd	FYI	No
3/5/17	Community Defibrillators Awareness Campaign. Please Read.	PCS UK	FYI	No
3/5/17	Outdoor Gym equipment to suit your budget	Kompan Ltd	FYI	No
3/5/17	2017-18 Website Funding Dates Announced	Parish Council Websites	FYI	No
4/5/17	Free RSN Seminar - (Re)defining rural places	Rural Services network	FYI	No
4/5/17	What a load of Bollards...	Broxap	FYI	No
4/5/17	Planning Consultation for 17/01372/STPLF Land North Of Oaklands Park Lane Cottingham	ERYC	Added to agenda	No
5/5/17	Nowhere to Play Campaign	Playforce Ltd	FYI	No
5/5/17	Notification of Decision on App Ref 17/00672/PLF	ERYC	Added to agenda	No
8/5/17	Despite mayoral criticisms, Leese joins Burnham's top team	PSE Online	FYI	No

Woodmansey Parish Council

Date	Description	From	Action Req'd	Retain
8/5/17	Weekly Email News Digest - Monday, 8 May, 2017	Rural Services network	FYI	No
8/5/17	RE: Appeal Decision - 3164653 - 16/01647/PLF - Land South West of 5, Cavendish Drive, Beverley, HU17 8UG	ERYC	Added to agenda	No
8/5/17	GRANTfinder 4 Local Government: Share item (Skipton Building Society - Grassroots Giving)	ERYC	FYI	No
9/5/17	Let it Shine...	Broxap	FYI	No
9/5/17	Transparency Code Grant Funding	ERNLLCA	FYI	No
10/5/17	RE: Maintenance Repair	RSS	Added to agenda	No
5/5/17	Re: Rubbish on verge on new bypass	Amanda Beal	FYI	No
10/5/17	Notification of Decision on App Ref 17/00940/PLF	ERYC	Added to agenda	No