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## Summary Notes of February 2020 (Ordinary) Meeting

**Date of Meeting** Monday, 17<sup>th</sup> February 2020  
**Time of Meeting** 1900  
**Location of Meeting** Woodmansey Village Hall

### IN ATTENDANCE:

**Parish Cllrs** Cllr Kerri Harold (Chair), Cllr Amanda Beale (Deputy Chair), Cllr Stephen Oliver, Cllr Andrew Jolley, Cllr Jon Los, Cllr Julie Los, Cllr Clive Waddington, Cllr Nick Hart Cllr Geoff Donkin  
**Ward Cllrs** Cllr Geraldine Mathieson  
**Parish Clerk** Andrew Crabbe

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### 1. Present and Apologies (Chair to confirm quorum)

No apologies received as time of meeting.  
Meeting noted the non-Attendance of Cllrs D Shores and P Astell

### 2. Declarations of Interest (Chair)

None advised outside of those already identified and advised

### 3. Signing off previous month's minutes (all)

Cllr Harold asked all Cllrs if they had seen and agreed with minutes of last meeting - confirmed and duly signed

### Item: A164/Jocks Lodge Development

Cllrs welcomed the attendance of ERYC Officers Andrew Humphrey's (Project Manager for the scheme) and Mark Waterson (Principle Engineer) for a pre-consultation re: A164/Jock's Lodge Development.

Cllrs spent time discussing the proposed development with the above officers. In summary it is expected the planning application will be issued in March of this year and work will begin in 2022 with a view to completion by 2024 – Cllrs noted that Mr Humphreys and Waterson explained that a lot of future work will be in fields, so it was expected that there would be less disruption to the existing roads

### 4. Financial Report for January 2020 (Clerk) (subject to receipt of bank statements)

Clerk noted that Barclays have confirmed transfer of administration of finances from Tracey Bellotti to AC, however no statement was received in time for the February meeting.

Clerk noted that he had sent a letter of complaint to Barclays as their Selby Branch had confirmed the Mandate paperwork was originally sent in November 2019 and therefore must have been mislaid with several items of the Clerks personal data

Financial report attached as Appendix 1 on P.5

## **5. Planning applications –Clerk)**

Attached as Appendix 2 on page 6, with Cllr comments included

Cllrs also noted that two applications would be heard at Planning Committee:

9/01637/STOUT - Land South West of Stone Cottage, Long Lane, Woodmansey

19/01638/STOUT - Land South West of Stone Cottage, Long Lane, Woodmansey

Cllrs had questioned if the above had implications for Long Lane insofar as if there would be new access from the developments onto Long Lane which Cllrs understood concerned local residents. Clerk had duly contacted ERYC and as a point of record they had confirmed there would be no access to Long Lane from the developments.

## **6. Matters arising – to consider new and on-going issues and decide further action if necessary:**

### **Ongoing**

#### **354 Update on police matters / Community Speed Watch and Farm Watch (All)**

Clerk noted that he had submitted paperwork to the Police Co-ordinator for Community Watch – for the scheme to operate the Parish needed to identify at least six volunteers to be trained. Cllrs agreed that the scheme should be advertised on the website / social media inviting residents to express interest. Once the Parish had sufficient numbers the Clerk would obtain further information from the police

Clerk noted he had received no response from PCSO Coneyworth with regard to if there was a Farm Watch Scheme operating in the Beverley area. Clerk would pursue this with PCSO Coneyworth

**Action:** Clerk to action as above

#### **355 Update on progress for requesting new speed limit signs (Clerk)**

Clerk noted that ERYC have at last confirmed receipt of request for new speed limit signs and have advised now being considered – up to three months before a decision is made.

**Action:** Clerk to ensure item stays on Action Log until resolved

#### **356 Update on matters relating to litter bins (Clerk)**

Clerk advised that ERYC have advised wheelie bins are ready and want to know where these should be placed. Cllrs discussed and agreed to use the work previously carried out by ex-Cllr Paul Coe to advise location of wheelie bins. In addition to consider the need for additional normal litter bins and dog mess bins

**Action:** Clerk to review and advise ERYC accordingly

#### **357 Update of concerns with dog fouling (Clerk)**

Clerk advised that the agreed notices had been posted along King St. Shopeth Way, Queensway and on bus-stop verge at junction with Hull Road.

**Action:** The situation would continue to be monitored and would remain on the Clerk Action Log. The Clerk would update Cllrs with regard to new dog mess bins at future meetings.

#### **358 Update on Woodmansey Neighbourhood Plan (Cllr Oliver)**

Cllr Oliver advised that David Gluck the WNP consultant, through a document designer, is working on the final plan document. The architectural firm engaged will be producing the final policies plan. It is hoped to have a meeting of the steering group late March with a view to then circulating the Woodmansey Neighbourhood Plan to the PC for the April meeting.

#### **359 Update on Southwood Park Land acquisition (Cllr Oliver)**

The vendor's agent confirms they are more or less in a position to proceed with the purchase of land, once we have confirmed the proposed fencing height will match their existing fencing. Also, to provide a full specification of the PC's proposal for the boundary of the park.

### **360 Update on Access road to Southwood Park - provision of gate/bollards (Cllr Oliver)**

Cllr Oliver advised that the installation of a gate at the park entrance will form part of a commuted sums application to acquire further land and a fencing project. A bollard at the junction with Victoria Rd is outside the PC's ownership. Cllr Oliver advised that he proposed to drop this item and merge with land acquisition – Cllrs unanimously agreed and Clerk was instructed to close the item.

#### **New**

### **361 (Procedural) Noting of Precept for 2020/21 (Clerk)**

Meeting noted the decision of Cllrs at the previous meeting with regard to the precept for the financial year of 2020/21 'D' billing amount attributable to Woodmansey will be £11.10, which is an increase of £0.42 and 3.9% compared to 2019/20. The precept of £31,047 will be paid in two instalments of £15,523.50 on 30 April 2020 and £15,523.50 on 30 September 2020.

### **362 Discussion on school funding projects for 2020 (All)**

Cllrs confirmed that the Parish Council had supported all the local schools over the years with various projects. The Clerk advised that he would be writing to all local schools to ask them to confirm their requests for the coming year, which would enable the Parish Council to effectively budget on this commitment.

Clerk understood the current commitments were as follows:

Woodmansey Primary School	Bike-ability Scheme =	£120 (for training in Spring 2019)
	Afterschool club =	£225 (Spring 2020)

These commitments were approved by Cllrs.

**Action:** Clerk to contact the three schools in Woodmansey with regard to any requests for financial support in 2020/21

### **363 Discussion on draft budget for 2020/21 (Clerk/All)**

Cllrs discussed the budget information provided as Appendix 3 – Clerk advised that he was unable to locate a budget for 2019 / 20 and therefore information provided was based on the last available budget of 2018/19. He continued that there were elements on this budget which he was uncertain if had been actioned, in particular the large items of 'Major Improvements' (circa 10k) and 'Repairs' (circa 5K) and noted if these had been actioned or were not required then they could be removed from the forthcoming budget, moving the variance in budget to positive.

Cllrs agreed to review commitments on expenditure for the forthcoming year with a view to tabling a draft budget at the March meeting and agreeing on a final budget to be signed off at the April Meeting. The Clerk would also streamline the budget, proposing to merge some items and remove others which were not needed.

### **364 Discussion on ideas for new village signs (All)**

Following on from previous meetings options with regard to improving the village signs were presented and discussed. Cllrs agreed to 'Welcome to our Village' on a green background.

**Action:** Clerk to obtain costs from ERYC

### **365 Discussion on damage to grass verges (Cllr Donkin/All)**

Cllr Donkin advised Cllrs of his concerns for the damage to grass verges caused by Council maintenance vehicles / operatives who were carrying out maintenance' on bushes and trees on the paths around the estate in recent weeks with scant regard for the conditions. Obviously, it was appreciated this work needed to be done but due to the current wet conditions there was damage due to tractor-like tyre marks and even ploughing up of verges

Cllr Donkin continued that during the wet weather conditions it might be more appropriate to focus on path clearance as many had seen vegetation / the grassed verges encroaching onto them, in many cases reducing the actual width and rendering them little more than muddy paths

Cllr Donkin advised that it wasn't just Council operatives damaging the verges and he had noted parents parking on verges at Keldmarsh School, this despite the clearly displayed signs saying not to do so.

**Action:** Cllrs unanimously agreed to instruct the Clerk to contact ERYC and raise the above issues and also to contact relevant bodies to look at better enforcement of current parking restrictions outside of Keldmarsh School.

### **366 Discussion on Keep Britain Tidy (Clerk/All)**

Clerk advised he had received information from KBT who were running their annual Spring Clean Up between 20<sup>th</sup> March – 13<sup>th</sup> April and were looking for local bodies such as Parish Councils to get involved.

After further discussion Cllrs agreed that the Clerk should proceed to register Woodmansey's interest in the scheme in order to get more information – it was possible the schools in the Parish were already involved / would be interested, as this was common in other areas. Cllrs asked the Clerk to contact the schools and discuss further.

**Action:** Clerk to action as above

### **367 Discussion on Town and Parish Charter / new ERYC Parish Council Page (Clerk/All)**

It is noted that this item was shortened due to time constraints due to time spent on other items – the Clerk summarised that he understood that ERYC were proposing to have a Parish Council site / portal on their site to allow easier access to Council Services, and also improve communications. Both the Clerk and Cllrs welcomed this development.

**Action:** Clerk to note item on Action Log and monitor for the future - further details to be provided by the Clerk in the future when ERYC provided more information

### **368 Co-option vote for a new Cllr - This item will be closed to members of the public**

Cllrs noted that there had been two applications for the vacant Cllrs role, and a general discussion on the merits of both took place. This was followed by a ballot in which Cllrs submitted anonymous choice between the two applicants – as a matter of record and transparency, the process followed by the Parish Council can be found as Appendix 4 , page 9.

By majority vote Emma Constable was co-opted onto the Parish Council. Cllrs noted that both applicants were of high calibre and specifically requested the Clerk ensured the unsuccessful applicant was made aware of this and encouraged to attend future Parish Meetings with possible involvement in projects.

**Action:** Clerk was asked to co-ordinate letters and induction of Ms Constable onto the Parish Council

## **7 Any Correspondence**

Covered in the main meeting.

## **8 Any new or outstanding matters raised by Cllrs / update on Clerks action log (unless covered above)**

### Website

Clerk asked Cllrs to look at the current website for the Parish Council as although the site met necessary transparency requirements, this was quite limited and could be greatly improved on – Cllrs were asked to look at Camblesforth Parish Council's new website as a possible option for the future.

### Draft GDPR / Data Policy

Clerk had presented a draft policy to Cllrs prior to the meeting for consideration – Cllrs agreed to proceed with this policy and Cllr Harold will sign off at the March meeting.

### Damaged Fence

Cllrs noted that a fence on the A1174 between Long Lane and Plaxton Bridge had collapsed onto the cycle path.

**Action:** Clerk to contact ERYC and report for repair

Noticeboards

Cllrs noted that the noticeboards around the area were not being updated. Location, access and responsibility for updating and maintenance of the boards would be reviewed and decided at the March meeting.

There being no other matters raised, Cllr Harold closed the meeting at 2055

Cllrs noted the next meeting would be Monday, 16th March 2020

**Signed as a true record ..... Date .....**

**Cllr Kerri Harold – Woodmansey Parish Chair**

Appendix 1

<b>Woodmansey Parish Council</b>			
<b>Financial Report Presented at the February 2020 Meeting</b>			
<b>From:</b>	Parish Clerk		
<b>To:</b>	Parish Councillors		
<b>Box 1</b>			
<b>Community Account (325)</b>			
<b>Last Bank Statement rec'vd in October 2019 showed balance as at end of October (includes 2nd precept payment of £14,141.00) =</b>		<b>£21,630.07</b>	
<b>Cheques issued between September 2019 - February 2020</b>			
<b>Debits</b>			
<b>Cheques Presented</b>	<b>Paid to / Reason</b>		<b>Amount</b>
Outstanding from September	National Citizen Service (NCS) Donation Under Section 137		£100.00
	Sadofskys Payroll Services		£48.00
	East Riding Council - Cllr Id Badges		£67.08
Presented in November (for October)	ERYC Service Level Agreement for Street Lights (April 2019 - March 2020)		£668.64
	Tracey Bellotti - Salary for September 2019		£284.92
	British Royal Legion - Remembrance Wreaths		£38.50
	ERNLLCA Invoice No. SI-580 : ERNLLCA Conference - (Cllr Donkin)		£108.00
Presented in December (for November)	David Gluck Woodmansey NDP (Basic Conditions Statement)		£250.00
	Wicksteed Services - Park Inspection - King Street (November 2019)		£80.00
	Wicksteed Services - Park Inspection - Southwood (November 2019)		£80.00
	David Gluck - for NP work in October and November		£343.70
Presented in January (for December)	Mike Bowden Acronis - 1 year subscription		£34.99
	SKA Auditors (for 2018/19 Annual Audit)		£480.00
	Wicksteed - Southwood Park Development		£47,091.94
	ERNLLCA Course - Being a Good Councillor Part 3 4th Nov		£90.00
	ERYC 2019/20 Southwood Park Grounds Maintenance		£884.94
	ERYC 2019/20 Kings Street Play Area Grounds Maintenance		£266.78
Presented in February (for January)	Woodmansey Primary School (After School Club) Grant		£225.00
	Woodmansey Primary School (Bike-ability) Grant		£120.00
	Woodmansey Village Hall Lease		£274.00
<b>Credits</b>			
<b>Date of Receipt</b>	<b>Ref No</b>	<b>Reason</b>	<b>Amount</b>
23rd December 2019	8437600	ERYC - Commuted Sum with regard to Southwood Park	£35,350.10
<b>Summary of Accounts until end of February 2020</b>			
	a	Balance as of end October (22nd October) 2019 =	£21,630.07
	b	Total cheques presented September - February =	£51,536.49
	c	Total (known) receipts November - January	£35,350.10
		<b>PC Forecast Balance for end of February 2020 ( a - b + c)</b>	<b>£5,443.68</b>
<b>Box 2</b>			
<b>No.2 Account: High Interest Account (107)</b>	<b>Balances</b>		
<b>Balance as of 22 October 2019 =</b>		<b>£48,011.57</b>	

## Appendix 2

### Planning Application Report for February 2020

Location & Applicant:	Planning Ref:	Proposal:	Status:	Observations / Comments:
10 Inglefield Close Beverley	20/00205/P LF	Erection of single storey extension to side and rear and conversion of existing garage to create additional living accommodation	Full Planning Permission	<b>Obs Date: 3rd March</b>  Cllrs agreed there were no obvious issue with the application and none had been raised by immediate neighbours on the ERYC planning portal
9 Ferry Lane Woodmansey (Kev Hedgecox)	20/00275/P LF	Erection of two storey extension to rear including velux windows	Full Planning Permission	<b>Obs Date: 3rd March</b>  Cllrs agreed there were no obvious issue with the application and none had been raised by immediate neighbours on the ERYC planning portal
Land South Of Creyke Beck Substation 4875 Park Lane Cottingham (Keyland Developments Limited)	20/00293/P LF	Realignment of the access track approved under planning consent 19/01449/STPLF and consent to use the same to serve the battery storage facility previously consented under planning reference 17/01993/STPL	Full Planning Permission	<b>Obs Date: 5th March</b>  Cllrs noted that the application concerned moving a bit of road which had already received permission. Cllrs recalled they had no objections at the original - it was also noted there was no immediate residents so complaints unlikely
Land North West Of Figham Roundabout Woodmansey (Lidl Great Britain And Cookridge Estates Ltd)	20/00225/P AD	Display of 6 internally illuminated fascia signs, 1 set of internally illuminated poster frames, 1 non illuminated aluminium sign, 3 internally illuminated double sided totem sign, 1 internally illuminated double sided height barrier sign, 1 internally illuminated double sided double menu sign and digital screen, 1 internally illuminated double sided exit sign, 1 non illuminated post mounted sign and 1 non illuminated banner sign	Full Planning Permission	<b>Obs Date: 5th March</b>  In a similar vein to previous such applicants involving external lighting, Cllrs expressed a observation that the lights should be switched off when the business was not open.

### Appendix 3

Woodmansy Parish Council							
Draft Budget for 2020 / 21							
Precept for 2018/19 =		£28,829.00		Precept for 2020/21			
				£31,047.00			
Budget Item	2018/19 Budget	Notes from 2018/19 Budget	Budget Item	Draft Forecast for 2020/21 based on a 3% increase	Notes for 2020/21 for Cllrs to consider		
Admin	Annual Audit Fees	£530.00		Annual Audit Fees	£545.90		
	Stationary	£70.00		Stationary	£72.10	Recommend these are merged into home allowance budget	
	Printing	£50.00		Printing	£51.50		
	Insurance	£1,786.00		Insurance	£1,839.58		
	Subscriptions	£1,000.00		Subscriptions	£1,030.00	Assume this relates to ERNLUCA	
	Hire of Rooms	£0.00		Hire of Rooms	£0.00		
	Broadband Payment	£0.00		Broadband Payment	£0.00	Suggest removing as should be included in Home Allowance Budget Item	
	Lease of Village Hall	£250.00		Lease of Village Hall	£257.50		
	Training	£200.00	Proposed clerk training - (not sure if this happened)	Training	£500.00	There is likely to be new Cllr training required at very least, so recommend an increase in budget	
	Postage	£40.00		Postage	£41.20	Recommend this is merged into home allowance budget	
	Equipment	£100.00		Equipment	£103.00		
	Office Allowance	£0.00		Office Allowance	£0.00		
	IT Equipment Allowance	£0.00		IT Equipment Allowance	£0.00	Not sure why these are listed separately as they are covered in Home Allowance Budget Item - advise removing from budget	
	Telephone Costs Allowance	£0.00		Telephone Costs Allowance	£0.00		
	Books	£0.00		Books	£0.00		
	Bank Charges	£0.00		Bank Charges	£0.00	To be advised - no info at moment	
	Wreaths	£40.00		Wreaths	£41.20	Assume this related to British Legion Poppy Appeal	
	Elections	£0.00		Elections	£0.00	None predicted in 2020/21	
	Misc	£0.00		Misc	£0.00		
	Mileage	£0.00		Mileage	£0.00		
Home Office Allowance	£922.00		Home Office Allowance	£380.00	Reduced figure is contractual allowances in the Contract issued to AC based on what Camblesforth pay		
Clerks Salary	£6,247.00		Clerks Salary	£6,084.00	Calculation = 11.70 ph x 10 hpw x 52 weeks		
Property	Seats	£0.00		Seats	£0.00		
	Shelters	£0.00		Shelters	£0.00		
	Bins (inc salt)	£0.00		Bins (inc salt)	£0.00		
	Notice Boards	£0.00		Notice Boards	£0.00		
	War Memorial	£500.00		War Memorial	£515.00		
Play Areas	Playground Inspection	£1,800.00		Playground Inspection	£1,854.00		
	Grass cutting	£1,500.00	ind nettle removal	Grass cutting	£1,698.56	Increase due to inclusion of Village Hall grassed areas (Southwood - £759.57; King £228.99; Hall: £600)	
	Tree Management	£200.00	Next year : trees in King St. & hedges in Southwood	Tree Management	£206.00		
	Misc	£250.00	padlock	Misc	£0.00	Assuming the padlock was a 'one off' recommend 0 budget for 202/21	
	Repairs	£5,000.00		Repairs	£5,150.00		
Major Improvements	£10,000.00	Next year: replacement of equipment	Major Improvements	£10,300.00	Obviously a considerable amount in this item - not entirely sure what this relates to		
Facilities	Street Light Maintenance	£700.00		Street Light Maintenance	£721.00		
	Street Light Improvement	£0.00		Street Light Improvement	£0.00		
	Bus Shelter Maintenance	£500.00	cleaning	Bus Shelter Maintenance	£515.00		
	Salt Bins Maintenance	£500.00		Salt Bins Maintenance	£515.00		
Grants	S137 Grants	£3,000.00		S137 Grants	£3,090.00	Not sure what this is - it might relate to schools??? See below	
	School Grants			School Grants	£0.00	Understand there are various schemes funded by PC - need to understand breakdown of these	
	Neighbourhood Plan	£1,000.00		Neighbourhood Plan	£1,030.00		
Total Forecast expenditure =		£36,185.00		Total Forecast expenditure =		£36,540.54	
2018/19 Budget Variance (Income v Expenses) =			-£7,356.00	2020/219 Budget Variance (Income v Expenses) =			-£5,493.54

## Appendix 4

### Process for Co-option of New Parish Cllr (by means of anonymous ballot)

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1. Each Cllr in attendance will be handed a blank ballot form with all the names listed
2. If a Cllr is unable to attend the meeting, they may still vote if they wish by means of a postal vote, however this needs to be returned to the Clerk by Monday, 17<sup>th</sup> Feb in time for the meeting
3. Voting will be anonymous.
4. Forms will be completed by Cllrs and placed in a circulated box which will be immediately opened by the Clerk
5. The Clerk will count the votes in full view of Cllrs.
6. The outcome of the vote will be advised by the Clerk to Cllrs.
7. The Parish Chair will be asked to check the outcome of the vote by recounting the votes and formally advise the meeting of the outcome.
8. If there is no majority vote, a casting vote will be made by the Chair
9. The successful applicant will be advised within 3 days of the meeting with a formal offer to take up the position.