

## ETTON PARISH COUNCIL

13TH MARCH 2012

**PRESENT:** Councillors Bell (Chairman), Armstrong, Cunliffe, Egglestone, Holmes, Sleight, Widd and Wright.

Ward Councillor Pollard and J Smith, Clerk were also present.

Members of the public – Nil

The meeting was held at the Village Hall, Etton.

An apology for absence was submitted from Councillor Boyd.

**23/12 DECLARATIONS OF INTEREST** – There were no declarations.

**24/12 MINUTES - Resolved** – That the minutes of the meeting held on 10th January 2012 having been circulated be approved as a correct record and signed by the Chairman.

### MATTERS ARISING FROM THE MINUTES

**25/12 Condition of Telephone Kiosk** – Further to Minute 8/12 it was reported that the kiosk had now been repaired. **Resolved** – That the report be noted.

### PLANNING MATTERS

**26/12 Applications - Resolved** – That the following comments be forwarded to East Riding Council on the application stated:

<u>Application</u>	<u>Comments</u>
(1) <u>78 Main Street</u> - Erection of single storey extension to rear and detached garden store following demolition of outbuilding (ref 11/05795)	No observations (Following consultation with the Chairman and Members prior to this meeting it was agreed that no observations be submitted).

**27/12 Decisions - Resolved** – That the following decision of East Riding Council on the application stated be noted:

<u>Application</u>	<u>Decision</u>
(1) <u>Land north east of Manor Farm, Warter Lane</u> - Erection of 2no 50kw Wind Turbines (Overall Height to Tip 34.2m on 24.6m High Monopole Tower) with Associated Infrastructure (Amended Plans) (ref 11/ 03249). A copy of the Notice of Decision was submitted.	Refused.

The Chairman expressed thanks to all Councillors who had collected signatures for the petition against the application and a special thank you to the Vice-Chairman (Councillor P Wright) and the Parish Clerk for all the help giving in dealing with the consultation process on this application.

### EAST RIDING OF YORKSHIRE COUNCIL

**28/12 Flood Liaison Group** – The next meeting was scheduled for 1st June 2012 and one representative was permitted. **Resolved** - That the report be noted.

**29/12 Local Grants Fund/Severe Weather Grant Assistance Scheme 2011/12 and 2012/13 -**

Further to Minute 12/12 it was reported that a grant of £1000 had been approved for 2011/12 but as yet had not been required. Subsequently the Council had received an email dated 2nd March 2012 from East Riding Council's Community Partnership Team inviting applications for funding from the pilot Local Grants Fund (LGF). The LGF had been established to support similar emergency events covered by the recent round of the Severe Weather Grant Assistance Scheme and also to provide a wider range of assistance to the local community such as local environmental projects or community safety initiatives. As the Parish had already received an award under the Severe Weather Grant Assistance Scheme 2011/12 the Council would only be able to apply to the Local Grants Fund for the remaining balance of the £3000. The LGF was a competitive scheme and not all Councils could expect to receive the maximum award. The Council could apply for any unallocated funding from the Severe Weather Grant Assistance scheme to be put towards an LGF, alternatively unallocated funding could be repaid or the Parish Council could apply for such funding to be 'ring-fenced' for future severe weather events occurring next year. It was suggested that consideration might be given to providing a storage facility that would take pallets of sandbags and salt in a suitable location. **Resolved** - That enquiries be made as to whether the provision of a storage facility would be allowable under the LGF scheme and that application be made to ring-fence the £1000 unused from the 2011/12 Severe Weather Assistance scheme.

**30/12 Standards/Code of Conduct Training 2012** – A letter dated 10th February 2012 from East Riding Council giving details of training events in May and June 2012 and outlining the main features of the Localism Act 2011 was submitted. **Resolved** – That the information be received.

**31/12 HOW TO SHAPE WHERE YOU LIVE – A GUIDE TO NEIGHBOURHOOD PLANNING – CPRE/NALC GUIDE - Resolved** – That the guidance be received.

**32/12 THE QUEEN'S DIAMOND JUBILEE CELEBRATIONS JUNE 2012** – Further to Minute 16/12 and the discussion at the Parish Meeting held immediately prior to this meeting further consideration was given to action that might be taken to mark the Queen's Diamond Jubilee. **Resolved** – (a) That Councillors Wright and Widd will look to light the Village Beacon as part of the national Jubilee Beacons on 4th June 2012 and that the Clerk will forward to Councillor Wright the information previously received regarding registering beacons with The Queen's Diamond Jubilee Beacons, and (b) that prices be obtained for the purchase of an engraved bench commemorating the Queen's Diamond Jubilee for placing in a suitable location (possibly along Warter Road).

**33/12 RISK ASSESSMENT – ANNUAL REVIEW** - The Council reviewed its Risk Assessment. **Resolved** – (a) That the updated Risk Assessment as at 13th March 2012 be approved as set out in Appendix 1 to these minutes, and (b) that it be noted that Councillor Armstrong will remove the ivy from the bus shelter.

**34/12 ASSET REGISTER – ANNUAL REVIEW** – The Council reviewed its Asset Register. It was reported that there were 2 street lamps kept in storage in Councillor Sleight's garage which were not included within the existing Asset Register. **Resolved** – (a) That the Asset Register as now updated and set out in Appendix 2 to these minutes be approved.

**35/12 CPRE PLANNING SEMINAR - Resolved** – That the letter dated 6th February 2012 from the Campaign for Rural England (CPRE) giving details of a seminar to be held at North Ferriby on 16th March 2012 be received.

**36/12 NATIONAL GRID – RE. UPDATE ON PLANS FOR A CARBON CAPTURE, TRANSPORTATION AND STORAGE PROJECT IN THE YORKSHIRE AND HUMBER REGION – CONSULTATION EVENTS** – Further to Minute 19/12 a letter dated 16th February 2012 from National Grid was submitted inviting the Parish Council to attend an update briefing on its project on 13th or 15th March 2012. A plan showing the Preferred Route Corridor was also submitted. **Resolved** - That the report be noted.

**37/12 ACCOUNTS – Resolved** - (a) That it be noted that the following income had been received since the last meeting:

	£
ERYC – Recycling income	222.46
ERYC – Severe Weather Grant	1,000.00

(b) that the following payments be approved:

	£
J Smith - Clerk's Salary – January/March 2012 (£198.00); Office Allowance (£25.00)	248.11
J Smith – Payment for additional duties undertaken	200.00
HMRC – PAYE/NI	99.50
St Mary's Church, Etton PCC (recycling income)	111.23
Etton Village Hall Management Committee (recycling income)	111.23

(c) that it be noted that the following accounts have been paid since the last meeting in consultation with the Chairman and Vice-Chairman to facilitate the closure of the accounts for 2011/12:

	£
Mr D Jennings – Consultancy fee (further advice)	180.00
J Smith – Ink cartridge (notice to residents re turbines)	10.39
Zurich Municipal – Insurance renewal 2012/13	225.00

and (d) that the thanks received on behalf of the Village Hall Committee for the recycling income grant be noted.

**38/12 BANK RECONCILIATION STATEMENT - FEBRUARY 2012 - Resolved** – That the statement be noted.

**39/12 ACCOUNTS 2011/12 AND ANNUAL RETURN AND ANNUAL GOVERNANCE STATEMENT** – A report was submitted indicating that as last year the timing of the submission of the Annual Return to the Audit Commission did not fit in well with the dates of ordinary meetings of the Council. Last year the Annual Return had to be submitted to the Audit Commission by 4th May 2011 but details were still awaited regarding the arrangements for this year. In line with the arrangements adopted last year the accounts and records had been submitted to the Council's Internal Auditor in advance of this meeting. The information set out below relating to the accounts for 2011/12 as projected to 31st March 2012 was submitted. The information had already been submitted to the Internal Auditor on the basis that any issues arising at this meeting would be referred to the Auditor.

- A – Income Account
- B – Payments Account
- C – Budget Monitoring Statement
- D – Bank Reconciliation Statement March 2012
- E – Draft Receipts and Payments Statement
- F – Draft Annual Return – Section 1
- G – Section 2 - Annual Governance Statement (a copy of last year's statement).
- H – Statement of Variances

A copy of the Internal Auditor's report had been received and was circulated at the meeting. The report concluded that Internal Auditor was satisfied that the records continued to be well maintained and were free from material error, and that there were no matters of significant concern that needed to be drawn to the attention of the Council. The Auditor had, however, commented that there was an error in the calculation of income tax to be paid as a consequence of the additional payment to J Smith which he was aware would be approved by the Parish Council at this meeting and also that he had not been able to find approval of the payment of £50.00 to Corpcom Marketing & Events. The Clerk reported that the accounts now submitted would need to be adjusted to reflect the correct tax deduction and the additional payment to J Smith and also that on investigation it had been discovered that a simple printing error was the reason for the payment to Corpcom Marketing & Events not appearing in Minute 132/11 but that the signed minutes had been corrected. **Resolved** – (a) That, subject to any minor correction of the amount of interest received in the year when the year-end figure is known and to the payment at budget line 32 (Payment to HMRC) being increased from £49.50 to £99.50 and the inclusion of the additional payment of £200 to J Smith, the accounts for 2011/12 be approved; (b) that a copy of the final Receipts and Payments Account and the final Bank Reconciliation Statement as at 31st March 2012 be submitted to the next meeting for information and (c) that the Annual Return and Annual Governance Statement be approved as now amended to reflect the amendments to the accounts agreed in part (a) above, and (d) that the Council confirms the printing omission from Minute 132/11 of the meeting held on 8th November 2011 of the following payment:

	£
CorpCom Marketing and Events Ltd – photographs of proposed turbines	50.00

**40/12 EAST RIDING COUNCIL CONSULTATION DOCUMENTS** – Attention was drawn to the consultation documents set out below. A hard copy of the documents had been made available to any Member on request.

- (i) Draft Housing Assistance Policy and Draft Affordable Rent Policy - Any comments to be submitted by 9th March 2012
- (ii) Draft Affordable Warmth Strategy - Any comments to be submitted by 16th March 2012
- (iii) East Riding Council and Hull City Council Consultation on Joint Minerals Planning – Any comments to be submitted by 19th March 2012. A letter dated 30th January 2012 was submitted.
- (iv) Hull City and the East Riding of Yorkshire Councils' Joint Waste Development Plan Document, Issues and Options Further Consultation – Any comments to be submitted by 6th April 2012. A letter dated 28th February 2012 was submitted.
- (v) Draft Allocations Policy and Draft Tenancy Policy – Any comments to be submitted by 20th April 2012

**Resolved** - That the consultation documents be received.

**41/12 CORRESPONDENCE – Resolved** – (a) That the following correspondence be received:

- (a) East Riding of Yorkshire Council
  - (i) Beverley and Rural Community Partnership - Agenda for 6th March 2012
  - (ii) Beverley Local Action Team Agenda – 25th January 2012.
  - (iii) East Riding News – February 2012 (including a Broadband Survey)
  - (iv) Flood Liaison Group Agenda for 10th February 2012 plus answers to questions raised at the meeting.
  - (b) Humberside Fire and Rescue Service Community News (circulated).
  - (c) Humberside Police – Parish News – January and February 2012
  - (d) Community Resilience Speed Training Event - Driffield High School on 22nd March 2012.
  - (e) Department for Communities and Local Government – Localism Act 2011 – Plain English Guide.
  - (f) Clerks & Councils Direct – March 2012
- (g) CPRE Newsletter – Spring 2012
- (h) Minutes of Cherry Burton Parish Council 10th January and 14th February 2012 (circulated for information).
- (i) ERVAS Newsletter – February 2012
- (j) Humber & Wolds Rural Community Council - Energy Saving Information (circulated for information).

(b) that with regard to item (h) above a letter be sent to Cherry Burton Parish Council expressing Councillors disappointment that it had not chosen to support the objections by Etton Parish Council to the planning application to erect 2 wind turbines at Warter Road, Etton.

**42/12 OTHER MATTERS – PAINTING OF LAMPOSTS - Resolved** - That the matter be referred to East Riding Council under the Service Level agreement.

**43/12 DATE OF NEXT MEETING - Resolved** – That it be noted that the next meeting of the Council will be Annual Meeting to be held in the Village Hall on Tuesday 8th May 2012 at 7.30pm. (Note: The date was subsequently changed to Wednesday, 16th May 2012 in consultation with the Chairman)

## ETTON PARISH COUNCIL

## RISK ASSESSMENTS AS AT 13TH MARCH 2012

Potential Hazard	Likelihood of Occurrence	Severity of Risk to Council	Existing Controls of Hazard	Additional Action Identified
Function – Financial Management Failure to keep proper financial records	Low	High	All expenditure approved by Council. All income reported to Council Annual internal and external audit	Cashbook maintained in Excel Spreadsheet to assist financial monitoring
Poor financial management	Low	High	Budget report submitted to Council at year-end	Budget monitoring reports submitted quarterly
Loss of cash through theft/dishonesty	Low	High	Money insurance and fidelity guarantee All cheques to be signed by two Councillors Bank reconciliations undertaken quarterly	Bank reconciliation report submitted quarterly
Failure to comply with Inland Revenue regulations	Low	High	PAYE arrangements checked by internal Auditor.	Claims made at least annually depending on VAT payments made
Failure to comply with VAT regulations	Low	High	Annual VAT return prepared by Clerk	
Failure to use funds properly under section 137	Low	Medium	Monitor grant allocations	
Third party risks from supply of services	Low	High	Public liability insurance	
Function – Employment of Staff Inability to recruit/retain staff	Low	Medium	Annual review of salaries and regular review of contracts of employment	
Attacks on personnel	Low	Medium	Employer's liability insurance	
Failure to comply with employment law	Low	Low	Awareness of legislation Arrangement of training, if appropriate	
Function – Code of Conduct Failure to update registers	Low	Low	Ensure Councillors aware of duties	Councillors asked to confirm details registered at time of each Annual Meeting
Function – Meetings of the Council Failure to meet statutory duty	Low	Medium	Notices displayed in accordance with legislation Agenda/minutes prepared for each meeting	
Function – Consultations				
Failure to comply with consultation deadlines	Low	Low	Request possible extension	

Potential Hazard	Likelihood of Occurrence	Severity of Risk to Council	Existing Controls of Hazard	Additional Action Identified
Function – Street Lighting Failure to provide/maintain street lighting	Medium	Medium	Maintenance agreement with East Riding Council.	
Damage to lighting columns	Medium	Medium	Property damage insurance	
Function – Land Holdings <i>Loss of title deeds</i>	Low	Low	The Council owns the pond and surrounding land	
Failure to ensure fences/boundary treatments are maintained	Low	High	Regular inspections/ public liability insurance	
Village Pond	Low	High	The pond is surrounded by a recently erected stout fence fitted with wire mesh. The pond does not have steep sides. Regular inspections to check the condition of the fencing /public liability insurance	Inspection carried out annually.
Function – Bus Shelters Damage to structures	Medium	High	Property damage insurance. Occasional inspections (annually).	Inspection carried out annually.
Function – Litter Bins Damage to receptacles	Low	Medium	Ensure siting as safe as possible Property damage insurance	Inspection carried out annually.
Function – Notice Boards Damage to structures (on wall of Village Hall)	Medium	Medium	Regular inspections Property damage insurance	Inspection carried out annually.
Function – Seats Damage to seats	Low	Medium	Regular inspection Property damage insurance	Inspection carried out annually.
Function – Salt Bins Damage to bins	Low	Medium	Ensure siting as safe as possible Occasional inspections (annually). Property damage insurance	Inspection carried out annually.

Approved by Etton Parish Council on 13th March 2012

## ETTON PARISH COUNCIL

### ASSET REGISTER

As at 1st March 2012

	Valuation (£)
<b><u>Land Holdings</u></b>	
Etton Pond and surrounding land	1.00
<b><u>Property</u></b>	
15 street lamps (replacement value) (including 2 spare lamps stored in Councillor Sleight's garage)	18,299.00
7 public seats (replacement value)	4,196.00
Brick bus shelter, Main Street (Light Dragoon Inn) (replacement value)	3,766.00
Wooden glazed notice board on Village Hall wall (replacement value)	104.00
3 litter bins (replacement value)	466.00
3 salt bins (replacement value)	466.00
Etton Pond fence	1,036.00
War Memorial, Main Street	6,734.00
1 Strimmer (stored at Etton Church)	259.00
1 Filing Cabinet (2 drawer) (kept at Clerk's house)	52.00
<b>Total</b>	<b>35,379.00</b>

*(Valuations increased in line with CPI annual inflation at January 2012 (3.6%))*

Approved by the Council on 13th March 2012

