

## ETTON PARISH COUNCIL

12TH MARCH 2013

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

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

Members of the public – 1

The meeting was held at the Village Hall, Etton.

An apology for absence was submitted from Councillor Boyd OBE.

**23/13 DECLARATIONS OF INTEREST** – There were no declarations.

**24/13 MINUTES - Resolved** – That the minutes of the meeting held on 13th November 2012 having been circulated be approved as a correct record and signed by the Chairman.

### MATTERS ARISING FROM THE MINUTES

**25/13 Routine Matters – Litter Along B1248 Road** – Further to Minute 4/13 it was reported that after the last meeting a Member had drawn attention to the amount of waste litter that had been uncovered by hedgerow tidying works along the road. East Riding Council had subsequently arranged for the litter to be collected. The Member reported that there was a similar situation on the opposite side of the road. **Resolved** – That the report be noted and that the need for further litter picking along the road be referred to East Riding Council.

**26/13 Proposed Purchase of Sandbags for Emergency Use** – Further to Minute 3/13 it was reported that the application will be considered by East Riding Council's funding panel on 18th April 2013. **Resolved** – That the Clerk, in consultation with the Chairman, be authorised to proceed with the purchase of a supply of inflatable sandbags in the event that approval is granted by the funding panel.

**27/13 NON ATTENDANCE AT MEETINGS** – It was reported that Councillor Boyd OBE had not attended a meeting of the Parish Council since September 2012 and that the Council could either accept the reasons submitted by Councillor Boyd for his non-attendance or declare a casual vacancy. The Clerk explained that as Members were aware Councillor Boyd frequently had commitments which required his attendance in London, but also that Councillor Boyd had exercised duties as a Parish Council by his actions in considering and commenting on planning applications that were dealt with in between meetings of the Council without calling a formal meeting. **Resolved** – That the Council accept the reasons submitted by Councillor Boyd for his non-attendance at meetings since September 2012.

### PLANNING MATTERS

**28/13 Applications - Resolved** – (a) That the following comments be forwarded to East Riding Council on the application stated:

| <u>Application</u>   | <u>Comments</u> |
|--|-----------------|
| (1) <u>Wold Farm, Kiplingcotes Road</u> – Erection of a general purpose agricultural building (ref 13/00414) | No observations |

(b) that the following comments submitted after consultation with Councillors on an application received since the last meeting which required a response prior to this meeting be noted:

| <u>Application</u>  | <u>Comments</u> |
|---|-----------------|
| (1) <u>87 Main Street</u> - Change of use of land to domestic garden, erection of detached garage and 1.1m and 1.95m high boundary wall and siting of an oil tank (following demolition of existing garage and boundary wall (ref 12/05014) | No observations |

- (2) Wallis Grange, Kiplingcotes Road – Erection of No observations single storey extension to front (ref 13/00245)

(c) that in future when planning applications received require consultation with Members in between meetings the application details be circulated with a response form for recording Members comments and the date on which they considered the documents and also that Members be notified of the receipt of the application by email.

**29/13 PROPOSED YORKSHIRE AND HUMBER CARBON CAPTURE, TRANSPORTATION AND STORAGE PROJECT** – A letter from the Planning Inspectorate dated 18th February 2013 was submitted. The closing date for comments was 18th March 2013. **Resolved** – That the information be noted.

#### EAST RIDING OF YORKSHIRE COUNCIL MATTERS

**30/13 Draft Local Plan Consultation** – Further to Minute 12/13 a letter dated 31st January 2013 was submitted inviting comments on the Draft Local Plan by 5th April 2013. There were no allocations for development proposed for the village. **Resolved** – That the information be noted.

**31/13 Flood Liaison Group** – The next meeting was scheduled for 31st May 2013. One representative was permitted to attend. **Resolved** – That the information be noted.

**32/13 Community Funds Linked to Energy Related Developments** – A letter dated 23rd January 2013 was submitted. **Resolved** – That the information be noted.

**33/13 Meeting with Ward Councillors - Resolved** – That the Chairman and Councillor Eggleston will attend the next meeting with Ward Councillors scheduled for 25th April 2013.

*(Ward Councillor Pollard left the meeting).*

**34/13 RISK ASSESSMENT – ANNUAL REVIEW** - The Council reviewed its Risk Assessment. **Resolved** – That the updated Risk Assessment as at 12th March 2013 now submitted be approved.

**35/13 ASSET REGISTER – ANNUAL REVIEW** – The Council reviewed its Asset Register. **Resolved** – That the Asset Register as now submitted be approved.

**36/13 DRAFT VILLAGE NEWSLETTER** – As previously requested by the Council an outline Village Newsletter was submitted. **Resolved** – That the Clerk, in consultation with the Chairman, be authorised to finalize the Village Newsletter, and (b) that when available the final copies of the Newsletter be allocated to Councillors for hand delivery and that a copy be posted to the outlying properties in the parish.

**37/13 ACCOUNTS – Resolved** - (a) That it be noted that the following income had been received since the last meeting:

|   | £     |
|---|-------|
| East Riding Council – Recycling Credits (July – September 2012) | 63.59 |

(b) that it be noted that the following accounts had been paid since the last meeting in consultation with the Chairman and Vice-Chairman to facilitate the closure of the accounts for 2012/13 and that the action taken be endorsed:

|   | £      |
|---|--------|
| Zurich Municipal – Insurance renewal 2013/14              | 243.80 |
| J Smith - Clerk's Salary – January/March 2013             | 198.00 |
| HMRC – PAYE/NI  | 49.50  |
| J Smith - Office Allowance (£25.00), postages (£14.40)    | 39.40  |
| St Mary's Church, Eton PCC (recycling income)             | 31.79  |
| Eton Village Hall Management Committee (recycling income) | 31.80  |

(c) that the Chairman and Vice-Chairman be authorised to make the following payments in April 2013:

|                                       | £     |
|---------------------------------------|-------|
| J Smith - Clerk's Salary (April 2013) | 66.00 |
| HMRC – PAYE/NI (April 2013)           | 16.50 |

(d) that it be noted that the hourly rate for the hire of the Village Hall will increase to £5.00 per hour from 1st April 2013, (d) and that the receipt of thanks from the Village Hall Committee and St Mary's Church for the recycling income grants be noted.

**38/13 BANK RECONCILIATION STATEMENT - FEBRUARY 2013 - Resolved** – That the statement be noted.

**39/13 AUDIT OF ACCOUNTS 2012/13 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 External Auditors 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 3rd May 2012. Details were still awaited from the new External Auditors (Littlejohn PLC) regarding the arrangements for this year. A copy of the information set out below relating to the accounts for 2012/13 as projected to 31st March 2013 was submitted for Members' approval.

- A – Income Account
  - B – Payments Account
  - C – Budget Monitoring Statement
  - D – Draft Bank Reconciliation Statement as at March 2013
  - 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
- (The above information all took account of income and expenditure on the Agenda for this meeting).*

The draft Annual Return and draft Annual Governance Statement were submitted for information only at this stage. The final documents would have to be approved by the Parish Council for submission by the due date (when known). **Resolved** - (a) That the accounts for 2012/13 be approved for submission to the Internal Auditor; and (b) that the draft Annual Return and draft Annual Governance Statement be approved (subject to any comments from the Internal Auditor).

**40/13 DRAFT EAST RIDING OF YORKSHIRE HOMELESSNESS STRATEGY 2013-18 - CONSULTATION** – Attention was drawn to the consultation document received from East Riding Council inviting comments on the Draft East Riding of Yorkshire Homelessness Strategy 2013-18. A hard copy of the documents had been made available to any Member on request. **Resolved** - That the consultation document be received.

**41/13 STAFF SALARIES – PAYE ARRANGEMENTS – Resolved** – That in view of the introduction from 1st April 2013 of Real Time Information PAYE arrangements the contract of employment of the Clerk be amended to provide for monthly payments rather than quarterly at present.

**42/13 CORRESPONDENCE – Resolved** – That the following correspondence be received:

- (a) East Riding of Yorkshire Council:
  - (i) Beverley & Rural Community Partnership Agenda – February 2013. The next meeting is on 10th April 2013
  - (ii) East Riding News – February and March 2013 (circulated separately)
  - (iii) Joint Access Forum – Agenda for meeting on 13th March 2013
- (b) Hull City Council – Hull Core Strategy and next steps – Letter dated 7th January 2013 (submitted)
- (c) Humberside Police – Parish News – February 2013
- (d) Clerks & Councils Direct – March 2013

**43/13 DATE OF NEXT MEETING** - The next meeting is scheduled to be held on 14th May 2013 (Annual Meeting of the Parish Council) at 7.30pm.

