

ETTON PARISH COUNCIL

11TH MARCH 2014

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

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

Members of the public – Nil

The meeting was held at the Village Hall, Etton.

Apologies for absence were submitted from Councillors Boyd OBE and Wright.

19/14 DECLARATIONS OF INTEREST – There were no declarations.

20/14 MINUTES - Resolved – That the minutes of the meeting held on 14th January 2014 having been circulated be approved as a correct record and signed by the Chairman.

MATTERS ARISING FROM THE MINUTES NOT OTHERWISE ON THE AGENDA

21/14 Communications – Waste Bin in Need of Repair – Further to Minute 5/14 it was reported that Mr C Beal had been asked to undertake repairs to the waste bin outside 94 Main Street. **Resolved** – That the Clerk contact Mr Beal further regarding the repair of the bin.

22/14 East Riding Council Matters – Access to Former Etton Pasture School Site – Further to Minute 16/14 a copy of the response received from East Riding Council was submitted. Councillors commented that there was definitely a new entrance at the site but suggested that the situation should be monitored when the development was completed. **Resolved** – That the report be noted.

23/14 Code of Conduct Issues – Update – Information from Monitoring Officer – The Clerk referred to Minute 11/14 and apologised that he had not yet produced the convenient sized fold up version of the Council's Code of Conduct and stated that he would circulate a copy prior to the next meeting. **Resolved** – That the report be noted.

24/14 COMMUNICATIONS – There were no items.

25/14 QUESTIONS BY MEMBERS OF THE COUNCIL – There were no items.

(Ward Councillor Pollard arrived at 7.20pm).

PLANNING MATTERS

26/14 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>Land south of Goodmanham Lodge Farm, Cross Gate, Goodmanham</u> - Erection of a wind turbine (60 metres to hub, 86.5 metres to tip) with associated access and cable run (ref 14/00239)	That the Parish Council objects to this application and that that the Clerk, in consultation with the Chairman, be asked to prepare a response taking account of the views expressed by Members at the meeting.

(b) that a letter be sent to the Minister for Local Government and Communities and the local Member of Parliament expressing concern at the proliferation of turbines in the East Riding and that further applications like the application relating to Goodmanham (ref 14/00239) keep coming forward and the difficulties communities face on protecting the local environment from such developments due to government policy which favours applications for turbines.

27/14 Decisions - Resolved – That the following decision of East Riding Council on the application stated be noted:

<u>Application</u>	<u>Decision</u>
(1) <u>89 Main Street</u> - Erection of 4 detached dwellings with detached garages (ref 13/01894)	Approved

28/14 EAST RIDING COUNCIL MATTERS – The following items were briefly discussed:

- Sewerage Issue – Further to Minute 16/14 Ward Councillor Pollard undertook to make further enquiries with East Riding Council to ascertain whether the issue had been resolved and also to clarify what the problem was.
- Pooling Water along Etton Road – Councillors referred to Minute 16/14 and reminded Ward Councillor Pollard of the need for attention to the drainage along Etton Road from the opposite Chantry Lane towards the B1248 as pools of water are crated whenever it rains. Ward Councillor undertook to pursue the matter with East Riding Council.
- New sign along B1248 – A Councillor expressed concern at the size and location of the new sign which had been erected on the left hand side of the road in the direction of Beverley indicating that Etton was accessed via Rootas Lane which was a single carriageway road with no parking places, and particularly when there is already appropriate signage at the crossroads.
- Extension of 30mph Speed Limit beyond the Village Limits – Further to Minute 16/14 the Council was reminded that the request for an extension of the 30mph limit zone was included in East Riding Council's forward programme for consideration in the next financial year. It was agreed that if not already done so the Parish Council's concerns should be brought to the attention of the Police.

Resolved - That the report be noted.

(Ward Councillor Pollard left at 7.45pm)

29/14 Sancton Hill Wind Farm Extension Proposal – It was reported that Sancton Parish Council had extended an invitation to Councillors to attend a meeting on 14th March 2014 regarding the proposal for 11 further turbines at the Sancton Hill wind farm (previously circulated). **Resolved** - That the Parish Council object to this proposal and that in the event of the Council being consulted upon a planning application before the next meeting the Clerk, in consultation with the Chairman, be authorised to submit an objection reflecting the Council's previous decisions regarding wind turbine applications.

EAST RIDING OF YORKSHIRE COUNCIL

30/14 Flood Liaison Group – The next meeting was scheduled for 30th May 2014. One representative was permitted to attend. **Resolved** – That the information be noted.

31/14 Dog Fouling Pilot Scheme – An email from East Riding Council dated 23rd January 2014 was submitted inviting the Council to nominate Councillors to participate in a pilot scheme aimed at training Councillors regarding the level of evidence needed for the service of a Fixed Penalty Notice. **Resolved** – That the information be received.

32/14 Beverley to Market Weighton Rail Trail Management Plan Consultation – Further to Minute 138/13 it was reported that East Riding Council was inviting comments on a Management Plan in respect to the Beverley to Market Weighton Rail Trail (previously circulated). The closing date for comments was 5th April 2014. **Resolved** - That the information be received and that any Member wishing to comment on the Plan should forward their comments to the Chairman before 5th April 2013 and that the Clerk will then liaise with the Chairman regarding the submission of any comments.

33/14 Meeting with Ward Councillors – It was reported that the Chairman had been unable to attend the meeting on 22nd January 2014 but that Councillor Wright had attended. **Resolved** - That the report be noted.

34/14 Local Flood Risk Management Strategy – Progress - An email from East Riding Council dated 19th February 2014 was submitted (previously circulated) informing parish/town councils of progress on the Council's Local Flood Risk Management Strategy. The strategy will set out how East Riding Council will work with partners to manage the risk of flooding from 'local' sources over the next 15-20 years, including from surface water run-off (rainfall), groundwater and small watercourses (email previously circulated). East Riding Council had produced a Draft Scoping Report for the Strategic Environmental Assessment (SEA) setting out how it proposes to undertake the (SEA) of the Strategy and Flood Risk Management Plans. It included a review of the relevant plans and programmes, baseline environmental information and a proposed set of SEA objectives and monitoring indicators. Comments on the report were invited by 23rd March 2014. **Resolved** – That the information be received.

35/14 Step-by-Step Guide to Reviewing Your Community Emergency Plan - Further to Minute 125/13 when an Update of the Parish Emergency Plan was submitted a copy of a Step-by-Step Guide to reviewing Community Emergency Plans published by the Emergency Planning Section, East Riding Council was submitted. **Resolved** – That the information be noted.

36/14 'Making It Happen' East Riding Local Plan – Proposed Submission Strategy Document and Allocations Document – A letter from East Riding Council dated 23rd January 2014 was submitted. A copy of the attachments to the letter had been previously circulated. The closing date for comments was 10th March 2014. At this stage in the process only comments in relation to legal compliance, the duty to co-operate and the soundness of the documents were permitted. **Resolved** – That the information be noted.

37/14 RISK ASSESSMENT – ANNUAL REVIEW - A report was submitted inviting the Council to review its current risk assessments. **Resolved** – That the Risk Assessments be approved as now submitted.

38/14 ASSET REGISTER – ANNUAL REVIEW – The Council reviewed its Asset Register. **Resolved** – That, subject to the deletion of the Strimmer and also the deletion of the word "lamps" and the substitution therefore of the word "lampposts", the Asset Register as now submitted be approved.

EAST RIDING COUNCIL LOCAL GRANTS FUND SCHEME

39/14 Proposed Grant Application – Consideration was given to an application for a grant from East Riding Council's Local Grants Fund Scheme for the provision of an Emergency Store for the Parish Council's supply of salt and sand bags and other emergency equipment on the car park at the Light Dragoon Inn, Etton to the rear of the bus shelter and also for the provision of a new Village Notice Board on the wall of the Village Hall. The application was for a grant of £1,839.53 based upon the 2 quotations submitted by Clark and Hay for the work. It was reported that following an enquiry to the Planning Department the Parish Council had been informed that planning permission would be required in respect to the proposed Emergency store. The Landlord of the Light Dragoon Inn had indicated that he and the Brewery were willing to approve the proposal to site the store on the pub car park subject to the Parish Council indemnifying them against any claim for injury or damage from its customers arising from the siting of the store on the car park. Councillors were reminded that whilst the car park was in the conservation area the Parish Council had no other suitable land available to site the Emergency Store. **Resolved** – (a) That the grant application be approved and submitted to East Riding Council seeking approval subject to planning permission being obtained; (b) that prior to the grant application being submitted the Clerk will contact the Council's insurers to check that the Parish Council can provide the necessary indemnity to the Landlord and the Brewery; (c) that a planning application be submitted in due course for the siting of the Emergency Store on the pub car park, and (d) that subject to the necessary confirmation from the Council's insurers and in the event of the grant application being approved by East Riding Council a letter be sent to

the Landlord and the Brewery confirming that the Parish Council will indemnify them against claims associated with the siting of the store on the car park.

40/14 Adoption of Health and Safety and Equalities Policies – A report was submitted indicating that it was a condition of any grant approval under East Riding Council's Local Grants Fund Scheme that a Parish Council provides confirmation that it has policies in place with regard to Health & Safety and Equalities. A copy of each of the proposed policies were attached to the report. **Resolved** – That the Health and Safety Policy and Equality Policy be approved as now submitted.

41/14 ACCOUNTS – Resolved - (a) That it be noted that the following income had been received since the last meeting;

	£
ERYC – Recycling income	111.60
HM Revenue & Customs – VAT refund	434.74
NatWest Bank – Interest	0.62

(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 2013/14 and the action taken be endorsed:

	£
J Smith - Clerk's Salary – March 2014	66.00
HMRC – PAYE/NI – March 2014	16.50
J Smith - Office Allowance (£100.00), postages (£19.80)	119.80
St Mary's Church, Etton PCC (recycling income)	55.80
Etton Village Hall Management Committee (recycling income)	55.80

(c) that the Council authorise the payment of the following accounts in April 2014:

	£
J Smith (Clerk's Salary – April 2014)	66.00
HM Revenue & Customs (PAYE – April 2014)	16.50

(d) that the thanks of the Village Hall Committee and St Mary's Church for the recycling income grants be noted.

42/14 AUDIT OF ACCOUNTS 2013/14 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 external auditors PKF Littlejohn LLP by 30th June 2013. Details were still awaited regarding the arrangements for this year. If the same timescales were to apply the Annual Return would need to be approved at the Annual Meeting of the Council on 13th May 2014. A copy of the information set out below relating to the accounts for 2013/14 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 2014
 - 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 Clerk reported that the accounts would need amending to reflect the bank interest reported to this meeting. **Resolved** - (a) That the accounts for 2013/14 be approved as now amended for submission to the Internal Auditor; (b) that, in the

event that any minor adjustment is necessary to take account of any changes that might arise after the meeting and before 1st April 2014, the Clerk be authorised to make the necessary adjustments prior to the accounts being submitted to the Internal Auditor, on the basis that any changes will be reported to the next meeting of the Council, and (c) that the draft Annual Return and draft Annual Governance Statement be noted and that the final documents be submitted to the next meeting taking into account any comments from the Internal Auditor..

43/14 CORRESPONDENCE – *Resolved* – That the following correspondence be received:

- (a) East Riding of Yorkshire Council
 - (i) Beverley & Rural Community Partnership – 21st January 2014 – Notes of meeting.
 - (ii) East Riding News – February and March 2014 (submitted).
 - (iii) Electoral Register 2014 (circulated separately for Members' Emergency Plan File).
 - (iv) Chairman's Awards and Commendations – Nominations (previously circulated) – The closing date was 21st February 2014 and following consultation with Members no nominations were submitted.
 - (v) Supporting Carers: Dementia Awareness Course – 25th March 2014 (previously circulated).
- (b) Humberside Police – Parish News – February 2014
- (c) NHS North Yorkshire and Humber Commissioning Support Unit - East Riding of Yorkshire GP Out of Hours Service Survey (previously circulated).
- (d) Clerks & Councils Direct – March 2014.

44/14 ROUTINE MATTERS – The following matters were discussed briefly:

- Lighting up the War Memorial – Further to Minute 17/14 Councillor Heuck reported with regard to the suggested lighting up the Memorial from 4th August 2014 for 4 years to commemorate the centenary of the start of World War I. It was agreed that Councillor Mrs Heuck will continue to investigate the proposal and that an item be included on the Agenda for the next meeting.
- Maintenance of the War Memorial and pond surrounds – Councillors discussed the need to find someone to replace Mr D Welbourn who was leaving the village. It was agreed that the Clerk enquire whether Mr A Hebblethwaite, 118 Main Street would be willing to undertake the work.

45/14 DATE OF NEXT MEETING - *Resolved* – That the next meeting of the Council be held on 13th May 2014 (Annual Meeting of the Parish Council) at 7.30pm as scheduled.

