



# Spaldington Parish Council



.....at the heart of the Community, for the benefit of the Community.....

## FULL PARISH MEETING OF THE COUNCIL

24 April 2023 - 7.30pm

### MINUTES

#### Present:

**Councillors:** Cllr. Ashton (Chair), Cllr. Westin, Cllr. Murphy, Cllr. Ward

**Clerk and RFO:** Mr S Baxter    **Members of the public (MOP):** 0

**Meeting commenced at 7.30pm.**

**Meeting was held at the SALKO Offices, Main Street, Spaldington. All the community were invited to attend the meeting and via the remote function.**

### AGENDA ITEMS FOR DISCUSSION AND DECISION

- Welcome to all Councillors.** The Chair will remind all that the meeting is recorded.  
The Chair welcomed all Councillors and any members of the public to the face to face Parish Meeting and confirmed that while the Councillors and Clerk were present in person, the meeting was also to be streamed via Zoom for other members of the community and press.
- Members of the public participation** – Any questions will be at the discretion of the Chair.  
The Clerk confirmed that there was no members of the public joining on the Zoom connection
- Proposal to exclude members of public from participation** – but can observe  
*For the following agenda points members of the public can observe the meeting but cannot take part in any debate. Any persons not Councillors or the Clerk will be asked to remain silent and muted on Zoom*  
The Clerk confirmed that there was no members of the public and thus no motion was needed.
- Apologies for absence from Councillors**  
The Clerk noted the absence of Cllr. Hall who was absent due to work requirements.
  - Motion to accept the apologies of Cllr. Hall was proposed, seconded and agreed unanimously. Motion carried.*
- Declarations of interest** – for the Council to note including dispensations presented to the Clerk  
The Clerk confirms that there was no declarations of interest made before the meeting.

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17.5.23

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## 6. Minutes of the last Full Parish Council Meeting (13 March 2023) - to formally agree that the minutes are an accurate record

The Chair confirmed that the Clerk had sent the DRAFT Minutes of the last Full Parish Council meeting on the 13 March 2023.

There was a discussion between the Councillors to confirm receipt and all stated they were happy it was a true and accurate record of the meeting.

- *Motion to agree the Minutes of the Full Parish Council Meeting of the 13 March 2023 was proposed, seconded and agreed unanimously. Motion carried.*

## 7. Financial update from the Clerk (including bank reconciliations) - from the Clerk

The Clerk confirmed that he had sent the recent financial report to the Councillors for their perusal. He confirmed that the report covered the period up to the end of March 2023.

The main budget points on reflection was:

- Bank resources at year end were £5,676.08 (£3,532.61 in the reserves account and £2,234.47 in the main account)
- Not including the External Audit investigation cost, there was a surplus for the financial year
- The main budget line which was overspent was the clerking costs - this was down to the work needed for the extra work for the external audit investigation, the newsletters and the infrastructure work for the Council and the necessary overtime
- For 2023/24: as the elections in May 2023 is uncontested, this will result in a far better resource position for the Council

The Councillors discussed the financial position of the Council and agreed that the Council is in the best position it has been in for many years. The Chair noted this was down to the careful decisions and management of the Councillors but also because of the financial administration of the Clerk & RFO which allowed the Council to make the necessary decisions.

All Councillors felt the financial position and organisation was as good as anyone can remember and feel that the community should feel confident on the way it is being managed.

- *Motion to agree the financial report laid by the Clerk to the Council was proposed, seconded and agreed unanimously. Motion carried.*

## 8. End of year financial data & AGAR details - agreement of submitted details by RFO

The Clerk previously sent the AGAR documentation to the Councillors for their perusal. The main elements of the AGAR are the financial data figures but also the confirmation of the proper governance of the resources of the community. These documents will be submitted to the Internal Auditor as part of their checks and review.

R. Hill 17.3.23

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As the expenditure of the Council was in excess of £25,000 it is required by statute that the submission to the external auditor for certification is made and the Council cannot self certify.

The Councillors discussed the AGAR documents and confirmed that their acceptance of the figures and responses to the AGAR questions.

- *Motion to agree the data and the details as completed on the AGAR was proposed, seconded and agreed unanimously. Motion carried.*

## 9. Asset Register - approval by Council

The Clerk previously sent the annual copy of the asset register for the Councillors to review as part of the end of financial year review work. The Clerk conformed that the only addition to the Asset Register was the new noticeboard which has been funded by generous donations from Ashton Composting Ltd and Salko Ltd.

The Councillors discussed the asset register and agreed the validity of the details.

- *Motion to agree the annual Asset Register was proposed, seconded and agreed unanimously. Motion carried.*

## 10. Period of exercise of public rights of annual documents - recom'd period 01 July to 10 August 2023

The Clerk confirmed that the public documents and the accounting papers must be available inspection by the community as per the statute of local governance of local councils. The period is for 30 days and must include a period in July. The Clerk made a recommendation of the period being between 01 July 2023 and the 10 August 2023 - any request for inspection would need to be done by appointment.

- *Motion to agree the recommended period of exercise of public rights of inspection between the 01 July and the 10 August 2023 was proposed, seconded and agreed unanimously. Motion carried.*

## 11. General expenditure for approval - to formally agree that the payments are acceptable:

PAYEE	EXPENDITURE REASON	AMOUNT
Clerk salary and overtime	Contractual for April 2023	Withheld - confidentiality
Clerk's office allowance	Contractual for April 2023	£26.00
Clerk's expenses	Meetings - March PC & Training	£285.90
Website renewal	Total Web Solutions	£99 + VAT
Peninsula insurance	Insurance - April 2023	£116.60 + VAT

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*17.5.23*





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The Clerk stated that the website cost was a bi-annual cost for the provision of the website hosting. The training cost for the clerk was the agreed annual reimbursement for the professional training for the Clerk

Councillors discussed the expenditure in detail as needed. They agreed all expenditure was in order.

It was confirmed that the contract with Peninsula Insurance expires in October 2023 and at that point the Council can ascertain how this to proceed.

- *Motion to agree the expenditure as detailed in the schedule of payments was proposed, seconded and agreed unanimously. Motion carried.*

## 12. Annual Insurance agreement with Gallagher Insurers

The Clerk had made a recommendation to the Council to continue in the three year insurance agreement with Gallaghers Insurance for the provision of the insurance of the street furniture, council liability and the public liability coverage. The Clerk conformed that a proper tender process would need to be done in 2024 for the next three year insurance package.

The Council discussed the need of the insurance and that they were happy to continue with the Clerk's recommended provider of the insurance.

- *Motion to agree the provider of the required insurance for the Parish Council and community was proposed, seconded and agreed unanimously. Motion carried.*

## 13. Annual Auditor appointment - RFO recommendation of Internal Audit Yorkshire Ltd

The Clerk had made a recommendation to the Council to continue with the internal audit provision of Internal Audit (Yorkshire) Ltd. The clerk had stated the IA had provided a good, thorough service of IA and that the governance of the resources of Spaldington was better for the recommendations made the IA over the last two years.

The Council discussed that they were happy that the IA does provide a proper assurance to them and the community.

The Council discussed the need of the provision of the Internal Audit service and that they were happy to continue with the Clerk's recommended provider of the IA need.

- *Motion to agree the appointment of Internal Audit (Yorkshire) Ltd was proposed, seconded and agreed unanimously. Motion carried.*

## 14. Planning Applications - to discuss and agree the decision on each

The Clerk stated that there was no new planning applications or any details on updates on previous applications that had been accepted.

*RMA 17.5.23*

There was however updates on previous planning issues raised by the Parish Council.





i) **Planning Consultation for 23/00375/PLF - 2 Cliffe Cottages, Main Street, Spaldington, East Riding Of Yorkshire, DN14 7NN**

The Clerk made the Councillors aware of this planning application but no comments were submitted. Therefore the default position of this would be that the Council had **NO COMMENT** to add to the planning application.

**15. Boom Solar Panel Development Chair Advisory Group formation - updates and decision on action**

The Chair confirmed that at a recent VAST Meeting, it was discussed by this group and a legal representation that the way to possibly consider objecting was on the idyllic and landscape grounds - this would show that the installation of the large number solar panels would have a detrimental effect on the area. The group had also confirmed that they would be incorporating the group into a company - Howdenshire VAST Ltd - with three directors. It was stated this would allow a more straightforward way to fundraise and seek financial help.

The Chair also stated that a similar group had been set up in Gribthorpe who recently had the local MP attending to ensure he was aware of the local impact of the solar panel installations.

The Council felt that their stance on awaiting the formal planning application before the position of the Parish Council was formulated was still the best option to ensure that any stance that the Council took used all available information - specifically the actual plans by BOOM. The Council discussed that an EOM could also be called if it was felt that the specific issue need to be discussed urgently.

The Chair confirmed that he would be attending the pre public consultation meeting with BOOM on the 25 April 2023 and would report back to the Council at the next meeting.

**16. Village entrance signage - discussion on options and going forward**

Cllr. Murphy confirmed that all the orders for the various elements of the sign build had been ordered and it was hoped that the items would be available for the signage to be constructed during mid May. He confirmed that he would update the Council at the next meeting.

The Clerk confirmed that he would need the invoice and receipts for the build in order to claim the funds from the Wind farm panel.

**17. Coronation celebration - grant and organisation**

The Clerk confirmed that the Parish Council had been successful in obtaining the grant of £500 from the ERYC to fund the Coronation Celebration for Spaldington. As this was an event being organised by the CIC, the Clerk confirmed that they had been made aware of the grant and was awaiting the necessary invoices in order to claim the grant money.

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## 18. May 2023 Elections and purdah for Parish Councils - recommendation and guidance

The Clerk confirmed that he had received confirmation from the Returning Officer at ERYC that as only four candidates had submitted their nominations in a Council with seven places, the election would be uncontested. The four candidates of whom their nomination was accepted were:

- Mr Ross Ashton
- Ms Kath Westin
- Mr Dean Murphy
- Ms Elaine Ward

These persons are current Councillors and thus will be continuing their role of Parish Councillors for Spaldington for the next four years. At the first meeting after the election date, the Council will vote for the position of Chair and Vice Chair of the Council.

The Clerk confirmed that whilst the Council elections for Spaldington are technically uncontested, the status of purdah technically still exists until the election day.

The Council wished to note their sincere gratitude and thanks to Cllr James Hall who has decided to step down from the Parish Council for personal reasons. The Chair and the Councillors wish to put on note their gratuities for his hard work and contribution to the community of Spaldington over the last few years. They also very much appreciate that he has offered to help the Council in any way in the future.

## 19. Procedure for Cooption for Councillors - advice on options and recommendation by Clerk

The Clerk confirmed that as the election was an uncontested election it would leave three Councillor places unfilled on the Council. He advised that the Council take an opportunity to consider how they wish to proceed with co-options of qualified persons to be Parish Councillors - this was in regard to suitability, skillset and future planning.

The Councillors discussed various options but agree that this consideration should be fully debated at the next PC meeting. This would still be in the 35 days period post election which would allow vacancies to be advertised.

## 20. Annual Parish Council Meeting and Annual Parish Meeting - recommended 19 May 2023

The Clerk confirmed that the Annual Parish Council meeting must be held between the 01 March and the 01 June. As there are elections this year, it was more appropriate that these are held after the election in early May.



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In regard to the Annual Meeting of the Parish, of which only the Chair and the Clerk are required to attend is a community organised meeting but the usual approach is that the Council would organise. It is a non-Parish Council event but is a chance for the community to ask questions to the Chair.

The Council discussed the recommendation and agreed that both could be held on the 17 May 2023 - with the Annual Council Meeting at 7pm and the Annual Meeting of the Parish at 8pm.

It was felt that the Annual Parish Council meeting could be held on the same night as the May Formal Parish Council Meeting and then have the Annual Parish Meeting in June.

- *Motion to agreed to hold the APCM on the 17 May 2023 at 7pm and then have the APM in June 2023 was proposed, seconded and agreed unanimously. Motion carried.*

## 21. Urgent or important correspondence - update from the Clerk

The Clerk confirmed that he had written to the Spaldington CIC and confirmed that the Council wish to accept their offer of taking an annual management role of the Telephone Box for the benefit of the community . He also confirmed that the CIC had confirmed acceptance and will commence the Telephone Box management.

## 22. Parishioner concerns relayed to Councillors - any update from Councillors from Parishioners

The Councillors made all aware that the following was brought to their attention:

*i) There was a big deterioration in the road condition of the C88 Spaldington Road and that now there was significant ruts in the road*

The Clerk confirmed that he had written several times to the Highways Team about the state of the road and that it was a safety hazard. He confirmed that he would again write to ensure action was taken.

**Action: The Clerk to write to the Highways Team about the C88**

*ii) It was brought to the Council's attention that the signpost to Spaldington had sunk due to the recent major water leak.*

The Clerk confirmed the sign had sunk and that it would be the Highways Team to repair to ensure that the liability of the sign remains with the Highways Team.

**Action: The Clerk to write to Highways Team about the signage**

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### iii) The issue of a recent static caravan on the Old Rush Farm site

The Council discussed the issue and wanted to ascertain if this caravan breaches any planning permission conditions to ensure that it complies. They asked the Clerk to investigate the issue and report back to the Council at the next meeting.

**Action:** The Clerk to contact the Planning Team to ascertain the validity of the recent installation of the static caravan.

### iv) The issue of parking on the C88 near the Howden Foot Golf Course when the entrance gates are closed

The Council discussed the issue as they felt the parking on the road when the gate entrance is closed can cause a traffic hazard and needs clarification to ensure that it meets the road safety obligation.

They asked the Clerk to investigate the issue and report back to the Council at the next meeting.

**Action:** The Clerk to contact the Highway Team to make them aware of the safety issue and to ask them to review the parking hazard.

### v) The issue of the standard of the driving by some contractors for the AD Plant

The Council discussed the issue brought to their attention by a resident of the community. The incident was that the contractor vehicle nearly caused an accident through the standard of the driving and speed of the vehicle. The resident took a photograph and saw the vehicle enter the AD Plant.

They asked the Clerk to write to the AD Plant contact, both to arrange the update meeting that was agreed last year, but also to make them aware of the issue of the contractors vehicles and the driving.

**Action:** The Clerk to write to the AD Plant contact and arrange the follow up meeting.

## 23. To agree the date of the next Full Parish Council Meeting - 8pm Wednesday, 17 May 2023.

The Clerk recommended that the date of the next PC meeting should held on the 17 May 2023

The Councillors discussed the recommendation and agreed the date for the next meeting.

- *Motion to agree the next Full Parish Council meeting to be held on Wednesday 17 May 2023 at 8pm at the SALKO Offices with members of the public joining as well as a the meeting being shared by a remote digital means was proposed, seconded and agreed unanimously. Motion carried.*

*R M*

MEETING WAS CLOSED BY THE CHAIR AT 9.25PM.

17.5.23