



FULL PARISH MEETING OF THE COUNCIL

19 January 2022 – 7.30pm

MINUTES

Present:

Councillors: Cllr. Ashton (Chair), Cllr. Hall (Vice Chair), Cllr. Murphy, Cllr. Westin

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. Due to the Covid risk assessment and the location, only Parish Councillors were present at the location with the Clerk accessing the meeting via the remote digital Zoom software. All the community were invited to attend the meeting via the remote function.

The link was as follows:

<https://us02web.zoom.us/j/6464337457?pwd=YktQVmRiK0tHOWdEVdVPZzR1UEtlQT09>

AGENDA ITEMS FOR DISCUSSION AND DECISION

1. **Welcome to all Councillors.** The Chair will remind all that the meeting is recorded and the recordings are kept for a minimum of 12 months.

The Chair welcomed all Councillors to the first face to face Parish Meeting for well over a year and the first Full Parish Meeting since May 2021. He confirmed that while the Councillors were present in person, the Clerk was managing the remote Zoom link and was participating remotely.

2. **Members of the public participation** – Any questions will be at the discretion of the Chair.

There were no members of the public in person or linking into the meeting via Zoom.

3. **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

- **Motion to agree the exclusion of members of the public and press from participating (but they could listen) was proposed, seconded and agreed unanimously. Motion carried.**



4. Apologies for absence from Councillors

All Parish Councillors were present at the Meeting and thus there was no apologies for absence.

5. Declarations of interest - for the Council to note including dispensations presented to the Clerk

The Clerk confirmed that there no declarations of interest submitted to him before the meeting. Cllr Murphy did state that he wanted to declare that he had filed an appeal to a planning decision made the ERYC Planning Department and while the Parish Council would not have to comment on the appeal, as the Parish Council had been made aware of the appeal, he wanted to ensure that the other Councillors were aware to ensure transparency.

The Clerk confirmed he had noted as such the and the Chair confirmed that while the Council would note the appeal, it did not have to make any decisions on the process.

6. Minutes of the last Clerk Advisory Meeting (01 November 2021) - to formally advise to the Clerk that the minutes are accurate

The Chair confirmed that the Clerk had sent the DRAFT Minutes of the last meeting, a Clerk Advisory Meeting for the 01 November 2021.

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 Clerk Advisory Meeting of the 01 November 2021 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 last eight weeks as the meeting in December 2021 had to be cancelled unfortunately.

He stated that the Council was on course to be better than budgeted overall and this was down to the prudent, careful management and decisions by the Councillors. He stated that on his projections, the Council would have approximately £9,200 left in the bank at the end of the financial year. The bad news was that he had received an estimated cost from the External Auditor, in regard to their investigation following a complaint by a member of the community, was that the next cost of this was £9,500. This would mean that the bank balance accrued from careful management would be erased.

The Clerk stated that the Council did not have a choice of the cost of the External Auditor cost and that some of the hourly rate they charge was between £225 to £375 per hour.



The Chair asked the Clerk about the overall legal, insurance and External Auditor costs the community had faced over the last three years. He confirmed that from his analysis, including all costs associated, it was well in excess of £40,000 – which meant that the average cost for Band D property in the community was nearly £700 for the recent legal, insurance and External Auditor costs.

The Chair thank the Clerk for the work and that while it was good news that the prudent financial management for this year enabled the Council to ensure everything was paid (including the External Auditor cost) it was with great regret that the council and the community, despite careful planning by this administration, was left with nothing in reserve because of the effect of the legal issues several years ago.

The Councillors agreed that it was very unfortunate but that hopefully this External Auditor cost was the last element of the big recent costs.

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

8. Budget recommendation for 2022/23 – discussion and agreement

The Chair confirmed the budget recommendation had been sent by the Clerk to the Councillors before Christmas and all Councillor confirmed receipt.

The Clerk briefed the Councillors on his recommendation and the reasons for each budget line – especially if the budget recommendation was for an increase. The Clerk continued by stating that the biggest element of the budget was to start to rebuild the reserves of the Council as it was a NALC recommendation that a Council has between 25-50% of the Precept in reserves. Due to the External Audit investigation cost, as at the end of 21-22 year, there would be no reserves. The proposed budget would create a reserve of around £3,000 which would be around 25% of the precept proposed.

The Councillors discussed the budget and agreed that all the increases were necessary and that there was no budget element that could be reduced without affecting the running of the Council.

- *Motion to agree Budget for the financial year of 2022/23 for the Parish Council recommended by the Clerk to the Council was proposed, seconded and agreed unanimously. Motion carried.*

9. Precept recommendation for 2022/23 - discussion and agreement

The Clerk explained, in connection to the Budget agenda point, that the precept would be kept as low as possible as it was the community's money. But that due to external cost pressures, and the need to start to rebuild the finances, he recommended that the precept should rise from £10,000 to £13,500 which would cost the average Band D property an increase of £1 a week – the precept cost for an average Band D property would be £195.37.



The Councillors discussed the precept alongside the budget and all agreed that while it would be preferable to keep the precept at the same level (or a small increase) the fact that all the reserves had been swallowed up by the External Auditor investigation, and the cost of inflation, meant that reluctantly the recommended rise in the precept was a necessity.

- *Motion to agree Precept for the financial year of 2022/23 for the Parish Council recommended by the Clerk to the Council was proposed, seconded and agreed unanimously. Motion carried.*

10. Bank Accounts of the Parish Council – recommendation by the Chair

The Chair stated that he wanted the Council to discuss the consideration of reviewing the three bank accounts that the Council have. The Clerk stated at present the Council had the day to day Unity Trust bank account, but that there were also two HSBC accounts, one with £8.49 and one with an estimated £6,500 balance.

The Chair stated that he felt that it was prudent to merge the two HSBC accounts, but to keep one HSBC account and use that as a reserve account and to use the Unity Trust as the operational account.

The Clerk stated that this would be a prudent way forward as it would allow a backup to the Unity Trust account if ever access was compromised.

The Councillors agreed that this was a good way to manage the risk and agreed on the way forward recommended by the Chair and Clerk.

- *Motion to agree that the two HSBC accounts are merged and then just have one Unity Trust account and one HSBC account was proposed, seconded and agreed unanimously. Motion carried.*

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

PAYEE	AMOUNT
Salary, holiday pay and overtime (for Dec 2021 and Jan 2022)	Amount withheld due to confidentiality
Clerk's office allowance (for December 2021 and January 2022)	£ 26.00
Peninsula Insurance (for December 2021 and January 2022)	£138.62
East Riding Yorkshire Council – <i>streetlight electricity</i>	£298.44
Information Commissioner's Office – <i>annual registration</i>	£ 40.00

The Clerk stated these costs were for two months as there was no Parish Council Meeting in December 2021. He explained that the amount to the ICO was a statutory requirement that had to be paid and



the expenditure to ERYC was for the one streetlight owed by the PC and for the power for the heating element of the defibrillator on Main Street.

The Council briefly discussed the payments and agreed they were acceptable.

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

12. **Payments to Peninsula Insurance** – update from the Clerk and recommendation moving forward

The Clerk stated that he had been in contact with Peninsula on numerous times in order to clarify the current issues of payment and how to resolve these. He was able to confirm that the account with Peninsula was completely up to date and that there was now a standing order for the monthly payment which would be paid around 3-4 days before the amount is due. This would ensure that in future the account would also be up to date with payments and the previous issues would not be repeated.

The Clerk also confirmed that he had been assured by Peninsula that the contact details for the account had been amended to only the Clerk and the Chair, and the names of the former administration had been removed.

13. **Grant for tree planting in the Parish from ERYC**

The Clerk stated it had been confirmed that the Council had been awarded the £3,500 grant for the planting of trees, and as part of the Jubilee Celebrations for this year.

Cllr Murphy confirmed that he had been in contact with the nursery from whom the quote was supplied, and it was confirmed that the quote was for 'bare root trees' and thus expediency was needed to get the plants in the ground before the end of February 2022.

It was agreed by the Councillors after discussion, on the location of the 100 tree saplings and that the PC would look to have one tree marked with a plaque in celebration of the Queen's Jubilee.

14. **Agree new policies** – recommendation from the Chair

The Chair stated that after discussion with ERNLLCA, it was recommended that two additional policies were agreed to ensure that the Council was covered and the Clerk was protected for any employment issues.

The Chair stated that the two policies were:

- *Staff Grievance Policy*
- *Employment Discipline Policy*



The Clerk confirmed that he would ensure the policies were in the same format as the other SPC policies.

The Councillors discussed the need of the policies and the benefit and protection for the Council and the Clerk.

- *Motion to agree the Staff Grievance Policy and the Employment Discipline Policy was proposed, seconded and agreed unanimously. Motion carried.*

15. Telephone Box maintenance – update from Cllr Murphy

Cllr Murphy confirmed that most of the work had been undertaken on the telephone box and that the glazing had been undertaken. He did state that there was some minor work still needed but that it was hoped that this would be done within a few weeks – work depending.

The Chair again thanked Cllr Murphy and his team for the work and all agreed they looked forward to see the finished telephone box completely finished which would be an asset to the community.

16. Update on the External Auditor investigation – update from Clerk

The Clerk stated that he had not had an update on the actual investigation other than being notified in early December 2021 that the estimated net cost of the investigation would be £9,500 – there would be around £1,900 of VAT to be added which could be reclaimed.

He confirmed that once the final results of the investigation were known, the Council would be updated with any linked recommendation.

17. Planning Applications - to formally advise to the Clerk that the planning applications are either supported, not commented upon or rejected and he can formally respond to them

The Clerk confirmed that there were no planning applications to be considered by the PC. He did however confirm that he had received notice that there had been an appeal lodged with the ERYC Planning Team over a refused planning application.

Cllr Murphy confirmed that he was the resident making the appeal as it was agreed with ERYC that there were multiple issues that needed further review and clarification.

The Clerk confirmed that although the PC had been made aware of the appeal, no decision was needed by the PC and it would await the appeal decision.



18. Boundary lines of the Parish

The Chair opened the discussion that it was always prudent to ensure that the Parish Council was aware of the boundaries of the Parish and if it was economically appropriate to see if any applications could be made to amend these.

The Clerk confirmed that if the PC wished to request any amendments to the Parish Boundary Lines, they would need to apply to the ERYC with a certain percentage of the local electorate in support.

The Councillors discussed the various options and possibilities and that they would keep this under review for further discussion later in the year.

19. Parish noticeboard – to discuss and agree way forward, including funding options

The Clerk confirmed that the cheque for the funds from the Spaldington CIC did not clear in the PC's bank which meant that not only was there no immediate funds to pay for the PC noticeboard, but that the PC had incurred banking charges as a result of the uncleared cheque. The Clerk confirmed that a representative from Spaldington CIC had been made aware of the fact that the cheque had not cleared.

The Clerk continued that alternative funding sources had been found and payment would be secure. It was confirmed that Mr Ashton of Ashton Composting Ltd and Cllr Murphy of SALKO Ltd have agreed to combine their support and pay for the Parish Council noticeboard.

The Councillors wished to place on record the thanks of the Parish Council for the support of these local members of the community who stepped to help the Village to get a new noticeboard.

The Councillors did state that if the Spaldington CIC wish to donate any funds in future, the Parish Council would welcome any support for the community.

Action: Cllr Murphy confirmed that he would let the Clerk know of the design of the Noticeboard in regard to the wood, colour and font for the writing to thank the benefactors within a few days so that the noticeboard could be ordered promptly.

20. Review of Christmas celebrations plans

The Councillors discussed what went ahead for the Christmas celebrations and how well it went. It was agreed between all the Councillors that despite the Covid issues, the celebrations went well and it was due to the hard work and commitment of the community.

Cllr Murphy confirmed that he would ensure that a list of the persons involved would be provided so that the PC could ensure that each were publicly thanked.



21. Winter preparation – update from Councillors

The Chair noted the reply from a local resident who normally helps the PC in the winter preparation – there was a query about whether local volunteers would be covered by the PC insurance.

The Clerk confirmed that unfortunately he had not heard back from the insurers and thus could not assure the community volunteers of the insurance coverage.

The Councillors discussed the issue and fully appreciated that in the modern era it was appropriate to ensure that any persons undertaking work for public bodies were covered and thus at the present time as the PC could not ensure they were, the Council should ensure that the community were invited to use the salt in the bins provided, but that the Council could not be held responsible for the risk associated with the use or layering.

The Councillors discussed the current salt levels held by the PC and that each Councillor would check the salt bins near to their house and report any salt levels needing topping up.

22. Spring / Summer Fete for the village

It was proposed by Cllr Murphy that following the success of the *Coming Out of Covid* Autumn Fete in October 2021, that possibly the PC may wish to look into having a fete in the Summer to celebrate the community with the focus on the Queen's Jubilee.

The Councillors discussed the proposal and all agreed it would be a worthwhile project as long as sufficient funding could be obtained.

The Councillors felt that as there was a lot of other issues currently being managed, the issue could be reviewed at a later date but in the meantime the Clerk would be asked to undertake some initial research on possible grants.

23. Complaint from Fylingdales Parish Council to ERYC – initial overview and response

The Chair asked that his item to be considered in the closed session at the end of the meeting and would be discussed under the Complaints agenda point. The Clerk noted this and agreed that it was the Chair's prerogative.

24. Urgent or important correspondence – update from the Clerk

The Clerk stated that other than the communication from Fylingdales Parish Council, there was no other urgent communication sent into the Clerk.

The Chair confirmed that he had received correspondence from various parties but this would be considered in the confidential agenda items.



25. Parishioner concerns relayed to Councillors – any update from Councillors from Parishioners

- i) The Chair stated that he had seen that unfortunately there had been some fly tipping near the Feather Bed land which involved a broken trailer being left filled with old concrete and blocks. He confirmed that he had taken photographs and sent these to the Clerk to report to the ERYC.

Action: The Clerk to report the issue to the Highways Team of ERYC and to supply them with photographs.

- ii) The Chair confirmed that he had received an issue passed by a local resident in regard to a Grade II listed building. The issue was that this building had inserted white PVC windows which were not in keeping with the grade listed house. The Councillors were not aware that any planning permissions had been obtained for this work.

Action: The Clerk to report the issue to the Planning Team at ERYC and ensure they investigate.

- iii) There was an issue brought by the Cllr Westin in regard to the state of the C88 road. The issue is the crumbling and water gathering on the road.

Action: The Clerk to report the issue to the Highways Team at ERYC and ensure they investigate.

- iv) The Councillors did discuss the access issue at the Oak Tree Farm public pathway. They wanted to ensure that there was still access available.

Action: The Clerk would contact the Public Right of Way Team at ERYC to ascertain if they were aware of any access issues.

- v) The Councillors did discuss an issue brought by a resident in regard to a property which had changed the use of a piece of land possibly without planning permission.

Action: The Clerk to report the issue to the Planning Team at ERYC and ensure they investigate.

26. To agree the date and location of the Full Meeting of the Parish Council – recommendation of the 7.30pm on Monday, 07 March 2022.

The Chair asked that the PC consider having an additional meeting in February 2022 as there was quite a few issues under consideration and that waiting seven weeks may be too long.

The Councillors agreed that having a meeting in February was needed, and that a meeting on the first Monday of February would be needed. This would mean the next PC meeting would be the 07 February 2022 at 7.30pm at the SALKO Offices with only Councillors and Clerk in attendance. Members of the public would be welcome to join the meeting via remote digital means.



The Clerk confirmed that he would still be able to manage the Zoom while in attendance of the meeting.

- *Motion to agree the next Full Parish Council meeting to be held on the 07 February 2022 at 7.30pm at the SALKO Offices with members of the public joining by a remote digital means was proposed, seconded and agreed unanimously. Motion carried.*

27. Proposal to exclude members of public from participation due to confidential items

For the following agenda points members of the public cannot take part in any discussion or debate. Any persons not Councillors or the Clerk will be removed from the meeting.

- *Motion to exclude any members of the public and press was proposed, seconded and agreed unanimously. Motion carried.*

28. Financial payments to suppliers and staff

The agenda point was discussed but due to confidentiality the details will be recorded in a separate report.

29. Statutory requests and vexatious communication

The agenda point was discussed but due to confidentiality the details will be recorded in a separate report.

30. Complaints - discussion and update

This agenda item also included the complaint from Fylingdales Parish Council.

The agenda point was discussed but due to confidentiality the details will be recorded in a separate report.

MEETING WAS CLOSED BY THE CHAIR AT 9.45PM.