



FULL PARISH COUNCIL MEETING

01 February 2021 - 7.30pm

MINUTES

Present:

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

Clerk and RFO: Mr S Baxter

Members of the public: Five

Meeting commenced at 7.35pm

AGENDA ITEMS FOR DISCUSSION AND DECISION

1. Welcome to all Councillors and any members of the public sitting in observation

The Chair welcomed all and checked all Councillors were able to see, hear and be heard as the meeting was held via a digital format.

2. **Members of the public participation** - this will be limited to 10 minutes and each member of the public will have a maximum time of three minutes. This is at the discretion of the Chair.

3. **Motion to exclude members of press and public from participation** - but can observe

- *Motion to agree the motion was proposed, seconded and agreed unanimously. Motion carried.*

For the following agenda points members of the public can observe the meeting but cannot take part in any discussion or debate. Any persons not Councillors or the Clerk will be muted on Zoom

4. Apologies for absence from Councillors

The Clerk nor the Chair received any apologies as all Councillors were in attendance.

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

The Clerk did not receive any declarations of interest for any details / agenda points for this meeting.

6. **Minutes of the last Full Meeting** (04 Jan 2021) - to confirm that the minutes are accurate

The Clerk had previously sent a copy of the minutes to the Councillors.

- *Motion to agree the minutes of the Full Parish Meeting on the 04 January 2021 as a true and accurate was proposed, seconded and agreed unanimously. Motion carried.*



7. Minutes of the Extraordinary Meeting (25 Jan 2021) - to confirm that the minutes are accurate

The Clerk had previously sent a copy of the minutes to the Councillors.

- *Motion to agree the minutes of the EOM on the 25 January 2021 as a true and accurate was proposed, seconded and agreed unanimously. Motion carried.*

8. Issue because of sign removed on road - update from the Clerk

The Clerk updated the Council on various communications he has had with the Highways Team at ERYC. They have stated they will ensure the HGV signage is replaced and the Traffic and Parking Team will look to investigate the usage of the road in the next financial year.

The Councillors discussed the issue in more detail and stated that while they felt the number of HGVs had more got worse, it was still feared that the current usage would cause long term damage to the road which may cause the road to be blocked by severe winter issues or flooding.

Actions: Clerk to continue to chase the Highways Team at ERYC and to update Councillors at next meeting

9. Off-road use of Featherbed Lane - update from the Clerk

The Clerk updated the Councillor on the various communication and responses from the PRoW Team at ERYC. They have confirmed that they are aware of the anti-social behaviour of some residents in the community. They have said that while they will look to replace any barriers that have been damaged or removed, because the road is a bridle way, they have to leave space for a horse which unfortunately means that motorbikes (but hopefully not quad bikes) can gain access. The PRoW Team have been in communication with the Police about the anti-social behaviour and want to encourage anyone that sees any off roading to report to the Police immediately.

The Councillors did state that they have not seen any motorbikes recently but still feel the issue has not gone away. They did state that they have seen an increase in Police presence which may be the reason for the decrease in the off roading.

Actions: Clerk to continue to chase the PRoW Team at ERYC and to update Councillors at next meeting

10. Update from Cllr. Hall on the Defibrillator - moved from last meeting

Cllr Hall updated the Council on what action had been undertaken to ensure that the de-fib machine in the main street was fit for purpose. He had been in contact with Defib Machines Ltd who have provided details of a service plan they can offer at £0.50 a day which included annual servicing to ensure that it remained in good working order.

The Clerk made the Council aware that the cost of £182.50 was more than it had been budgeted for - more to ensure that the Council knew this when making a decision.



Cllr Westin confirmed that she was aware that the machine had been used at least once since installation.

The Councillors agreed it was a vital piece of equipment and that the extra amount in excess of the budget was worthwhile.

- *Motion to agree the service contract with Defib Machines Ltd at the price indicated was proposed, seconded and agreed unanimously. Motion carried.*

Actions:

- Cllr Hall to pass the details and contract to the Clerk to review and sign**
- The Clerk to liaise with the company to commence the contract and servicing**

11. Confirmation of vacancy of Councillor role – update from the Clerk on co-option applications

The Clerk updated the Councillors on the situation of the co-option applications. He confirmed that there was only one application from MRS ELAINE WARD and her application had been sent to the Councillors

He made it clear that the Council was not actually obligated to appoint by co-option just because they had received an application although they would have to explain why if they did not.

The Councillors discussed that Mrs Ward had been on the Council previously but her Councillorship was made vacant due to an issue with the forms which needed completing within a certain timeframe.

All Councillors agreed that she would be an asset to the Council.

- *Motion to accept the application by MRS ELAINE WARD to be co-opted onto the Council was proposed, seconded and agreed unanimously. Motion carried.*

MRS ELAINE WARD WAS THUS CO-OPTED ONTO THE SPALDINGTON PARISH COUNCIL.

Her access and participation at the Full Meeting was granted immediately although until she signed the Acceptance of Office form (and thus be bound by the Code of Conduct) she could not vote.

Actions:

- The Clerk would liaise with Cllr Ward and the Chair to get the necessary forms signed in his presence**
- The Clerk would ensure the Election Team at ERYC would be notified**
- The Clerk would ensure the applicable SPC Councillor email address was set up and liaise with Cllr Ward for her to gain access**



12. Financial update from the Clerk – including bank reconciliations

The Clerk had previously sent the full financial update and bank reconciliations to the Councillors for their perusal. He confirmed that in his estimation the Council was probably going to be around £900 under budget and that the finances had benefited from a more austere management of the finances by the Councillors.

The only budget line which would be significantly in excess of the budget was the Clerking cost which was in excess due to various overtime costs because of issues such as the External Auditors report letter as well as FOI / SAR requests from a resident.

The Council agreed that until the cost of the External Auditor was known, a tight reign of the finances should be maintained.

- *Motion to agree the financial update presented by the Clerk was proposed, seconded and unanimously agreed. Motion carried.*

13. General expenditure for approval

- Salary and Expenses of Clerk – amount withheld due to confidentiality
- Peninsula Insurance direct debits for February 2021 - £138.62 / month
- Payment to Carol Bradley for outstanding postage - £8.50

The Clerk had previously sent all the expenditure detail to the Councillors for their perusal.

The Councillors discussed in more detail the expenditure to Carol Bradley – the Chair confirmed that this was an expense previously agreed for Carol Bradley for postage while she was on the Council but that the cheque had been resubmitted to the Council. It thus stands that the amount is owed.

- *Motion to agree the general expenditure schedule presented by the Clerk was proposed, seconded and unanimously agreed. Motion carried.*

18. Correspondence to discuss

- ERYC - Emergency Planning details
- Unity Trust Bank – various communication about bank account
- ERYC - COVID-19 Members Briefing
- Wendy Mckay – Further communication from FOI requests
- Internal Audit Yorkshire – communication on services
- Rural Services – Rural Services Bulletin
- ERYC – Consultation on the Draft Flood Risk Test Document
- ERYC – ProW issues SPC raised



- ix) Police – detail of crime statistics
- x) ERYC Legal – advice on issue
- xi) Communications with residents

The Clerk went through the various pieces of correspondence received from various persons. No significant issues that needed more definitive explanation.

19. Planning Applications for discussion and decision of support

- 20/04305/CM - R100 Energy Limited Anaerobic Digestion Plant, Spaldington Airfield, Wood Lane Brind, East Riding of Yorkshire DN14 7NG

The Clerk had previously sent all details of the planning application to all Councillors for their perusal and review.

The Councillors discussed in detail the application and the link to previously applications by R100 Energy Ltd that were successful. They discussed it would be sealed unit which should produce any smells that the Community were fearful of. The Councillors did fear that this was just a continuation of multiple applications.

The Clerk made the Councillors aware of what options they had in regard to reply to the Planning Team.

- *Motion to state that the Council had **NO OBSERVATIONS** to the planning application was proposed, seconded and unanimously agreed. Motion carried.*

Actions: The Clerk will ensure the Council's opinion will be submitted to the ERYC planning portal.

20. Banking of the Parish Council – update by the Clerk

The Clerk updated the Council on the progress of the banking application. There had been a delay because of some ID documents the UNITY TRUST BANK needed from Councillors.

Now that they have all the documents it is hoped this application will be completed promptly.

21. Telephone Box maintenance – update from Cllr Murphy

Cllr Murphy confirmed that the phone box had been sent away for sand blasting and painting and should be returned to the Community within a few weeks. He did also invite suggestions from the Community for ideas – such as already been received: a hub of books and toys to be left for use and return, for the phone box to be filled with plants and flowers as well as converting the phone box to a public lavatory.

Cllr Ward felt it would be good if maps of local walks could be included as often walkers in the area are not sure of some walking routes.

The Council agreed that this item to be discussed further at the next meeting which by then the phone box will have been returned and a decision can be made.

Actions: The Clerk to ensure that the issue is on the agenda and for it to be discussed at the next meeting.



22. Newsletter for Parishioners

This issue was one that was raised by a member of the public at the last Full Council Meeting.

The Councillors did agree that there are some members of the Community who do not engage with social media or the SPC website and thus a newsletter would be a good way to update all irrespective of IT capability. They discussed what format was best – all Councillors felt a small 1-2 page newsletter may be appropriate in regard to cost.

The Council did appreciate that there was a time and thus cost issue as the responsibility would fall on the shoulders of the Clerk.

- *Motion to look into producing a newsletter for the Community was proposed, seconded and unanimously agreed. Motion carried.*

Actions: The Clerk agreed that he would design a provisional format and pass this to Councillors for their opinion.

23. Update on the FOI request from Ms Wendy McKay

The Clerk updated the Council on the continuation of the FOI and SAR from Ms Wendy McKay. The Clerk stated that a provisional response had been made to Ms McKay within the timeframe required under statute.

There was two months of minutes from meetings of which the signed copy could not be provided as it was not located in the records surrendered by the previous administration. The second file of document which could not be provided was the personnel file belonging to Ms McKay when she was employed by SPC. Unfortunately, this file (of which Ms McKay had provided evidence of existence when she left the role at SPC) was not surrendered to the Council by the previous administration and despite communication from the Council to the previous administration this record was not forthcoming.

The Clerk stated that emails had been received from the previous administration which stated that this file and other employment trial bundles was sent to Peninsula Insurance Legal Team after they been offered to the current Chair and another Councillor. The Chair refutes this absolutely in that he was never given an opportunity by the previous administration and it is a continued pretence (in his opinion) that the previous administration in being uncertain of facts.

The Chair stated that he had spoken to Peninsula several months ago and that the claim by the previous administration of what they had to do with the various documents was incorrect.

The Council agreed that the claim by the previous administration in that they sent documents to Peninsula Insurance should be verified and that the Clerk should write to Peninsula Insurance to be sure.

Actions: The Clerk to write to Peninsula Insurance for not only confirmation of their receipt of the documents that the previous administration had allegedly sent, but also for more detail on how the Council get the full copies of the Employment Trial bundle – including timeframe and costs.



24. Update on the External Auditor investigation

The Clerk updated the Council on the current situation with the External Audit investigation. He had received a reply from PKF Littlejohn that although they could confirm that they had spent two hours so far on the work (which would cost the Council in excess of £700) they could not provide an estimation of the timeframe or cost.

25. Records of the Council and question of location

The Clerk stated that as part of the FOI and SAR from Wendy McKay, it was clear that not all the records that she wanted a copy of was included in the records surrendered by the previous administration. From various communication with the previous administration, it was confirmed that while they had allegedly sent some records of the Council (in particular that of the personnel file of MS McKay) to Peninsula Insurance, they still had various records which should have been surrendered by the previous administration to the Council at the cessation of their involvement.

The Chair stated that the emails that the Clerk had received (and had been cc'd to the Chair) made various references to the allegation that the Chair and another Councillor was given three opportunities to collect these extra records as well as the Trial Bundle. The Chair and the rest of the Councillors completely refuted this and feel it is highly misleading.

The Chair also stated that during the communication emails with the previous administration, they had made several further claims that not only had the Chair not collected records of the Council (which he strongly refuted), but they had made continued allegations that Cllr Westin played a role in an alleged misappropriation of £20,000 that belonged to the Council. The Chair felt this was a disgraceful attempt at besmirching the good character of Cllr Westin - no evidence had been provided by the previous administration.

Cllr Westin felt that this allegation had been made before and despite continual requests no evidence had ever been provided by any persons making allegations.

The Council agreed it was now appropriate that the previous administration should provide evidence to substantiate the allegations they have made or be formally invited to fully apologise.

- *Motion to formally request the previous administration to provide evidence of their allegation that Cllr Westin was involved in any Council funds being misappropriated was proposed, seconded and unanimously agreed. Motion carried.*

Actions: The Clerk (after receiving the address of the previous administration) to formally write to the persons in the previous administration to provide evidence of their allegation or to formally apologise. Any response would be brought back to the Council for the next meeting.

26. Internal Audit - recommendation from Clerk

The Clerk stated that he had started to look at options for the internal audit of the Council's records and procedures. He stated that he had been in contact with a firm called INTERNAL AUDIT YORKSHIRE which not only could provide the necessary auditing, but also could provide a transparency check of the way the Council operates. The Clerk continued by stating that while there should be no criticism of the



previous auditor, because of the various issues found (and subsequently reported to the External Auditor) it may be better to start afresh in regard to the internal auditing.

The Council discussed this recommendation and they felt that the transparency check would be very beneficial and reassure the community because of the various issues faced by the Council over the last few years.

The Clerk confirmed the cost for the service was circa £300 which the Council agreed that while it was £50 over the budget, it was a worthwhile spend.

- *Motion to agree to the recommendation of the Clerk to use INTERNAL AUDIT YORKSHIRE as the internal audit provider was proposed, seconded and unanimously agreed. Motion carried.*

Actions: The Clerk would contact the firm and start to arrange the internal audit service.

27. Signs on Pathways in the Parish

Cllr Westin provided an update that during walks around the community it was clear that there was a lot of signs around various paths which were not present – and she felt that some people walking the area may get lost due to the lack of appropriate signs. There was multiple way markers that need reinstating.

It was agreed that Cllr Westin would undertake several of the walks and note which signs are missing and bring this back to the Council at the next meeting.

Actions: The Clerk would ensure that the issue was included in the agenda for the next meeting.

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

Cllr Westin brought up the issue of some waterlogging and water leaks in a area just outside of the Parish but had been brought to her attention. The area was at the Capellos Paddock near the golf course. She stated that she was aware that contrary to some local beliefs, the owner of the land had actually moved various animals away from the area to ensure they weren't affected and that she had received numerous offers of help to ensure that the animals on the land were looked after.

It was felt that while the land was technically outside the Parish, it would be appropriate to write to the Clerk of the Parish (of which the land in question is situated) and offer any help.

This matter would be discussed further at the next meeting.

Actions:

- The Clerk would write to the Clerk of Wressle Parish to offer help
- The Clerk would ensure this issue is included in the agenda of the next meeting

29. Motion to agree the next Meeting of the Parish Council – 7.30pm on Mon 01 March 2021 by Zoom