

WOODMANSEY PARISH COUNCIL**14TH DECEMBER 2015****VILLAGE HALL, WOODMANSEY**

Present: Councillors Mrs Harold (Chairman), Miss Beal, Bowden, Hart, Mr Los, Oliver, Mrs Richardson and Shores.

Ward Councillors Jump and Mathieson and John Smith (Clerk)

Members of the public: Nil

Apologies for absence were submitted from Councillors Mrs Los, Swaby and Dr Waddington.

199. DECLARATIONS OF INTEREST – Councillor Hart declared a pecuniary interest in Agenda item 7(b)(i) insofar as it related to the comments submitted on planning application 14/03506 (Thorndyke Farm, Hull Road, Woodmansey – Construction of a ménage (Minute 208 below refers) in the event that there should be any discussion on that item. Councillor Mrs Harold having previously declared an interest in the application for financial assistance by Woodmansey Youth Club (Minutes 181 and 183 refer) indicated that she would not take any part in the decision on that recommendation (Minute 200 (b) below refers).

200. MINUTES - Resolved – (a) That the minutes of the meeting of the Council held on 16th November 2015 be confirmed as a correct record and signed by the Chairman and (b) that the recommendation in Minute 183 be approved and that the action taken in paying the grant prior to this meeting be endorsed.

MATTERS ARISING

201. Local Grant Fund – Provision of Three Defibrillators – Further to Minute 169 it was reported that the equipment could not yet be installed as the Council was still awaiting delivery of the three external cabinets. **Resolved** – That the report be noted.

202. APPOINTMENT COMMITTEE –The minutes of the meeting of the Appointment Committee held on 7th December 2015 were submitted. The Committee had recommended the appointment of a new Clerk subject to satisfactory references. The Clerk read out the reference that had been obtained. **Resolved** – (a) That the minutes be received, and (b) that the Council ratify the appointment of Mrs Judith Roberts of Juniper Cottage, 1 Manor Barn, Millington, York, YO42 1TX as Clerk to the Council on salary scale points 23-25 at a commencing salary of £5,071 (SCP 23) with effect from 1st January 2016.

203. NEW CLERK - The Chairman invited Mrs Judith Roberts into the meeting, and introduced her as the new Clerk to the Council.

204. BANKING ARRANGEMENTS – REVISED MANDATE – The Clerk reported that it would be necessary for the Council to revise its Bank Mandate to reflect the appointment of Mrs Judith Roberts as Clerk in terms of managing the Council's bank accounts. **Resolved** – That approval be given to the new Clerk informing Barclays Bank of the need for the Bank Mandate to be revised to reflect her appointment as Clerk in terms of managing the Council's bank accounts.

205. WOODMANSEY VILLAGE NEIGHBOURHOOD DEVELOPMENT PLAN – Further to Minute 172 Councillor Oliver reported orally on his latest discussions with Mr Gluck (Ruralis) and Mrs J Hobson, East Riding Council regarding the need to undertake a Strategic Environment Assessment given that it was not the intention to identify any specific development sites in the proposed draft Neighbourhood Development Plan. It was intended that Mrs Hobson, Councillor Oliver and Mr Gluck would arrange a meeting with the Environment Agency and Natural England to discuss the matter. In view of this the proposed meeting of the Steering Group early in December 2015 did not take place. **Resolved** – That the report be noted and Councillor Oliver provide an update to the next meeting.

206. New Neighbourhood Planning Guidance – An email from East Riding Council dated 10th December 2015 had been previously circulated indicating that as the Parish Council was aware East Riding Council had a duty to provide support and advice to Town and Parish Councils that were preparing a Neighbourhood Plan. This had included advising the Council following the designation of its Neighbourhood Area. A series of new topic notes had recently been published by East Riding Council providing further guidance on Neighbourhood Planning. Those notes were available on its website (<http://www.eastriding.gov.uk/neighbourhood-planning/>) and covered various aspects of Neighbourhood Planning, including:

1. An Introduction to Neighbourhood Planning;
2. The relationship between Neighbourhood Planning and the East Riding Local Plan;
3. Step by step guide to preparing Plans and Orders;
4. Undertaking environmental assessments;
5. Guide to community consultation and engagement;

6. Support and funding for Town and Parish Councils; and
7. Further information on Neighbourhood Planning.

East Riding Council had also prepared a Memorandum of Understanding for Neighbourhood Plans to help encourage productive working relationships between the Council and Town and Parish Councils. That document confirmed the level and extent of support that would be available to Town and Parish Councils as they progress their Neighbourhood Plan. Councillor Oliver stated that the information would be brought to the attention of the Steering Group. **Resolved** – That the report be noted.

PLANNING APPLICATIONS

207. Planning Applications – Resolved – That the following comments be forwarded to East Riding Council on the application stated:

<u>Application</u>	<u>Comments</u>
(1) <u>Land West of Lincoln Way, Beverley</u> - Erection of 99 dwellings with associated infrastructure and open space (Ref 15/03764).	That the Parish Council supports the application but would comment (a) that the Planning Authority should: (i) take into account the importance of retaining existing shrubbery for screening purposes; (ii) ensure the provision of adequate street lighting on this development, and (iii) ensure that the highways are to standard as the Parish Council has concerns that some of the proposed roads seem a little narrow, and (b) that the Parish Council fully supports the spread of the affordable housing units throughout the development.
(2) <u>8 Bramble Hill, Beverley</u> - Erection of single storey extension to rear (ref 15/03377).	That the Parish Council supports the application so long as there are no neighbour objections.

208. Comments Submitted to the Planning Authority – Resolved – That the comments submitted to East Riding of Yorkshire Council on the application set out below following consultation with Members be noted:

<u>Application</u>	<u>Comments</u>
(1) <u>Thorndyke Farm, Hull Road, Woodmansey</u> - Construction of a ménage (ref 15/03506).	The Parish Council supports this application which is an improvement of the existing business at the property and should be welcomed.
(2) <u>1 Sackville Close, Beverley</u> - Erection of link extension from existing garage to dwelling and increase of roof height of existing garage including canopy to front elevation and 2 dormers to front roof slope (ref 15/03619).	No objections

209. Decisions of the Planning Authority – Resolved – That the following decisions of East Riding of Yorkshire Council be noted:

<u>Application</u>	<u>Decision</u>
(1) <u>The Victoria, Victoria Road, Beverley</u> - Erection of a 75 bed Care Home with associated car parking and landscaping following demolition of existing Public House (ref 15/00581/).	Approved
(2) <u>School House, Beverley Road, Dunswell</u> - Erection of two storey extension to side (ref 15/03006).	Approved
(3) <u>Red Roof, 5 Dene Close, Dunswell</u> – Retention of summer house (ref 15/03212).	Approved
(4) <u>9 Dene Close, Dunswell</u> - Retention of pitched roof over existing garage (ref 15/03213).	Approved.

- (5) 21 Blenheim Road, Beverley - Erection of single storey extensions to front, side and rear (re-submission of planning permission 15/02236) (ref 15/03276). Approved

TREES

- 210. Tree Applications – Resolved** – That the following comments be forwarded to East Riding Council on the application stated:

<u>Application</u>	<u>Comments</u>
(1) <u>Ivanhoe, 66 Hull Road, Woodmansey</u> - TPO Woodmansey No.7 - 2007 (Ref:1052): Chestnut; Fell due to disease and potential danger, Oak; fell as diseased, Cherry; fell due to disease, Silver Birch; Fell, due to overhead power line works and future health issues. (Ref 15/03852).	Recommend that the application be referred to East Riding Council's Tree Officer for determination.

EAST RIDING COUNCIL MATTERS

- 211. Consultation re Proposed Diversion of Woodmansey Footpath No. 13** – A letter from East Riding Council dated 27th November 2015 was submitted inviting comments on the proposed diversion of public footpath no. 13. **Resolved** - That East Riding Council be informed that the Parish Council supports the proposed diversion.

- 212. Consultation re 3-Yearly Review of Winter Services** – An email from East Riding Council dated 18th November 2015 was submitted. **Resolved** – (a) That the information be noted, and (b) that Mr C Beal be asked to refill the Parish Council's salt bins from the Council's existing supply.

- 213. Informal Consultation – Transfer of Dog Control Orders, Designated Public Place Orders (No Drinking Zones) and Gating Orders to Public Spaces Protection Orders** – An email from East Riding Council dated 20th November 2015 was submitted. **Resolved** – That East Riding Council be informed that the Parish Council has no observations on the proposals but would comment that the following sites are actually located within the parish of Woodmansey and not Beverley town as listed:

Deer Park Way children's play area
Keldmarsh Primary School
Queensgate Cemetery
Beverley Grammar School (part)
Figham Springs children's play area

- 214. Connect to Support Website** – Attention was drawn to a website for adults in the East Riding who need support to live independently. <https://www.connecttosupport.org/s4s/WhereILive/Council?pagelD=362#gsc.tab=0>. **Resolved** – That the information be received.

- 215. BANK RECONCILIATION STATEMENT - NOVEMBER 2015 – Resolved** – That the statement be approved.

ACCOUNTS AND FINANCIAL STATEMENT

- 216. Income – Resolved** – That it be noted that no income had been received since the last meeting of the Council.

- 217. Balances** - It was reported that the current balance was £55,829.51 but that sum did not take into account any expenditure committed or anticipated for the remainder of the year. **Resolved** – That the report be noted.

- 218. Payment of Invoices – Resolved** – That the following payments be approved:

	£
J Smith (monthly salary – December and Gratuity)	1,337.24
HM Revenue (PAYE & NI) (JS) (December)	644.64
J Smith (Allowance – Home Office Use – April to December)	375.00
J Smith (Allowance – Home IT equipment use – April to December)	256.50
J Smith (Allowance – Home Telephone use – April to December)	60.00
J Smith – Reimburse postage costs and memory stick	27.54
ERYC (Grass cutting King Street Play area)	232.51
ERYC (Grass cutting Southwood Park play area)	771.28

219. BUDGET 2015/16 UPDATE - ESTIMATES AND PARISH PRECEPT 2016/17 – A report was submitted indicating that the Parish Council was required to determine a budget for 2016/17 and the way in which the costs are to be met, including the setting of a precept. The report incorporated the following documents:

- Receipts and Payments for the current year compared to the budget set in December 2014 and detailed estimate sheets showing, broken down into individual headings, actual expenditure 2014/15, the original budget for 2015/16, the projection for 2015/16 and a discussion budget for 2016/17:
- A schedule showing 2015/16 Budget - Major Variances;
- Details on an item by item basis of receipts and payments in the current year:

When the budget for 2015/16 was set it was anticipated that there would be a net deficit of £4,102.06. The projection for the year now showed a likely deficit of £5,872.07. Details were submitted of significant variances between the original estimate and the current projection. When the estimates for 2015/16 were prepared, it was anticipated that there would be a balance at 31st March 2016 of £57,512.42. The anticipated balance was now £51,317.30. Good management practice suggested that the General Reserve should not exceed the precept for the year. It was likely that the External Auditor would require an explanation if the reserves were greater. It was however permissible to build up reserves for specific future projects. The Council considered the discussion budget for 2016/17 and the amount to be raised through the precept. The budget had been calculated using the original estimate and applying, where necessary, an inflationary amount of 1% and a nil increase for staff wages subject to any national pay award. In setting the precept for 2013/14 the Parish Council had had regard to the proposed receipt from East Riding Council of Council Tax Support Funding. The Parish Council did not receive any Council Tax Support Funding for 2015/16 and it was not anticipated that any support would be received in 2016/17. East Riding Council had confirmed that the tax base for 2016/17 was 2473.5 which meant that if the Council were to set precept at £17,955 as for 2015/16 it would result in a decrease of 6p in the amount of council tax paid by residents. **Resolved** - (a) That the projected budget for 2015/16 and set out in the Appendix to these Minutes showing an overall deficit of £5,872.07 be approved; (b) that it be noted that the anticipated balance at 31st March 2016 is £51,311.12 made up as follows:

	£
General Reserve (available balance)	26,317.30
Election Fund as at 1/4/16	3,000.00
Community Area Improvements as at 1/4/16	20,000.00
War Memorial Maintenance Fund as at 1/4/16	2,000.00

and (c) that the Council approves a budget for 2016/17, as set out in the Appendix to these Minutes, showing net expenditure of £22,944.00, and (d) that a precept of £17,955 be levied for 2016/17.

MEETINGS OF OUTSIDE ORGANISATIONS

220. Joint Meeting with Representatives of Beverley Town Council and Molescroft Parish Council – Councillor Oliver reported orally on a meeting held on 9th December 2015 and the information forwarded to Mr A Toes, East Riding Council regarding the proposed fitness trail. The meeting had also discussed neighbourhood development plans, youth provision in the three Council areas and also the provision of parish boundary signs. **Resolved** – (a) That the report be noted, and (b) that the Parish Council would support “Welcome to Woodmansey” and “Welcome to Dunswell” signs informing the public when they are entering/leaving the respective parish areas.

221. Other Meetings - Councillor Oliver reported orally following his attendance at a Rural Partnership stakeholders consultation event regarding the preparation of a new Rural Strategy and suggested that members might wish to log on to the website to view the consultation documents. **Resolved** – That the report be noted.

MISCELLANEOUS CORRESPONDENCE

222. The Old Thearne/Wawne Ferry – A suggestion by a resident that the Council provide some form of historic notice board at the location of the old ferry from Thearne to Wawne for the benefit of tourists had been previously circulated. Ward Councillor Mathieson informed the Council of her dealings with regard to heritage interpretation and offered to contact the resident on the Council's behalf regarding his suggestion. **Resolved** – That the information from the resident be forwarded to Ward Councillor Mathieson who will contact the resident regarding the suggestion.

223. Other Correspondence - Resolved – That the following correspondence be received:

- (a) East Riding of Yorkshire Council:
 - East and North Yorkshire Waterways Partnership Meeting on 15th December 2015 (previously circulated).
 - Beverley Renaissance Partnership - Agenda and minutes for meeting on 2nd December 2015 (previously circulated).
 - Parish News – December 2015 (previously circulated).
 - Making Time for Winter – December 2015
 - Chairman's Awards 2016 – Closing date for nominations is 31st January 2015.

Joint Local Access Forum Agenda - 16th December 2015 (previously circulated).

- (b) Humberside Police - Community policing in your area – Letter dated 3rd December 2015 (previously circulated).
- (c) SLCC – The Clerk – November 2015.

224. NON-ATTENDANCE AT MEETINGS/RESIGNATION – COUNCILLOR S BRADLEY (VICTORIA WARD) – It was reported, further to Minute 71, that as previously indicated Councillor Bradley had telephoned the Clerk to report his resignation as a Parish Councillor but that this had not been confirmed in writing. Subsequently Councillor Bradley had not attended a meeting for a consecutive period of six months. In these circumstances the Council was advised that it should declare a casual vacancy. **Resolved** – That a casual vacancy be declared in the Victoria Ward, that a public notice be published and that in the event of no request for an election being received by East Riding Council the Parish Council will look to fill the vacancy by co-option at its next meeting.

225. ANY OTHER BUSINESS – The following items were briefly discussed:

- Proposed residential development on the site of the former Leo Schultz School, Hull – Ward Councillor Jump informed members that they had attended a drop-in session regarding the proposed development which was on land within the Dunswell area.
- Concerns regarding a static caravan parked in a field down Long Lane, Woodmansey – It was agreed - that the matter be brought to the attention of the Planning Enforcement Officer.
- Height of perch seats in bus stops at Plaxton Bridge – It was agreed – that this matter be considered at the next meeting.

226. NEXT MEETING - Resolved - That the next meeting be held on Monday, 18th January 2015 at 7.30pm.as scheduled.

Appendix A

WOODMANSEY PARISH COUNCIL				
Detailed Estimates 2015/16 and 2016/17				
	2014/15 Actual	2015/16 original budget	2015/16 Projection	Approved Budget 2016/17
	£	£	£	£
INCOME				
Council Tax Support Fund	0.00	0.00	0.00	0.00
Bank Interest	25.90	20.00	12.38	15.00
Miscellaneous	797.08	0.00	2,006.42	0.00
Awards 4 All Grant	0.00	0.00	0.00	0.00
Locality Grant	700.00	0.00	0.00	0.00
Commuted Sums	13,458.07	0.00	0.00	0.00
Value Added Tax	3,080.91	0.00	1,667.93	0.00
Total Income	18,061.96	20.00	3,686.73	15.00
EXPENDITURE				
General Administration				
Audit fees	430.40	431.00	430.00	436.00
Stationery	40.60	50.00	23.45	50.00
Printing	163.38	200.00	125.73	150.00
Insurances	3,576.06	3,650.00	2,416.07	2,600.00
Subscriptions	151.98	85.00	118.00	118.00
Hire of rooms	0.00	91.00	0.00	0.00
Lease of land (Village Hall)	0.00	0.00	690.00	250.00
Seminars/training	0.00	20.00	0.00	20.00
Postages	31.58	40.00	34.54	40.00
Equipment	92.86	15.00	4,181.31	15.00
Office allowance	500.00	500.00	500.00	500.00
IT equipment allowance	342.00	342.00	342.00	342.00
Telephone costs allowance	80.00	80.00	80.00	80.00
Books	0.00	20.00	0.00	50.00
Bank charges	34.24	0.00	0.00	0.00
Wreaths	38.50	40.00	38.50	40.00
Miscellaneous	734.08	0.00	0.00	0.00
Contingency	0.00	0.00	0.00	0.00

	6,215.68	5,564.00	8,979.60	4,691.00
Election Costs				
Elections	0.00	0.00	0.00	0.00
Staff Costs				
Clerk	5,339.98	5,403.06	6,657.23	5,123.00
Cleaner	0.00	0.00	0.00	0.00
Mileage	0.00	0.00	0.00	50.00
	5,339.98	5,403.06	6,657.23	5,173.00
Property Costs				
Seats	404.12	0.00	404.12	0.00
Shelters	0.00	100.00	0.00	100.00
Bins (<i>plus salt spreader etc.</i>)	277.07	0.00	0.00	0.00
Notice boards	0.00	1,000.00	2,133.27	500.00
War Memorials	0.00	500.00	0.00	500.00
	681.19	1,600.00	2,537.39	1,100.00
	2014/15 Actual	2015/16 original budget	2015/16 Projection	Approved Budget 2016/17
	£	£	£	£
Play Areas				
safety inspection	157.00	160.00	154.00	160.00
grass cutting	1,315.65	1,500.00	1,536.49	1,550.00
tree works	1,370.00	1,000.00	0.00	500.00
miscellaneous	48.00	250.00	0.00	250.00
repairs	0.00	1,000.00	0.00	1,000.00
major improvements	11,836.00	0.00	0.00	0.00
cleaner services		0.00	0.00	0.00
	14,726.65	3,910.00	1,690.49	3,460.00
Facilities				
Lighting - maintenance	445.87	500.00	445.87	520.00
Lighting - improvements	0.00	0.00	0.00	0.00
Miscellaneous	0.00	0.00	0.00	0.00
Youth outreach	0.00	0.00	0.00	0.00
Youth Club costs	0.00	0.00	0.00	0.00
salt bins	0.00	500.00	0.00	500.00
	445.87	1,000.00	445.87	1,020.00
Neighbourhood Plan				

Awards for All grant	3,419.00	0.00	0.00	0.00
Locality grant	6,456.50	3,000.00	0.00	5,000.00
	9,875.50	3,000.00	0.00	5,000.00
Section 137 Grants				
local organisations	2,620.00	1,600.00	5,545.00	2,500.00
	2,620.00	1,600.00	5,545.00	2,500.00
Value Added Tax	2,942.23	0.00	1,658.22	0.00
(petty cash a/c) - net	0.00	0.00	0.00	0.00
Total Expenditure	42,847.10	22,077.06	27,513.80	22,944.00
Balance (to be met from precept/reserves)	24,785.14	22,057.06	23,827.07	22,929.00
Precept	18,000.00	17,955.00	17,955.00	17,955.00
To be met from reserves	6,785.14	4,102.06	5,872.07	4,974.00
BALANCES				
Balance at 1/4/15		57,189.37		
Net expenditure 2015/16		5,872.07		
Balance at 1/4/16		51,317.30		
GENERAL RESERVES				
Election Fund at 1/4/16		3,000.00		
Community Area Improvements Fund at 1/4/16		20,000.00		
War Memorial Fund at 1/4/16		2,000.00		
Clerk's Gratuity Fund		0.00		
Available to spend excluding commitments		26,317.30		