

NEWBALD PARISH COUNCIL

MINUTES OF THE MEETING OF NEWBALD PARISH COUNCIL HELD ON 1 FEBRUARY 2021 AT 7.30PM VIA ZOOM

Present: Councillors G. Steward (Chairman) B. O’Sullivan (Vice Chairman), M. Bushby, S. Dongray-Burke, J. Howard, G. Lewis, S. Milner, E. Openshaw, B. Smith, D. Stewart.

In attendance: Suzanne Smith (Clerk to the Council), County Cllr. P. Greenwood

1. PUBLIC FORUM - none

2. APOLOGIES

Cllr. J. Barrett – shielding

3. DECLARATIONS OF INTEREST

3.1. Declarations of Interest

Cllr. Lewis – items 7-2, 19, 20 – non pecuniary

Cllr. Milner – items 7-2, 20 – non pecuniary

Cllr. Openshaw – items 7-2, 20 – non pecuniary

Cl. O Sullivan – item 6-3 – non pecuniary

3.2. Dispensations – none

4. APPROVAL OF MINUTES

Resolved: that the minutes of the meeting held on 13 January 2021 are signed as a correct record.

5. FINANCE

5.1. Effectiveness of Internal Financial Controls and Risk Management

Following a review of measures, it was

Resolved:

- i. Members are satisfied that proper internal financial and risk controls are in place.
- ii. The updated Risk Assessment and Management document is approved (see Appendix 1).

5.2. Approval of Payments

Resolved: In accordance with financial regulations, the following payments were noted and/or approved.
Clerk to arrange payment where appropriate.

<u>Date</u>	<u>Payment</u>	<u>Payee</u>	<u>Reason</u>	<u>Payment Type</u>
13/01/2021	£14.39	Zoom Video Communications	Ability to hold online meetings	Pocket
13/01/2021	£3.60	Microsoft exchange	.gov.uk email address	Pocket
16/01/2021	£11.28	Microsoft	MS Office subscription	Pocket
28/01/2021	£300.00	Yorkshire Wildlife Trust	Habit and stream work – The Mires	Int. Payment
29/01/2020	£5.00	Createsend/ Com	Send emails to email list	Pocket
31/01/2021	£367.99	ERPF	Pension contributions	Int. Payment
31/01/2021	£1,232.38	Miss. S. F. Smith	Clerk salary	Int. Payment
31/01/2021	£249.79	HMRC	Tax and National Insurance	Int. Payment
02/02/2021	£449.14	Shed Grounds Maintenance	Grass cutting cemetery/ churchyard	Int. Payment

6. PLANNING

6.1. Notices of Decision

None received.

6.2. Planning Applications Received After Publication of the Agenda

The Chair combined this item with item 22 to allow County Councillor Greenwood to speak.

No new applications had been received but Members discussed the fact that the planning application for a pig farm down Cliffe road (20/01149/PLF) was going back to the Planning Committee on a technicality. Although it had been refused planning permission by the Committee on 18th January 2021, it would now be discussed again on Monday 8th February 2021.

County Cllr. Greenwood pledged her support and that of her colleagues, Cllrs. Gateshill and Beaumont, in the continuing fight against the development. It was agreed that the Clerk would once again raise the profile of the application amongst residents and encourage them to put comments on the planning portal and/or contact the ERYC Case Officer by email ahead of the next hearing.

Cllr. Greenwood left the meeting.

6.3. Development of Hall Farm (Planning Application 20/03469/PLF)

No matters were raised in relation to this.

7. SOBER HILL WIND FARM COMMUNITY BENEFIT FUND

7.1. Exclusion of Press and Public

As no members of the public were present, nor had requested to attend, this was not felt to be necessary.

7.2. Decisions on Sober Hill Wind Farm Community Benefit Fund applications

Resolved: that the following grants are awarded:

Applicant	Project	Amount requested	Total Project Cost	Match Funding	Amount Granted
Newbald Village Hall	FCC Third Party Contribution for NVH Phase 3 Option 1 Roof and exterior walls refurbishment - 10.75%	£5,459.71	£77,705.71	92.97%	£5,459.71
St. Nicholas' Church	Stonework restoration	£3,722.00	£3,722.00	0.00%	£3,349.80
NYPP	Refurb of main hall to create a brighter, more vibrant, multifunctional space	£7,920.00	£15,502.00	48.91%	£7,920.00

An application submitted by NPFA (see below) was put on hold because the work would involve drainage work on land that does not belong to them. Members felt that it was imperative that NPFA proved that they had the right to carry out that work before undertaking it.

NPFA	Lane Drainage (access route from South Newbald Road)	£19,427.20	£21,427.20	9.33%
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7.3. Other matters relating to this fund – none were raised.

8. STREET LIGHTING IN SOUTH NEWBALD

The Clerk said that she had given the go ahead for the work. As agreed under delegated authority, ERYC engineers would do an exploratory dig to see if it would be necessary to dig across the drive at Molesgarth. If, as most likely would be the case, it was not, the work could proceed. If it was necessary to dig across the drive, then this matter would be discussed again. Should the work prove non-viable, ERYC had confirmed that the maximum cost to do the dig and back fill it would be £200.

9. LEAKS AND FLOODING

9.1. Current Leaks and flooding

Members once again raised the issue of water flowing down Spring lane but missing the drains at the bottom, thus creating a flood on South Newbald Road.

9.2. West Wolds Slow the Flow

Having had opportunity to look review the objectives of the group, Members agreed that they were happy to attend joint meetings with other parish Councils to discuss flooding problems. These meetings would consider issues but also the best approach to future public parish-wide zoom meetings about flooding.

10. HIGHWAY MATTERS

10.1. Pot Holes

Members raised the issue of pot holes which had once again appeared on Burgate despite being repaired more than once. The same was true on the A1034.

11. COMMUNITY RENEWABLE ENERGY SCHEME

BACB had submitted a new version of the Feasibility Study, which members had had the opportunity to view ahead of the meeting.

Resolved: that NPC submits the new version of the report to Tees Valley Combined Authority (TVCA) and pays BACB's invoice once TVCA confirms its approval of the feasibility study.

Cllr. Howard said that discussions he had held with an international organisation specialising in community energy was very interested in the scheme. They did not see the barriers outlined in the feasibility study as being insurmountable. He said he would like to pursue this further once he had the final copy of the report. Members were supportive of that.

12. KEEPING THE VILLAGE TIDY

12.1. Employment of a Handyman

The Members considered HMRC's rules around employing someone on a freelance basis. It was apparent that anyone doing work for the Council needed to provide a fixed quote for a job, rather than working on an hourly basis. Otherwise, NPC would have to employ them and put them on the payroll.

12.2. Scope of Works

Members agreed that there were many jobs around the village that NPC could ask contractors to carry out, which would improve residential amenity. These would be looked at on a job-by-job basis. The Clerk was asked to include a piece in the next newsletter encouraging residents to let NPC know of maintenance work they would like NPC to consider undertaking. She would also encourage residents to look after their own parts of the village.

13. DOG FOULING

13.1. School Poster Competition

Cllrs. O'Sullivan and Smith said that they had determined the winners of the competition. They would forward details about the winners and the winning posters on to the Clerk so that they could be reproduced and put up around the village.

13.2. Signage

Members considered the costs of creating and installing four weatherproof dog fouling signs around the village. The Clerk had obtained quotes and said that it would cost in the region of £300 to have them created and installed.

Resolved: that four signs are ordered and put on the road side grass verges at the four entrances to the village – Westgate, Beverley Road, Burgate and South Newbald Road.

14. NEIGHBOURHOOD PLAN

Members agreed that they would like to look further into creating a Neighbourhood plan and what it would involve. The clerk said she would arrange a meeting with the ERYC Officer who was a specialist in this field. As requested by the officer, Members agreed to send over details of what they considered to be the main issues in Newbald which they would like to see addressed in the plan.

15. PUBLICITY FOR SERVICES SERVING NEWBALD

The Clerk said that a resident had asked if NPC could publicise a paper delivery service offered by a shop in Market Weighton.

Members felt that to do so would set a precedent whereby NPC would have to agree to promote any business that requested it, which could be difficult to achieve. Therefore, in the interests of fairness, they decided against it.

16. CENSUS 2021

The Clerk said she had received notification of the 2021 census and had been asked to promote it widely around the village. Members agreed that they were happy for her to do this.

17. CHRISTMAS LIGHTS

Members discussed the possibility of putting up more Christmas lights this year after receiving comments that the lights on the tree were very dim and the green looked dark. This had been exacerbated by the fact that the pubs were shut.

Members agreed that the possibility of tapping into a power source, such as a streetlight, should be looked at again, with a view to putting on a better display in 2021.

The clerk said she would investigate the possibilities and get some quotes.

20. NPFA

Cllr. Lewis said that he had nothing to report at this moment in time.

21. VILLAGE HALL

Cllr. Milner said she had nothing to report at this moment in time.

22. NYPP

Cllr. Stewart said she had nothing to report at this moment in time.

23. ERYC COUNCILLORS - See minute 6.2.

24. INFORMATION EXCHANGE

None.

Meeting closed at 9.28pm

APPENDIX 1**NEWBALD PARISH COUNCIL****RISK ASSESSMENT AND MANAGEMENT 2020 (Reviewed December 2020)**

Area	Risk	Level	Control
Assets	<p>Protection of physical assets:</p> <p>Benches around Parish Litter bins 1 notice board Cemetery War Memorial Village Hall Centenary Bench Defibrillators Planters</p>	L	<p>Assets insured for total of £50,000 - £75,000.</p> <p>Public liability/indemnity is covered by the Parish Council Insurance for all benches, notice board, defibrillator, cemetery and the war memorial.</p> <p>The Village Hall is leased to the Village Hall Management Committee. They have in place insurance to cover the Village Hall and have responsibility for all maintenance, risk assessments and the running of the hall.</p> <p>The benches, litter bins, notice board, Centenary Bench and defibrillators are insured against damage and theft, coming under the category of risks/property in the Parish Council insurance.</p> <p>The War Memorial is covered as an asset in policy as detailed above.</p> <p>Written risk assessments/reports of Cemetery and items on The Green to be carried out annually in the summer and a visual assessment each winter.</p> <p>Defibrillators are checked weekly to ensure they are functioning correctly.</p> <p>Responsibility for doing a risk assessment on the Village Hall lies with the Village Hall Committee.</p>
	Security of buildings, equipment etc:	L	<p>Village Hall – see above.</p> <p>All equipment is kept inside the Clerk's house – always either occupied or locked.</p> <p>The office equipment is insured under the category of risks/property.</p>
	Maintenance of buildings etc.		The Village Hall is managed and looked after by the Village Hall Management Committee. The building in the cemetery is covered under the category of risks/property.
Liability	Risk to third party, property or individuals	M	Public & Products Liability Insurance in place.

	<p>Benches</p> <p>Churchyard</p> <p>Cemetery</p> <p>The Green/The Mires</p>	<p>All the benches in the village were examined and documented in March 2019. No safety work was felt to be necessary though the benches do need weatherproofing. In May 2016 one bench which had sunk slightly was brought back up to ground level. The benches will be checked formally again in 2021, though they are constantly monitored for any obvious problems.</p> <p>The bench opposite The Becksies had all the planks replaced with highly durable recycled plastic material in September 2019.</p> <p>The Churchyard will be covered in written risk assessments/reports carried out annually. The first risk assessment was carried out in July 2011 by a professional contractor, with a specialist memorial inspection taking place in October 2011. All actions coming out of these reports were dealt with.</p> <p>Risk assessments looking at general health & safety as well as safety of memorials have continued to be carried out at least six monthly, the most recent being in September 2020. Recommendations were minor and are being actioned. A check on the safety of every headstone was carried out in January 2018 and those requiring securing were secured.</p> <p>Written risk assessments/reports will continue to be carried out annually each spring, with a visual assessment each autumn.</p> <p>A general risk assessment of the cemetery was carried out in July 2011 by a professional and a specialist memorial inspection took place in October 2011. All actions recommended by these reports were taken.</p> <p>Risk assessments looking at general health & safety as well as safety of memorials have continued to be carried out at six monthly intervals, the most recent inspection being in September 2020. A check on the safety of every headstone was carried out in January 2018 and work was carried out to secure those that needed it.</p> <p>Risk assessments looking at general health & safety are carried out at least six monthly, the most recent being in September 2020. The one arising action came out of these reports.</p> <p>Written risk assessments/reports will continue to be carried out annually each Spring, with a visual assessment each Autumn.</p> <p>Applicants wishing to use the Green/the Mires will have to provide a copy of their public liability insurance. The Parish Council must check that the liability insurance is adequate for the event they are proposing.</p> <p>Management of the beck through the Mires has been contracted to the Yorkshire Wildlife Trust.</p>
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	The Becksies		Management of the Becksies has been given to an expert organisation – Yorkshire Wildlife Trust – it forms part of their Higher Lever Stewardship Scheme, offering it excellent protection.
	Legal liability as consequence of asset ownership	M	Insurance in place.
Finance	Banking	L	Money with specialist online bank designed to meet the needs of our sector.
	Risk of consequential loss of income	M	No investments currently but any future ones will be reviewed annually by the Parish Council.
	Loss of cash through theft or dishonesty	L	Receipts issued. Indemnity Cover in Parish Council Insurance. Internal audit in place. Regular reconciliations of cash book to bank accounts carried out by the Clerk. These are checked by a Councillor.
	Financial controls and records	L	Frequent bank reconciliations done by Clerk and financial reports provided to Council at least quarterly. Two signatories on cheques. All online payments are set up by the Clerk and require the authorisation of two councillors. Internal and external audit. New financial software has been adopted to provide a firm audit trail, improve financial reporting and minimise any chance of user error.
	Comply with HMRC Regulations	L	Clerk attended training on VAT. HMRC returns now done monthly through RTI (Real Time Information) End of year reports submitted annually and reported to council. Internal and external audit every year. Clerk keeps up-to-date with attendance at training events and using online information.
	Sound budgeting to underlie annual precept	L	Council receive detailed budgets in the late autumn. Precept derived directly from this. Budget set by Council. Expenditure against budget reported to Council at least quarterly.
Employer Liability	Comply with Employment Law	L	Membership of ERNLLCA and NALC. – Executive Officer at ERNLLCA is a Chartered member of the Institute of Personnel and Development. NALC has an employment law specialist.

			The Parish Council has Employer Liability Insurance.
	Comply with HMRC requirements	L	Internal and external auditors carry out annual checks. HMRC returns completed annually and reported to council.
	Safety of Staff and visitors	L	Employers' Liability insurance. NPC's assets are regularly risk assessed.
Legal Liability	Ensuring activities are within legal powers	M	Clerk clarifies legal position on new proposals. Councillors encouraged to read Good Councillors Guide. Councillors provided with Code of Conduct and copy of the Standing Orders and Financial Regulations. Clerk has successfully completed the CiLCA qualification and also attends relevant training courses/conferences. Council is qualified for the Power of General Competence. Full members of ERNLLCA and SLCC –frequently use their advisory services to check our legal position.
	Proper and timely reporting via the Minutes	L	Council meets once a month and receives and approves Minutes of meetings held the previous month. Approved minutes made available to the public via the website, at subsequent meetings and on request. Website provides public information. Newsletter distributed door to door.
	Proper document control	L	Legal and other documents stored in the Clerk's home. Premises are always either occupied or locked. Office contents insured. Files on Clerk's computer backed up on an external hard drive and via Cloud storage.
Councillor propriety	Registers of Interests and gifts and hospitality in place	M	Register of interest completed and returned to ERYC. Gifts and hospitality register not been required as situation has not arisen.

All remaining risks are managed to a reasonable level.

This risk management paper was approved by Full Council at its meeting on **1 February 2020**.

H: High risk, M: Medium risk, L: Low risk