

# NEWBALD PARISH COUNCIL

## MINUTES OF THE MEETING OF NEWBALD PARISH COUNCIL HELD ON 7 MARCH 2022 AT 7.30PM AT NEWBALD VILLAGE HALL

**Present:** Councillors B. O’Sullivan (Chairman), D. Stewart (Vice Chairman), D. Blamires, M. Bushby, J. Howard, G. Lewis, J. Marshall, B. Smith

**In attendance:** Suzanne Smith (Clerk to the Council), Matthew Smith (Chair- NPFA), Alistair Brooke (NPFA)

### 1. PUBLIC FORUM

Matthew Smith (Chair – NPFA) and Alistair Brooke spoke to NPFA’s applications so the Sober Hill Wind Farm Community Benefit Fund (see item 19).

Following confirmation that planning approval had been given by ERYC, NPFA had enlisted the services of a professional fundraiser to help them with the project. Laura Hutchinson from ERYC was also going to help.

The business plan was very close to completion. Just the financial side of it needs to be finalised, which will be done soon.

The Football Foundation will hopefully support them with a maximum £25,000 grant. The architect’s fees have been covered for free and they have people offering other professional services and labour. This should help to keep the cost of the project down. The time donated by volunteers will count as match funding and this will be an attractive proposition to funding providers.

A very rough figure to build a 1,450 sqm building is £350,000. However, they think this will be much reduced.

They feel very confident that the project will go ahead.

In relation to the drainage work on the lane, Matthew and Alistair said that Mr Welton had offered to provide manual labour in lieu of a financial contribution. The Halls had been adamant that they would not contribute, so there was no point in approaching them again.

The work to free the lane of water would be beneficial to all users of the playing field.

### 2. APOLOGIES

Cllr. Openshaw – ill

Cllr. Wright – away

### 3. CO-OPTION OF COUNCILLOR

Members considered the current vacancy on the Council. David Blamires had come to the meeting after expressing interest in the role.

**Resolved:** that David Blamires is appointed as the new councillor.

### 4. DECLARATIONS OF INTEREST

#### 4.1. Declarations of Interest

Cllr. Lewis – item 26, 27 - non pecuniary

Cllr. Marshall – item 25 – non pecuniary

Cllr. Stewart – item 28 – non pecuniary

#### 4.2. Dispensations – none.

### 5. APPROVAL OF MINUTES

**Resolved:** that the minutes of the meetings held on 7 February 2022 are signed as a correct record.

### 6. FINANCE

#### 6.1. Unity Bank

Following Cllr. Milner’s departure, Members considered who might take her place as signatory.

**Resolved:** that Cllr. Marshall will become a signatory to Unity bank.

#### 6.2. Approval of Payments

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

Date	Payment	Payee	Reason	Payment Type
13/02/2022	£3.60	Microsoft	Microsoft Exchange	Pocket
13/02/2022	£11.28	Microsoft	Microsoft Office subscription	Pocket
24/02/2022	£252.00	CWS Property & Maintenance	Installation of the notice	Int. Payment
28/02/2022	£122.50	Solopress	Newsletter printing	Int. Payment
28/02/2022	£5.00	Stargrange email tools	Send/receive emails	Pocket
28/02/2022	£1,234.38	Suzanne Smith	Clerk Salary	Int. Payment
28/02/2022	£247.30	HMRC	Tax+NI	Int. Payment
28/02/2022	£367.99	ERPF	Pension	Int. Payment
03/03/2022	£462.60	Shed Grounds Maintenance	Grass cutting	Int. Payment
03/03/2022	£274.80	M A S Agricultural Services Ltd	Christmas lights accessories	Int. Payment
04/03/2022	£77.03	Printed.com	Printing of newsletter	Int. Payment

### 7. PLANNING

#### 7.1. Notices of Decision

**7.1.1. 22/00284/TPO - NEWBALD VILLAGE - 1971 (REF 131) A1. NORTH NEWBALD CONSERVATION AREA -** Crown reduce 1 no. Beech (T6) by reducing 1 no. limb to the north east by 4 metres in height to reduce the level arm effect, crown lift to 5.5 metres over the highway to allow for the passage of buses, and crown reduce aspect over the neighbouring property by 3 metres back to the previous pruning points – St. Nicholas’ Church– **Planning permission granted.**

**7.1.2. 22/00265/TCA - NORTH NEWBALD CONSERVATION AREA -** Pollard 1 no. Willow tree (T2) at 10-12 metres; Crown lift 3 no. Purple Sycamore trees (G3) by 3 metres over the Rowan tree to minimize suppression, crown lift the south-easterly canopy to 3 metres to match the northern aspect, and crown thin by 15% to improve light penetration – The Mires. - **Planning permission granted.**

#### 7.2. Planning Applications

**7.2.1. 22/00068/PLF**–Change of use of land for the keeping of horses and construction of an equestrian menage with 4 floodlights - Field at Grid Reference 490894 436416 Sands Top.

**Resolved:** Newbald Parish Council would like to emphasise that it is very concerned about potential light pollution. Whilst recognising that the applicant has addressed this in the application, we request that planning conditions are imposed to ensure that light emission is reduced and controlled as much as possible.

**7.2.2. 21/04211/PLF**– Change of use from shop and conversion of outbuilding to provide additional living accommodation, erection of a two storey and single storey extension to rear following demolition of existing kitchen/lobby, construction of dormer window to rear, rebuild boundary wall and installation of sliding gate to side and associated works. Removal of outer skin of brickwork and replaced with natural stone, removal of concrete roof tiles to replace with slates, removal of shop front with associated alterations – 3 The Green – **amended description.**

**Resolved:** Newbald Parish Council has no observations to make other than to emphasise the need for parking spaces to prevent the already difficult parking situation on Burgate from being exacerbated.

**7.3. Other applications received between the publishing of the agenda and the meeting** – none received.

#### **7.4. Pig Farm on Cliffe Road (20/01149/PLF)**

The Clerk informed Members that an enforcement query had been raised after the application was considered to be in breach of approved planning control conditions. Certain work required by the Wildlife Enhancement Plan had not been carried out by the dates required.

The ERYC Enforcement team had considered this and said that the applicant would only be in breach if they started development work at the site. As of now, that is not the case. Should they decide to proceed, they would need to negotiate an alternative Wildlife Enhancement Plan with ERYC or face enforcement action.

#### **7.5. Hall Farm Development (20/03469/PLF)**

The Police were now involved with this case. The applicant did not have a bat licence in place. The police have prevented any further work being carried out that will impact the remaining buildings and parts of buildings, until all the appropriate licences are in place. This could take some time.

### **8. THE QUEEN'S PLATINUM JUBILEE**

Members considered this event further. A 13Amp socket had already been installed by Matthew Smith so the electrical supply on The Green could be used.

**Resolved:**

- i. that a temporary event licence is applied for from ERYC
- ii. that a budget of £500 is allocated, to include the entertainment, and that the Clerk has delegated authority in consultation with the Chair to spend this budget as felt appropriate
- iii. that the Jubilee beacon will only be lit on the Thursday evening as part of the national beacon network and that no event will be organised around it.

### **9. SEWAGE LEAKS AND FLOODING**

Cllr. Marshall reported that the collapsed drain on the Mires had been fixed. The work to line the sewer was almost complete.

### **10. ERYC JOINT LETTER FROM TOWN AND PARISH COUNCILS IN THE EAST RIDING OF YORKSHIRE**

The Clerk reported that she was still receiving responses to the draft letter that she had shared with the other councils. So far many had come back expressing their praise for the letter, which they felt expressed their

concerns very effectively. Some Councils said they felt the letter was too long, others felt there should be specific examples included. Still others, while agreeing with the points raised, did not want to put their name to it so as not to rock the boat.

There are still many councils yet to respond, so the clerk said she would bring this back to the next meeting.

Cllr. Lewis suggested that, rather than sending the letter, NPC may do better to share the letter with the newly appointed Cllr. David Elvidge, warning him that this is the action that the town/parish councils will take if things do not improve. This less confrontational approach may yield better results. ERYC Cllr. Elvidge has responsibility for improving the relationship between ERYC and town/parish councils.

Members noted that there was a new 'town and parish council network meeting' starting on Wednesday 16<sup>th</sup> March, with another on Thursday 17<sup>th</sup> March. The meetings were due to discuss the Town and Parish Council Charter, the revised Code of Conduct and the future of town and parish council network meetings.

## **11. TRAFFIC PROBLEMS IN NEWBALD**

Members considered the problems of inappropriately high volumes of traffic, unsuitably large vehicles and speeding which continue to pose problems in the village.

In particular, this last week, the volumes and speed of the traffic on Townside Road had been ridiculously high and dangerous considering the fact that the road is single width and has a blind bend. This was because Wold Road had been closed. Diverted vehicles were coming through the village and their satellite navigation systems were directing them down Townside Road.

Residents had been very angry and concerned about the situation and had liaised with the parish council, as well as with ERYC directly. ERYC had not diverted the traffic as well as they might have done and a complaint was underway.

Aside from this, the volume of traffic in the village continued to cause problems in every area.

**Resolved:** that NPC writes to the three Ward Councillors asking them for help in addressing this problem.

## **12. COPPER BEECH TREE IN CHURCHYARD**

Members considered a quote of £500 to raise the copper beech higher over the road.

**Resolved:** that this tree should be added to the current programme of works.

## **13. YEW TREE OFF EASTGATE**

The Chair said that she had been told that the tree was on land that belonged to a holding company. It was now clearly dead and potentially dangerous.

**Resolved:**

- i. that NPC should pay to find out the name of the holding company that owns that piece of land and write to them asking them to replace the dead yew tree with a different tree.
- ii. that ERYC should also be asked to take action to make sure that the dead tree is removed and replaced.

## **14. WAR MEMORIAL - QUOTE FOR ADDITIONAL PLAQUE**

Members considered a quote of £945 to put a new plaque on the war memorial with Michael Jones' name on it. This was a lot higher than they had been expecting.

Members agreed that it may be a better use of public money to replace one of the benches in the cemetery and to put a memorial plaque dedicated to Michael on that bench.

Cllr. Bushby said that he would speak to Michael's father to see what his thoughts about it would be.

## **15. COUNTY DEAL**

The clerk tabled an anonymous letter received from a resident requesting that the county councillors be called to resign because they supported the county deal which will see ERYC working closely with Hull City Council on certain funding matters.

As the letter was anonymous, members felt that it was not appropriate to consider it.

## **16. HEALTH AND SAFETY**

### **16.1. Inspections of the Church, Churchyard, The Mires and The Green**

Members considered who would carry out the safety inspections of the parish council's land in the absence of Cllr. Openshaw who was still ill.

*Resolved:* that the Chair and Cllr. Blamires will do the inspections.

### **16.2. Risk Assessment and Management Document**

Members considered an updated version of this document.

*Resolved:* that the revised document is adopted. See Appendix 1

## **17. NOTICEBOARD FOR SOUTH NEWBALD AND MOVING OF BENCH AND LITTER BIN**

The proposed meeting with the ERYC Chief Engineer to discuss this had been delayed due to Covid, so this item was deferred.

## **18. NEIGHBOURHOOD PLAN**

Time being short, this item was deferred.

## **19. NPFA'S APPLICATION TO THE SOBER HILL WIND FARM COMMUNITY BENEFIT FUND**

Members considered the information provided by NPFA at the start of the meeting.

They felt that the drainage work on the lane would be of considerable benefit to the village as a whole. Stopping the water that perpetually flows down the lane would improve access to the playing field. It would make the footpath that runs along the lane much easier to use and prevent large pools of water from forming on South Newbald Road. These pools turn very dangerous when they freeze and are a hazard to motorists and pedestrians alike.

*Resolved:*

- i. that NPFA should be granted 90% of the amount they originally requested for the drainage work on the lane. i.e., £4,140.
- ii. that no further decision should be made about the application for drainage and services to the pavilion until such time as NPC has seen the full business plan, including definite details of proposed funding sources.

**20. PROPERTIES WITH BUSHES ENCROACHING ON THE FOOTPATH**

Cllr. Marshall expressed his concern about certain properties whose bushes were growing wildly and overhanging pavements in a dangerous way.

It was agreed that Members could always knock on a door and make a polite request of the owners to cut the foliage back.

Members also felt that this should be included in the next newsletter.

**21. OLD PUMP ON THE VILLAGE GREEN**

Time being short, this item was deferred.

**22. EMERGENCY PLAN**

Time being short, this item was deferred. The Chair was working on updating the plan.

**23. ERYC COMMUNITY GOVERNANCE REVIEW**

Members did not feel that they had any suggestions that they would like to make as part of the review.

**24. WEST WOLDS SLOW THE FLOW**

No meeting had taken place since the last update.

**25. THE PRATTWOOD**

Cllr. Marshall said that he and Cllr. Howard were looking into rewording the 1901 charter, which was no longer fit for purpose, and also into possible grants for trees.

**26. VILLAGE HALL**

Cllr Lewis said that the Village Hall lights were now only active between 4pm and midnight. They would continue to be motion activated.

**27. NPFA**

Cllr Lewis said there was no new news.

**28. NYPP**

Cllr. Stewart said she NYPP was keen to create scarecrows for the Platinum Jubilee celebrations

**29. ERYC COUNCILLORS - None present**

**30. JOHN BARRETT MEMORIAL SERVICE**

It was agreed that the memorial service should be postponed until Sunday 20<sup>th</sup> March at 2pm, as more people can make that date and refreshments will be easier to provide.

### **31. INFORMATION EXCHANGE**

The Clerk said that she had received information about the 'East Riding Design Guide Consultation' which invited residents to share their opinions on what features of the area in which they lived they felt to be important. The aim of the guide is to celebrate the unique identity and character of the towns and villages across the East Riding to ensure any new developments and planning applications respect the style of the area.

The Clerk said that she would be sharing this with councillors and residents over the coming week.

### **32. CORRESPONDENCE**

#### **32.1. Sustainable Travel in Your Parish**

Members considered a communication from ERYC asking for suggestions for sustainable travel initiatives that ERYC can provide. They did not think they were necessary in the parish of Newbald.

**Meeting closed at 9.30pm**

## APPENDIX 1

## NEWBALD PARISH COUNCIL

## RISK ASSESSMENT AND MANAGEMENT 2022

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>Cemetery building is insured for £9,837. Contents are insured for £33,000. Street furniture is insured for £72,000. Gates and fences are insured for £36,000. War memorials are insured for £48,000.</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 street furniture and war memorials in the Parish Council insurance.</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.		<p>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 property (see above).</p>
Liability	Risk to third party, property or individuals	M	Public & Products Liability Insurance in place.



	The Becksies		contracted to the Yorkshire Wildlife Trust.  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 receives 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 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 **7 March 2022**.

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