
Summary Notes of December 2020 (Ordinary) Meeting

As a point of procedure, it is noted that the December meeting of Woodmansey Parish Council was held remotely, managed by Zoom, due to ongoing restrictions because of the Covid-19 pandemic.

Date of Meeting Monday, 21st December 2020

Time of Meeting 1830

IN ATTENDANCE:

Parish Cllrs Cllr Kerri Harold (Chair); Cllr Amanda Beale (Vice Chair); Cllr Jon Los, Cllr Nick Hart; Cllr Geoff Donkin; Cllr Emma Constable; Cllr Andrew Jolley: Cllr Julie Los

Ward Cllrs Cllr Geraldine Mathieson, Cllr Ros Jump **Parish Clerk** Andrew Crabbe

1. Present and Apologies (Chair to confirm quorum)

Cllrs noted the apology of Cllr Waddington & Astell – Chair confirmed the meeting was quorate.

2. Declarations of Interest – any new / concerning matters on this month’s agenda (Chair)

Chair noted that Cllr Jon Los had expressed a potential conflict in interest in the issue of the PC developing an allotment site. Details of this interest were advised to the Clerk and noted. Cllr Los will therefore be asked to leave the meeting at the point the Allotment item was discussed. No other interests were expressed regarding the evening’s agenda

3. Approval of the previous months minutes (Chair)

Chair asked Cllrs to confirm they had received, read, and agreed with the previous month’s meeting - Cllrs confirmed this was the case and the Chair duly signed the minutes as approved.

4. Report from Ward Cllrs (Cllrs Harold, Mathieson & Jump)

Ward Cllr Jump advised that she was pleased to report Dunswell School had suffered no absence due to COVID-19 and therefore it was good to see the ‘bubbles’ were working.

5. Financial Report (Clerk)

Clerk advised that he had now received a bank statement from Barclays which covered the calendar month, as requested and enabling proper timely reporting of the Parish Councils finances going forward. Clerk presented a copy of the financial report, a copy of which can be found as **Appendix 1**.

Clerk asked Cllrs to note that in terms of cheques presented at the evenings meeting, there were only two – one for the Clerk which included the pay increase backdated to 1st April and a cheque for £10,000 was being presented for approval at tonight’s meeting which was the small business grant which Cllrs had agreed to transfer to the Village Hall Committee. It was proposed this would be handed over in the New Year by the Chair and Deputy Chair.

Cllr Donkin asked if it were known what the Committee proposed to do with the money – Cllr Julie Los advised that as the Village Hall had suffered income loss during the pandemic and the money would largely go to bridge this. There were no further questions from Cllrs and the Clerk confirmed finances remained solvent and stable with no concerns.

6. Planning applications (Cllr Jolley)

Cllr Jolley provided a detailed explanation of recommendations for observations on the months planning applications. The report and agreed observations can be found as *Appendix 2*

7. Police Matters – opportunity for Cllrs to discuss latest crime statistics (All)

Clerk advised that the monthly statistics usually supplied to the PC had not been received.

8. Matters arising – to consider new and on-going issues and decide further action if necessary:

Ongoing Items

8.1 Update of Woodmansey Neighbourhood Plan (Cllr Oliver)

Cllr Oliver reported that he had been busy putting forward the application for further grant funding considering the additional updating / strengthening of the plan required: **Note:** as a matter of record during the evening's meeting Cllr Oliver received confirmation that the grant application had been successful, and a grant had been received for 4.5k for further work on the Plan. Cllrs congratulated Cllr Oliver for his successful application.

8.2 Update on Transport Plan (Cllr Oliver)

Cllr Oliver reported that he had put forward suggestions and invited others regarding the Cycling / Walking Infrastructure plan – these included:

- a crossing refuge point at Token Spire Business Park which had received support from cyclists / walkers during the NP consultation – highways were looking at this.
- Suggested pedestrian route / access from Shepherd Lane to Morrison's site and also street lighting – initial response from ERYC on the latter is that this should have been dealt with at planning development stage, so may come back to the PC, but ERYC are considering this
- Finally, suggestions for a walking route from Long Lane to Minister Way to Lidl – initial response was this was a good idea but may have to go on a 'back burner' until funds allowed it.

Clerk asked if there were any financial implications for the PC from the Transport Plan and Cllr Oliver confirmed there were none.

8.3 Update on allotments (subject to receipt of costs from ERYC for leasing of land) (All)

As a point of record Cllr (Jon) Los left the meeting at this point due to his declaration of interest.

Cllrs discussed letter from ERYC regarding the above. Details of this are with-held at this point due to the potential conflict of interest expressed by Cllr Los. Summary points of discussion are as follows:

- Based on his previous experience with developing allotments from waste ground, Clerk offered to proceed with the project commencing with an exercise to determine interest from the community in the PC establishing an allotment.
- Cllr Donkin felt that more information was required before this could happen as it would result in a lot of questions which the PC might not be able to answer now. Clerk advised he understood this, but the exercise would be just to gauge general interest at this point.
- Cllr Jolley noted that he felt the idea of allotments was an excellent one, but needed a lot of work in terms of how much such a project would cost – ie preparing the site, water to the site etc, and he felt that it needed a feasibility study.
- Clerk noted that many allotments did not have a water supply provided which would be potentially very costly – Cllr Jolley advised he was this was not appropriate, and a water supply was needed. It was understood that there was a water supply to the village hall and therefore there was potential for piping water.
- It was noted that there was also a row of trees on the site and a decision needed to be made what to do with these: i.e., if this area could be used for carparking – Cllrs expressed concern without any provision for this, there was a risk plot owners would park on Long Lane.
- Chair advised she understood all the above points but did not want the project dragging on. It was noted that ERYC had not provided a timescale for the PC accepting / declining their proposal and the Clerk was asked to ascertain this
- Cllr Oliver suggested he contacted the architect involved in the Neighbourhood Plan and see if they would be prepared to design a layout plan – Cllr Oliver believed this could be done within a matter of days.
- Cllrs agreed that prior to the Clerk taking any further actions more information was required.

At this point Cllr (Jon) Los returned to the meeting.

8.4 Update on any proposed Projects in 2021/22 / Budget Review / Precept (All)

Clerk reminded Cllrs he was not recommending an operational / cost of living increase in the precept due to the forecast standing balance at the end of the financial year.

Regarding project spending, Clerk continued that he always recommended that when determining the precept for the year, Cllrs should always ensure the finances were sufficient to ensure project spending was met, even if this resulted in an over calculation, as any surplus would simply be carried over to the next year if not used.



This was far more acceptable than having to go against the agreed budget which did not suggest appropriate financial management. The key was to properly explain to residents why the PC was increasing its precept (which should always be to the benefit of the community) and point out that if a percentage increase seemed high, it was actually often only a matter of pence.

Chair noted that the Clerk had sent out a table of possible projects suggested Cllrs. These included:

8.4.1 WiFi in the Village Hall

Cllr Julie Los who had proposed the project of the Wifi for the village hall advised she had spoken to the Committee who felt this would attract more users of the hall – Cllrs agreed that the proposal was a good idea, however costs received from K.com were quite high. Cllrs agreed that this matter should be referred to the Hall Committee and whilst the PC was happy to help, the Committee really needed to pick up the financial cost of this project. Cllr Beale advised that there were lots of options available as an alternative to the tabled proposal from K.com, and Chair asked if Cllr Beale could liaise with Cllr Los on this. This would be revisited at the January meeting for final resolution.

8.4.2 Development of Allotment site

Cllrs agreed to a provisional allocation of £1000 to this project and but may change subject to any further information from the architect.

8.4.3 Support of the Neighbourhood Plan

Cllrs noted the successful application for the grant, however Cllr Oliver felt that it would be appropriate to put a sum of money in the budget to cover additional unexpected costs. Clerk advised as Financial Officer he thought this was entirely sensible and appropriate.

8.4.4 Support of COVID-19 projects

Chair summarised that there were several organisations still running support frameworks in the community as the (financial and economic) impact of the pandemic was ongoing and was likely to get worse before it got better – Chair asked Cllrs if the PC should put something in the precept to cover any likely donations to such bodies as foodbanks. Cllr Donkin noted as a point of record he did not support any further financial support for Covid support projects as he believed the pandemic would not be as severe in the new financial year and he felt people were weary of having to pay out for these projects.

8.4.5 Development of a Memorial Park.

Cllr Jolley advised that he felt that the likely costs of this were out of reach of the finances of the Parish Council. Clerk noted this but also commented Cllrs it was entirely appropriate for the PC to build up finances for major projects over a period of years if they felt this was appropriate and again the reasons were communicated to residents.

Chair summarised that Cllrs should now advise the Clerk of any project funding (estimates) relating to the above prior to the next meeting at which time final decisions would be made and the PC would submit its precept demand.



New Items

8.5 Issues raised by resident 1) Dog Fouling: 2) Litter Bins: 3) Street Lights on Shepherd Way (All)
Cllrs noted a recent email from a resident who had raised the above issues.

8.5.1 Dog Fouling

Clerk referred to a communication he had previously sent to Cllrs which detailed proposed partnership with ERYC and working with the dog warden, who had also been invited to attend a future meeting. This can be found as **Appendix 3**.

Cllrs agreed that this would be progressed in the New Year with renewed posting of anti-dog fouling notices in key areas, however Cllrs noted that this was a problem in many other areas and although it only involved a very small number of dog owners, the public had to take a role in reporting anyone seen not cleaning up after their dog. Posters would re-emphasise this. Matter resolved with Clerk being instructed to proceed as above.

8.5.2 Litter Bins

Clerk confirmed that he had met with Adrian Hayzelden ERYC Refuse & Streets Supervisor to review the report / itinerary of bins in the Parish which had been issued early in the year. A summary report of the meeting can be found as **Appendix 4**.

Cllrs agreed to the recommendations made in the report – it was resolved to place a new bin on Shopeth Way near the old age pensioner's complex and the Clerk was asked to obtain the cost of this. In addition, Cllrs agreed to investigate anti-litter campaigns and to approach the local schools for them to be involved – all this could be linked to the PC's membership of 'Keep Britain Tidy' campaign which it had joined earlier in the year before the pandemic. It was understood the campaign was looking at renewing its activities in the Spring and the PC would look to take part in these.

8.5.3 Street Lights on Shepherd Lane

Cllrs agreed this item would be taken up by Cllr Oliver as part of the Transport Infrastructure project.

8.6 Anti-social behaviour at the Parks (All)

Clerk confirmed that he had received communications from residents adjoining the park of groups of youths gathering and drinking alcohol late into the evening. A resident had also reported several items had been thrown over into their garden. Clerk continued that he had contacted the Anti-Social Behaviour Team at ERYC who had advised that residents needed to report such matters to the police when they happened.

Cllrs discussed and agreed this was the only way the matter could be addressed, and residents needed to report these matters to the police – even if they were not able to deal with the immediate issue, it would be logged and if a pattern developed this would result in increased police activity in the area. Matter resolved with Clerk instructed to communicate the above via the website and social media.

8.7 Hedge and tree cutting at Beverley Parklands (Cllr Harold / All)

Cllrs noted this item had arisen from a resident's concerns about what appeared to be extensive removal of greenery at the Beverley Parklands. Chair advised she had attended the site in her capacity as Ward Clerk and in summary the landowner had cut back greenery which had grown unattended for several years - therefore whilst the Chair could understand residents' concerns at what appeared to be extensive cutting, in the circumstances this was proportionate.

8.8 Review of current guidance / recommendations re: restrictions for public meetings (Clerk/All)

Clerk advised that the guidelines had not changed and if anything, the pandemic was currently worsening therefore ERYC recommendations remained the same, (face-to-face meetings to be avoided and where possible to meet remotely – i.e. Zoom). Resolved and Cllrs agreed to continue with the current arrangements for the foreseeable future.

8.9 Parish Council representation on Village Hall Committee

Cllr (Julie) Los advised that the Village Hall was looking for new people to join the Committee and if any Parish Cllrs had any capacity they would be most welcome..... if Cllrs were aware of others who may be interested in undertaking this role, then could they contact the Committee to discuss.

Matter resolved in that the Clerk was asked to provide post a notice on the website and social media inviting interest in becoming a member of the Committee and provide the contact details of the Committee Secretary to facilitate this.

AOB

Chair thanked Cllr Oliver on behalf of Cllrs for his recent cleaning of bus stops in the area, in particular one which had some apparent drugs paraphernalia in. Cllr Julie Los raised recent email discussion if the PC needed to look at employing some one to carry out general handyman duties and designated street cleaning (such as the bus shelters) – Cllr Los continued that in previous years the Beverley Roundtable Charity would help in this regard. Matter resolved with Chair to speak to local contact at Roundtable, who would be in turn be asked to liaise with Clerk to re-establish links between the two bodies.

There being no other business, the Chair closed the meeting at 2040 and thanked Cllrs and the Clerk for all their hard work over the year on behalf of the Community.

Date of next meeting – Monday 18th January 2021:

Signed as a true record *Kerri Harold* Date18th Jan 2021.....

Cllr Kerri Harold – Woodmansey Parish Chair

Summary Notes of November 2020 (Ordinary) Meeting

As a point of procedure, it is noted that the November meeting of Woodmansey Parish Council was held as a remote meeting managed by Zoom, due to ongoing restrictions because of the Covid-19 pandemic.

Date of Meeting Monday, 16th November 2020
Time of Meeting 1900

IN ATTENDANCE:

Parish Cllrs Cllr Kerri Harold (Chair); Cllr Amanda Beale (Vice Chair); Cllr Jon Los, Cllr Peter Astell; Cllr Nick Hart; Cllr Geoff Donkin; Cllr Emma Constable; Cllr Andrew Jolley
Ward Cllrs Cllr Geraldine Mathieson, Cllr Ros Jump
Parish Clerk Andrew Crabbe

1 Present and Apologies (Chair to confirm quorum)

Clerk confirmed apologies from Cllr Waddington and Shores – meeting also noted that Cllr (Julie) Los had struggled to access audio for the meeting due and attempts to resolve the issue had inadvertently resulted in her being cut out of the meeting through no fault of her own.

2 Declarations of Interest – any new interests or any concerning matters on this month's agenda (Chair)

No Cllrs advised interests which would affect the evening meeting / agenda

3 Approval of the previous months minutes (Chair)

Chair asked Cllrs to confirm they had received a copy of the October minutes and these were a true record – Cllrs confirmed this was the case and the Chair signed off the minutes.

4 Visitors in attendance

4.1 Cllrs will hear from Mr Andrew Harper regarding proposals for woodland features

Mr Harper explained that he was looking for Parish Council support in introducing featured walks in local parklands for children. for instance, fairy doors on trees all with different looks and features and perhaps involving local schools in the designs – these were extremely popular in other areas with added benefit of encouraging children to be active and taking exercise

The 'doors' / featured walks could also change themes periodically for instance, mythical and fantasy themes / elements of education / awareness of environmental issues.

Cllrs agreed this was an excellent idea and resolved the Parish Council would support the project. Cllr Harold suggested the Clerk should contact ERYC to set up initial contacts to discuss how to proceed and arrange a visit to a pilot area sometime in the future to agree the way forward.

4.2 Cllrs will hear from Mr Tim French, on proposals for solar farm in Cottingham

Cllrs heard from Mr Tim French, Managing Director of Albanwise Synergy concerning a renewable energy development proposal to the north of Cottingham. Whilst the project did not actually sit in the Woodmansey Parish area, it does come up to the border and Tim advised that the Company were keen to engage with Woodmansey as well as Cottingham around the proposals.

Tim presented a slide show with Cllrs outlining the proposal – a copy of this this can be found on the Parish Website.

In summary Cllrs expressed broad support for renewable energy schemes although questions were raised about the size of the development and the actual amount of energy which would be produced compared with other renewable sources. In addition, concerns were also raised about the loss of agricultural land, although Tim advised the project had a life span attached to it, and in addition livestock still could use the field for grazing.

Post Meeting Note – due to time constraints at the Parish Meeting Cllrs agreed that it would be appropriate to organise a designated meeting to discuss the issues in more depth – this has now been determined to be a joint meeting with Cottingham Parish Council and Albanwise, and a report will be made to a future Parish Council meeting

5 Report from Ward Cllrs (Cllrs Harold, Mathieson & Jump)

Ward Cllrs Harold, Mathieson and Jump advised they had nothing major to report at this time.

6 Financial Report (Clerk)

Clerk confirmed that he had still not managed to get Barclays to change the reporting period of the bank statement to enable timely reporting at the parish meetings, this despite the added intervention of Cllr Beale who had attended Barclays branch in Beverley and being promised the matter would be sorted.

After several weeks of no response, he had now received a letter advising that the mandate set up by the PC dictated that even minor administrative changes required signatory approval. He proposed to draft a letter, which he would ask Cllrs Beale and Hart to sign to authorise the change. It might be an opportunity review the mandate to avoid this type of thing happening again in the future.

Clerk presented the financial report to Cllrs which can be found as **Appendix 1** and confirmed there were no threats or concerns with the PC's finances which remained in a stable and solvent manner.

Clerk also noted the figure of £10,000 which had been paid in by ERYC as a Small Business Grant (Covid) and which Cllrs had agreed to pass onto the Village Hall Committee as the original applicant - Clerk would contact the VHC to arrange for this to happen.

7 Planning applications (including Cllr discussion on telecommunications base station upgrade). (Cllr Jolley)

The report and Cllr observations can be found as *Appendix 2*

8 Police Matters – opportunity for Cllrs to discuss latest crime statistics (All)

Cllrs noted an increase in some aspects of crime and agreed that the local police liaison Officer should be invited to a forthcoming meeting to discuss, although it was noted a large number of officers had been hit by Covid, so this may not happen until the New Year.

9 Matters arising – to consider new and on-going issues and decide further action if necessary: Ongoing

9.1 Update of Woodmansey Neighbourhood Plan (Cllr Oliver)

Cllr Oliver reported that a meeting of steering group had taken place, followed by a subgroup to look at the desktop review – a copy of the summary notes had been subsequently circulated to Cllrs by the Clerk. Cllrs Oliver and Harold noted the meetings had been very positive and the summary was to proceed with the existing plan but making selective amendments and strengthen and tidy up several policies – this would be supported by the new consultant, Your Locale.

Cllr Oliver advised this would require further spending although he believed there was still available funding. This would enable the PC to proceed to review and then submission to ERYC. Clerk noted that although funding was possible, Cllrs needed to consider that there was already a small overspend, and there was no guarantee for the funding - if the PC was not able to get this, how would the NP be funded going forward and Cllrs needed to consider a 'Plan B' if the funding was not achieved - this, especially in the context of considerations for precept.

9.2 Feedback from Chair on meeting with ERYC re: request for gifting of land for allotments (Cllr Harold)

This meeting was rescheduled for Friday, 20th November

New

9.3 Policies Review (Cllr Donkin/Clerk)

Cllr Jolley noted that along with Cllrs Beale and (Julie) Los they had undertaken a review of the Appraisal Policy – in summary, due to Covid there had been difficulties in arranging a meeting with the Clerk, and in fact the policy had never actually being used, and Cllrs were now questioning the validity / purpose of the Appraisal policy and considered if there should be a option for the Clerk to opt out.

It was therefore recommended that going forward the policy was adapted to provide some form of flexibility / mechanism for the Clerk to raise any concerns and not necessarily have the formality of the current Appraisal Policy. Cllrs agreed unanimously that this be actioned.

Moving on to Policies in general, Clerk referred Cllrs to earlier correspondence in which Cllrs Donkin and Astell had identified the Standing Orders and Financial Regulations were out of date – it was also noted that most of the respective policies had been directly lifted from NALC templates. Clerk had put forward versions he had drafted for another Parish Council, which he had adapted for Woodmansey.

Cllrs agreed unanimously that with some amendments which were relevant for Woodmansey, the policies should be adopted by the Parish Council and in addition resolved that the Clerk should undertake a more general policy review of policies / procedures in priority order and update as appropriate – finally, a revision schedule should be created to enable the PC to review and ensure policies were up to date and fit for purpose. Target for new policies and procedures would be in place by end of the year.

8.4 Discussion on Precept and Budget Review (All)

Clerk referred Cllrs to previous discussions pertaining to considerations on possible projects in the new financial year and how these might impact on any final precept demand for the PC. This would be in addition to ensuring the PC was able to meet its financial obligations regarding operational spending, which the Clerk would be looking to recommend an inflationary increase – Clerk expressed concern that last year the PC had a very small surplus at the end of the financial year.

Clerk noted that Cllrs had already suggested several proposals / possible projects which included

- WIFI in the village Hall
- The development of an allotment site (including lease, possible water supply, division / creation of plots
- Neighbourhood Plans
- Support of projects such as Beverley Covid Group who worked with vulnerable people during the ongoing pandemic
- Memorial Park (although Cllr Jolley believed the amounts of money required for this project was considerable and not within the financial remit of the PC)

Cllrs had another two months to finalise any project proposals and estimated costs and to factor these into the precept demand. Key would be to communicate the projects to the community and how these would benefit everyone.

8.5 Discussion on Clerks Salary (Cllrs Los, Beale and Jolley)

Cllr Jolley explained that the Clerks salary was not on the National Joint Council for Local Government Services (NJC) scale for some reason, and Cllrs recommendation was to move to the Point 18 scale which would mean an increase of 11.70 to 12.98 per hour reflecting the clerk's workload and the fact the Clerk had not requested any additional hours.

Cllrs agreed unanimously to the scale and backdating to 1st April in accordance with NJC's new scales.

8.5 Review of current guidance / recommendations re: restrictions for public meetings (Clerk/All)

Considering new lockdown and renewed Local Government advice, Clerk reaffirmed his recommendation that the PC should continue to meet remotely for the foreseeable future – Cllrs agreed with the recommendation and resolved that the December meeting would be held remotely.

Clerk reminded Cllrs that the PC could use Zoom for any meetings outside of the Parish Meetings and if Cllrs felt there was a need for additional meetings (for whatever reason) this could be set up – Zoom was never going to be a substitute for face to face meetings but it had its advantages.

AOB

Clerk referred Cllrs to recent item of Enviro-Friendly Charity and their request for placement of clothing banks on PC land as detailed in previous meetings. Clerk noted that he had contacted the Village Hall Committee who were not in favour of siting the banks there for a various reasons, mainly relating to security. Cllrs discussed and agreed there was not much more the PC could do without involving private landowners.

Cllrs unanimously agreed that unfortunately the PC could not proceed with the matter any further and instructed the Clerk to write to the Charity to this effect.

Date of next meeting – Monday 21st December: Cllrs agreed that only priority items (precept and planning) should be discussed at the December meeting due to the proximity to Christmas - also that the meeting should commence at 1830

Signed as a true record *Kerri Harold* Date ...21st December 2020

Cllr Kerri Harold – Woodmansey Parish Chair

Summary Notes of October (Ordinary) Meeting

Point of Procedure: It is noted that the October meeting of Woodmansey Parish Council was held as a remote meeting managed by Zoom, due to ongoing restrictions because of the Covid-19 pandemic.

Date of Meeting Monday, 19th October 2020
Time of Meeting 1900

IN ATTENDANCE:

Parish Cllrs Cllr Kerri Harold (Chair); Cllr Amanda Beale (Vice Chair); Cllr Nick Hart; Cllr Emma Constable; Cllr Dave Shores; Cllr Clive Waddington; Cllr Julie Los
Ward Cllrs Cllr Geraldine Mathieson, Cllr Ros Jump
Parish Clerk Andrew Crabbe

1. Present and Apologies (Chair to confirm quorum)

Apologies were duly noted for Cllrs Jolley, Oliver, Los, Astell and Donkin – Chair confirmed quorate for the meeting to proceed.

2. **Declarations of Interest – any new or concerning matters on this month’s agenda (Chair)**
None declared for the evening’s meeting.

3. Approval of the previous months minutes (Chair)

Chair asked Cllrs to confirm that they had received a copy of the minutes for September – all confirmed they had and no changes were requested. The minutes were duly signed and approved.

4. Report from Ward Cllrs (Cllrs Harold, Mathieson & Jump)

Ward Cllrs Mathieson and Jump in attendance advised there was nothing of note to be raised.

5. Financial Report (Clerk)

Clerk reported that as usual the bank statement had not arrived yet and therefore he was unable to advise which cheques had been cashed – these had been moved into the unpaid box. Clerk confirmed he had written to Barclays asking for the reporting period to be changed from first of month to the last and for the bank statement to be sent in time for the monthly meeting. To date he had received no reply.

Cllr Beale advised that she was due to speak to Barclays shortly and would raise the request with them. Clerk advised he would forward the letter requesting the changes to her.

The financial report was explained by the Clerk who confirmed the Parish accounts were solvent and stable. A copy of the report can be found as **Appendix 1**



Budget Report

Clerk also referred Cllrs to a budget report he had emailed them earlier showing mid-year spending against the budget – this can be found as **Appendix 2**. Clerk continued that although there were no identifiable risks, he pointed out that there had been two unexpected items which had not been budgeted for – the first was the election costs advised by ERYC (with an apology for lateness) and the other was a second payment to Southwood Park for the playground.

Following on from this Clerk emphasised the need for Cllrs to give thought to the forthcoming precept and if there was to be any project or capital expenditure which might influence the precept in 2021/22. He was proposing to include preliminary discussions on the precept at the November meeting with a view to final decisions being made at the December meeting and then advising ERYC in January 2021.

If Cllrs did not foresee any projects or capital expenditure in 2021/22, then he would be recommending a RPI increase in the precept to sustain the current ‘cost of living’ expenditure of the Parish Council.

6. Planning applications (Cllr Jolley)

Chair noted the absence of Cllr Jolley at the meeting and following discussions Cllrs felt there was clarification required for four applications (noted on the report) and agreed to ask for extensions to these to allow Cllrs Jolley, Donkin and Los to fully consider and make recommendations to the Parish Council. In particular Cllrs were concerned to understand what changes had been made to

The Planning Report can be found as **Appendix 3**

7. Police Matters – opportunity for Cllrs to discuss latest crime statistics (All)

No comments were made by Cllrs except to raise concern that there appeared to be an increase in sexual crimes and violence against the person, whilst other crimes were declining. Cllr Beale noted that there was an increase in problem with ‘lampers and poachers. It was also noted that there had been a recent incident at the Woodmansey Garden centre when a group of travellers set up site and demanded money to move on. Cllr Jon Los had reported this at the time and it was subsequently identified as a scam which was reported to the police.

8. Matters arising – to consider new and on-going issues and decide further action if necessary:

Ongoing

8.1 Update and discussion on alleged unauthorised work on proposed residential site on Long Lane (All)

Cllrs noted that the latest update was a further enforcement order had been issued by ERYC against the site preventing storage of rubble and caravans – this had not happened at the time of the meeting and all authorities were continuing to monitor the situation.

8.2 Update of Woodmansey Neighbourhood Plan (following outcome of last meeting) (Cllr Oliver)

Cllrs noted that Cllr Oliver had sent his apologies for the meeting, however he had provided an update statement –



Following on from the last PC meeting and questions on finalising the plan, a review of the WNP has been carried out by a consultancy headed by an independent planning inspector. The resulting comments have been circulated to the Steering group ahead of an online meeting for the 28th Oct. The comments received are very useful and some will prove very important in moving the plan forward and in achieving the aspirations for the Woodmansey residential & business community.

Cllr Harold noted a meeting of the Steering Committee was scheduled for the following week at which some important points which had been picked up by the Independent Planning Inspector would be discussed – Cllr Beale noted important issues had been missed out and could cause major problems with a lack of community amenities. Cllr Beale noted that this was not the original objective of the NP and needed to be brought back to this – at moment there was a risk of large-scale housing with no or little recreational space – the original intention was to give something back to the community and the plan in its current form was noticeably missing on this objective.

Clerk raised issue of funding any further NP work from and noted Cllr Oliver had submitted a invoice for £200 for the new consultancy work – however there was no budget left for NP and as Financial Officer, he was concerned where any future money would be coming from, especially bearing in mind the amounts already paid to the existing consultant and Cllrs were unhappy with the work so far.

Clerk noted that Cllr Oliver had referred to a ‘fund’ and was unsure where this was located – it was not in the Council budget at the moment – Cllr Harold advised that she believed there was external funding available and that the Clerk should clarify this with Cllr Oliver and update Cllrs at the next meeting.

8.3 Update on situation with business rates and grant application (Clerk)

Clerk confirmed to Cllrs that the Parish Council received notification that the (Small Business) grant had been awarded; however, he was currently unable to confirm this as he did not have the bank statement for September.

Cllrs unanimously confirmed agreement that the grant should be passed onto the Village Hall Committee and at such time the Clerk had confirmation of payment he should arrange this.

New

8.4 Feedback from Chair on meeting with ERYC re: request for gifting of land for allotments

Cllrs were reminded this related to a request from the PC to ERYC asking for the long-term vacant land at the side of the Village Hall to be gifted to the Parish for the singular reason of creating allotments for the community. ERYC had subsequently declined this request and the meeting was scheduled to discuss this further. However, Cllr Harold advised that unfortunately she had been unable to attend the scheduled meeting and this was due to be rescheduled shortly.

Clerk noted that in Cllr Harold’s absence the two ERYC Officers in attendance (John Read and Alan Menzies) had made the following observations:



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- 1 that another party had expressed interest in the land in question.
 - 2 that a possible way forward was for the Parish Council to pay a rent / lease on the land – this would be in the region of £1,000 per annum
 - 3 had the Parish Council considered including allotments into the neighbourhood Plan?

Cllr Harold noted the above but still felt that there was an opportunity for ERYC to gift the land to the Parish as a community benefit – the postponed meeting would be held and a report back to Cllrs would be made at the November meeting.

8.5 Review of outstanding ERYC requests / Action Log (Clerk/All)

These can be found as **Appendix 4** with details of Cllrs instructions to the Clerk

8.6 Review of current guidance / recommendations re: restrictions for public meetings (Clerk/All)

Clerk confirmed there was no change in guidance from ERYC / NALC / ERNLLCA who were still recommending where possible Parish Councils meet remotely. Clerk advised in light of this, the recommendation remained that Woodmansey continue to do so.

Cllrs agreed unanimously with the recommendation and that the next meeting of the Parish Council would be held remotely.

9. Any correspondence (not covered above) or AOB

Cllr Hart asked if Cllrs were aware if the Remembrance Service was going ahead.... Cllr Harold advised she believed it was not, however there would still be wreath laying and Cllrs still should go down privately and pay their respects if they so wished. Clerk was asked to contact Cllr Jolley to check when the wreath from the PC would be laid at both Woodmansey and Dunswell, and then Cllrs could go afterwards to pay their respects.

Ward Cllr Jump advised that with St Faith's being closed there was no full service but on Remembrance Sunday an old soldier would be laying a wreath with a small number in attendance to pay their respects.

Date of Next Meeting

Clerk confirmed the next meeting would be 16th November 2020. **Meeting concluded at 2040**

Signed as a true record

Kerri Harold

Date 16th November 2020

Cllr Kerri Harold – Woodmansey Parish Chair

Summary Notes of September 2020 (Ordinary) Meeting

As a point of procedure, it is noted that the September meeting of Woodmansey Parish Council was held as a remote meeting managed by Zoom, due to ongoing restrictions because of the Covid-19 pandemic.

Date of Meeting Monday, 21st September 2020
Time of Meeting 1900

IN ATTENDANCE:

Parish Cllrs Cllr Kerri Harold (Chair); Cllr Amanda Beale (Vice Chair); Cllr Jon Los, Cllr Julie Los, Cllr Peter Astell; Cllr Clive Waddington; Cllr Nick Hart; Cllr Geoff Donkin; Cllr Emma Constable; Cllr Andrew Jolley
Ward Cllrs Cllr Geraldine Mathieson, Cllr Ros Jump
Parish Clerk Andrew Crabbe

1. Present and Apologies (Chair to confirm quorum)

Clerk noted an apology from Cllr Shores

2. Declarations of Interest – any new or concerning matters on this month’s agenda.

Cllrs declared no interests in the evening’s agenda.

3. Signing off previous month’s minutes (all)

Chair asked Cllrs if they had received a copy of the August minutes – Cllrs confirmed this was the case and these were duly ‘signed’ off.

4. Report from Ward Cllrs (Cllrs Harold, Mathieson & Jump)

Ward Cllrs Jump and Mathieson confirmed 15 Dene Close had been approved following referral to Planning Committee. No other matters were raised by Ward Cllrs.

5. Financial Report for September (Clerk)

Clerk noted that he had not received the bank statement for August at the point of the meeting – he had written to Barclays and requested that the reporting period on the bank statement be changed from the 22nd of each month to covering the calendar month from the 1st of each month. This would make reporting more effective and available in time for meetings.

Noting the payment for remembrance wreaths, Cllr Julie Los asked if in the previous year it had been agreed to issue three wreaths (an additional one for Beverley) – Cllrs recalled that this had been discussed, however it was agreed to continue with two wreaths (one for Dunswell and another for Woodmansey).

Cllr Astell noted that he felt it was not appropriate for the Clerk's name to be detailed with his salary. Clerk confirmed that it was the case ERNLLCA recommended that names should not be detailed in terms of the salary, but he had no strong thoughts either way.

Cllrs unanimously agreed that in future the financial report should be listed as 'salaries' with the Clerk's name removed.

The financial report was subsequently completed at the point the Bank Statement was received, and sent to Cllrs: a copy can be found as Appendix 1.

5.1 Approval of Annual Return (AGAR) for 2019/20 (All)

Clerk referred Cllrs to the Annual Return documentation he had sent to them and confirmed the internal audit had been conducted and no concerns had been raised. Cllr Donkin noted that after reading the return he could not reconcile figures, in particular regarding the supporting documentation provided.

Clerk advised that he would investigate the paper work and it was subsequently noted that the Clerk had mistakenly sent the wrong supporting documentation to Cllrs – this error was corrected and the correct supporting documentation and AGAR were submitted to the external auditors.

Attendance of Simon Taylor from Enviro-Friendly

Cllrs noted the attendance of Simon Taylor from local charity Enviro-Friendly who had been invited to the meeting speak to Cllrs about the work of the charity and request their support by the placing of clothing banks on PC land.

Simon advised the charity collected clothing from the public by the means of clothing banks and these were recycled – it was mainly clothes, but other materials would be accepted and used. The clothes were sorted and processed in a local factory and sent to distributors across Europe, Middle East and Africa for passing onto those in need. Simon assured Cllrs that they were keen to work with the local community, for instance noting Cllr concerns that there had been recent cases of some clothing banks being overfilled and seemed to encourage fly tipping, Simon advised the charity had representatives going out daily to check on the banks and they strove to ensure the banks were not more than half full.

Chair advised that it was evident Cllrs were supportive of the charity and asked Simon what he was looking for from the Parish Council at this point. Simon replied that he was looking for suggestions for the banks to be posted and for someone from the PC to liaise with the charity.

Cllrs noted that the PC did not really have many suitable locations, however Chair noted that the village hall might be a good location and possibly somewhere on Lincoln Way – Cllr Julie Los suggested the carpark of the Warton Arms might also be good option. Cllrs were asked to consider locations and come back to the Clerk who would liaise with Simon re: feasibility of the locations.

Chair thanked Simon for attending and explaining the scheme.

6. Planning applications (Cllr Jolley)

Cllr Jolley advised on applications sent to the Parish Council in time for the October meeting. The comments / observations agreed by Cllrs are noted on Appendix 2

Proposed by Cllr Jolley and seconded by Cllr (Julie) Los

7. Police Matters – opportunity for Cllrs to discuss latest crime statistics (All)

Cllrs confirmed they had received the latest statistics from the police, and they had no comments to make at this point.

8. Matters arising – to consider new and on-going issues and decide further action if necessary:

Ongoing

8.1 Update and discussion on alleged new unauthorised work on proposed residential site on Long Lane (All)

Clerk noted that he had sent a copy of the latest response from ERYC Enforcement, intent of which was:

The site is being monitored and it is a concern that the development has advanced without planning permission in place for the same. The Council has therefore issued a Temporary Stop Notice, a copy of which I attach below.

Cllr Beale advised Cllrs that she had visited residents along Long Lane to speak to them about the issue, who continued to raise concerns about the development.

Cllrs agreed to continue to monitor the situation and the Clerk would ensure all were updated on any new developments.

8.2 Update and discussion on Park Matters – Inspections and vandalised fort (All)

Clerk noted that following the Park Inspection recommendations that the PC take steps to prevent dog fouling on the parks, 'No Dog' Signs would be posted on the gates of both parks.

Clerk continued that following concerns for children climbing over the vandalised play fort in its fragile condition, it had been taken down by Men in Sheds – it was duly noted that Cllrs had agreed to ask the police to take no further (formal) action however it was felt that the young person concerned should be asked to complete some form of community service – Cllrs still to determine the nature of this.

With regard to the state of the tarmac surface which had worn away on some equipment and cracking in others, Clerk noted correspondence from Play Scheme, the Company who had provided the playground equipment and who advised that the tarmac surface was not covered by the warranty: also that their view

was the state of the tarmac surface was due to vandalism. Clerk reminded Cllrs that this was not the view of the Wicksteed Assessor, who had attended the site to provide a quote for the fort replacement and who had advised the depth of the tarmac was too shallow – it was 25 mil, when it should have been 50 mil.

Cllrs agreed this was not an acceptable response from Play Scheme, and Chair suggested asking the Clerk to contact Wicksteed and possibly the insurers to carry out a formal assessment of the surface in order to obtain a second opinion. This was unanimously agreed by Cllrs and the Clerk was duly instructed.

8.3 Update of Woodmansey Neighbourhood Plan – Formal Approval of Draft Plan (Cllr Oliver)

Cllr Beale advised that she had sent an email to the NP Committee raising several concerns with the draft provided – Cllr Beale read out a statement to Cllrs, the bullet points of which are as follows:

- Cllr Beale noted that Cllrs agreed to this plan some years ago now in an attempt to benefit all in the parish, landowners whose land would be used for development, and the wider community - an ‘equalisation’ between those who would get new housing and those who would not, by ensuring community open spacing, leisure facilities, and new retail opportunities.
- Cllr Beale felt the current draft plan did not reflect the above – she note noted that many landowners had not been involved in the plan or being consulted and in sections the plan contradicts itself, in particular noting that agricultural land near Hull Road, should not be included in the plan, then later on identifying several such sites near Hull Road.
- There was no ‘master plan’ apparent, and Cllr Beale was concerned the plan would fail - that landowners who had housing designated on their land would receive premium payments whilst those who had community / recreational would receive minimum payment. The plan also seemed to disproportionately benefit landowners from outside the village as opposed to those who lived, worked and contributed to the local community
- Cllr Beale noted on p.56 a section on ‘equalisation’ had in-fact been copied, cut and pasted into the report from another company and noticeably had comments on the fairness of equalisation removed.
- In summary, Cllr Beale felt the document was very difficult to read and comprehend, was far too long and she was concerned the public (whom the plan was meant for), would not read it due to its length and difficulty in reading. It seemed more directed to developers than the public.
- Cllr Beale felt that the current draft did not reflect what Cllrs originally had in mind, and that ERYC appeared to have had more of an influence than Cllrs – she felt that the Parish Council needed to take the plan ‘back in hand’ and return to the original intent and purpose.



Noting the comments made by Cllr Beale and being in agreement to these, Cllr Jolley recommended that a sub-committee should be set up to look at the plan and how it compared with the original purpose of Cllrs – he felt that the PC had been badly supported by those advising the Committee.

Chair agreed that this was appropriate and asked Cllr Oliver to set this up and also speak to landowners again as contact with many will have been many years ago. The scope should be “what was originally intended compared with what is being proposed (in the draft plan)”

This was agreed unanimously by Cllrs and arrangements set in place for the meeting to happen.

8.4 Local Transport Plan and the Local Cycling and Walking Infrastructure Plans (LCWIPs) (Cllr Oliver)

Cllr Oliver advised that he had submitted comments to the Transport Officer concerned and received a response which he had circulated to Cllrs.

Cllrs agreed that Cllr Oliver should submit final comments on behalf of the Parish Council with regard to the plan.

New

8.5 Business rates at the Village Hall (see email from Mike Berry, 10th Sept) (Cllr Julie Los/All)

Clerk referred Cllrs to the email from Mike Berry – the matter concerned an application from the Village Hall Committee regarding a small business grant as part of the Government’s support during the current pandemic. However, to be eligible for the grant the business had to pay business rates and Mr Berry had advised that the Village Hall Committee had informed him that there was an agreement in place between the PC and the Committee for the former to pay the rates. The Clerk advised he could find no documentary evidence to support this, and in fact the only documentation he could find was showing the PC paid a lease payment to ERYC for the Hall.

It was duly identified that the PC did pay business rates, however as the Hall was its only property it was able to claim a rebate. In summary then, the PC was able to apply for the grant and this is currently in progress with a proposal that if successful, it will pass the grant onto the Committee for the benefit of the community.

8.6 New Noticeboard for King Street / Shopeth Way (Clerk / All)

Cllrs noted that Men in Sheds had removed the old noticeboard and placed a new board outside of the shop on Shopeth Way.

Cllrs noted that Men in Sheds had also taken down the vandalised fort in the King Street playground and unanimously agreed that in recognition and thanks for this excellent work, an initial donation of £50 should be made to the charity. Cllrs asked the Clerk to check with the insurers if the claim would cover any costs incurred in dismantling and removing the fort and if this was the case then this could be passed onto Men in Sheds



8. Any correspondence (not covered above) or AOB
- 8.1 Review of Current Format of Meetings (Should the PC continue with remote meetings as opposed to a return to physical meetings)

Clerk confirmed that the guidance from ERNLLCA, NALC and ERYC had not changed and that meetings should be held remotely wherever possible – he confirmed his continued recommendation that the Parish Council continue to follow this guidance in order to protect Cllrs and the public, and that the October meeting should be held remotely.

Cllrs agreed to this recommendation – Cllr Donkin advised that as a matter of record he did not agree with this guidance and was not in support of the recommendation. Chair confirmed the October meeting would be held remotely and the situation would be reviewed and discussed monthly.

Next Meeting was scheduled for 19th October 2020: Meeting concluded at 2055

Signed as a true record *Kerri Harold* Date ...19th October 2020.....

Cllr Kerri Harold – Woodmansey Parish Chair



Summary Notes of August 2020 (Extra-Ordinary) Meeting

Point of Procedure 1: The Parish Councils Standing Orders dictate that there should not be a Parish Meeting in August, however due to a number of urgent matters at this time and also an extensive list of Planning Applications, Cllrs voted to hold a meeting.

Point of Procedure 2: It is noted that the August meeting of Woodmansey Parish Council was held as a remote meeting managed by Zoom, due to ongoing restrictions because of the Covid-19 pandemic.

Date of Meeting Monday, 24th August 2020

Time of Meeting 1900

IN ATTENDANCE: Parish Cllrs Cllr Amanda Beale (Vice Chair); Cllr Nick Hart; Cllr Geoff Donkin; Cllr Emma Constable; Cllr Dave Shores; Cllr Andrew Jolley; Cllr Peter Astell; Cllr Stephen Oliver
Ward Cllrs Cllr Geraldine Mathieson, Cllr Ros Jump
Parish Clerk Andrew Crabbe

1 Present and Apologies (Chair to confirm quorum)

Clerk confirmed he had received apologies from Cllr Harold, Cllr Jon Los, Cllr Waddington and Cllr Julie Los. Clerk further noted that Cllr Beale would act as Chair for the meeting in the absence of Cllr Harold.

2 Declarations of Interest (Chair)

Cllrs discussed if it was necessary for them to advise same interests each month – Clerk advised that unless there was a new interest or an interest that impacted on items in the agenda for that evening, there was no requirement for this to happen, and recommended that going forward the Chair asked for any new interest(s) or any affecting the meeting.

3 Report from Ward Cllrs (Cllrs Harold, Mathieson & Jump)

Cllr Jump asked Cllrs to note planning application for 17 Dene Close, was an historical application with outline planning being sought in 1978 – after some deliberation with ERYC Planning this had now being approved for Outline Planning again

Cllr Jump continued that Dene Park Football Club had put in a lapsed application for flood lighting and asked when the application came before the Parish Council, Cllrs emphasis the need to be considerate to residents in terms of 'Condition 16' – hours of operation / and impact of lighting (floodlights).

Cllr Mathieson noted the Government consultation on new planning framework which is essentially to speed the process up and seems to focus on frameworks which look more like Neighbourhood Plans – moving away from policies and procedures and concentrating on interactive plans with emphasis on design and quality – a possible outcome will be the ending of outline plans and replaced with a design plan with details.

Cllr Ross commented on illegal music events in Dene Park which were subsequently closed down due to social distancing not being observed.

4 Financial Report for July and Budget Review (Clerk)

Clerk presented a copy of the financial report for July on screen – a copy of the report can be found as Appendix 1. Clerk advised Cllrs there was nothing to report and advised a forecast balance of £10,813 at the end of August..... he had no concerns or envisaged any threats and summarised the finances of the Parish Council were stable and solvent.

Clerk explained that the PC hadn't submitted its Annual Return yet along with half the Parish Councils in England due to the Covid pandemic – until very recently it was not legal for Parish Council's to approve the accounts at a remote meeting – however that was now permitted and he proposed the accounts to be approved at the September.

Cllr Donkin commented that he had noted the financial policies and procedure on the website needed reviewing and possible updating – Cllrs discussed the website and revisited concerns for it being fit for purpose.

Cllr Astell commented on the need to ensure good governance of the Parish Council's policies and procedures and recommended that the Financial Sub Committee which had never actually met, should be involved in ensuring the financial documentation was fully compliant with required governance

Clerk advised that the concerns with the website were historical and long standing and reminded Cllrs that the matter was discussed prior to the pandemic and Cllrs had agreed in principle to a new website. Clerk continued that this year a new website had not been budgeted for so unless Cllrs wished to take money from the reserve then it would have to wait until 2021.

Cllr Astell proposed that money from the reserve should be taken out to finance a new website – Clerk confirmed it was his understanding the reserve account was not capital or had criteria applied to its use and therefore Cllrs had discretion to use the money as seen fit. Clerk fully supported the early setting up of a new website and that he was prepared to set this up as it would benefit him in long term as he shared Cllr concerns the current website was not fit for purpose. Clerk noted that he had introduced a new website at two other Parishes he clerked for and in particular referred Cllrs to the Camblesforth website, which although still under development, was 'state of art'.

Cllr Oliver commented that the Company he had worked with on the Neighbourhood Plan had expressed an interest in the development of a new website and noted that the PC had a subcommittee for communications – Cllr Jolley proposed that the sub-committee meet and look at the options for a website and report back to the Parish Council in October. Cllr Astell seconded the proposal and Chair asked for the proposals should be implemented.

5 Planning applications (Cllr Jolley)

Applications considered by Cllrs can be found as Appendix 2: Comments made were proposed by Cllr Jolley and seconded by Cllr Donkin

6 Police Matters – opportunity for Cllrs to discuss latest crime statistics (All)

Cllr Donkin noted there was a worrying increase, but never the less numbers were still small. Chair noted that there appeared to be a general increase in aggressive behaviour seen on the roads, shops and bridleways which was worrying, no doubt as a result of tensions from the pandemic

7 Matters arising – to consider new and on-going issues and decide further action if necessary:

Ongoing

7.1 Update and discussion on alleged new unauthorised work on proposed residential site on Long Lane (All)

Clerk shared emails update relating to this application – Cllrs noted that unauthorised work continued the site, with an apparent presumption that planning permission would be given. Clerk advised that ERYC had raised several issues with the site and they had provided deadlines for the applicant to address the issues. Cllrs unanimously agreed that their expectation was that ERYC Enforcement should ensure the applicant complied with the planning process and that appropriate action was taken if this was not obvious.

Ongoing: Cllrs asked the Clerk to ensure he monitored the situation going forward.



7.2 Update and discussion on Park Matters – Inspections and vandalised fort (All)

Clerk noted he had not yet received a second quote for the replacement of the vandalised fort and replacement of the surface therefore it was not currently possible to progress the insurance claim – the outstanding quote(s) was from Playscheme and he was actively chasing both these.

Cllr Oliver noted that talks with the quarry owners for a donation of additional land for Southwood Park. Cllr Oliver advised he would keep Cllrs up to date in the next few months.

7.3 Update of Woodmansey Neighbourhood Plan (Cllr Oliver)

Cllr Oliver advised that the final draft version of the Neighbourhood Plan was now ready following input and updates from the Steering Group – Cllr Oliver was hoping to have this ready for the next Meeting and for Cllr approval.

7.4 Local Transport Plan and the Local Cycling and Walking Infrastructure Plans (LCWIPs) (Cllr Oliver)

Cllr Oliver invited Cllrs to comment on the proposed plan which he had circulated alongside those he had already advised. This could then be finalised at the next meeting.

7.5 Format of Meetings going forward (remote or face to face)

Chair noted that some correspondence had been exchanged on this matter (if Cllrs felt the meetings should return to physical meetings as some Parish Councils were now doing).... Clerk noted his continued recommendation was that the Parish Council continued to observe ERNLLCA, NALC and ERYC advice to continue to meet remotely and although it was the case some Parish Councils were holding physical meetings again, the majority were still holding remote meetings.

Cllr Jolley commented it was his view / concern that members of the public would not attend remote meetings and the Parish Council was in danger of losing a key strength, the involvement of residents.

Cllr Donkin commented that in terms of risk, he felt there was very little as the infection rate was so low in the area.... Cllr Donkin continued that he was disappointed that Local Government bodies were not prepared to set an example of getting back to normal.

Cllr Constable advised that it was not just local government who were advocating remote working and she worked for a private sector business who were still 'home working'.... Cllr Constable continued that as there was an effective alternative to physical meetings, she felt it was appropriate to continue to meet remotely.

Cllr Astell agreed and commented that he felt that the PC needed to observe the recommendations of ERNLLCA and NALC and although the risk was low, it was nevertheless still there.

In summary, the majority of Cllrs in attendance agreed that the September meeting should be held remotely and the situation be monitored each month, keeping an eye on Government / ERNLLCA guidance.

8 Any correspondence (not covered above) or AOB

8.1 Hedge-cutting

Cllrs referred to an email previously sent by the Clerk relating to the hedge at King Street which had not been cut back for at least two years – the Contractor previously used had quoted £700 to do this – Cllrs noted this was quite expensive but due to the fact the hedge had not been cut for such a long time. Cllr Oliver also noted this had been previously cut using a tractor frailer, which had caused problems with neighbours.... he recommended that a frailer cut was avoided this time, and also a leaflet drop be carried out for residents advising of when the work would commence. Cllrs unanimously agreed to the hedge been cut back to previous levels

Woodmansey Parish Council



Date of Next Meeting Clerk confirmed the next meeting would be 21st September 2020. Meeting concluded at 2050

Signed as a true record *Kerri Harold* Date 21st Sept.....

Cllr Kerri Harold – Woodmansey Parish Chair

Summary Notes of July 2020 (Ordinary) Meeting

As a point of procedure, it is noted that the July meeting of Woodmansey Parish Council was held as a remote meeting managed by Zoom, due to ongoing restrictions because of the Covid-19 pandemic. The Agenda would be limited as this would be a test of remote meeting.

Date of Meeting Monday, 20th July 2020
Time of Meeting 1900

IN ATTENDANCE:

Parish Cllrs Cllr Kerri Harold (Chair); Cllr Amanda Beale (Vice Chair); Cllr Jon Los, Cllr Julie Los, Cllr Amanda Beale; Cllr Clive Waddington; Cllr Nick Hart; Cllr Geoff Donkin; Cllr Emma Constable; Cllr Dave Shores
Ward Cllrs Cllr Geraldine Mathieson, Cllr Ros Jump
Parish Clerk Andrew Crabbe

Chair welcomed everyone to the first ever remote meeting of Woodmansey PC

1. Present and Apologies (Chair to confirm quorum)

Apologies were noted from Cllrs Jolley, Astell and Oliver (3 in total)

2. Declarations of Interest (Chair)

None outside of those already declared.

3. Signing off previous month's minutes (all)

Cllrs noted that the last physical meeting was held in February 2020 – since then the Clerk had been issuing periodical updates on the Action Plan and outcomes.

4. Report from Ward Cllrs (Cllrs Harold, Mathieson & Jump)

Ward Cllr(s) Mathison and Jump noted a forthcoming referral to Planning Committee (Dene Close), and asked if Cllrs had anything they wished to be noted at the Committee meeting.... Cllrs confirmed that the PC had submitted its comments and had nothing to expand on.

In her capacity of Ward Cllr, Cllr Harold advised that she wished to thank Cllr Constable for all her work with the Covid Sub-Support Group for Woodmansey which had worked really hard to ensure that no one in Woodmansey had gone without during the emergency. Cllr Constable confirmed the Support Group was continuing to offer support anyone who needed it in the area.

5. Financial Report for June and Budget Review (Clerk)

Clerk noted he had sent the financial report to Cllrs prior to the meeting and asked if there were any questions or queries – none were raised - Cllrs confirmed they had all received a copy of the financial report and were happy with this. The Clerk summarised that the Parish was solvent and stable with no issues of concern and a copy of the report can be found as Appendix 1

Clerk noted that the annual return was due for submission and needed signing off at the next meeting – the return would be sent to Cllrs prior to the meeting for their approval.

Clerk also noted that the PC had received a request from Woodmansey Primary school for financial support of bike-ability training – Clerk continued that the Primary School was the only one out of the three schools the PC had written to post budget asking if they were likely to request any donations for the financial year who had responded. As only Woodmansey Primary had replied, the allocated budget was set at £1,000 and the Clerk had recommended at the time only Woodmansey Primary should be considered in the forthcoming year. Cllrs noted the request for funding totalling £46.00 and unanimously agreed to this (Cllr Beale, proposed, Cllr Shore seconded). Clerk to action.

6. Planning applications (Cllr Jolley)

Cllr Harold noted that Cllr Jolley was absent and asked for Cllr Donkin to go through the individual applications. Cllr comments and observations can be found as Appendix 2

Land South Of West View Long Lane Woodmansey

Cllrs noted the application for residential development on Long Lane and further noting the extent of concerns of many neighbours / residents this application was discussed in detail. Amongst concerns raised by Cllrs was that a previous application for residential development on the site had been rejected; the land was greenfield and outside of ERYC housing strategy; the land in question had not been identified in ERYC's Traveller Strategy as appropriate for a Travellers Site.

In summary, Cllrs agreed to strongly object to the development on the following points which Cllrs unanimously agreed to submit to ERYC:

Introduction In summary, a previous planning application for an identical residential development on this site was refused by ERYC. Cllrs believe the grounds for refusing the previous application remain relevant to this current application and none of the grounds have been addressed by the current applicant.

- 1 Negative / adverse visual impact of the development - particularly on the landscape and locality – also detrimental effect of proposed development on the character of the local area.

Cllrs do not believe the site in question is currently in a designated area for residential development as outlined in the ERYC local plan.

Woodmansey PC believe that the land in question is considered to be 'Green Belt' and outside of the current area identified for residential development of the proposed scale. Secondly, in a recent consultation Woodmansey PC did not identify and propose any site considered suitable for a traveller site in the Parish. If granted this could well set a precedence for random development in a rural area.

2 Over-development and possible overcrowding on the Site

Cllrs believe there is strong ambiguity in the submitted plans in terms of the numbers and nature of the proposed dwellings, leading Cllrs to believe there is potential for future development of the site – the PC shares residents' concerns that this would lead to a major challenge in terms of policing and potentially enforcement.

We would draw Planning Officers attention to the disregard of the applicants for Planning Legislation reflected in the fact they commenced development of the site outside of the Planning Regulations and had to be issued with an Enforcement Order to stop work.

3 Negative effects on neighbours and community

Cllrs strongly believe the development will have an overbearing effect on neighbouring properties and share concerns of residents / businesses with regard to the appropriateness of locating residential dwellings next to a large dog kennelling establishment. It is reasonable to suggest that this will likely lead to neighbourhood disputes in the future, especially noting that the adjacent West View property has a septic tank under the site subject to this proposal.

In addition, if permitted it is reasonable to suggest that residents will face significant noise pollution and considerable disruption with regular movements of vehicles resulting in a significant change to their way of life

Meeting Note: a letter from the Parish Council was subsequently submitted to ERYC on 2st July outlining its objections as above.

6. Matters arising – to consider new and on-going issues and decide further action if necessary:

Ongoing

6.1 Review of outstanding matters on Clerk's Action Log and for Cllrs to determine if new instruction is required – (All)

Clerk apologised for the late sending of the Action Log – it was noted that a number of items remained outstanding as they required involvement of ERYC who were still prioritising work due to the pandemic – however the Clerk confirmed he was starting to contact Officers in the hope of resolving the outstanding items. The following items from the Action Plan were raised and discussed.



Noticeboards.

Clerk referred Cllrs to issue of damaged noticeboard on King Street outside of the shop. Cllrs had previously agreed to look at replacing this due to importance of the location (the amount of people who would see the board). Clerk confirmed he had received a quote for a new noticeboard (circa £1,000) and that this had been budgeted for this year. Cllrs discussed and confirmed need for replacement board and Cllr Harold proposed to accept the quote, seconded by Cllr Beale.

Clerk continued that Cllr Oliver had recently expressed a wish to look at replacing the board on Lincoln Way, although this was not currently budgeted for and therefore would have to be deferred until next year. Cllr Donkin expressed a view that using the rationale of people seeing the board when shopping, an ideal place for a new board might be in the local Co-Op. Cllr Harold asked Cllr Donkin to pass the details of the manager with a view to discussing some form of community noticeboard.

Cllr Waddington raised concerns with the board at Normandy Avenue as residents could not see the notices through the glass – Clerk advised he had looked at this and found some form of coating on the inside – Clerk had wanted to check if this was there for a reason before removing. Cllrs advised they were not aware of anything and it was possibly as a result of repairs at some point? Clerk would remove the coating to see if this improved matters.

Men in Sheds

Clerk advised that following a contact from Men in Sheds via Cllr Harold, he had spoken to one of the group leaders with regard to them offering their services to repairing the vandalised fort in the playground at King's Street. Cllrs agreed that this in principle was a good idea however it was necessary to see if the insurance dictated any particular conditions. Clerk would continue to update Cllrs on the matter.

Vandalism in Playground

Cllrs moved onto the issue of the vandalism at King Street Playground – Cllr Harold reminded Cllrs of what had happened – a pair of local boys lads had accidentally started a fire on the wooden fort – Cllr Harold continued that it was her view that as it appeared to be non-malicious, she wasn't recommending any formal action or charges – Cllr Harold went around the table and asked the views of Cllrs – in summary there was a consensus that no formal action / charges should be imposed as long as the boys accepted the consequences of their actions and were remorseful for this. Also, that the two boys were expected to do some form of community work.

Cllrs noted that the mothers of both the boys had proactively and publicly apologised and there was general agreement that this was commendable. It was understood both mothers had offered that the boys carry out some form of community work and Cllrs agreed that when the matters of insurance and replacement were sorted this would be a good idea – this might be litter picking or cleaning at the playground.



Playground Inspections

Clerk referred Cllrs to an email he had previously sent on this matter – noting that playgrounds were re-opening Parish Councils were being advised to carry out inspections to accompany risk assessments – when the Clerk had looked at the schedule of payments for inspections in the previous year he had noted that there had been five inspections carried out by both Rospa and Wicksteed.

Clerk advised it was necessary only to have two a year and therefore he was recommending this was implemented with one Company providing the service. Cllrs agreed to this proposal and instructed the Clerk to proceed.

Phone box on Shopeth Way

Clerk referred Cllrs to an email from a local resident who was enquiring if the Parish Council would support a suggestion that the local phone box be converted into a community library – this had happened in a number of other areas. Cllr Harold noted that the phone box was owned by K-com and as it was still active and used regularly, this is something which needed their approval – Cllrs asked Clerk to speak to K-con on the matter and to report back to the next meeting.

Allotments

Clerk referred Cllrs to an email from a resident asking if the Parish Council had any plans for allotments in the area - Cllrs discussed how this was something which had been looked at previously and agreed that this was something which needed exploring further and could be of benefit to the community.

Cllr Harold advised that there was land adjacent to the Village Hall on Long Lane which had been in a poor state / unused for a number of years - the land was owned by ERYC and Cllr Harold suggested that the PC make approaches to ERYC for them to 'gift' the land to be used as a community benefit.

Cllrs unanimously agreed an instruction that the Clerk contact ERYC and to investigate the matter further.

August Meeting

Cllrs discussed if a meeting was necessary in August (current Standing Orders state there is no meeting in this month) noting that there were often planning applications which were not able to be discussed amongst all Cllrs. Cllr Harold suggested that a possible meeting was kept under review and depending on outstanding issues and the volume of planning applications, a decision was taken nearer to the date.

Review / Update of Woodmansey Neighbourhood Plan (Cllr Oliver)

Cllrs noted that Cllr Oliver had sent his apologies for the meeting, however Clerk understood that considerable progress had been made in the project and Cllr Oliver would be soon in a position to submit a report for Cllr consideration.

Woodmansey Parish Council



Date of Next Meeting

Cllrs noted that if a meeting was to be held in August this would be on the 17th – also, depending on guidance / legislation, a decision would be made if this meeting would be face to face or remote.

Meeting concluded at 2040

Signed as a true record *Kerri Harold* Date August 2020

Cllr Kerri Harold – Woodmansey Parish Chair

Summary Notes of Parish Business (May & June 2020) during the Covid-19 Emergency in the absence of Parish Meetings

Parish Cllrs	Cllr Kerri Harold (Chair), Cllr Amanda Beale (Deputy Chair), Cllr Stephen Oliver, Cllr Andrew Jolley, Cllr Jon Los, Cllr Julie Los, Cllr Clive Waddington, Cllr Nick Hart Cllr Geoff Donkin, Cllr Emma Constable
Ward Cllrs	Cllr Geraldine Mathieson
Parish Clerk	Andrew Crabbe

1 Points of Procedure

1.1 Parish Council (PC) Meetings

Following on from the meetings of March, April and May, it is duly noted that in accordance with current legislation, the PC would not meet 'face to face' in June 2020 due to the ongoing restrictions on public gatherings. In accordance with the PC's Emergency Procedures, (and how the PC has responded to the emergency), the current arrangements are to be reviewed at the beginning of June, and Cllrs are duly considering;

- 1 if to continue with the current arrangements, or
- 2 to introduce remote meetings, or
- 3 to delegate all decision-making authority to the Chair / Deputy Chair.

A decision will be advised in time for what would be the July meeting date of 20th July.

1.2 Annual General Meeting

Also following on from the previous meeting and with regard to the Annual General Meeting (which is a statutory requirement needed for Cllrs to reaffirm their intention to continue in their Office(s) / allow any Cllrs who wish to put themselves forward for the role(s) of Chair and Dep Chair) - as this meeting was also not permissible under current legislation, (the Government confirming there was no requirement to hold an AGM in 2020) the Clerk had arranged for Cllrs to confirm their intent by means of a 'Declaration of Intent' Form.

As a point of record, it is hereby noted that all Cllrs have returned their forms, confirming that they intend to remain in Office for a further year. It is also duly noted that no submissions were made to be considered for the Office(s) of Chairman / Deputy Chair and therefore Cllrs Harold and Beale will continue in the respective Office(s) for a further year.

2 March / April Summary of Actions / Business Carried out by the PC

A report of actions / business carried out the PC during the April / May period (in substitution of formal minutes) has been presented to Cllrs by the Clerk for their approval. No requests for amendments were made by Cllrs and therefore these stand as true record in the absence of normal procedures for signing off by the Chairman and are duly published as a public document.

The Parish Council was keen to ensure that residents still had access to their Cllrs and could still contact the PC via the website <http://www.woodmanseyparish.co.uk> or by email at clerk.woodmansey.pc@gmail.com



3 Financial Reports (March - May 2020)

Woodmansey Parish Council									
Presented at June 2020 Meeting For the Month of				April & May (Bank Period of 21 March - 22 May 2020)					
From:		Parish Clerk							
To:		Parish Councillors							
Box 1				Box 2					
Community Account (325)				Outstanding Cheques (Cheques issued at previous meetings but not cashed at time of current Bank Statement)					
Balance as of end of 21st March 2020 = £14,812.36				Andrew Crabbe - Salary for April 2020					
				Andrew Crabbe - Salary for May 2020					
				ERNLLCA annual subscription - reimburse A Crabbe copy cheque attached to invoice					
Cheques cashed / Monies received in Bank Period				Total uncashed cheques as of end of May 2020 (22nd May)					
				£2,195.23					
Debits									
Date Cashed	Cheque No.	Paid to	Reason	Amount					
24-Mar-20	102132	ERYC - donation to Woodmansey Primary School (playground storage)		£758.33					
24-Mar-20	102135	Wicksteed - Playground Inspection, Southwood Park		£96.00					
24-Mar-20	102136	Wicksteed - Playground Inspection, King Street		£96.00					
21-Apr-20	102138	Andrew Crabbe - Clerks Salary for March 2020 (incl tax rebate)		£613.60					
29-Apr-20	102139	Autela Payroll Services (including back pay for Clerk, HRMC submissions and Q1 Payroll)		£68.16					
04-May-20	102140	Zurich Insurance (1st Year of 3 Year Agreement in accordance with Cllr Decision -		£1,892.28					
Credits									
Date of Receipt	Ref No	Reason		Amount					
24-Apr-20	BBEST - Offsho	Payment made by Barclays for loss of Clerk's personal data as part of mandate transfer		£100.00					
30-Apr-20	PWoo059	1st instalment of Precept Payment		£15,523.50					
01-May-20	PWoo059	Commuted Sum - agreed additional payment - see May 2020 notes		£3,849.90					
				Balance as of end of March (21st March) =		£14,812.36			
				Total spend period 21st March - 22nd May (presented) =		£3,524.37			
				Total Receipts in above period		£19,473.40			
				Total balance in bank as of end of May (reconciles with attached Bank Statement) =		£30,761.39			
Box 3				Box 4					
New Cheques Issued at June 2020 Meeting				Summary of PC Accounts until end of June 2020 for No.1 Account: Community Account (325)					
A Crabbe - Salary for June 2020				a Bank Balance End of Mar (21st Mar) - (Actual) verified by statements =					
2nd Part of Payment to Wicksteed for Southwood Park Equipment				£14,812.36					
ERYC - Election Costs (Victoria Ward)				b Total Spend (Period 21st Mar-22nd May) - (Actual) =					
ERYC - Election Costs (Nurseries Ward)				£3,524.37					
				c Credit Payments made in March 2020 (Actual) =					
				£19,473.40					
				d Bank Balance End of May (22nd May) - (Actual) verified by statements =					
				£30,761.39					
				e Uncashed Cheques up until 22nd May) =					
				£2,195.23					
				f New Cheques issued at June 2020 meeting =					
				£15,034.57					
				g Spending (Forecast) to end of June 20 (which is boxes e and f added) =					
				£17,229.80					
Box 5				Forecast of Balance for end of June 2020 (which is box g deducted from box d) =					
No.2 Account: High Interest Account Balances				£13,531.59					
(107)									
Balance as of 22nd May 2020 =				£48,052.36					
				No change to previous statements					

£1,580.24

Budget for 2020/21

Cllrs noted that ERYC had written to the Clerk in mid-May advising of two invoices for the 2019 election – this totalled circa £2,500 and had not been budgeted for in the 2020/21 budget. ERYC had apologised for the delay in sending the invoice (over a year late) however the Clerk expressed disappointment that the Authority had not warned the costs were going to be late, thereby allowing PC to factor this in the budget for the forthcoming year.

Annual Audit

Following on from the last minutes / summary notes, in which the Clerk noted that the Government appointed auditor PKF Littlejohn had advised in early March that they were delaying their instructions with regard to the Annual Audit as they were seeking clarification on how this should progress in light of the Covid-19 emergency, they had now issued instructions for the annual audit, and had extended the deadline to end September 2020.

Clerk further noted that Annual Return submission needed authorising at a Parish Council meeting and this could not be done by email. He now understood authority could be provided by remote meeting and he was currently seeking clarification on this. However, it was hoped that by September the PC would be holding physical meetings again.

4 Planning applications (Clerk)

Planning Applications can be found as Appendix 1 and provide details of the Parish Council's observations to individual applications



Notes

In noting its referral to Planning Committee, Cllrs Instructed the Clerk to reaffirm their strong objections in support of local residents with regard to a 'Variation of Condition 5' (noise levels) at County Farm Long Lane Woodmansey. See p.8, no.3 of these notes.

5 Matters arising – to consider new and on-going issues and decide further action if necessary:

5.1 Update on police matters / Community Speed Watch and Farm Watch

No update had been received by the Clerk for May 2020 at this time

5.2 Notice Boards

Following on from the previous summary notes for March April, Clerk noted that there was no new update on providing a replacement Board for King Street – he had contacted the Company who had provided the Boards but it was not open at this time.

Item would remain on Action Log until resolved.

5.3 Woodmansey Parks during the Emergency

Cllrs noted that in May legislation changed to allow the use of parks for recreational as well as exercise purposes, however the use of playgrounds still remained prohibited.

5.4 Southwood Park New Equipment Project

Following on from the previous Summary Notes confirming receipt of the additional commuted sum, the final payment for the Wicksteed Invoice had now been made.

Matter now resolved and closed.

5.5 Clerks Action Log

Clerk had provided Cllrs with an updated Action Log and Archive Document – purpose was to monitor all business being carried out by the PC, logging and updating until resolved at which point the item would be archived, thereby creating reference point for both Cllrs and the public. Clerk felt this all was particularly important at this time during the emergency when the PC was not holding physical meetings.

6 Important Correspondence & Matters Raised by Cllrs

6.1 Woodmansey Neighbourhood Development Plan, Update May 2020

Cllr Oliver advised Cllrs of an update for the Neighbourhood Plan.

The Woodmansey Neighbourhood Plan (WNP) steering group had been working on finalising the WNP. This follows the Pre submission public consultation event with the community and stakeholders, February 2019. The group and the planning consultant have been revising the plan in line with feedback receive during the two months consultation period from residents, businesses, local groups, statutory consultees, (energy & water authority etc), neighbouring Parish Councils and the East Riding of Yorkshire Council and other stakeholders.

The near final draft document of the WNP is being designed, printed and will then initially be circulated to the steering group for further review. Once the document is then approved by Woodmansey Parish Council, the WNP will be submitted to ERYC. They will then check that the plan has followed the proper legal process. The local authority is then responsible for publicising the plan, arranging for the independent examination and arranging for a referendum to take place. The publicity gives people an opportunity to make representations that will be passed to the independent examiner. Also, landowners will again be consulted on the near final draft.

People on the electoral register within the designated plan area will be entitled to vote in the referendum.

Neighbourhood plans must meet certain 'basic conditions' before they can come into force. These are tested through the independent examination, before a neighbourhood plan may proceed to a referendum. Extract from the 'Locality' website on Neighbourhood Planning - Regulations linked to the Coronavirus Act 2020, sets out - "that no elections or referendums can take place until 6th May 2021". This includes neighbourhood plans.

These rules will be kept under review and may change. The steering group will continue to work through summer on the process of finalising the WNP ready for submission to ERYC.

6.2 Highways Matters - Proposed Traffic Regulation Order (Double Yellow Lines) - Butt Lane, Beverley

Cllrs noted an email from ERYC advising that following complaints from residents and the Refuse Collection Team there was a proposal to introduce a 'no waiting at any time' and 'no loading at any time' Traffic Regulation Order (TRO - double yellow lines with double blips) on Butt Lane in Woodmansey/Beverley to alleviate the problems.

ERYC had advised that the main issue is that the road narrows down to create a pinch point which, when vehicles park on the opposite side, cause the road to be partially blocked for larger vehicles such as refuse trucks and even emergency services vehicles. Also, vehicles were parking on the footpath causing problems for disabled persons, wheelchairs & buggies as well as causing maintenance issues.

Resurfacing Works

Cllrs noted an email from ERYC advising of a programme of highway resurfacing works which are to commence in various locations within Beverley from 1st June 2020. Details of the programme can be found on the Woodmansey PC website

6.3 Tree Planting Project

Cllrs noted an email from ERYC re: East Riding of Yorkshire Community Tree Planting Fund that has just been launched inviting applications for a grant to plant new (native) trees – the fund was open to applications from both private and public landowners across the East Riding of Yorkshire.

Cllrs expressed support for the project and are currently considering which areas of the Parish might benefit from new trees.

6.4 Gate on Long Lane (restricting traffic using as thorough way)

Cllr Donkin had noted that a gate preventing private cars from using Long Lane as a throughway had been damaged leading to increased traffic at a time of increased pedestrian use – Cllrs agreed this could lead to potential accidents – Cllrs further understood that a key had been issued to a local farmer but possible multiple keys had been created

Clerk contacted ERYC on 5th May on the matter and asking for clarification of responsibilities / the gate to be repaired and restrictions to be enforced – following a chase email, ERYC had advised they were looking into the matter and would advise the PC in due course

Signed as a true record *Kerri Harold* Date

Cllr Kerri Harold – Woodmansey Parish Chair

Summary Notes of Parish Business (March and April 2020) during the Covid-19 Emergency in the absence of Parish Meetings

Parish Cllrs	Cllr Kerri Harold (Chair), Cllr Amanda Beale (Deputy Chair), Cllr Stephen Oliver, Cllr Andrew Jolley, Cllr Jon Los, Cllr Julie Los, Cllr Clive Waddington, Cllr Nick Hart Cllr Geoff Donkin, Cllr Emma
Ward Cllrs	Cllr Geraldine Mathieson
Parish Clerk	Andrew Crabbe

1 Points of Procedure

Parish Meetings during the Covid-19 Emergency

As a point of record, and due to the current emergency, Cllrs agreed that further physical meetings of the Parish Council should be cancelled until further notice, due to Government advice regarding public gatherings – it was understood that most other Parish Councils were also cancelling their meetings. Cllr Harold as Chair and Cllr Beal as Deputy Chair agreed with Clerk's recommendation that this was necessary and appropriate as several Cllrs would be considered to be vulnerable persons and therefore at higher risk of infection.

Clerk duly issued emergency procedures to ensure key services of the Parish Council were implemented / actioned and allow Cllrs to consider and vote on matters raised. These can be found as Appendix 1. Cllrs agreed to monitor the situation and if there was no lifting of restrictions by end May, then the PC would look into holding remote (on-line) meetings.

As a point of procedure, Clerk issued notices of cancellation for the April Meeting which was posted on the website and noticeboards and can be found attached as Appendix 2. **The Parish Council was keen to ensure that residents still had access to their Cllrs and could still contact the PC via the website <http://www.woodmanseyparish.co.uk> or by email at clerk.woodmansey.pc@gmail.com**

Annual General Meeting

In addition, the Clerk advised to Cllrs that the Annual General Meeting was due in May, and that it was a statutory / legal requirement that this was held annually: it had required a statutory instrument to allow Parish Council not to hold physical meetings – Clerk noted this was now issued, and in light of the current restrictions, particularly on public gatherings, the AGM would not be held.

Clerk advised Cllrs he had drafted emergency procedures for the intent of the meeting to still be implemented in May – these are attached as Appendix 3 – Cllrs duly approved the procedures which the Clerk would implement in May.

February 2020 Minutes

No requests for amendments were made by Cllrs to the February minutes and therefore these stand as true record in the absence of normal procedures for signing off by the Chairman.

Woodmansey Parish Council



2 Financial Reports (March and April 2020)

Woodmansey Parish Council							
Presented at March 2020 Meeting For the Month of				01/02/2020 (Bank Period of 23rd Jan-21st Feb)			
From:	Parish Clerk						
To:	Parish Councillors						
Box 1				Box 2			
Community Account (325)				Outstanding Cheques (Cheques issued at previous meetings but not cashed at time of current Bank Statement)			
Balance as of end of January 2020 (21st January) = £55,336.13				Woodmansey Primary School (After School Club) Grant £225.00			
Cheques cashed / Monies received in February 2020				Woodmansey Primary School (Bike-ability) Grant £120.00			
Debits				Woodmansey Village Hall Lease £274.00			
Date Cashed	Cheque No.	Paid to	Reason	Amount	Wicksteed - Southwood Park Development (Part Payment) £35,000.00		
28-Jan-20	102129	David Gluck	Fees for Neighbourhood Plan Consultancy	£343.70	Total uncashed cheques as of end of February 2020 £35,619.00		
14-Feb-20	102147	PKF Audit Fees	for 2019	£480.00			
14-Feb-20	102150	ERYC	Grass cutting for Southwood Park	£884.94			
14-Feb-20	102151	ERYC	Grass cutting for King Street Park	£266.78			
Credits							
Date of Receipt	Ref No	Reason		Amount			
		Balance as of end of January 2020 (23rd January) =		£55,336.13			
		Total spend in February (presented) =		£1,975.42			
		Total Receipts in February		£0.00			
		Total balance in bank as of end of February (reconciles with attached Bank Statement) =		£53,360.71			
Box 3				Box 4			
New Cheques Issued at March 2020 Meeting				Summary of PC Accounts until end of February 2020			
				for No.1 Account: Community Account (325)			
Crabbe, A Clerks salary : September 2019 - February 2020 (inclusive)				£2,778.64	a Bank Balance End of Jan (21st Jan) - verified by attached statement =		
Crabbe, A Expenses - laminating costs for Dog Fouling posters				£10.00	£55,336.13		
Crabbe, A Expenses - postage stamps				£15.72	b Total Spend in February (cashed) =		
ERYC - donation to Woodmansey Primary School (details on invoice)				£758.33	£1,975.42		
Wicksteed - Playground Inspection, Southwood Park				£80.00	c Uncashed Cheques from February 2020 =		
Wicksteed - Playground Inspection, King Street				£80.00	£35,619.00		
Total cheques to be issued at the March 2020 Meeting =				£3,722.69	d New Cheques issued at March 2020 meeting =		
					£3,722.69		
					e Credit Payments made in February 2020 =		
					£0.00		
					f Forecast Spending for end of February 2020 (which is box b, c, & d added) =		
					£41,317.11		
					g Forecast of Balance for end of February 2020 (which is box a taken away from box f) =		
					£14,019.02		
Box 5							
No.2 Account: High Interest Account (107)				Balances			
Balance as of 22 October 2019 =				£48,011.57	No statement for this as of March 2020		

£1,580.24

Woodmansey Parish Council



Woodmansey Parish Council						
Presented at April 2020 Meeting For the Month of		March (Bank Period of 22 Feb - 20 March 2020)				
From:	Parish Clerk					
To:	Parish Councillors					
Box 1				Box 2		
Community Account (325)				Outstanding Cheques (Cheques issued at previous meetings but not cashed at time of current Bank Statement)		
Balance as of end of February 2020 (22 Feb) =		£53,360.71		ERYC - donation to Woodmansey Primary School (playground storage) £758.33		
Cheques cashed / Monies received in Bank Period				Wicksteed - Playground Inspection, Southwood Park £80.00		
Wicksteed - Playground Inspection, King Street £80.00						
Debits						
Date Cashied	Cheque No.	Paid to	Reason	Amount		
24-Feb-20	102145	M Bowden - Payment for annual subscription to Acronis		£34.99	Total uncashed cheques as of end of March 2020 (22nd March) £918.33	
27-Feb-20	102156	Wicksteed - Southwood Park Development (Part Payment)		£35,000.00		
02-Mar-20	102155	Woodmansey Village Hall Lease		£274.00		
03-Mar-20	102153	Woodmansey Primary School (After School Club) Grant		£225.00		
03-Mar-20	102154	Woodmansey Primary School (Bike-ability) Grant		£120.00		
10-Mar-20	102152	ERNLLCA - Attendance of Cllr Donkin at Annual Conference		£90.00		
19-Mar-20	102133	Crabbe, A Clerks salary : September 2019 - February 2020 (Inclusive)		£2,778.64		
19-Mar-20	102134	Crabbe, A Expenses - laminating costs for Dog Fouling posters		£10.00		
19-Mar-20	102137	Crabbe, A Expenses - postage stamps		£15.72		
Credits						
Date of Receipt	Ref No	Reason	Amount			
		Balance as of end of February (22nd February) =	£53,360.71			
		Total spend period 22nd Feb - 20th March (presented) =	£38,548.35			
		Total Receipts in above period	£0.00			
		Total balance in bank as of end of February (reconciles with attached Bank Statement) =	£14,812.36			
Box 3				Box 4		
New Cheques Issued at April 2020 Meeting		Amount		Summary of PC Accounts until end of March 2020		
Autela Payroll Services (including back pay for Clerk, HRMC submissions and Q1 Payroll)		£68.16		for No.1 Account: Community Account (325)		
Zurich Insurance (1st Year of 3 Year Agreement in accordance with Cllr Decision - Andrew Crabbe - Clerks Salary for March 2020 (incl tax rebate)		£613.00		a Bank Balance End of Feb (22nd Feb) - verified by attached statement £53,360.71		
				b Total Spend in Period (22 Feb - 20 Marc) - (cashied) = £38,548.35		
				c Uncashed Cheques from March 2020 = £918.33		
				d New Cheques issued at April 2020 meeting = £2,573.44		
				e Credit Payments made in March 2020 = £0.00		
				f Forecast Spending for end of April 2020 (which is box b, c, & d added) = £42,040.12		
				g Forecast of Balance for end of April 2020 (which is box 'f' taken away from box 'a') = £11,320.59		
Box 5						
No.2 Account: High Interest Account (107)		Balances		Cllrs should not there is still an outstanding second payment to Wicksteed for the Southwood Park - Total Invoice = £47,091.14: 1st payment made = £35,000. Amount remaining = £12,091.14. Still chasing ERYC for outstanding Commuted Sum - VAT for the project is £7,848.66		
Balance as of 20th March 2020 =		£48,052.36				

3 Planning applications (Clerk)

Planning Applications can be found as Appendix 4 and provide details of the Parish Council's observations to individual applications

4 Matters arising – to consider new and on-going issues and decide further action if necessary:

4.1 Update on police matters / Community Speed Watch and Farm Watch

Clerk had received police statistics in April and these had been duly circulated to Cllrs. No comments had been received back.

Clerk noted that he had received no response from the public with regard to volunteers for the Community Speed Watch programme, however the current circumstances had to be acknowledged, therefore this item would remain on the action log until such time as it would be appropriate to revisit.

4.2 Notice Boards

Clerk provided Cllrs with a report on the state of the noticeboards in the area, and this can be found as Appendix 5. In summary, two noticeboards were beyond immediate repair and Cllrs agreed to the recommendation that these are not replaced at this stage. The remaining five boards were either in good condition or could be repaired.



Clerk was instructed to find costs for repairs and present to Cllrs for approval.

Cllr Shores volunteered to update the board in Dunswell, and the Clerk would ensure the rest were updated. All the noticeboards had been updated – the Clerk had contacted a supplier for the board requiring repair but this was currently closed.

4.3 Woodmansey Parks during the Emergency

Cllrs agreed in early March that following government guidance with regard to public gatherings, the playgrounds of all parks owned by the PC should be closed and notices would be posted accordingly. This would remain under review subject to any changes from the Government.

Cllr Beal advised Cllrs that she had subsequently received a complaint from a resident about gatherings of children at the park on Parklands, and that ERYC were advising that this park belonged to the PC. Clerk advised that it was showing on the ERYC website that the park was the responsibility of Woodmansey Parish Council. Cllrs noted that the park was the responsibility of the developer – The Clerk was also asked to address the correct responsibility for the park with ERYC on their website.

A notice was updated on the website to confirm such concerns needed to the designated police source for breaches of the restrictions and not to the Parish Council.

4.4 Southwood Park New Equipment Project

With regard to the ongoing Southwood Park New Equipment Project, Cllr Oliver had previously identified that the Parish Council had not received an additional (commuted sums) amount he believed had been agreed resulting from the purchase of a concrete table tennis table / platform as part of the project - the Clerk was instructed to follow this up.

Clerk advised that he had liaised with ERYC's Commuted Sum Department and they had subsequently confirmed the Authority had accepted the additional sum of £3,849.90 and that this would be paid into the PC's account within 30 days (of 21st April).

4.5 Budget for 2020/21

Cllrs agreed to a final budget for the Parish Council which would be implemented from 1st April. This budget can be found as Appendix 5.

4.6 Annual Audit

Clerk noted that the Government appointed auditor PKF Littlejohn had advised in early March that they were delaying their instructions with regard to the Annual Audit as they were seeking clarification on how this should progress in light of the Covid-19 emergency.

However as of 23rd April, the Clerk had received notification from Littlejohn that the Audit should now commence and deadlines were extended until October.

4.7 Financial Matters Linked to the Audit

As previously noted, the transfer of the Bank Account Administration from the previous Clerk to the new Clerk had been delayed due to Barclays mislaying the mandate transfer documentation given to them in November

2019. The Parish Council has also not received bank statements for the months of October, November and December, which may cause problems with the Audit.

Clerk has subsequently received a telephone call from a Senior Barclays Manager who apologised to the Parish Council and that a formal apology letter would be sent. In addition, as a gesture the Bank has agreed to pay £100 for the fault and the missing bank statements were promised no later than w/e 1st May at no cost to the Parish Council.

Cllrs noted that a possible way forward would be to move to electronic banking. It was understood that this had been trialled by the PC some time back. Cllrs agreed to review when the current emergency was over.

4.8 Insurance Renewal

Clerk advised Cllrs that the PC had received the renewal documentation from Zurich and Cllrs needed to make a decision with regard to renewal - Clerk advised that time was against a formal tendering and assessment of alternative suppliers, and therefore could not recommend that this process be carried out this year.

Cllrs considered various payment options offered by Zurich and determined that a five-year deal would be financially the most beneficial for the PC bearing in mind the savings incurred with such a long-term deal.

Clerk duly actioned and as a point of record the PC has received its annual statement of particulars for insurance.

5 Matters Raised by Cllrs

5.1 Cllrs had previously discussed support for vulnerable people in the area during the Coronavirus emergency, and Cllr Constance advised she was aware of two bodies offering this support – ERYC had a designated service for helping vulnerable people during the emergency and also a local support group Beverley Covid-19 and Woodmansey Support Group who were working alongside ERYC.

Full details of these bodies are now posted on the website and noticeboards.

<http://www.woodmanseyparish.co.uk/>

5.2 Cllr Beal reported concerns from a local resident with regard to a possible unauthorised development on Long Lane, and instructed the Clerk to report this to ERYC. This was subsequently actioned and ERYC's Enforcement Team had attended the site and stopped building work until such time as proper and due processes were followed. The Clerk remained in contact with ERYC on this matter and the PC would monitor developments going forward.

Signed as a true record *Kerri Harold* Date

Cllr Kerri Harold – Woodmansey Parish Chair

Summary Notes of February 2020 (Ordinary) Meeting

Date of Meeting Monday, 17th February 2020
Time of Meeting 1900
Location of Meeting Woodmansey Village Hall

IN ATTENDANCE:

Parish Cllrs Cllr Kerri Harold (Chair), Cllr Amanda Beale (Deputy Chair), Cllr Stephen Oliver, Cllr Andrew Jolley, Cllr Jon Los, Cllr Julie Los, Cllr Clive Waddington, Cllr Nick Hart Cllr Geoff Donkin
Ward Cllrs Cllr Geraldine Mathieson
Parish Clerk Andrew Crabbe

1. Present and Apologies (Chair to confirm quorum)

No apologies received as time of meeting.
Meeting noted the non-Attendance of Cllrs D Shores and P Astell

2. Declarations of Interest (Chair)

None advised outside of those already identified and advised

3. Signing off previous month's minutes (all)

Cllr Harold asked all Cllrs if they had seen and agreed with minutes of last meeting - confirmed and duly signed

Item: A164/Jocks Lodge Development

Cllrs welcomed the attendance of ERYC Officers Andrew Humphrey's (Project Manager for the scheme) and Mark Waterson (Principle Engineer) for a pre-consultation re: A164/Jock's Lodge Development.

Cllrs spent time discussing the proposed development with the above officers. In summary it is expected the planning application will be issued in March of this year and work will begin in 2022 with a view to completion by 2024 – Cllrs noted that Mr Humphreys and Waterson explained that a lot of future work will be in fields, so it was expected that there would be less disruption to the existing roads

4. Financial Report for January 2020 (Clerk) (subject to receipt of bank statements)

Clerk noted that Barclays have confirmed transfer of administration of finances from Tracey Bellotti to AC, however no statement was received in time for the February meeting.

Clerk noted that he had sent a letter of complaint to Barclays as their Selby Branch had confirmed the Mandate paperwork was originally sent in November 2019 and therefore must have been mislaid with several items of the Clerks personal data

Financial report attached as Appendix 1 on P.5



5. Planning applications –Clerk)

Attached as Appendix 2 on page 6, with Cllr comments included

Cllrs also noted that two applications would be heard at Planning Committee:

9/01637/STOUT - Land South West of Stone Cottage, Long Lane, Woodmansey

19/01638/STOUT - Land South West of Stone Cottage, Long Lane, Woodmansey

Cllrs had questioned if the above had implications for Long Lane insofar as if there would be new access from the developments onto Long Lane which Cllrs understood concerned local residents. Clerk had duly contacted ERYC and as a point of record they had confirmed there would be no access to Long Lane from the developments.

6. Matters arising – to consider new and on-going issues and decide further action if necessary:

Ongoing

354 Update on police matters / Community Speed Watch and Farm Watch (All)

Clerk noted that he had submitted paperwork to the Police Co-ordinator for Community Watch – for the scheme to operate the Parish needed to identify at least six volunteers to be trained. Cllrs agreed that the scheme should be advertised on the website / social media inviting residents to express interest. Once the Parish had sufficient numbers the Clerk would obtain further information from the police

Clerk noted he had received no response from PCSO Coneyworth with regard to if there was a Farm Watch Scheme operating in the Beverley area. Clerk would pursue this with PCSO Coneyworth

Action: Clerk to action as above

Update on progress for requesting new speed limit signs (Clerk)

Clerk noted that ERYC have at last confirmed receipt of request for new speed limit signs and have advised now being considered – up to three months before a decision is made.

Action: Clerk to ensure item stays on Action Log until resolved

Update on matters relating to litter bins (Clerk)

Clerk advised that ERYC have advised wheelie bins are ready and want to know where these should be placed. Cllrs discussed and agreed to use the work previously carried out by ex-Cllr Paul Coe to advise location of wheelie bins. In addition to consider the need for additional normal litter bins and dog mess bins

Action: Clerk to review and advise ERYC accordingly

Update of concerns with dog fouling (Clerk)

Clerk advised that the agreed notices had been posted along King St. Shopeth Way, Queensway and on bus-stop verge at junction with Hull Road.



Action: The situation would continue to be monitored and would remain on the Clerk Action Log. The Clerk would update Cllrs with regard to new dog mess bins at future meetings.

Update on Woodmansey Neighbourhood Plan (Cllr Oliver)

Cllr Oliver advised that David Gluck the WNP consultant, through a document designer, is working on the final plan document. The architectural firm engaged will be producing the final policies plan. It is hoped to have a meeting of the steering group late March with a view to then circulating the Woodmansey Neighbourhood Plan to the PC for the April meeting.

Update on Southwood Park Land acquisition (Cllr Oliver)

The vendor's agent confirms they are more or less in a position to proceed with the purchase of land, once we have confirmed the proposed fencing height will match their existing fencing. Also, to provide a full specification of the PC's proposal for the boundary of the park.

Update on Access road to Southwood Park - provision of gate/bollards (Cllr Oliver)

Cllr Oliver advised that the installation of a gate at the park entrance will form part of a commuted sums application to acquire further land and a fencing project. A bollard at the junction with Victoria Rd is outside the PC's ownership.

Cllr Oliver advised that he proposed to drop this item and merge with land acquisition – Cllrs unanimously agreed and Clerk was instructed to close the item.

New

(Procedural) Noting of Precept for 2020/21 (Clerk)

Meeting noted the decision of Cllrs at the previous meeting with regard to the precept for the financial year of 2020/21 'D' billing amount attributable to Woodmansey will be £11.10, which is an increase of £0.42 and 3.9% compared to 2019/20. The precept of £31,047 will be paid in two instalments of £15,523.50 on 30 April 2020 and £15,523.50 on 30 September 2020.

Discussion on school funding projects for 2020 (All)

Cllrs confirmed that the Parish Council had supported all the local schools over the years with various projects. The Clerk advised that he would be writing to all local schools to ask them to confirm their requests for the coming year, which would enable the Parish Council to effectively budget on this commitment.

Clerk understood the current commitments were as follows:

Woodmansey Primary School Bike-ability Scheme = £120 (for training in Spring 2019)

Afterschool club = £225 (Spring 2020)

These commitments were approved by Cllrs.

Action: Clerk to contact the three schools in Woodmansey with regard to any requests for financial support in 2020/21



Discussion on draft budget for 2020/21 (Clerk/All)

Cllrs discussed the budget information provided as Appendix 3 – Clerk advised that he was unable to locate a budget for 2019 / 20 and therefore information provided was based on the last available budget of 2018/19. He continued that there were elements on this budget which he was uncertain if had been actioned, in particular the large items of ‘Major Improvements’ (circa 10k) and ‘Repairs’ (circa 5K) and noted if these had been actioned or were not required then they could be removed from the forthcoming budget, moving the variance in budget to positive.

Cllrs agreed to review commitments on expenditure for the forthcoming year with a view to tabling a draft budget at the March meeting and agreeing on a final budget to be signed off at the April Meeting. The Clerk would also streamline the budget, proposing to merge some items and remove others which were not needed.

Discussion on ideas for new village signs (All)

Following on from previous meetings options with regard to improving the village signs were presented and discussed.

Cllrs agreed to ‘Welcome to our Village’ on a green background.

Action: Clerk to obtain costs from ERYC

Discussion on damage to grass verges (Cllr Donkin/All)

Cllr Donkin advised Cllrs of his concerns for the damage to grass verges caused by Council maintenance vehicles / operatives who were carrying out maintenance’ on bushes and trees on the paths around the estate in recent weeks with scant regard for the conditions. Obviously, it was appreciated this work needed to be done but due to the current wet conditions there was damage due to tractor-like tyre marks and even ploughing up of verges Cllr Donkin continued that during the wet weather conditions it might be more appropriate to focus on path clearance as many had seen vegetation / the grassed verges encroaching onto them, in many cases reducing the actual width and rendering them little more than muddy paths Cllr Donkin advised that it wasn’t just Council operatives damaging the verges and he had noted parents parking on verges at Keldmarsh School, this despite the clearly displayed signs saying not to do so.

Action: Cllrs unanimously agreed to instruct the Clerk to contact ERYC and raise the above issues and also to contact relevant bodies to look at better enforcement of current parking restrictions outside of Keldmarsh School.

Discussion on Keep Britain Tidy (Clerk/All)

Clerk advised he had received information from KBT who were running their annual Spring Clean Up between 20th March – 13th April and were looking for local bodies such as Parish Councils to get involved.

After further discussion Cllrs agreed that the Clerk should proceed to register Woodmansey’s interest in the scheme in order to get more information – it was possible the schools in the Parish were already involved /

would be interested, as this was common in other areas. Cllrs asked the Clerk to contact the schools and discuss further.

Action: Clerk to action as above

Discussion on Town and Parish Charter / new ERYC Parish Council Page (Clerk/All)

It is noted that this item was shortened due to time constraints due to time spent on other items – the Clerk summarised that he understood that ERYC were proposing to have a Parish Council site / portal on their site to allow easier access to Council Services, and also improve communications. Both the Clerk and Cllrs welcomed this development.

Action: Clerk to note item on Action Log and monitor for the future - further details to be provided by the Clerk in the future when ERYC provided more information

Co-option vote for a new Cllr - This item will be closed to members of the public

Cllrs noted that there had been two applications for the vacant Cllrs role, and a general discussion on the merits of both took place. This was followed by a ballot in which Cllrs submitted anonymous choice between the two applicants – as a matter of record and transparency, the process followed by the Parish Council can be found as Appendix 4 ,

By majority vote Emma Constable was co-opted onto the Parish Council. Cllrs noted that both applicants were of high calibre and specifically requested the Clerk ensured the unsuccessful applicant was made aware of this and encouraged to attend future Parish Meetings with possible involvement in projects.

Action: Clerk was asked to co-ordinate letters and induction of Ms Constable onto the Parish Council

8 Any new or outstanding matters raised by Cllrs / update on Clerks action log (unless covered above)

Website

Clerk asked Cllrs to look at the current website for the Parish Council as although the site met necessary transparency requirements, this was quite limited and could be greatly improved on – Cllrs were asked to look at Camblesforth Parish Council's new website as a possible option for the future.

Draft GDPR / Data Policy

Clerk had presented a draft policy to Cllrs prior to the meeting for consideration – Cllrs agreed to proceed with this policy and Cllr Harold will sign off at the March meeting.

Damaged Fence

Cllrs noted that a fence on the A1174 between Long Lane and Plaxton Bridge had collapsed onto the cycle path.

Action: Clerk to contact ERYC and report for repair

Noticeboards

Cllrs noted that the noticeboards around the area were not being updated. Location, access and responsibility for updating and maintenance of the boards would be reviewed and decided at the March meeting.

There being no other matters raised, Cllr Harold closed the meeting at 2055

Cllrs noted the next meeting would be Monday, 16th March 2020

Signed as a true record *Kerri Harold* Date ...16th March 2020.....

Cllr Kerri Harold – Woodmansey Parish Chair

Summary Notes of January 2020 Ordinary Meeting

Date of Meeting Monday, 20th January 2020
 Time of Meeting 1900
 Location of Meeting Woodmansey Village Hall

IN ATTENDANCE:

Parish Cllrs Cllr Kerri Harold (Chair), Cllr Stephen Oliver, Cllr Andrew Jolley, Cllr Jon Los, Cllr Julie Los, Cllr Peter Astell
Ward Cllrs Cllr Geraldine Mathieson
Parish Clerk Andrew Crabbe

1. Present and Apologies (Chair to confirm quorum)

Clerk confirmed that Cllrs Donkin, Hart, Waddington, Shores, Beale and Ward Cllr Jump sent in their apologies.

2. Declarations of Interest (Chair)

None advised outside of those already identified and advised

3. Signing off previous month's minutes (all)

Cllr Harold asked all Cllrs if they had seen and agreed with minutes of last meeting - confirmed and duly signed

4. Financial Report (Clerk)

Box 1				
Community Account (325)				
Last Bank Statement rec'ed in October 2019 showed balance at end of October (includes 2nd precept payment of £14,141.00) =		£21,630.07		
Cheques issued between September 2019 - January 2020				
Debits				
Cheques Presented	Paid to / Reason		Amount	
Outstanding from September	National Citizen Service (NCS) Donation Under Section 137		£100.00	
	Sadofskys Payroll Services		£48.00	
	East Riding Council - Cllr Id Badges		£67.08	
Presented in November (for October)	ERYC Service Level Agreement for Street Lights (April 2019 - March 2020)		£668.64	
	Tracey Bellotti - Salary for September 2019		£284.92	
	British Royal Legion - Remembrance Wreaths		£38.50	
	ERNLLCA Invoice No. SI-580 : ERNLLCA Conference - (Cllr Donkin)		£108.00	
Presented in December (for November)	David Gluck Woodmansey NDP (Basic Conditions Statement)		£250.00	
	Wicksteed Services - Park Inspection - King Street (November 2019)		£80.00	
	Wicksteed Services - Park Inspection - Southwood (November 2019)		£80.00	
	David Gluck - for NP work in October and November		£343.70	
Presented in January (for December)	Mike Bowden Acronis - 1 year subscription		£34.99	
	SKA Auditors (for 2018/19 Annual Audit)		£480.00	
	Wicksteed - Southwood Park Development		£47,091.94	
	ERNLLCA Course - Being a Good Councillor Part 3 4th Nov		£90.00	
	ERYC 2019/20 Southwood Park Grounds Maintenance		£884.94	
	ERYC 2019/20 Kings Street Play Area Grounds Maintenance		£266.78	
Credits				£50,917.49
Date of Receipt	Ref No	Reason	Amount	
23rd December 2019	8437600	ERYC - Commuted Sum with regard to Southwood Park	£35,350.10	
Summary of Accounts until end of January 2020				£35,350.10
	a	Balance as of end October (22nd October) 2019 =	£21,630.07	
	b	Total cheques presented September - January =	£50,917.49	
	c	Total (known) receipts November - January	£35,350.10	
		PC Forecast Balance for end of January 2020 (a - b + c)	£6,062.68	
Box 2				
No.2 Account: High Interest Account (107)		Balances		
Balance as of 22 October 2019 =			£48,011.57	

Clerk noted that he was still not receiving bank statements from Barclays despite sending the Mandate Forms in November 2019 and therefore was unable to provide a full breakdown. The above table showed the total number of cheques issued since September, deducted from the last known balance in the bank from the last statement received

5 Planning applications (Clerk)

The applications received by the Parish Council are attached as **Appendix 1** – as a point of record the decisions of the Cllrs are recorded in the ‘Observations Column’

Cllrs also noted a question from Cllr Beale (in her absence) following concerns expressed to her by some residents with regard to a development at the top end of Long Lane..... concerns were if the new houses were going to be quite high as they are putting piles and piles of chalk down – would the height of the houses have an effect on the neighbours for drainage and also light

Also, Cllr Beale had noted a couple of neighbours have raised issues regarding all the development at the Beverley end saying its now going to cross Long Lane.

Cllr Jolly advised he had looked into this and the current height of stone is to facilitate piling processes.... It wouldn't have a negative impact on neighbours

6 Matters arising – to consider new and on-going issues and decide further action if necessary:

Ongoing

344 Update on police matters (All)

Cllrs noted the attendance of PCSO Sandra Coneyworth in attendance at the meeting

PCSO Coneyworth updated the meeting with local police issues – parking at the school was an ongoing watching brief following the recent issuing of fines to a number of drivers who had failed to observe restrictions. Cllrs Harold and Jolly noted that at a recent school governors meeting the feeling was the situation had improved, probably because of the police and local authority involvement..... issuing of fines was not something done lightly but the situation had been getting bad with a number of incidents of poor / dangerous driving / parking

Cllrs asked if there was a Farm Watch initiative operating in the area..... PCSO Coneyworth advised she was unsure but would check and contact Clerk with details.

Cllrs discussed continued concerns with speeding vehicles through the village although noted that the speed camera van had been in the area recently so things had improved. Cllrs discussed how the community / local schools could get involved in managing speed and instructed Clerk to speak to Safer Road Humber about the Community Speed Watch initiative.

PCSO Coneyworth was thanked by Cllrs for taking the time to attend the meeting and for her update.



345 Update on progress for requesting new speed limit signs (Clerk)

Clerk advised no response from ERYC and he would now escalate this

346 Update on matters relating to litter bins (Clerk)

Clerk advised he was waiting update from ER with regard to new wheelie bins.... He had also sent in the report by ex-Cllr Coe showing three bins are no longer in place with a request they are replaced.

347 Report on Dog Fouling in the Village

Clerk advised that he was receiving regular emails from a number of residents complaining about dog fouling, particularly in specific areas – (King Street, Slopeth Way, Queensway and Hull Way – grassed area at the top of King St near the bus stop/zebra crossing)

The Clerk has contacted the Dog Warden a number of times, and Cllrs have been copied into correspondence. The Dog Warden has declined an invite to attend Parish Meetings and has advised that ERYC no longer provide stencils or new signage. She has however advised she will patrol the specific areas mentioned by residents and identify if there were sufficient dog bins in the area.

Actions taken by the Parish so far included a new Notice on website; commitment from Dog Warden to visit areas reported as suffering from regular dog fouling – it is hoped more visible presence will act as deterrent and finally the Dog Warden would also look at if there were sufficient dog waste bins the areas mentioned above

Cllrs discussed proposal to post notices onto lamp posts and grass verges where dog fouling was particularly bad..... Cllrs agreed to this proposal and instructed the Clerk to action.

Cllrs also discussed if providing dog bag dispensers would be a positive step – this had to be tempered with fact other parish councils had tried this but the dispensers had been vandalised or all the bags removed.... Cllrs agreed this should be trialled as they wanted to try as much as possible to address the situation.

Action: Clerk instructed to look into costs for dog bag dispensers

Clerk continued that it had to be recognised this is a case of managing expectations as both the Parish Council and ERYC are limited in what they can realistically do in this situation. The only way to stop this is to catch the offending dog owners and report them..... Cllrs also discussed if a reward should be offered for anyone reporting dog fouling – it was decided to see if improvements resulted from any of the above measure first before implementing this.

348 Update on Woodmansey Neighbourhood Plan (Cllr Oliver)

- Steering group meeting of 13th November 2019
- Agree to draft amendments to the WNP following the pre-submission public consultation, Reg 14.
- Work required to bring the website up to date with past information and documents.
- Consult further with stakeholder/landowners, invite them to a presentation in the village hall.
- Work on finalising the WNP to present to the PC during the spring.



- To obtain assistance on supporting evidence and financial deliverability as an appendix to the plan.
- Apply for final funding ahead of submission to ERYC.

Cllrs discussed and agreed to provide additional support to Cllr Oliver in progressing the project

Action: Cllrs available would contact Cllr Oliver to arrange above

349 Update South Wood Park Land acquisition.

- Not discussed in conversation on site but in the vendor's land agent initial letter, the vendor had proposed WPC would be responsible for both parties' legal fees.
- We replied proposing each party be responsible for their own fees. I have spoken with the vendor's agents. They are now to chase an estimate of their fees and reply.
- Sat with Imrey agent but now happy to proceed, but want specs on fencing etc

Cllrs agreed that an application should be made for commuted funds with regard to above costs and Cllr Oliver would look to arrange a meeting with ERYC to discuss

350 Update on Access Road to Southwood Park - provision of gate/bollards

- Have been unsuccessful in obtaining a response to contact ERYC regarding a suitable barrier/gate to the park that operative can readily access for grass cutting & litter bin collections.
- A gate could easily be installed to the park entrance, however, permission from the lane owner would be required to site a bollard at the junction with Victoria road. Easy access is desirable to carry out regular maintenance.

Cllrs agreed the above could be looked into as part of the wider bid.

351 Decision on Precept for 2020/21 (All)

Cllrs discussed proposals for the Parish Precept for 2020 / 21 – Clerk had provided various percentage options to Cllrs prior to the meeting (Appendix 2) but acknowledged that this year's process was not as thorough as previously as he was not fully familiar with the budget for the Parish – this would be addressed in time for the new financial year in April, and a more comprehensive Precept report would be provided next year.

Cllr Julie Los advised she had a budget dating from 2018 / 19 which Clerk could use as a template for the new financial year.

After further discussions on the needs of the Parish over the next year, Cllrs agreed a unanimous 3.9% increase in the Parish Precept

352 Decision on Grass Cutting for 2020/2021 (Southwood Park and King Street)

Clerk advised that ERYC have advised their charges for the forthcoming season for grass-cutting

Southwood Park = £759.57 (plus VAT)

King Street Play Area = £228.99 (plus VAT)

Cllrs needed to decide if they wished to proceed with this or look at alternative suppliers.... Clerk noted that it might be a bit late to do this, this year however. Cllrs agreed unanimously to appoint ERYC for grass-cutting services in 2020.

Action: Clerk to advise ERYC of above and also check the Village Hall was included in the grass cutting schedule.

353 Discussion on new Cllr / outcome of election notice (Clerk / All)

Clerk confirmed that a Vacancy Notice had been posted on the website and via ERYC. If more than 10 electors in the respective area asked for an election then this would need to be carried out – Clerk advised he was waiting to hear if this was the case from ERYC.

Post Meeting Note: ERYC subsequently advised there was no requirement for an election and the Parish Council was free to co-opt. This was in progress with a view to completion by the February meeting.

There being no other matters raised, Cllr Harold closed the meeting at 2030

Cllrs noted the next meeting would be Monday, 17th February 2020

Meeting concluded at 2040

Signed as a true record *Kerri Harold* Date

Cllr Kerri Harold – Woodmansey Parish Chair