

# WOODMANSEY PARISH COUNCIL

(Representing the communities of Dunswell, Thearne and Woodmansey)

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## MINUTES OF THE ANNUAL GENERAL MEETING

Held on Monday 20<sup>TH</sup> May 2019 at 7:00pm - Village Hall, Long Lane, Woodmansey

PRESENT: Parish Councillors Harold (Chair), Beal (Vice Chair), Coe, Donkin, Jolley, Jon Los, Julie Los, Oliver, Waddington, Ward Councillor Jump, Ward Councillor Mathieson  
MEMBERS OF THE PUBLIC: 3  
IN ATTENDANCE: Tracey Bellotti, Clerk

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183. APOLOGIES FOR ABSENCE: Councillor Astell

184. DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST (Any Member or Officer with a personal interest in any item on the Agenda may declare that interest under this item or immediately prior to the commencement of the item to which the interest relates. If the interest is pecuniary the Member shall leave the room for the discussion and voting on that item). **Cllrs Beal, Harold, Julie Los, Jon Los all declared a pecuniary interest in the Woodmansey Neighbourhood Development Plan**

185. MINUTES OF THE MEETING of the Parish Council held on 15<sup>th</sup> March 2019  
**Resolved** - That the minutes of the Parish Council meeting held on 15<sup>th</sup> March 2019, be approved, and were signed and dated by the Chair as a true and correct record.

186. CLERK'S REPORT/MATTERS ARISING

- a) The Clerk welcomed everyone following the elections and welcomed new members.
- b) Members' contact details have been circulated for checking and will be displayed on the website and noticeboards.
- c) Beverley Round Table have completed the bus shelter cleaning and reported that it had been a 'challenge' due to flyposting.
- d) Orders have been issued on work approved at last meeting.
- e) A supply of stickers to be used on bins has been requested from ERYC Streetscene but had not been received to date.
- f) A key has been obtained from ERYC Countryside Access team for the noticeboards at Millenium Orchard and Beverley Parks.
- g) Land ownership at Southwood Park - Cllr Oliver reported that he is meeting with the quarry manager 21<sup>st</sup> May 2019.
- h) Weborchard and the NDP Steering Group have agreed to the NDP logo being adopted as the official Parish Council logo.
- i) Photos of the basket swing at King St play park have been sent to Playscheme, but no response to date. Report has also been received of damage to the fairy tower.  
**Action:** Sara Fletcher and Clerk to contact Playscheme to chase this up, and to send further photos.
- j) Village name signs: ERYC Highways have sent site meeting date options.  
**Action:** Clerk to forward to Cllr Jon Los to arrange meeting.
- h) Schofield Avenue footpath – Cllr Oliver is awaiting an update regarding ownership of the ditch and confirmation from Public Rights of Way officer on widening the footpath.

187. ELECTION OF CHAIRMAN

Cllr Oliver proposed Cllr Harold. Cllr Jolley seconded. All agreed.

188. CHAIRMAN'S DECLARATION OF ACCEPTANCE

Cllr Harold signed the Declaration of Acceptance.

189. ELECTION OF VICE-CHAIRMAN

Cllr Harold proposed Cllr Beal. Cllr Waddington seconded. All agreed.

190. APPOINTMENT OF COMMITTEES AND DELEGATIONS

The Clerk advised of sub-committees and delegations for consideration.

**Resolved** - that this matter be deferred until co-option has been resolved. See minute reference 192.

**Action:** Clerk to send details of committees and delegations to members.

191. DATES OF MEETINGS

The Clerk advised that the village hall booking clerk had been contacted and confirmed that the following dates are available for meetings:

17 <sup>th</sup> June 2019	16 <sup>th</sup> December 2019
22 <sup>nd</sup> July 2019	January 2020 (date to be confirmed later in the year)
No meeting in August	17 <sup>th</sup> February 2020
16 <sup>th</sup> September 2019	16 <sup>th</sup> March 2020
21 <sup>st</sup> October 2019	20 <sup>th</sup> April including the Annual Parish Meeting
18 <sup>th</sup> November 2019	18 <sup>th</sup> May 2020 – Annual General Meeting

**Resolved** – that these dates be approved and accepted for 2019/2020 meetings with the January date to be confirmed nearer the time.

Proposed: Cllr Harold Seconded: Cllr Beal All agreed

192. REPRESENTATIVES ON OUTSIDE BODIES

**Resolved** - that this matter and the appointment of committees and delegations be deferred until next meeting.

Proposed: Cllr Jolley Seconded: Cllr Beal All agreed.

193. PARISH COUNCIL WEBSITE

Clerk advised that the 3 schools in the parish are willing to

The Clerk recommended that the website be updated as it is difficult to work with and updating it would allow for expansion and involvement.

**Resolved** - that the Parish Council website be updated.

Proposed: Cllr Oliver Seconded: Cllr Coe All agreed.

**Action:** Clerk to obtain 3 quotes from website designers. Cllr Jump to forward information.

194. ERNLLCA CORRESPONDENCE

To acknowledge receipt of circulated correspondence from ERNLLCA April – May 2019

195. STANDING ORDERS

**Resolved** - that the Standing Orders dated 7 May 2017 (Minute Ref 11) be approved as and accepted as no changes have been made since last approved.

196. FINANCIAL REGULATIONS

**Resolved** - that the Financial Regulations dated 7 May 2017 (Minute Ref 12) be approved and accepted as no changes have been made since last approved.

Minute Ref 195 and 196 Proposed: Cllr Donkin Seconded: Cllr Jolley All agreed.

197. ASSET REGISTER

Clerk advised that due to the play park refurbishment schemes, the asset register is currently being reviewed and updated and will be brought back to council after inspection

of all items and completion of the play park works. The internal auditor will be advised of this and updated accordingly.

**Resolved** - that approval acceptance of the Asset Register be deferred until after completion of the Southwood play park refurbishment scheme.

Proposed: Cllr Harold Seconded: Cllr Beal All agreed

#### 198. ACCOUNTS AND FINANCIAL STATEMENT

a) The Clerk reported that at 18/04/2019 the current account balance was £4,804.70 and the savings account balance was £47,963.72.

**Resolved** - The bank reconciliation was verified by Cllr Jolley and Cllr Oliver.

b) The Clerk reported that remittance advice from ERYC for the 1<sup>st</sup> of the two payments precept 2019/2020 payments of £14141.00 dated 29/04/2019 had been received. The 2<sup>nd</sup> payment is due in October.

c) The Clerk confirmed receipt of the nil-demand ERYC Non-Domestic Rate.

d) The following payments were circulated, signed and approved for payment by cheque/bank transfer as appropriate.

**Resolved** – Schedule of payments signed by Chair Cllr Harold

Item	Payment	£
1.	East Riding of Yorkshire Council Invoice. 63559350 Increase in charges in respect of lease of Woodmansey Village Hall – adjustment from previous ERYC invoice no. 63085472	24.00
2.	Zurich Municipal Insurance Local Council Insurance Policy renewal 01/06/2019 – 31/05/2020 Invoice No. 37243395	1855.75
3.	Weborchard Invoice No. Web007679 Renewal of www.woodmanseyndp.co.uk domain name for 2 years from 11/06/2019	30.00
4.	ERYC Supplies Invoice No.ERI1429953 03/05/2019 Clerk/RFO Stationery	26.92
5.	A Beal - Refund of funds transferred from personal account to Parish Council account in error 20/12/2018	150.00
6.	No item – added to schedule in error	
7.	To approve the Clerk's pay and expenses April 2019	-

e) Approval of overtime hours, due to end of year accounts, audit and elections.

f) Internal audit – the Clerk reported that the end of year papers were prepared and were due to go to the internal auditor.

**Resolved** – that papers be submitted to internal auditor. Annual Governance and Accountability Return 2018/19 Part 3 forms signed and dated by Chair Cllr Harold.

g) The Clerk reported that the new cheque book had been received in a poor state, delivered by postal service in a plastic wrapping, but was serviceable. Circulated to members to approve use of new cheque book.

#### 199. RESIDENTS' CORRESPONDENCE/ITEMS

a) Shepherds Lane –closure of public right of way. Discussion was held around this.

**Action:** Clerk to contact Patrick Wareham at ERYC.

b) Provision of litter bin, Browns yard estate, jct of Jolley Drive.

**Action:** To be added to litter bin audit.

- c) Enquiry re minutes of meetings on website – Clerk advised resident of procedure and timescale.
- d) Cleaning of play equipment at Southwood Park, Beverley – Cllr Oliver attended 23rd April 2019 following a resident's request.

## 200. ERYC CORRESPONDENCE

- a) Receipt of road closure notice A164/A1079 Jocks Lodge intersection 4<sup>th</sup>-5<sup>th</sup> June 2019 as circulated. This was also shared on the Parish Council Facebook page.

## 201. WOODMANSEY NEIGHBOURHOOD DEVELOPMENT PLAN (oral update)

Members of the steering group met with ERYC planners at County Hall 1st May 2019 to discuss the council's comments on the Regulation 14 Pre-consultation plan. Comments from the statutory consultation ending 9th April 2019 continue to be reviewed by the steering group and the consultant and once finalised will be collated towards amending the WNP To obtain a consent from landowners of their interest to be involved and support the WNP.

The draft Housing Needs Assessment has been received from the consultants AECOM. The steering group have reviewed and a final copy is due later this week. The steering group are to apply to Locality for technical support on Master planning to investigate the costs of community infrastructure and buildings. Next Steering Group meeting to be arranged.

## 202. MEETINGS OF OUTSIDE ORGANISATIONS

- a) Onshore Substation Consultation Group meeting 21<sup>st</sup> May 2019  
Cllr Waddington and Ward Cllr Jump advised they would be attending.
- b) Cllr Beal gave a verbal report of the 'Love Long Lane' drop-in event that was held on 19<sup>th</sup> May 2019 at the village hall. Over 300 leaflets were handed out.
- c) Cllr Beal attended Cottingham Parish Council Planning meeting.

## 203. PLANNING APPLICATIONS

### a) **Applications Received:**

The following applications were received and discussed:

- (i) Ref 19/01233/PLF 31 Bramble Hill, Beverley  
Erection of first floor extension to rear

**Comment: The Parish Council supports this application, subject to there being no objections from neighbours**

- (ii) Ref 19/01317/PLF 5 Southwell Close, Beverley  
Erection of single storey extension to side

**Comment: The Parish Council supports this application, subject to there being no objections from neighbours**

- (iii) Ref 19/01303/PLF 14 Warton Drive, Woodmansey  
Erection of single storey extension to rear following demolition of existing conservatory

**Comment: The Parish Council supports this application, subject to there being no objections from neighbours**

- (iv) Ref 19/01375/PLF 65 & 67 Wingfield Way, Beverley  
Erection of two storey side extension to number 67 Wingfield Way following demolition of both existing garages at numbers 65 & 67 Wingfield Way, with some alterations at number 67 Wingfield Way

**Comment: The Parish Council supports this application, subject to there being no objections from neighbours**

### b) **Decisions of the Planning Authority:**

The following decisions were noted:

- (i) Ref 19/00409/PLF 4 Minster Avenue, Beverley – **Permission granted**  
Erection of single storey extension to rear following demolition of existing single story extension

**Resolved** - That comments be submitted to East Riding of Yorkshire Council and decisions be accepted. Proposed: Cllr Jolley Seconded: Cllr Waddington All agreed

- c) **Planning applications that have been withdrawn since consultation:**  
(i) Ref 18/03597/PLF – Land East of Broadview Nurseries, Barnston Lane, Woodmansey  
Proposed change of use of outbuilding to dwelling house

- d) **Planning application comments submitted since the last meeting:**  
The following comments were made by the Clerk on behalf of the Parish Council, in response to an application for planning permission upon which the Parish Council has been consulted, but for which deadlines applied before the next Council meeting: **None**

#### 204. HUMBERSIDE POLICE

The Council acknowledged receipt of email reports for Beverley Town and Rural for April 2019. Cottingham reports were included, covering Dunswell.

#### 205. PLAY AREA REFURBISHMENT PROJECT

- a) King Street  
Basket swing still not fixed. Clerk has contacted Playscheme to inspect, but no reply received to date. Damage also reported to the roof of the fairy tower. Playscheme also to be advised. **Action:** Clerk & Sara Fletcher to contact Playscheme again to request inspection and repair.
- b) Deer Park Nothing to report.
- c) Southwood Park  
Cllr Oliver reported that work is due to start shortly.

An official PR event is to be held on 31<sup>st</sup> May 2019 for King St and Deer Park. Parish Council logo graphics have been requested by ERYC to be added to advertising material. Weborchard to be providing this for forwarding to ERYC by 24<sup>th</sup> May 2019. A similar event is to be arranged for Southwood Park on completion of the works.

#### 206. PLAY AREA MAINTENANCE

- a) Wicksteed inspection due 21<sup>st</sup> May 2019.
- b) Beverley Round Table inspection report received and circulated. Some defects were noted. Defects to be reported back to supplier as warranty issues. See Item 205(a)

#### 207. ANY OTHER BUSINESS

- a) Traffic Regulation Order received from ERYC for on-street parking places Butt Lane/Risby Place. Responses are due by 6<sup>th</sup> June 2019.  
Discussion was held regarding local parking in general.
- b) Cllr Jump reported no update re Skidby Carr Lane public right of way issue.

#### 208. NEXT MEETING

The next meeting of the Parish Council is to be held 7pm Monday 17<sup>th</sup> June 2019.

**Meeting closed at 9.06pm**