

# Welton Parish Council

## Minutes of Meeting held 19<sup>th</sup> April 2016 at 7:00 pm

Present were Councillors Peck (in the chair), Banks, Fairweather, Gill, Roberts, Rockett, Walker and Wilde. Also in attendance was the Clerk and Ward Councillor Abraham.

**1012. Public Forum**

Not required.

**1013. Apologies**

Apologies were received from Cllr. Boyle.

**1014. Declarations of interest**

None were declared.

**1015. Dispensation Requests**

None had been received.

**1016. To receive the Police Report**

Reports are not being sent monthly any more so it was agreed that this agenda item be removed from future agendas.

**1017. To receive the East Riding of Yorkshire Councillor's report**

There have been complaints about parking in Kingscroft Drive but the road has not yet been adopted by East Riding so limited action can be taken. The planning & highways departments are considering whether the land originally proposed for a cycle route could be used for parking. There are also parking problems on East Dale Road but there is not much that can be done, particularly in the timescales that the primary school is going to be on the South Hunsley site. St Anne's School has set up a shop which is open on a Friday selling produce. It was confirmed that the bridge over the railway must be built before houses are built (Brough South).

The Councillors met with Highways England (HE) and various interested parties to discuss the stretch of A63 and associated problems; there are plans for a westbound cycleway with barriers and they are looking at the eastbound path. East Riding Council are looking to be more proactive to help build business cases with HE for solutions that get forwarded to Defra.

**1018. To approve the minutes of the previous meeting**

**Resolved** – that the minutes of the meeting held on 15th March 2016 are a true record.

The resolution was proposed by Cllr. Roberts and seconded by Cllr. Gill.

**Resolved** – that the minutes of the meeting held on 29<sup>th</sup> March 2016 are a true record.

The resolution was proposed by Cllr. Roberts and seconded by Cllr. Gill.

**1019. To note the minutes of other meetings**

- a. Personnel Committee 9<sup>th</sup> March 2016 (draft)
- b. Finance & Policy Working Group 12<sup>th</sup> April 2016 (draft)

The minutes were noted.

**1020. Clerks Report – to receive the report and discuss any matters arising not otherwise on the agenda**

Nothing was raised.

**1021. Finance**

a. Annual Return & Audit

i. To agree the timetable

The Clerk noted that the period for the public inspection of the accounts has now changed to include the first two weeks in July. The timetable was noted.

ii. To review the Council's system of internal control and the governance statements on the Annual Return

Council noted that there are various controls in place including regular checking of the bank statements, double signatures on cheques and setting a budget before agreeing the precept. It was noted that the list of payments does not include the power under which the money is spent – the Finance & Policy working group to consider introducing this.

**Resolved** – that the system of internal control has been reviewed and felt to be sufficiently thorough allowing Council to positively answer the governance questions on the Annual Return, subject to any issues raised by internal audit.

The resolution was proposed by Cllr. Roberts and seconded by Cllr. Peck.

iii. To review the figures for the accounting statement on the Annual Return  
Council accepted the figures; the Annual Return will be signed off once the internal audit has been done and the governance statement approved.

**Resolved** – that the figures for the annual return be accepted.

The resolution was proposed by Cllr. Roberts and seconded by Cllr. Peck.

b. To approve the quarterly reports ie bank reconciliation, expenditure against budget and petty cash log

**Resolved** – that the quarterly reports be approved

The resolution was proposed by Cllr. Roberts and seconded by Cllr. Gill

c. To resolve whether to support the recommendation of the Personnel Committee that the Local Government Pension Scheme be the scheme chosen for The Clerk and that the current Clerk be enrolled in the scheme as soon as possible

**Resolved** – that the Local Government Pension Scheme be the scheme provided to The Clerk and that the current Clerk be enrolled as soon as possible.

The resolution was proposed by Cllr. Walker and seconded by Cllr. Banks.

d. To approve attendance of the Clerk at training courses for allotments and common land

**Resolved** – that the Clerk attend SLCC courses on allotments and common land when they are held in a suitable location.

The resolution was proposed by Cllr. Walker and seconded by Cllr. Peck.

e. To approve the payments listed below:

i.	£ 566.64	Helena Crutchley	Salary & allowance (Standing order)
ii.	£ 12.12	Orange	Phone (Direct Debit)
iii.	£ 85.34	Cash	Petty Cash
iv.	£ 667.27	ERNLLCA	Subscription

**Resolved** – that the payments be approved.

The resolution was proposed by Cllr. Gill and seconded by Cllr. Rockett.

f. To approve the receipts listed below:

i. £ 3.23 Mar Interest (Savings account)

The receipt was noted.

**1022. Planning**

- a. To agree any response to the consultation on the Community Infrastructure Levy

**Resolved** – that the proposals on CIL be supported.

The resolution was proposed by Cllr. Roberts and seconded by Cllr. Fairweather

- b. To agree whether to look into the feasibility of creating a Neighbourhood Plan  
It was suggested that it would be worth looking at the benefits of creating a neighbourhood plan, possibly working with neighbouring Councils to cross borders, in order to have a say in how development is done. There was a lengthy discussion which generally felt that, given the amount of development land available in the parish, there would not be much benefit for a significant amount of work. It was agreed that Council was always happy to get together to discuss issues with other Councils if appropriate. Councillors to read up and think about it further.
- c. To agree a response to the following consultations:
- i. 16/00784/PLF Shell Garage Grandale Filling Station, A63 Melton Interchange to Welton Interchange Erection of new sales building, forecourt, construction of 2 canopies and installation of 2 new 70,000 litre underground steel fuel storage tanks following demolition of existing sales building, canopy and removal of underground fuel tanks

**Resolved** – that a response be returned as follows: 'Welton Parish Council supports the application on condition that conditions are imposed as suggested by the Environment Agency, Yorkshire Water and Public Protection (ERYC). It would also like the applicant and Highways England to look at the feasibility of improving the entrance and exit, in light of a possible increase in traffic movements as a result of this development.

The resolution was proposed by Cllr. Walker and seconded by Cllr. Wilde

- ii. 16/00776/PLF 58 Kingscroft Drive Erection of a two-storey and single storey extension to rear

**Resolved** – that a response should be returned commenting that the roof window on the North side should be opaque glass.

The resolution was proposed by Cllr. Fairweather and seconded by Cllr. Roberts

- iii. 16/00876/PLF 25 Melton Bottom Erection of single storey extension to front, single storey extension with construction of pitched roof over existing single storey extension to rear and external alterations

**Resolved** – that a response of 'No comment' be returned.

The resolution was proposed by Cllr. Peck and seconded by Cllr. Rockett.

- iv. 16/00919/PAD Home Farm 39a Melton Old Road Display of a non-illuminated free standing hoarding sign

**Resolved** – that a response supporting the application be returned.

The resolution was proposed by Cllr. Roberts and seconded by Cllr. Walker

- v. 16/00819/PLF Welton Equestrian Centre Wauldby Road Erection of new stables, surface water soakaway and access

**Resolved** – that a response be returned as follows: 'Welton Parish Council supports the application subject to conditions being imposed as suggested by Public Protection (ERYC), Tree Officer (ERYC) and Highways (ERYC). In addition, Council has concerns that contamination of the ground may occur from liquid waste ie animal urine'

The resolution was proposed by Cllr. Peck and seconded by Cllr. Roberts

- vi. 16/00839/PLF 43 Husthwaite Road Erection of single storey extension to rear

**Resolved** – that a response supporting the application be returned.

The resolution was proposed by Cllr. Walker and seconded by Cllr. Fairweather

d. To note the following decisions:

- i. 15/03603/PLF Humberside Police Wyke Way Construction of an additional 25 car parking spaces, 6 van parking spaces and hard standing for trailers and equipment including landscaping to perimeter  
PC Response: Support  
East Riding Decision: Granted
- ii. 16/00194/PLF 57 Kingscroft Drive Continued use of vehicular access onto Common Lane and installation of 1.8m electric sliding timber gates within the existing fence  
PC Response: Objection on the following grounds: The original outline permission for the development had a condition specifying that there would be no access to Common Lane for any of the houses and the Parish Council supports this condition. The change would erode the rural character of Common Lane as a country lane. The change would adversely affect the local amenity of Common Lane for the many users eg walkers. The change is impractical given the narrowness of the lane. The change could set a precedent for other properties.  
East Riding Decision: Granted
- iii. 15/03489/STPLF Transwaste Recycling and Aggregates Limited, Gibson Lane South Erection of extension to existing sorting building  
PC Response: Welton Parish Council has no objection to the construction of the building but has concerns that the building will mean an increase in the capacity of waste being handled and that this in turn will lead to an increase in the existing problems of odours in the area. Council also questioned whether an update to the environmental agency licence would be required. If East Riding of Yorkshire Council is minded to approve the application, Council requests that its concerns are addressed with suitable conditions.  
East Riding Decision: Granted with conditions
- iv. 16/00268/PLF 25 Cowgate Erection of two storey side extension to side, replacement doors and windows and render finish to existing brickwork  
PC Response: Supports advice of conservation officer  
East Riding Response: Granted with conditions

The decisions were noted.

*Cllr. Abraham left the meeting.*

### **1023. To receive a report from the Memorial Hall Trustees**

It was reported that the recent fundraising event had raised about £400.

The Trustees have set up a working party looking at the constitution of the charity and whether to change it to a Charitable Incorporated Organisation (CIO); there will be a workshop for the Trustees on the 26<sup>th</sup>. The AGM is now scheduled for November so Council does not need to nominate Trustees until its meeting in October.

### **1024. Mill Dam**

- a. to agree the documents for tender and any details as required

A number of elements were discussed:

The noise of the compressor was considered but it was felt that it was not possible to see an example at this stage without long delays; it was agreed to delay the start until after Open Gardens on 26<sup>th</sup> June (work is unlikely to be able to start much before this date anyway); the Clerk to talk to the fish farm at Gilberdyke about storing the fish and what consent is needed; the Clerk to apply for the appropriate consents if needed.

There was a lengthy discussion on evaluation and how to include a quality element; it was agreed to go with the suggestion of adding a method statement and previous experience

(which will be part of the scoring process) but add something which gives Council the right to ask for references.

**Resolved** – that work will not start until after the Open Gardens event on June 26<sup>th</sup>  
The resolution was proposed by Cllr. Peck and seconded by Cllr. Gill

**Resolved** – that Council will apply (if needed) for the appropriate consent to remove the fish from the Mill Dam for the duration of the work  
The resolution was proposed by Cllr. Peck and seconded by Cllr. Wilde

- b. to agree who will project manage the work, who will act as employer's delegate and to decide on delegation to the Clerk in order to handle queries during the work  
It was agreed that Mason Clark should handle the project management. Following a discussion on who should be the Employers Delegate, it was agreed that this should also be Mason Clark. It was felt that ideally this role should be on the client side ie the Clerk but that this would be too much additional work; Mason Clark should report all decisions back to the Clerk. The meeting also agreed to delegate to the Clerk the power to handle queries.

**Resolved** – that Mason Clark act as Project Manager and Employer's Delegate and report all decisions back to the Clerk. The Clerk is delegated the ability to handle queries arising on the project.  
The resolution was proposed by Cllr. Peck and seconded by Cllr. Walker.

#### **1025. Community Plan**

A working group meeting was held on April 2<sup>nd</sup> and that a public event should be held on 9<sup>th</sup> June. The hall is booked that day so the group is currently looking for an alternative location. The group wants to involve people who expressed an interest at the January event and wants Dave Hickling involved with a view to getting a plan put together after the June date. It was agreed to allocate a budget of up to £6000 to cover creating a plan, consultancy and holding the public meetings to progress it.

**Resolved** – that up to £6000 be allocated to produce a plan. The budget to cover meetings, consultancy and the production of the plan.  
The resolution was proposed by Cllr. Fairweather and seconded by Cllr. Gill.

#### **1026. Correspondence**

- a. Request for info on brownfield sites sent 14/3/16  
The request was noted; there are not thought to be any sites in the parish.
- b. Parish Council Liaison meetings sent 6/4/16  
Cllr. Peck will attend the meeting on 7<sup>th</sup> June.
- c. Public Spaces Protection Orders sent 13/4/16  
It was queried whether dogs should be on a lead in the churchyard – Cllr. Fairweather to talk to the vicar.
- d. Church Clock – the clock needs repairing; it should be fixed and the Council will pay for the repairs.

#### **1027. To receive any other items for note or future agendas**

The village taskforce walkabout took place this morning; various issues were raised; the ownership of the snickets on the Park Road estate continues to be a problem.  
Replanting has not occurred at the clinic on Cowgate following removal of trees – to go on the next agenda.  
The matter of a Council logo has been raised with South Hunsley School and could be taken on as a student project.

#### **1028. To confirm the date of the next full Council meeting as May 17<sup>th</sup> 2016.**

Confirmed.

The Chairman declared the meeting closed at 9:48 pm.