

Hutton Cranswick Parish Council

Minutes of the Meeting of the Parish Council, held on the 22nd April, 2020.

The Meeting was held remotely via Skype and open to the public. The session commenced at 7.00 pm.

Present: Councillors: Alderton, Kelly, Richardson (in the chair) Sibley-Calder, Mrs Simpson, Swan, Teare, Thompson, Wilkinson, Wilson.

Parishioners present: One

The Clerk recorded the minutes.

20/093 Apologies: Councillors: Holtby, Lock, Poolford. Ward Councillors Evison, Lisseter, Owen.

20/094 Declaration of Pecuniary and Non-Pecuniary interests

Cllr Kelly Item No. 9(b) - 20(/100(b)- Pecuniary - owner of property/wife of Applicant.

20/095 Minutes – Resolved – That the Minutes of the Meeting of the Council held on the 25th March, 2020 be approved and signed as a correct record (proposed Cllr Thompson/seconded Cllr Alderton).

20/096 The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations, 2020 – Advice on the Regulations from East Riding of Yorkshire Council, ENLCCA and NALC were noted. The Regulations modify some of the statutory requirements contained in the Local Government Act 1972 and the Public Bodies (Admission to Meetings) Act 1960, which govern parish councils.

The Regulations made provision for the conduct of local authority meetings held before 7th May, 2021, and for public and press access to those meetings. In summary, The Regulations permit parish councils to; hold and attend meetings remotely; alter the frequency and occurrence of meetings, including the choice of holding the annual meeting; determine the public notice for meetings; and determine how voting is carried out.

20/097 Covid-19 Community Support Group – On behalf of the Group, Cllr Teare reported that during the last 28 days, a volunteer good neighbourhood scheme had been established. The village was divided into 9 pods, each had a lead contact. A leaflet with a local contact telephone number was produced for each pod and delivered into every household. The leaflet described the support on offer and how to get in touch. This was followed up in The Bulletin, which went into more detail on keeping safe and the support network in place.

At the same time as the leaflet distribution, a call was put out to local people to volunteer in each of the pods. A group of 50 volunteers had been established who were able to do shopping, collect prescriptions and make friendly phone calls. The Group had assisted over 80 households on a regular basis. It had been found that by keeping it local, people know each other – and the reaction could be quick.

There were other informal groups within the churches and particular streets.

The process had settled down and was working well.

The Group Covid-19 Community Support - Hutton Cranswick had registered with www.beecan.org in the Wolds area. The nearest Community Hub was the Rugby Club at Driffield. The contact telephone number for this service was 01482 393919. A post card had been delivered to the parish council for onward delivery to vulnerable people in the community. This information was also available on the new website's front page.

The Council congratulated the Group on the effort and achievements made in such a short period of time.

Signed.....Date.....

20/098 Police – Reports from East Wolds and Coastal and Driffield/Rural for March, 2020 were noted.

20/099 Planning Matters – The following decision were noted:

- (a) **20/00142/PLF**: Erection of 1.8m high timber fence to front and sides (Retrospective application) at The Old Granary, Beverley Road, Hutton Cranswick, East Riding of Yorkshire, YO25 9PF – Full Planning Permission – Approved – 2 Conditions.
- (b) **20/00643/TPO**: TPO - HUTTON VILLAGE - 1973 (REF 330) T5 - Fell 1 no. Ash tree due to it having no leaf growth and would turn into deadwood and branches overhanging neighbouring property at 5 St Peters Close, Hutton, East Riding of Yorkshire, YO25 9YZ – Works to Protected Trees – Consent Granted – 2 Conditions.
- (c) **20/00514/TPO**: TPO - HUTTON NO. 3 - 2009 (REF 1229) T7 - Crown lift 1 no. Oak tree by approximately 4-5 metres and remove 2 no. lowest branches on south side of the tree to balance the canopy at 12 Mill Street, Hutton, East Riding of Yorkshire, YO25 9PU – Works to Protected Trees – Consent Granted – 2 Conditions.
- (d) **20/00228/PLF**: Erection of single storey extension to front, following demolition of existing conservatory and chimney stack at 52 Orchard Lane, Hutton, East Riding of Yorkshire, YO25 9PX – Full Planning Permission – Approved – 2 Conditions.
- (e) **20/00217/PLF**: Erection of two storey building consisting of offices, laboratory, grain store, welfare facilities and meeting rooms with associated infrastructure, following demolition of existing building at Frontier Agriculture Limited, Beverley Road, Hutton Cranswick, East Riding of Yorkshire, YO25 9PF – Full Planning Permission – Approved – 5 Conditions.
- (f) **20/00367/PLF**: Erection of a single storey extension to side, following demolition of existing side extension, erection of a single storey extension to rear, following removal of existing conservatory and erection of a single storey extension to existing store, for use as workshop at Somerdene, 32 Main Street, Hutton Cranswick, East Riding of Yorkshire, YO25 9QY – Full Planning Permission – Approved – 3 Conditions.

20/100 Planning Applications:

- (a) **20/00865/PLF**: Erection of extension to rear and erection of car port to front at Ivy Cottage, 8 Station Road, Hutton Cranswick, East Riding of Yorkshire, YO25 9QZ – Full Planning Permission – **Resolved** – Not to object to the application (proposed Cllr Swan/seconded Cllr Wilson).
- (b) **20/00627/PLF**: Erection of a single storey extension to side and alterations to existing attached garage, to form additional living accommodation and proposed summer house to be retained (Part Retrospective) at 13 Southgate, Hutton Cranswick, East Riding of Yorkshire, YO25 9QX – Full Planning Permission – **Resolved** – Not to object to the application (proposed Cllr Thompson/seconded Cllr Alderton).

Cllr Kelly left the Skype session and took no part in the consideration of the application.

20/101 Village Show – It was hoped that by 26th July, circumstances would allow a small-scale show at the SRA, if not a virtual show would be arranged. The schedule was to be smaller. There would be prizes for the winners with a lot of the classes being more general, to give more opportunity to choose what to create. All classes would be free and no entry form. More information would be published on the website. There would be no request for any sponsorship this year, in light of these difficult times for everyone. The Council supported the proposed arrangements for the Show (proposed Cllr Richardson/seconded Cllr Swan).

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20/102 Play Area – To help keep everyone safe and reduce the risk in contracting the Coronavirus the play area was closed.

20/103 Community Safety – It was agreed that the temporary barrier protecting the Green, on Hobman Lane, could be removed (proposed Cllr Richardson/seconded Cllr Teare).

20/104 Clerk's report:

- (a) **To note** an update from Yorkshire Water Services, on the problem of ground water infiltration in to the sewer network, which could overload the pumping station located in Sheepman Lane. At present, the pumps were running well, but tankering was required to mitigate the water infiltration. The work was to prevent sewer flooding. The investigation into the matter was on hold due to COVID-19 restrictions.
- (b) **To note** receipt of the P60 End of Year Certificate for 2019-20.
- (c) **To note** the Section 137 Expenditure Limit for 2020-21 was £15,350.40.
- (d) **To note** The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 and the guidance relating to Notice of Public Rights.

20/105 Centenary Wood - To note the completion of the footpath work, approved at minute 20/75(b)(a).

20/106 Communication – Cllr Swan reported that the new website had gone live and had received positive feedback on the site. Interest had been received from companies wanting to advertise on the site. The transfer of the SRA Domain proved complex, requiring some additional technical work. It was **Resolved** to accept an additional one-off charge of £70.00 and an increase in annual charges of £20.00 (proposed Cllr Swan/seconded Cllr Thompson).

20/107 Internal audit report for the year ended 31st March, 2020 – **Resolved** (a) to receive the report (b) note the auditor considered the accounts continue to be well maintained and no matters arose that needed to be drawn to the attention of the Council and (c) appoint Alan Johnson as the internal auditor for 2020-21 (proposed Cllr Richardson/seconded Cllr Thompson).

20/108 Annual Governance and Accountability Return (AGAR) for the year ended 31st March, 2020 – Following a review of the effectiveness of the system of internal control, it was **Resolved** to approve Section 1 - Annual Governance Statement 2019-20 (proposed Cllr Thompson/seconded Cllr Wilson).

20/109 Annual Governance and Accountability Return (AGAR) for the year ended 31st March, 2020 – Instructions regarding the 2019-20 AGAR, received from PKF Littlejohn, were noted. Prior to submitting the AGAR, the Clerk would check if the Council was subject to an intermediate review. Following close scrutiny of the draft AGAR and detailed evidence of the figures in the Return, it was **Resolved** (proposed Cllr Thompson/seconded Cllr Richardson), to approve:

- (a) Section 2 - Accounting Statements 2019-20,
- (b) The Notice of Public Rights and Publication of Unaudited Return,
- (c) The documentation to be submitted to the External Auditor:
 - a. The Annual Internal Audit Report;
 - b. Section 1 - Annual Governance Statement;
 - c. Section 2 - Accounting Statements;
 - d. Bank Reconciliation;
 - e. Section 3 - External Audit Report and Certificate;
 - f. Explanation of Variances; and
 - g. Notice of Public Rights.
- (d) That £1 be charged for a copy of the Annual Return.

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20/110 School Patrol Officer – East Riding of Yorkshire Council’s Safety Officer had sought confirmation that, based on the increased hourly charge out rate of £23.24 (inclusive of advertising, training, provision of protective clothing and equipment and salary), the Council still wanted to fill the role of School Patrol Officer. The Council had made sufficient budget provision in 2020-21 to fund the post. It was **Resolved** to continue to advertise the vacancy and to fill the role of the School Patrol Officer as soon as practicable (proposed Cllr Mrs Simpson/seconded Cllr Kelly).

20/111 Budget – The latest budget position was noted (proposed Cllr Thompson/seconded Cllr Alderton).

20/112 Payments:

<u>Cheque</u> No	<u>Name</u>	<u>Details</u>	<u>Net of Vat</u>	<u>VAT</u>	<u>Total</u> <u>(including</u> <u>VAT</u>
Auto	Dee Atkinson and Hamison	FBT - Management fee	423.50	84.70	508.20
3464	HCSRA	Donation as precept (20/080)	5000.00		5000.00
3465	HC In Bloom	Donation as precept (20/081)	1200.00		1200.00
3466	HC Bulletin	Donation as precept (19/215)	3000.00		3000.00
3467	Beverley and North Holderness Internal Drainage Board	Agricultural Drainage Rates year ending 31st March, 2021	93.67		93.67
3468	T. Eling Landscapes and Garden Services	Cutting Greens on 11th March, 2020	153.00	30.60	183.60
3469	Opus Energy	Pond - Electricity standing charge period 1/3/20 to 31/3/20	12.53	0.63	13.16
3470	S. Sanderson	Salary and expenses	442.46	10.48	452.94
3471	Peter Magee	Development of replacement website (20/046)	1135.00		1135.00
3472	A. Johnson	Annual audit and report	330.00		330.00
Total			11790.16	126.41	11916.57

Resolved – To approve payment of accounts as presented (proposed Cllr Swan/seconded Cllr Wilson).

20/113 Other payments – Resolved – To approve a payment of £2359.20 to T. Eling Landscapes & Garden Services for resurfacing paths in Centenary Wood and a payment of £748.54 to ENLLCA for the annual Membership Subscription to ERNLLCA and NALC. Total payments £3107.74 (proposed Cllr Swan/seconded Cllr Wilson).

The payments would be recorded on the May, 2020 agenda and in the Minutes.

20/114 Correspondence - The following correspondence was received and noted: -

- East Riding of Yorkshire Council Cabinet Newsletter, February, 2020.
- COVID-19 - Briefing Note from Sir Greg Knight MP.
- Letter of thanks from HART for the £500 grant.
- Message from Ward Councillors Jane Evison, Paul Lisseter and Jonathan Owen.
- COVID-19 - Leaflets from East Riding of Yorkshire Council Trading Standards for Community Groups and Individuals.
- COVID-19 - Information from East Riding of Yorkshire Council, on powers available to parish councils, to provide financial support to vulnerable residents. It was noted that it was lawful, under s137 Local Government Act 1972, for a parish council to set up a pot of money to provide cash to

Signed.....Date.....

vulnerable residents, to purchase food or other supplies, or buy such food or supplies for vulnerable residents and the residents pay the money back at some future point.

- (g) COVID-19 - Update from Bridlington Regeneration Partnership – Sources of Information on Finance.
- (h) COVID-19 - Guidance for care of the deceased with suspected or confirmed coronavirus – It was noted that crematoria and cemeteries are closed to the public, except for funerals and burials. The Council recognised this was a very difficult and emotional time for those losing a loved one.
- (i) COVID-19 - Information from East Riding of Yorkshire’s Electoral Services Manager - Electoral Restrictions and Casual Vacancies – It was noted that, subject to further Government advice, for the time being, no action is to be taken on any casual vacancy that arises other than the Clerk reports any vacancy to the Electoral Services Team at East Riding of Yorkshire Council.
- (j) COVID-19 - Town and Parish Councils and the Community Response in the East Riding of Yorkshire to the Coronavirus Pandemic - A Further Update.
- (k) ERNLLCA Briefing - PKF Littlejohn Letter and Coronavirus Job Retention Scheme.

20/115 Next Meeting – Parish Councils were included within the definition of “local authority” in Regulation 3 of the 2020 Coronavirus Regulations, allowing meetings to be held remotely. It was noted that the definition excluded Parish meetings.

It was **Resolved** (proposed Cllr Teare/seconded Cllr Thompson) **to:** -

- a) Not hold the Annual Parish Meeting this year, as the view from NALC was that the current Government guidance meant that parish meetings should not take place in person, including the annual meeting of the electors.
- b) To hold the Annual Meeting of the Council, by Skype at 7.00 pm on the 27th May, 2020 and
- c) To hold the Ordinary May Meeting, by Skype, on the rising of the Annual General Meeting.

There being no further business, the Meeting closed at 7.30 pm.

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