

BISHOP BURTON PARISH COUNCIL

Minutes of the Bishop Burton Annual Parish Council and Parish Council meeting held in Bishop Burton Village Hall on Monday 18TH May 2015 at 7.30pm.

Present:

Councillors: Cllr Martin Gray; Cllr David Oxtoby ; Cllr Andrew Oxtoby; Cllr Jack Wray; Cllr Leonard Byass; Cllr Mrs Sue Ellerington; Cllr Mark Hoddinott; Cllr Trevor Thomas
Cllr Pollard was present for part of the meeting.

Members of the public – Mrs Jeanette Dawson (Bishop burton College principal) for items 05.800; 05.801 and 05.811.

Annual Council Meeting

05.787 Apologies for absence: None

05.788 Signing of Declaration of Acceptance of Office -all – All councillors duly completed and signed their declarations of acceptance of office.

05.789 Election of Chairman – Cllr Wray proposed Cllr David Oxtoby as chairman, seconded Cllr Gray. Cllr David Oxtoby was duly elected. Cllr D.Oxtoby duly signed his declaration of acceptance of office as Chairman.

05.790 Election of Vice-Chairman –Cllr Wray proposed Cllr Ellerington as Vice-Chairman, seconded Cllr Thomas. Cllr Ellerington was duly elected. Cllr Ellerington duly signed her declaration of acceptance of office as Vice-Chairman.

05.791 Register of interest. Cllr Hoddinott submitted his completed register of interest. All other councillors confirmed that their's had not changed from that already submitted.

05.792 Process of Co-option of councillors. Resolved: An advert would be placed advertising the casual vacancy on the village website and on the two notice boards in the village with a closing date of the 31May and that an extra-ordinary meeting be held on 8th June to consider the candidates and fill the vacancy.

05.793 Appointment of delegates to ERNLLCA meetings. It was unanimously **Resolved** that Cllr Oxtoby and Cllr Ellerington represent the Parish Council at ERNLLCA meetings.

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Cllr D.Oxtoby welcomed Cllr Hoddinott to his first Parish Council meeting as councillor. Cllr D.Oxtoby thanked both retired councillors Swann and Jolliffe for all the good work they did whilst serving on the council. It was unanimously **resolved** that the clerk should send a letter to each retired councillor expressing the councils thanks for all their work over the years.

05.795 Declaration of Pecuniary and non-pecuniary Interests; Requests for dispensations. – Cllr Ellerington declared a pecuniary interest in item 05.798 a) and 05.810 a).

05.796 Open Forum – no matters arising

05.797 Minutes of previous meetings – Minutes of the Full council meeting of 30th March 2015 and planning meetings of 13th and 27th April were previously circulated. **Resolved** minutes were a true and correct record, proposed Cllr Ellerington, seconded Cllr Wray; proposed Cllr Wray, seconded Cllr Gray; proposed Cllr Ellerington, seconded Cllr Wray respectively. The minutes were duly signed by the chair.

05.798 Matters Arising from above and open meeting:

- a) Rathlin – The Clerk has spoken to Rathlins communication advisor who has informed her that the only matters taking place on site are maintenance matters. There have been no major operations since the summer of 2013 and before any work starts on site a liaison meeting will be held. (Cllr Ellerington left the meeting during this discussion)
- b) Village Green- carried forward
- c) Village Hall lease – following the last meeting Cllr Jolliffe reviewed the updated lease and a letter has been sent to ERYC requesting further changes. Currently awaiting their response and an updated lease.
- d) Parking in village- Clerk informed the meeting that she had not had a response to her latest e:mail asking for an update and querying the timescales and procedures. **Resolved:** Clerk to forward correspondence to Cllr Pollard to chase.
- e) Dalegate –
 1. jetting out of drains- ERYC believe that the “drains” in the village need review to ensure fit for purpose, and understand what drains into what. ERYC counselled against just using the pit as believed it will continue to block up due to position and debris from road. **Resolved:** Cllr D.Oxtoby and Cllr Gray to look at the position in the pit to understand work required to enable water to flow easily and report back to next meeting. Clerk to contact ERYC to arrange meeting in respect of drains in village.
 2. passing places - ERYC have confirmed that “single track road with passing places” will be erected at either end of Dalegate; “passing place” signs at the two “official” passing places at the

top of the hill, tidying up unofficial passing places with road planings. Expected timescale – by the end of June.

- f) Trees along Low Balk Road – Work has started, but understand it has had to halt due to nesting birds. To be completed later.
- g) Bus Shelter litter bin update - **Resolved**. Litter bin to be order along with one for playground.

05.799 Review of:

- a) Fixed Asset Register – **Resolved**: the fixed asset register circulated and used as part of the annual return is accurate and up to date. Proposed Cllr Wray, seconded Cllr Ellerington, the register was duly signed by the chairman.
- b) Code of conduct - The code of conduct circulated was reviewed and it was unanimously **Resolved** that no amendments were required. A statement to this effect was duly signed by the chairman.
- c) Standing orders and resolutions – The standing orders and previously adopted amendments 1 and 2 were circulated along with proposed amendments 3 (in respect of recording of meetings) and 4 (in respect of planning application procedures). It was **Resolved** that amendments 3 and 4 be adopted – proposed Cllr Ellerington, seconded Cllr Wray. It was further resolved that no further changes were required to the standing orders and amendments 1-4. Proposed Cllr Ellerington, seconded Cllr Wray, the chairman duly signed the declaration.
- d) Risk assessments - The Risk assessments were circulated prior to the meeting and reviewed at the meeting. **Resolved** no changes required. Proposed Cllr Ellerington, seconded Cllr Wray, the chairman duly signed the declaration.
- e) Financial Regulations – the financial regulations were circulated prior to the meeting. **Resolved** no amendments required. Proposed Cllr Thomas seconded Cllr Ellerington. The chairman duly signed the declaration.

05.800 Lambing Sunday – Jeanette Dawson (principal Bishop Burton College) joined the meeting. It was noted that during Lambing Sunday this year there had been chaos in the village with cars being parked down all the roads, on the green and even 18 up Low Balk Lane. It was unacceptable as it made it impossible for any emergency vehicle to get through and for any farm traffic. It was questioned whether there was adequate parking at the college and how could a re-occurrence be prevented in 2016. It was believed that one of the reasons was that the college car parks were full. Cllr Wray had visited the entrance in the village and seen a car park full sign and seen the security personal directing them away from the entrance but not directly them to another car park. On discussion with the security personnel he indicated that the car parks were full. Mrs Dawson commented that she would look into this as the main college car park (entrance on York road out of the village) was nowhere near full and could have taken many more cars. The village entrance is only for disabled parking and thus others will be turned away, there should however not of been a car park full sign and the security personnel should of been directing them to the main car park. Indeed there was a park and ride and this was not fully utilised either. It was requested that in future the police be asked to cone the village off for local use only. **Resolved**: Mrs Dawson to provide date for next year's event; Clerk to inform police and ask that they cone off the village for village use only; Mrs Dawson to ensure that there are adequate signs in the village directing visitors to the main entrance; Mrs Dawson to ensure adequate training of staff to direct any overflow traffic to the correct car parks and not into the village.

05.801 April ASBO report – It was noted that Bishop had two ASBO's in April – the same as Leconfield and Leven. It is not possible to get these broken down between the college and the village. Mrs Dawson commented that she is not aware of any at the college but she is not routinely informed. No-one was aware of anyone with ASBO'S. **Resolved**: matter is noted.

05.802 Councillor training – The ERNLLCA training programme had been circulated. **Resolved**: No training required at present.

05.803 Playground

- a) update on progress – The playground installation is due to start w/c 25 May. The opening is currently scheduled for the 13th June.
- b) risk assessments – The risk assessment is due to be completed by David Jolliffe once the playground has been completed.
- c) weekly inspections – David Jolliffe will complete the weekly inspections when available. **Resolved**: Cllr Ellerington will be responsible for standing in for David Jolliffe when he is not available or for finding a replacement. The completed inspection documents need to be filled with the clerk.

05.804 Insurance renewal – The quotes of Aon (£2,295.04) and Zurich (£1463.84 -1 yr; £1,332.03 – 3 yr), previously circulated, were compared. It was unanimously **Resolved** to take up Zurich's Insurance on the three year option.

05.805 Planning

ERYC have approved the following applications: none

Applications received: - none

It has been brought to the attention of the Parish Council that the building work on a house located in a narrow cul-de-sac has been causing significant inconvenience to other residents and users of the road. This has been caused by inconsiderate parking and use of the road by the builders/suppliers etc.

Resolved: to consider applying conditions to future planning applications where access is difficult and may significantly inconvenience other residents.

05.806 Any projects for East Riding Voluntary Action Services? – No

05.807 Matters around the village:

- a) Railings – cold harbour view/Mere. ERYC have painted the railings around Cold Harbour view. It has been noted that some of the posts/railings are unsafe. **Resolved**: Clerk to contact

ERYC to report. In respect of the Mere Village Taskforce are reviewing how these can be painted given the proximity of the A 1079 – response awaited.

- b) Johnsons pond – Cllr's Wray and Gray have reviewed the situation and believe they have a solution. To update at next meeting.
- c) Manhole outside Altisidora. The manhole is sinking again and beginning to make a noise. **Resolved:** Clerk to report to Yorkshire Water.
- d) Hedge cutting – **Resolved:** Clerk to report hedge near flats to ERYC for cutting.
- e) Path outside bungalows along school green – the path requires surface dressing. **Resolved:** to report to ERYC.
- f) Light outside Lethendy – This has been reported to ERYC.
- g) Hole around corner from bus shelter. **Resolved:** Clerk to report to ERYC that the side of the whole road requires tarmacking at the edge.

05.808 Neighbourhood Development plans. After discussion it was **Resolved** that it was not appropriate for Bishop Burton to develop a neighbourhood plan at this time.

05.809 Finance – year end accounts to 31 March 2015.

- i. Main account - The receipts and payments account for the year and the year-end bank reconciliation (as circulated) was reviewed. **Resolved** they should be approved, proposed Cllr Ellerington, seconded Cllr Thomas, the chairman duly signed the documents.
- ii. Playground account - The receipts and payments account for the year and the bank reconciliations Jan - March (as circulated) was reviewed. **Resolved** they should be approved, proposed Cllr Thomas, seconded Cllr Ellerington, the chairman duly signed the documents.
- iii. Combined - The receipts and payments account for the year and the year-end bank reconciliation (as circulated) was reviewed. **Resolved** they should be approved, proposed Cllr Thomas, seconded Cllr Ellerington, the chairman duly signed the documents.
- iv. The annual governance statement was read out to all present. All members confirmed their responses. The chairman duly signed and dated the statement.
- v. To annual return was reviewed by all present. It was unanimously **resolved** that it should be approved. The Chairman duly signed the document.
- vi. The internal audit report was circulated for consideration. **Resolved:** The matters contained therein were duly noted.

Councillors wished to express their thanks to the Clerk for her work during the year and an excellent Internal audit report.

vii. Main account -2016 - the income and expenditure account to the end of April was reviewed. **Resolved** it should be approved. The Chair duly signed the papers.

viii. Additional signatory – **Resolved:** Cllr Byass to replace retired Cllr Jolliffe as the signatory. Clerk to action.

ix. Deposit account – carried forward.

Finance - other

To Pay:

M.R.Binks – new lock for war memorial	£8.34
Clerks salary & expenses	£840.22
N-power – electric 1/4/12-31/3/13	£27.97
Yorkshire Water	£10.83
R.Dixon–internal audit	£291.00

Paid: the following have been paid:

Aon –additional premium re Playground	£40.44
C.Charlton – grass cutting	£390.00

The following money has been received:

Field Rent	£510.00
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Resolved: the above payments be approved, proposed Cllr D.Oxtoby, seconded Cllr A.Oxtoby. It was noted that the new grass cutter is doing an excellent job and many villagers have commented to this effect.

05.810 Correspondence

- a) Letter from Val and John Majer – The letter was circulated. **Resolved:** Clerk to respond indicating that the contents have been noted. (Cllr Ellerington left the meeting during this discussion).
- b) Rural services network email. - Noted
- c) Grass roots giving – any ideas? **Resolved:** Cllr Wray and Cllr Thomas to consider.

05.811 Any other business

- a) Litter - It has been noted that College students continue to drop significant amounts of litter both around the shop and on their way back to college/bus stop. Cllr's enquired of Mrs Dawson if there was anything that could be done. Mrs Dawson explained that it was not a problem in the college and that when the students arrive she personally gives them a talk on social responsibility including respecting their neighbours in the village. She confirmed she will re-iterate the message. She noted that if any of the behaviour was criminal it should be reported direct to the police. Cllrs felt that a half-way house may be appropriate in some instances. **Resolved:** that if particular students were causing a nuisance the names/pictures should be obtained and sent direct to her secretary such that action as appropriate can be taken.

- b) Rubbish on Walkington Heads – following the annual “frack-off” meeting rubbish has been left on Walkington Heads. **Resolved:** Clerk to report to ERYC.

Date of next full Parish Council meeting 6th July 2015 7.30pm in Bishop Burton Village Hall.

Chairman declared the meeting closed at 10.20pm

Signed.....
Chairman

Date.....