



KILPIN PARISH COUNCIL

## Minutes / Summary Notes of the **February 2024** Ordinary Meeting of Kilpin Parish Council

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**Date of Meeting** 1<sup>ST</sup> February 2024  
**Location of Meeting** Scholfield Village Hall, Skelton.  
**In attendance:** Cllr Stephen Brett (Chair): Cllr Liz Vollans: Cllr Lynne Todhunter  
**Clerk** Andrew Crabbe.

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### Part 1 Procedural Matters

#### 1 To record Cllrs Present at the meeting

**Resolved** Chair opened meeting and welcomed Cllrs in attendance.

#### 2 To receive any Cllr apologies for absence at the meeting

**Resolved** Clerk noted apology received from Cllr E Sykes. No apology was received from Cllr Kirkham who was listed as absent

Chair confirmed the meeting had quorum for all decisions.

#### 3 To record declarations of interest by any Cllrs in respect of the agenda items listed below

**Resolved** No interests were noted relevant to the meeting.

#### 4 Public participation session (15 minutes)

**Resolved** No members of the public were in attendance

#### 5 To confirm approval of the Minutes for the previous meeting

**Resolved** Cllrs were asked if they agreed with / had any amendments to make to the minutes of the Extra Ordinary meeting in January – none were tabled and the minutes were duly approved as a true record

#### 6 To consider any planning matters/decisions submitted in time for the Parish Meeting

<b>Ref No</b>	23/03852/TPO
<b>Details of Application</b>	TPO - KILPIN NO. 1 - 2007 (REF 1110) G2 - Major cutting and removal of roots of 4 no. Horse Chestnut trees (G1) resulting in loss of trees in order to repair a damaged section of the drain within the verge
<b>Location</b>	Tree Belts Kilpin Grange Main Street Kilpin East Riding Of Yorkshire
<b>Applicant</b>	Mr Robert Howell

Cllrs noted that this application had been advised previously to the Parish Council and concerned removing trees to allow the repair of a drain in the area which had long being a issue for local residents.

**Resolved** Cllrs unanimously agreed that the Parish Council had no objections to this application in the understanding it was necessary to complete the repairs to the drain which was needed to prevent flooding to local properties

Cllrs also noted a Notification of Decision with regard to the application below. The decision was to approve the application. Cllr Todhunter advised she could not recall receiving this planning application and was concerned the impact on the area would be considerable

<b>Ref No</b>	2/02118/STPLFE
<b>Details of Application</b>	Proposal: Hybrid Planning Application comprising of: a) Full Planning Permission for the construction of a Relief Road from Thorpe Road to Station Road with drainage and landscaping, erection of an industrial unit (Use Class B2/B8 with associated parking, drainage, creation of a bund with fencing and landscaping; Continued use of the temporary construction access onto Thorpe Road (planning application 22/02029/STPLF) and b) Outline Permission for erection of a residential development (Use Class C3), community facilities including a supermarket, small retail units and small business/employment space (Use Class E), a medical centre (Use Class F2), public house and restaurant with accommodation (Use Class Sui Generis/C1), elderly care home accommodation (Use Class C2/C3), a two-form entry primary school (Use Class F1), community park, car parks, sports pitches and pavilion, open space, a habitat area, drainage and landscaping (All Matters Reserved)
<b>Location</b>	Location: Land South Of Thorpe Hall Thorpe Road Howden
<b>Applicant</b>	J G Hatcliffe And Howden Joinery Properties Ltd

## 7 To record Financial Report for January 24 and cheques to be approved in February 24

The Accounts Spreadsheet and Financial Officer Report had already been presented to Cllrs and Clerk asked if there were any questions from Cllrs – none were tabled. It should be noted that the bank statement for the month of January had not been received at the time of the meeting so spend in the month could not be detailed to Cllrs. This has subsequently been received and the full report can be found as **Appendix 1**

**Resolved** Cheques presented at the February meeting were approved by Cllrs and duly processed.

## 8 To discuss correspondence received

### 8.1 Letter concerning overflowing dog bin

**Resolved** Cllrs understood the bin in question had previously been emptied by a resident. The Chair would speak to the resident and see if there was an issue. Cllrs also agreed all those who volunteered to empty the bins had the bags to do this and Clerk was asked to obtain a supply for this purpose.

### 8.2 Email asking the Parish Council to promote a website which listed pot holes.

**Resolved** Cllrs noted this website had links to a solicitor and felt the Parish Council should not be involved as this may detract from residents reporting pot holes to the right authority which was ERYC

## Part 2 Business to be Transacted

### Ongoing Items

## 9 Cllrs to consider and discuss matters concerning Scholfield Village Hall

a. Maintenance	9.1 Clerk noticed the door on the outside shed was coming away at the bottom 9.2 Oil had been ordered and if not delivered by the day after tonight's meeting he would chase up as this was five days.
b. Monthly checks including defibrillator	9.3 Cllr Todhunter reported all was up to date with the defib units
c. Hall lettings	9.4 There were concerns for security of the hall, firstly with the bolts not been used on the inside of the entrance door meaning a sharp push could give access. Also concern for a belief a considerable number of people had the password to the key-safe and Clerk suspected that the hall had been used on occasion when nothing had been scheduled <b>Resolved</b> After due discussion, Cllrs agreed that the car park gates should be locked with a coded padlock and that the code for the key safe would also be changed 9.5 Cllrs continued to review the current lease agreement and any proposed changes should be submitted prior to the March meeting and listed as an agenda item for approval

**10 Cllrs to discuss trees in the carpark of Scholfield Hall – *Cllrs to continue to discuss the trees in the carpark and also work to improve the carpark itself***

Cllrs discussed the two tenders submitted for cropping the trees in the carpark – both were similar in cost and recommendations as to the work needed.

**Resolved** Cllrs agreed to the tender recommended by Cllr Todhunter who was asked to make the necessary arrangements subject to the contractor having the correct insurance

**11 Cllrs to discuss any update on the Hedgehog Gateways – *Cllrs to determine what should be done with the gateways following on from previous meeting when it was noted there had been no interest from residents on the scheme (possible donation to Howden Primary)***

Chair advised that there had been no interest from Howden Primary – Clerk advised he understood that Eastington Primary would be interested in taking these

**Resolved** Clerk to contact Eastington School and arrange a visit from the Hedgehog Charity

**12 Cllrs to discuss any update with regard to bank matters – *final decision to be made on if the Parish Council should transfer its accounts if the current bank has not responded to identified concerns.***

Clerk confirmed that following the receipt of the acknowledgement letter from HSBC advising they were looking in to the matter, he had written again to the bank advising that a meeting would be held on 1<sup>st</sup> February and asking if the Bank could advise by this time. Clerk advised that he had not received any response and therefore it was for Cllrs to confirm they wished to transfer banks.

**Resolved** Cllrs agreed that the Parish Council should move its accounts to a new bank and the Clerk was instructed to proceed accordingly

#### **New Items**

**13 Budget for 2024-25 - *Cllrs to discuss and review the budget in time for signing off in April***

Cllrs noted that a draft budget based on the existing budget units with a 7% RPI increase had been sent to them with a request to review and advise of any amendments in time for the new financial year of 2024-25 which was the 1<sup>st</sup> April

**Ongoing** As above

**14 Update and information on projects identified by Cllrs – *following the decision to increase the precept to finance projects in the community, Cllrs to discuss rollout of projects***

Cllrs discussed the identified projects at length – Cllr Todhunter advised that she understood that it had been agreed that flower planters should be included in the projects. Clerk advised that he had not listed this in his notes of the meeting and had sent the list of what he believed the agreed projects were to Cllrs and received no requests for amendments and this was subsequently added to the precept statement explaining the increase in the precept. However, the cost of the planters was not particularly high and they could be included if Cllrs wished. Clerk advised he would send Cllrs a final list of projects with specific costs and Cllrs would agree a roll out programme. At this point Cllrs agreed the focus would be on projects which demonstrated to residents the benefits of the precept increase and Cllrs agreed the new website was not a priority at this stage.

**Ongoing** As above

**15 Meeting Calendar for the year of 2024 – *Cllrs to agree the dates of the meetings for the Parish Council in the new year of 2024 including dates for the Annual Parish Meeting and the Annual General Meeting***

**Resolved** The meeting calendar was considered and Cllrs unanimously agreed to the dates for all meetings in 2024. It was however noted that the Police & Crime Commissioner elections were to be held in May and the Parish Council had already agreed to rent the hall out for the purposes of polling. Therefore, Cllrs agreed to move the May meeting until 9<sup>th</sup> May

**Resolved** Cllrs further agreed to hold the April meeting on 11<sup>th</sup> April and that the Annual General Meeting and Annual Parish Meeting should be held immediately prior to the (ordinary) meeting in this month.

**16 Parish Cllr Vacancy – Cllrs to discuss and update on the co-option process following the completion of the statutory process – if there are no applicants, Cllrs to discuss options going forward**

Clerk advised Cllrs that he had posted notices for the co-option of a new Cllr but had received no response to date. It was usual that this would just continue as an open vacancy with the Parish Council periodically posting a reminder notice. Chair advised that he had spoken to a resident from Howdendyke who had expressed interest in joining the Parish Council – Cllrs agreed this would be a good addition to the Council as Howdendyke was currently not represented

**Ongoing** Clerk to send the application form to the resident with a view to Cllrs considering and hopefully agreeing an appointment at the next meeting

**17 Parking on the main road in Skelton. Should there be a restriction on parking or size of vehicles parking on the main road outside the terraced houses (Ward Cottages) near the port to ensure emergency vehicles have access at all times. The road width here is quite narrow. These properties have ample off-street parking available.**

Chair advised that he had concerns with the parking on the road at Ward Cottages in so far as emergency vehicles may struggle to get by on the narrow road – Cllrs agreed unanimously that the Parish Council should approach ERYC Highways and request yellow lines on the grounds of road safety.

**18 Organise a litter pick in Spring. – Cllrs to discuss and agree if litter pick should be organised in Spring**

Cllrs discussed and agreed this would be a good idea as there appeared to be lots of rubbish in the Parish at moment – Cllrs agreed that specific locations should be identified and Chair advised he would speak to Cllr Kirkham and ask if she was interested in organising this.

**Ongoing** As above and details to be discussed and agreed at March meeting.

**19 Discuss a Summer event and possible wind farm funding – Cllrs to discuss ideas for a summer event and funding options (Wind Farm)**

Chair noted that at the recent Christmas event it was mentioned could there be a summer event / Summer Fete. Cllrs agreed this would be a good idea and perhaps this could be centred around the forthcoming D-Day commemoration celebrations which were due to take place in June across the country.

**Ongoing** Item to be listed for further discussion in March and Chair to speak to Skelton Collective with regard to ideas.

Cllrs also discussed upgrading some of the event materials used by the Parish Council – Clerk advised this was the type of thing which needed adding to the budget.

**Resolved** As a first step, Cllrs unanimously agreed to purchase new table cloths (6 in total) and Clerk was instructed to action

**20 Discuss field owned by Parish Council - possible increase in the rental and ensure all paperwork is up to date**

Clerk noted that he had just retrieved a folder with documentation relating to the field owned by the Parish Council on Lamb Lane, and which was rented by a local landowner. Cllrs agreed that the Clerk should be given time to put the paperwork in order and advise on the current situation and arrangements and ensure a proper auditable paper trail was in place. Clerk should contact the rentee in the immediate term and advise of change to contact and ensure the Parish Council had a means of communicating with the rentee.

**Ongoing** As above and to be listed on the March agenda for further discussion.

**Date of the next meeting** 7<sup>th</sup> March 2024

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Signed as a true document ... *Stephen Brett* Date of Signing ... *March 2024*  
Stephen Brett Chair



