



KILPIN PARISH COUNCIL

Minutes / Summary Notes of the March 2024 Ordinary Meeting of Kilpin Parish Council

Date of Meeting	7 th March 2024
Location of Meeting	Scholfield Village Hall, Skelton.
In attendance:	Cllr Stephen Brett (Chair): Cllr Laura Kirkham: Cllr Liz Sykes: Cllr Liz Vollans: Cllr Lynn Todhunter
Clerk	Andrew Crabbe.

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 no apologies received and 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 Chair noted an interest from Cllr Sykes in relation to item 10 and the previous agreement that Cllr Sykes could take part in discussions on the item, however would not take part in any subsequent vote / decision.

4 Public participation session (15 minutes)

Chair noted and welcomed a number of residents attending the meeting and who spoke on various items on the agenda. The summary points are listed below:

4.1 Tree Preservation Order for the trees in the Hall carpark –

- Resident advised she wanted to make it clear that she had requested ERYC to visit and inspect the two trees in the car-park, however the decision to impose a TPO was wholly theirs
- Resident advised that he was a lecturer in horticultural matters and felt the trees were healthy and in good condition and there was no requirement for work on them – several residents in attendance expressed same view .
- Resident advised the overhanging branches on the trees were an issue to the neighbours on either side of the hall – they were extending some sixteen foot into the garden – also he understood there was new evidence which suggested that the trees were not as healthy as some were saying and there was evidence of a parasitic wasp infection.

4.2 Security of gates at Hall

- Resident felt there wasn't a security issue and the Hall was an amenity for everyone and access should not be restricted
- Resident advised that she felt locking the gate had safety implications especially in the dark – pulling up to unlock the gates meant that a vehicle could be overhanging into the road and risk being hit by other vehicles.
- Resident advised if the gate was locked how would someone get access to the defib unit

4.3 Proposal for Yellow Lines outside of Ward Cottages

- Resident advised cars parked at Ward Cottages were parked there legally and there was no issue with large vehicles struggling to get by – what the parked cars might do was to slow down vehicles on the road and this had to be welcomed
- Resident advised the space at the rear of the cottages was wholly unsuitable - had no lights, was full of pot holes and was intimidating
- Resident advised that the elderly residents of the cottages would struggle if they had to park at the rear

Resident noted that her family were constantly being disturbed in the early hours of the morning by a white vehicle stopping at the cottages and sounding their horn whilst parked there. Chair advised he appreciated how upsetting this was, however it was a police matter and hoped this had been reported accordingly.

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 February meeting – 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

Resolved The Planning Report for the March 2024 meeting can be found as *Appendix 1*

7 To record Financial Report for February 24 and cheques to be approved in March 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. The accounts can be found as *Appendix 2*

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

8 To discuss correspondence received

8.1 Letter concerning grass-cutting

Resolved Cllrs noted a letter from a resident asking if the Parish Council was intending to continue with grass cutting at the Hall – Clerk advised that the letter of understanding issued in 2023 stipulated that the arrangement would be on an ongoing basis until either party advised otherwise, however he asked Cllrs if he should write to the resident and confirm the arrangements – this was agreed.

8.2 Email from resident with regard to questions on the trees in the carpark.

Resolved Chair was shown an email from the Clerk in which he had advised the questions in the email were dealt with either in previous minutes or by notices in the public domain. Chair advised he would review the email post meeting and identify if there was anything outstanding.

Chair advised he had a proposal to put to Cllrs which he felt would deal with the concerns of residents in the matter and which he would advise when the items was raised on the agenda.

Part 2 Business to be Transacted

Ongoing Items

9 Cllrs to consider and discuss matters concerning Scholfield Village Hall

9.1. Maintenance	Following items were noted and discussed - the latch on the external doors was not working properly - the internal lights were not dimming properly - the sliding doors on the external shed had become worse with large gaps now. - the hinge on the side door in the storage room was not working properly Resolved Clerk was instructed to organise the above repairs and also look at the lights as the recent replacements were not 'dimnable' bulbs
9.2. Monthly checks including defibrillator	Resolved Cllr Todhunter reported all was up to date with the defib units
9.3. Hall Bookings	Cllrs noted that the bookings were busy and all was in order with no problems = there had been some last-minute changes and classes not advising the Clerk when they were at the hall, but these had been resolved with no issues

10 Cllrs to discuss trees and improvement grounds work in the carpark of Scholfield Village Hall – *Cllrs to continue discussions on the trees in the carpark in light of the issue of the Tree Preservation Order and the subsequent Parish Council appeal against this Order - also update on planned work to improve the carpark itself*

10.1 Parish Council Reaction to the TPO

Chair opened discussions by advising that he was formally recommending to Cllrs that the Parish Council accepted the TPO and therefore meaning that all future decisions on the trees were made by specialists / experts and that residents would be able to give a view. Chair advised this would be much fairer. Cllr Sykes advised that she disagreed with this and felt that only a small number of residents were opposing the work on the trees which needed to be done due to the branches overhanging into properties.

Chair responded that he understood the TPO did not prevent the work from being carried out and that the Parish Council should still proceed with the work – the only difference was that the work needed to be advised to ErYC before actioning and having the TPO meant any work carried out was managed correctly by those who knew about such things.

Resolved A vote was taken and Cllrs eligible to vote, accepted the recommendation of the Chair not to oppose the TPO. As a point of procedure, it is noted Cllr Sykes did not vote on this item due to her declared interest.

10.2 Groundwork to the carpark

Cllr Vollans advised that the contractor was struggling to find a day when it was not raining as spraying in current conditions was a waste of time. Once the spraying is done, aggregate will be laid. Cllrs noted that on whatever date on which spraying was carried out, any users of the hall would not be able to use the car-park and therefore if possible the date should be one where there were no users in the hall

Ongoing as above

11 Cllrs to discuss application for co-option onto the Parish Council – *Cllrs will be given the opportunity to discuss a received application and confirm the appointment if it is felt the applicant is suitable for the Parish Council – as this session will contain confidential information, this item is closed to members of the public*

Cllrs considered the application from an eligible resident and unanimously agreed the co-option of said person to the Parish Council – Cllrs further noted that the new Cllr was from Howdendyke in the parish which was currently unrepresented on the Council and therefore Cllrs felt this was a good appointment.

Resolved As above and the Clerk was instructed to proceed with the required paperwork from ERYC to make the co-option official

12 Cllrs to discuss any update with regard to bank matters – Cllrs to be updated on the move of the Council's bank accounts following no response from HSBC with regard to numerous efforts to resolve concerns for current banking costs.

Clerk noted that there had still been no response from HSBC despite further chaser letters, and therefore as agreed by Cllrs at the last meeting, he was currently in the process of setting up a new account with Natwest with a scheduled appointment in branch to finalise matters. It was likely this would require a new bank mandate which designated signatories would have to complete and he would advise Cllrs in due course.

13 Parking on the main road in Skelton. Cllrs to be updated on request for yellow lines at Ward Cottages in light of concerns for vehicles parking on the main road outside the terraced houses (Ward Cottages) and the ability of emergency vehicles have access at all times.

Cllrs noted the feedback from residents earlier in the meeting and after due consideration agreed that there was new evidence in the matter specifically surrounding the state of parking at the rear of the cottages was not fit for purpose. Cllrs noted there were also issues of street lighting and pot holes which had come to light out of this matter and these should be raised on the April agenda

Resolved Cllrs unanimously agreed to revoke the decision to request yellow lines and furthermore Cllrs issued an apology to residents of Ward Cottages.

14 Organise a litter pick in Spring. – Cllrs to discuss any update in light of decision at last meeting to organise a litter pick in Spring

Continuing from the previous meeting Cllrs discussed a Parish litter pick in the spring and Cllr Kirkham agreed to organise this as she had done previously with all her knowledge of risk assessments and contacts within Keep Britain Tidy. Cllrs asked if in light of the high attendance of resident at the meeting and the obvious interest in Parish matters, could the Parish Council look to get more residents involved – several residents in attendance expressed their support and willingness to get involved in the litter pick.

Ongoing As above

15 Discuss a Summer event and possible wind farm funding – Cllrs to discuss any update in light of decision at last meeting for a summer event focussed on the national D Day commemorations

Cllrs agreed this needed to be taken up with the Skelton Collective with a proposal for a mid week event for the national celebrations and also a possible event on a weekend. It was further agreed Cllr Kirkham would put out social media posts inviting suggests from residents on what they would like to see in the celebrations

Ongoing matter deferred to the April meeting to allow feedback from residents.

16 Discuss field owned by Parish Council – Cllrs to discuss any updates on Lamb Lane site and ensuring that all records are up to date

Ongoing Clerk confirmed he was continuing to create a formal process to cover the rental payment and to also scan and index existing documentation for safe keeping, once this was completed there may be some recommendation to update agreements between the 'rentee' and the Parish Council as the last communications between the two appeared to be in 2017

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

Clerk noted he had not received any suggestions for new budget items or changes to the draft and therefore if this remained the same, the draft would be signed off at the April meeting with the recommended inflationary increase. Noting the forecast surplus at the end of the current financial year, the draft budget total was well within the financial means of the Parish Council.

Ongoing As above

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

Cllrs were referred to an email sent by the Clerk which detailed likely costs of the various projects identified by Cllrs. Cllrs discussed at length and agreed to proceed immediately with the purchase of the Unknown Soldier Statues – Clerk would advise Cllrs of the options for the wording on the statues and these would be agreed by email.

Cllrs also agreed to the purchase of Royal British Legion Planters which would be placed either side of the statues. Statues and planters would be placed at Kilpin, Skelton, Howdendyke, and Balkholme.

Clerk advised Cllrs that the Company he had previously worked with for village signs had now gone out of business, but he had received a recommendation for another Company Sapphire Signs and he would make contact with these and obtain estimates.

Ongoing Clerk to action as above.

New Items

19 Security at Scholfield Village Hall – *Cllrs to discuss locking of gate in light of feedback from several users of the Hall. Also request for additional persons to have access to the key-safe code*

Cllrs considered the feedback from residents earlier in the meeting specifically with regard to the locking of the gate - The Clerk also advised that as a regular user of the hall, he shared the concerns of other users with regard to the dangers of parking to open the gates and agreed that locking them would mean more danger. Clerk advised several occasions when opening gates in dark his car was nearly hit by oncoming vehicles.

In summary and in light of the comments made by residents / users of the Hall, the decision to lock the gate was overturned by majority Cllr vote. Furthermore, Cllrs agreed unanimously that there should be no requirement to close the gate going forward.

With regard to who should have the new keycode and noting comments Clerk advised he did feel there was an issue with security of the Hall and the fact far too many people had access to the old code. It was the case that on several occasions there had been evidence the hall had been used and no booking had been made. Clerk advised however it would be sensible to have a backup second person to the main user. Cllrs agreed to the Clerk having delegated authority to agree an additional person to the main user to be given the code

Chair advised that he felt Cllrs were the custodians and protectors of the hall and ways had to be found of making it more open to people – Cllrs agreed in principle but felt open access may have insurance liabilities and it was agreed that the Clerk needed to approach the insurance company and ask for their view

Ongoing Clerk to report back to Cllrs on a more 'open-door' approach to access to the Hall

20 Oil Supply for the Hall – *Cllrs to discuss possible alternative supplier for provision of oil at the Hall following concerns for high cost of recent supply*

Cllrs noted that the recent oil delivery had been very expensive and suggested this had something to do with the terms of how the Parish Council purchased its supply of oil (in an ad hoc way) Cllrs discussed and agreed that the Clerk should investigate different suppliers and terms in order to see if the Parish Council could obtain a better deal.

Ongoing Clerk to action as above and report back to the next meeting for Cllrs to make necessary decisions.

21 Dog Bins in the Parish – Cllrs to discuss responsibility for emptying dog bins in light of number of volunteers advising they are no longer able to do this.

Cllr noted that Mrs Gill Dison had offered to continue to empty one bin and Cllrs thanked her for doing this.

Ongoing Clerk to provide a list of all dog bins in the parish and who was responsible for these. Clerk to also write to residents who are emptying bins and thank them and also advise if they needed new bin bags to contact him – there was a supply in the kitchen cupboard.



22 Yearly Plan – Cllrs to discuss a yearly plan for the council/counsellors/Clerk, which includes who is responsible for said jobs and the responsibilities of each job.

Cllr Sykes advised she felt there was some uncertainty with regard to who was meant to do what in the parish and that a yearly plan showing responsibilities and time scales might improve this.

Ongoing Cllr Sykes agreed to prepare a draft for an annual responsibilities plan

Date of the next meeting 11th April 2024

Signed as a true document *Stephen Brett* Date of Signing *April 2024*

Location & Applicant:	Planning Ref:	Proposal:	Status:	Observations / Comments:
Gate Farm Kilpin Broad Lane Balkholme Applicant: Mr And Mrs S Wilburn	24/00289 /PLF	Erection of a storage building to be used in connection with existing fabrication business	Full Planning Permission	 Gate Farm Kilpin Broad Lane Balkholme Cllrs were not aware of any public or consultee objections and therefore no grounds for objection
Siddicks Farm Howden Road Skelton Applicant: Mr And Mrs McDougall	24/00354 /PLF	Conversion of existing barn to dwelling with associated works and infrastructure Location: East Riding Of Yorkshire DN14 7RH Application Type:	Full Planning Permission	 Siddicks Farm Howden Road Skelton Cllrs had no objections however expressed a hope that this would be a AirBB and instead benefit local people.
Applications Decided (Refusal / Granted)				

Kilpin Parish Council								
a		Accounts for the month of	Feb-24			Box 2		
b		Cheques to be approved for the month of	Mar-24			Outstanding Cheques (Cheques issued at previous meetings but not cashed at time of current Bank Statement)	Amount	
From:	Parish Clerk							
To:	Parish Councillors							
Box 1						Outstanding Cheques (Unpaid at time of new meeting) = £0.00		
Community Account (004) Balance as of end of last reporting period (Jan.24) =				£9,830.03				
Bank Transactions in February.24								
Debits						Box 3		
Date Cashed	Cheq No.	Payee & Reason	Amount		Chequest to be approved at the Mar.24 Meeting			Amount
05-Feb-24	960	Wifi Charges from BT - October - January - Reimburse Andrew Crabbe	£196.56		Crabbe, A - Salary for February 24			£291.93
05-Feb-24	959	Crabbe, A - Salary for January 24	£291.93		Wifi Charges for Feb.24 (Remibursement to A Crabbe)			£21.00
21-Feb-24	DR	Bank charges for January 24	£17.00		Nothern Energy - Oil Supply for the Hall			£681.41
26-Feb-24	DD	British Gas	£43.50					
	DD	Scottish Water	£3.00		Total cheques to be issued and approved by Cllrs at the Mar.24 Meeting =			£994.34
Credits								
Receipt Date	Ref No	Reason	Amount		Box 4			
07-Feb-24	25	U3A Payment for Classes at Scholfield Hall for January 2024	£60.00		Summary of Accounts until end of Mar.24 (Actuals & Forecasts)			
07-Feb-24	26	U3A Payment for Classes at Scholfield Hall for December 2023	£155.00		No.1 Account: Current Account (004)			
					a	Bank Balance at end of previous reporting period - Jan.24 (verified by Stat 550) =	£9,830.03	
Bank Balance as of end of previous reporting period ending 31 Jan.24 = £9,830.03					b	(Actual) Total Spend in Feb .24 (cashd) =	£551.99	
Total Spending in reporting period - Feb.24 = £551.99					c	(Actual) Credit Payments made Feb.24	£215.00	
Total receipts in new reporting period - Feb.24 = £215.00					d	(Actual) Uncashed Cheques	£0.00	
Bank balance as of end of reporting period (Feb.24) (reconciles with Bank Statement 550) = £9,493.04					e	(Actual) New Cheques issued at Mar.24 meeting	£994.34	
					f	Forecast of Balance for end of Mar.24 (which is box a deducted from box b, adding box c and deducting boxes d and e) =	£8,498.70	
This is the forcast balance for the end of the Financial Year of 2023/24								

