



KILPIN PARISH COUNCIL

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

Date of Meeting 11th April 2024.
Location of Meeting Scholfield Village Hall, Skelton.
In attendance: Cllr Stephen Brett (Chair): Cllr Liz Sykes: Cllr Liz Vollans: Cllr Lynn Todhunter:
Cllr Susan Hall.
Clerk Andrew Crabbe.

Part 1 Procedural Matters

1 To record Cllrs Present at the meeting

Resolved Chair opened meeting and welcomed Cllrs in attendance. Chair formally introduced and welcomed Susan Hall into office as a co-opted Cllr to the Parish Council

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 No declarations were made with regard to the agenda for the meeting.

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 A number of comments were made relating to the increase in the precept demand for the financial year of 2024-25 however it was noted this process had now been concluded and the matter was closed for the Parish Council. Residents were reminded that the process for the precept demand for the new financial year would begin in September and they would be welcome to attend and give their views.

4.2 Residents advised they felt that the Parish Council should make more use of available grants from bodies such as the windfarm. Chair responded that the Parish Council had done this, however a number of applications had been declined and Clerk advised that this was not a reliable or secure means of financial planning.

4.3 Referring to the end of year statement by the Financial Officer, a member of the public asked if the Clerk could clarify what the statutory duties of the Council were

4.4 Same member of public asked what was the relevance of the date on the Parish Council logo.

In response the Clerk advised he would respond to these outside of the meeting.

As a point of procedure, it was noted that Cllr Liz Vollans left the meeting during the public speaking session due to comments made by a member of the public 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 March 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

Cllrs noted one planning application

Reference: 24/00495/PLF

Proposal: Erection of single storey extensions to side and rear following demolition of existing

Location: 1 Tutty Row Ferry Road Howdendyke

Applicant: Mr And Mrs Hall

Resolved Noting there were no objections listed on the planning portal and no obvious grounds to object, Cllrs agreed to support the application

7 To record Financial Report for March.24 and cheques to be approved in April.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 April meeting were approved by Cllrs and duly processed.

8 To discuss correspondence received

8.1 Question of grass cutting around benches and river bank

Cllrs were referred to a letter from person currently cutting the grass at the hall, who advised the area around the benches and the shrubs in the lawned area were looking untidy and needed strimming... also the bank opposite the hall was overgrown and untidy.

Ongoing Cllrs agreed to look into purchasing a suitable strimmer and ask the current grass cutter if he wished to do this. If so, the Parish Council would create a risk assessment for this work.

8.2 Review of Gratuity Payment Grass cutter

Ongoing Cllrs agreed to review this as part of any changes to the grass cutting arrangements

8.3 Charity Event at Village Hall- do Cllrs wish to charge for this event

Cllrs noted correspondence from a resident who would be using the hall for a charity event in May and were asked to consider if there should be a charge for this. After due discussion Cllrs agreed by majority vote (three in favour and one against) to not making a charge as this was a charity event and the Parish Council wanted to support this.

Part 2 Business to be Transacted

Ongoing Items

9 Cllrs to consider and discuss matters concerning Scholfield Village Hall

9.1. Maintenance	Following items for repair were still outstanding <ul style="list-style-type: none">- 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
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 remained busy – Clerk noted that the Hall would be used on 2 nd May as a polling station and had several weekend bookings in May. Cllr Sykes advised that since the gates had been left open following decisions reached at the last meeting, she had noted that several cars which she believed were not hall users had parked in the car park meaning on one occasion when a class was held, they had to park on the road. In light of this Cllrs agreed to add to the May Agenda and discuss further then

10 Cllrs to discuss any update with regard to bank matters – *Cllrs to be updated on the move of the Council's bank accounts to Nat-west*

Clerk noted this was in progress. It was also noted that the bank charges had decreased from £18 to £10, although HSBC had still not replied to the numerous letters from the Parish Council.

11 Organise a litter pick in Spring. – *Cllrs to discuss any update to organise a litter pick in Spring*

Noting that Laura Kirkham had now left the Parish Council, Cllrs were asked if anyone would be able to pick this up in her absence – several members of the public in attendance advised they would be willing to be involved in such an event.

Ongoing Deferred to May meeting.

12 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 were advised ERYC were offering a grant of £500 towards the funding of any commemorative celebrations and the Clerk was asked to apply for this.

It was noted that there had not being much response from a social media post asking residents what they wanted to see as part of any celebration, however Chair advised that such events were always well attended and this should not be seen as an suggestion people were not interested.

It was agreed that the beacon lighting would take place separately from the actual celebration event which would be on the weekend.

Cllrs discussed initial thoughts and suggested a retro / wartime type theme would be appropriate with pie and peas as the food provided. Matters which needed to be considered included temporary road closure and risk assessments for the beacon lighting and weekend event.

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

Cllrs were referred to a report provided by the Clerk which identified key points in the history of the field - it was noted that over the years there had been several occasions when the Parish Council had considered selling the field but these had come to nothing due to differences in opinion as to the value of the land.

Also, several attempts to review the rent had been undertaken but not progressed due to legislative restrictions and time demands. The rent had been increased in 2010 at the suggestion of the rentee from £300 to £500 and it was noted the process for increasing rent was not straight forward, was time consuming and proscriptive in line with legal requirements.

Resolved Cllrs agreed to close this item for the time being however, noted it could be a source of income in the future if the decision was taken to sell the land.

14 Budget for 2024-25 - *Cllrs to formally approve the Budget for 2024/25*

Resolved and Closed Cllrs agreed to the draft budget which had been reviewed since January. A copy would be provided to Cllrs and the six-monthly review implemented in due course.

15 Update and information on projects identified by Cllrs – *Cllrs to be updated on progress of rollout of projects in 2024/25 specifically to confirm locations of planters and unknown soldier statues and type of planting (flowers / bushes / shrubs) for the planters*

Cllrs noted that two of the 'Unknown Tommy' statues had been delivered and following discussion on if to wait for the additional two statues, it was agreed that the two already arrived should be installed to show residents what the increase in precept was being used for.

Cllrs were also asked to consider what type of planting they wanted in the planters which had also arrived – flower or shrubs. To be decided by the next meeting.

16 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

Clerk referred Cllrs to an update sent to them in which Northern Energy (the current supplier) advised that the reason for the recent high price the Parish Council had paid was because of the adhoc and infrequent ordering of oil – due to this the oil purchased came straight from the refinery at the time and was subject to variance in prices which were very volatile at the moment. Northern Energy advised they would look at price options at the time the Parish Council made its next order

Resolved Cllrs agreed to review nearer the point of the next order.

17 Yearly Plan – Cllr Sykes to update on a yearly plan for the council/counsellors/Clerk, which includes who is responsible for said jobs and the responsibilities of each job.

Cllr Sykes provided Cllrs with a list of jobs she had identified as currently carried out by the Parish Council, advising this was very much a first draft and that she welcomed Cllrs views.

Ongoing Cllrs agreed that Cllr Sykes would select a number of jobs for each meeting going forward which would be discussed and agreed by Cllrs at the meeting.

New Items

18 Street Lighting in the Parish – Cllrs to review current street lights in the parish and discuss concerns for poor street lighting cover in specific areas of the Parish

Cllrs were referred to an earlier email sent by the Clerk from ERYC which identified the locations and numbers of street lights in the Parish. It was noted that some lights were not included as these were sited in unadopted areas. Cllrs also discussed that many Parishes now had a low omission programme where street lights were turned off after a specific time on an evening.

Ongoing Following comments by residents that the back of Ward Cottages was badly lit and quite dangerous for the elderly, it was agreed that Cllrs would arrange a site visit to see the problems for themselves and report back to the next meeting.

Ongoing It was further agreed that the views of residents would be sought where they felt there was a lack of lighting in the Parish

Ongoing Cllrs agreed the Clerk should speak to ERYC and obtain more information on Low Omission Programmes for further discussion at the next meeting

19 Noticeboards in the Parish – Cllrs to discuss location and responsibilities for the noticeboards in the parish

Cllrs discussed if the parish would benefit from additional noticeboards noting how geographically spread the villages and hamlets were. As a first step, Cllrs agreed to look into placing a new board outside of PD Ports and asked the Clerk to write to the Company and ask if they were agreeable to the location and also if they would be willing to offer funding towards this.

It was also agreed to look at placing a new board at Balkholme

Ongoing Cllrs also discussed and agreed that an application should be submitted to the Windfarm for the purposes of funding new notice boards to improve communications in the Parish

20 Dog Waste Bins in the Parish – Cllrs to discuss location and responsibilities for the dog waste bins in the parish

Cllrs discussed the location(s) of dog waste bins in the parish and the names of the volunteers who were emptying these. Clerk noted there was still a new bin waiting to be used in the store at the hall.

Resolved Cllrs agreed the itinerary of dog waste bins which can be found as **Appendix 2** and that the clerk should write to all the volunteers who were emptying these and thank them. Also to ask if they require any ppe (ie gloves) and to confirm the Parish Council had bags available and these would be delivered to the volunteers where requested.

21 Parish Council Logo – Cllrs to discuss other parties using the logo

Cllrs Sykes advised that she had raised this item due to concerns that a member of the public had apparently copied the logo onto a Facebook page. After due discussion Cllrs agreed that the logo had not been copied and it was in fact the front page of the website which had posted after a link was placed on the Facebook page in question.

Resolved As the resident had copied a link which was posted by the Parish Council, Cllrs agreed that there was no issue with this

Date of the next meeting 13th May 2024

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

Kilpin Parish Council				
a Accounts for the month of		Mar.24		
b Cheques to be approved for the month of		April.24		
From:	Parish Clerk			
To:	Parish Councillors			
Box 2				
Outstanding Cheques (Cheques issued at previous meetings but not cashed at time of current Bank Statement)				Amount
Box 1				
Community Account (004) Balance as of end of last reporting period (Feb.24) =				£9,493.04
Bank Transactions in March.24				
Outstanding Cheques (Unpaid at time of new meeting) = 0				
Box 3				
Debits				
Date Cashed	Cheq No.	Payee & Reason	Amount	Cheque to be approved at the Apr.24 Meeting
13-Mar-24	962	Crabbe, A - Salary for February 24	£291.93	Wifi Charges for Mar.24 (Remibursement to A Crabbe)
13-Mar-24	961	Wifi Charges for Feb.24 (Remibursement to A Crabbe)	£21.00	Grasscutting at Village Hall 23 Ma & 31 Mar.24 paid to Joe Dixon@ £10 per cut (reimburseme
13-Mar-24	964	Boiler Service	£76.00	Crabbe, Andrew Salary for March 24
21-Mar-24	DR	Bank charges for February 24	£10.00	Unknown Soldier Statue Ref No 93771 - Reimbursement to A Crabbe
25-Mar-24	DD	British Gas	£38.50	Unknown Soldier Statue Ref No 93772 Reimbursement to A Crabbe
25-Mar-24	963	Nothern Energy - Oil Supply for the Hall	£681.41	Unknown Soldier Statue Ref No 94905 Reimbursement to A Crabbe
28-Mar-24	DD	Scottish Water	£3.00	Unknown Soldier Statue Ref No 94908 Reimbursement to A Crabbe
Credits				
Receipt Date	Ref No	Reason	Amount	Amount
06-Mar-24	27	U3A Payment for Classes at Scholfield Hall for January 2024	£180.00	Royal British Legion Planters x 8 Reimbursement to A Crabbe
27-Mar-24	TC2-6	Lesley Darlington - Tai Chi Classes - Dec23 - Mar.24	£210.00	ERNLLCA Membership
				Humber Drainage Board - Assesment KB5/1 Agriculatural Drainage Rates
				£7.00
				Total cheques to be issued and approved by Cllrs at the Apr.24 Meeting =
				£1,820.49
Box 4				
Summary of Accounts until end of Mar.24 (Actuals & Forecasts)				
No.1 Account: Current Account (004)				
Bank Balance as of end of previous reporting period ending Feb.24 =				£9,493.04
Total Spending in reporting period - Mar.24 =				£1,121.84
Total receipts in new reporting period - Mar.24 =				£390.00
Bank balance as of end of reporting period (Mar.24) (reconciles with Bank Statement 551) =				£8,761.20
a Bank Balance at end of previous reporting period - Feb.24 (verified by Stat 551) =				£9,493.04
b (Actual) Total Spend in Mar .24 (cashd) =				£1,121.84
c (Actual) Credit Payments made Mar.24				£390.00
d (Actual) Uncashed Cheques				£0.00
e (Actual) New Cheques issued at Apr.24 meeting				£1,820.49
f Forecast of Balance for end of Apr.24 (which is box a deducted from box b, adding box c and deducting boxes d and e) =				£6,940.71

Kilpin Parish Council							
a		Accounts for the month of	Mar.24				
b		Cheques to be approved for the month of	April.24				
From:	Parish Clerk						
To:	Parish Councillors						
				Box 2			
				Outstanding Cheques (Cheques issued at previous meetings but not cashed at time of current Bank Statement)		Amount	
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Bank Transactions in March.24						0	
Debits							
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13-Mar-24	961	Wifi Charges for Feb.24 (Remibursement to A Crabbe)	£21.00	Wifi Charges for Mar.24 (Remibursement to A Crabbe)		£26.00	
13-Mar-24	964	Boiler Service	£76.00	Grasscutting at Village Hall 23 Ma & 31 Mar.24 paid to Joe Dixon@ £10 per cut (reimburseme		£20.00	
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25-Mar-24	963	Nothern Energy - Oil Supply for the Hall	£681.41	Unknown Soldier Statue Ref No 93772 Reimbursement to A Crabbe		£211.00	
28-Mar-24	DD	Scottish Water	£3.00	Unknown Soldier Statue Ref No 94905 Reimbursement to A Crabbe		£211.00	
Credits				Unknown Soldier Statue Ref No 94908 Reimbursement to A Crabbe			£211.00
Receipt Date	Ref No	Reason	Amount	Royal British Legion Planters x 8 Reimbursement to A Crabbe		£286.91	
06-Mar-24	27	U3A Payment for Classes at Scholfield Hall for January 2024	£180.00	ERNLLCA Membership		£344.65	
27-Mar-24	TC2-6	Lesley Darlington - Tai Chi Classes - Dec23 - Mar.24	£210.00	Humber Drainage Board - Assement KB5/1 Agriculutural Drainage Rates		£7.00	
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				e	(Actual) New Cheques issued at Apr.24 meeting		£1,820.49
				f	Forecast of Balance for end of Apr.24 (which is box a deducted from box b, adding box c and deducting boxes d and e) =		£6,940.71

Kilpin Parish Council
Asset Itinerary
Dog Waste Bins in the Parish

Location	Person Emptying the Bin
Port offices - back lane	Laura Kirkham
Bridal way - Jenny hudson lane	Laura Kirkham
Back lane - Kilpin end	Laura Kirkham
Scholfield Village Hall	Liz Vollans
Riverside Farm	Gill Dixon
Howdendyke Village	Peter Limm
Elm Tree Howden Road	Claire Tipping

Updated and correct as of March 2024