



KILPIN PARISH COUNCIL

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

Date of Meeting 11th May 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.

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 member of the public asked if the planning application for reducing the Oak tree in the carpark was a private application or one submitted by the Parish Council. Chair responded that it was the Parish Council who had applied to reduce the overhanging branches into neighbouring properties and out onto the road where the branches were nearly touching utility wires

4.2 A member of the public raised the issue of residents parking in the car park of Scholfield Hall and advising she felt it was unfair her partner was not allowed to park there and that she had received a threatening email from the Clerk when he had done so. Clerk responded that the email sent was in no way threatening and had been approved by Cllrs as with all correspondence sent out. There was a procedure in place for if residents wished to apply for temporary parking in the carpark which had been agreed by Cllrs the previous year and some people were not adhering to this. The issue was that the car park was for users of the hall. The Parish Council was asked to ensure all residents were made aware of the policy

4.3 A Member of the public noted that a number of the 30 miles an hour signs were in a poor state or disappearing in hedges and the Council was asked to approach ERYC with regard to repairing these and cut back hedges so the signs were visible again.

4.4 Speeding in general was raised and the Council advised it had looked at electronic speed signs as part of the projects programme for 2024, however the cost was considerable. Chair advised that this maybe something which could be the subject of a national lottery fund application.

4.5 Concerns were raised about the speed of lorries / and employees vehicles leaving the various businesses in the Parish – (ie Listers Crisps) and Cllrs agreed that the Clerk should write to local businesses asking them to remind their suppliers and staff of the need to observe the speed limits.

4.6 A member of the public advised that she was aware that the issue of the gate into the car park was to be discussed at the meeting – the resident explained that she was one of the users of the Hall who had raised safety concerns earlier in the year and although light nights meant that concerns were reduced, if Cllrs agreed to closing / locking the gates, she would be retuning to the meetings in September to raise the safety concerns again.

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 April – 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 No planning matters were raised

7 To record Financial Report for April.24 and cheques to be approved in May.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 May 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 correspondence raised at the April meeting concerning cutting of the bank and around benches / the shrubs in the lawned area (which were looking untidy and needed strimming) – a strimmer had now been purchased, however the person currently cutting the grass had declined to cut the bank.

Business to be Transacted

Ongoing Items

9 Cllrs to consider and discuss matters concerning Scholfield Village Hall

a. Maintenance –	Clerk advised a local tradesman had dealt with most of the small jobs at the hall. Noting issues with the lighting at the hall DN Electrical had advised of work needed – Cllrs asked the Clerk to obtain quotes for the work
b. Monthly checks including defibrillator	Cllr Todhunter confirmed AED checked had been completed and no issues raised. Clerk confirmed that the hall checks had also been completed with no issues
c. Hall lettings –	Clerk advised all is well with the bookings and no issues were raised – he continued that a party booked on Sunday had asked if they could use acoustic guitars at the party. Cllrs discussed and noting that events organised by the Parish Council often had amplified music agreed that this would be permitted but the Clerk should contact the party and ask them to be considerate of the neighbours

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 advised that there was no update and due to workload, he had not chased up. At the moment it was a question of priorities – Clerk noted that HSBC had reduced the banking charges.

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

Cllrs discussed and agreed that this item had not progressed due to the resignation of a previous Cllr who championed the project and also the weather at the moment was atrocious.... various options were discussed including inviting volunteers from the community as a number had expressed interest at the Annual Parish Meeting and also involving local children.

Ongoing Deferred to the June meeting for final resolution

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

Cllrs discussed ongoing plans for the D- Day event - with regard to the proposed closing of the road to accommodate the beacon lighting, Clerk referred Cllrs to an earlier email from ERYC which stipulated a number of conditions were required to close the road, including designated first aiders a traffic management plan, engagement of professional traffic management team. Clerk advised that it was his view this could not be achieved, and certainly not in time for the event. Cllrs discussed a previous submission had not required such conditions and it was no surprise many events were being cancelled due to the high level of conditions being imposed.

Ongoing Cllrs to look at options other than closing the road – the main event was the celebration at the hall and members of the public could be asked to walk down to the beacon lighting if they wish. Cllr Sykes suggested that there could be a live feed back to the hall of the event meaning people did not have to walk down.

Resolved Clerk was approved to purchase the bunting for the hall and street light signs from Royal British Legion.

Ongoing Clerk was asked to contact the River Authority to see if permission was required for the beacon lighting

Ongoing Still outstanding was the arrangement for the food on the evening and one option was to involve Skelton Community Collective..... Cllr agreed that various local suppliers were discussed and would be approached by Cllrs for the pie and peas, however at the moment actual numbers attending were unknown.

Ongoing Cllrs discussed arrangements for lighting the beacon and agreed it should ideally be a local resident 'from the D-Day generation – suggested persons to be tabled by Cllrs via email.

13 Update and information on projects identified by Cllrs – Cllrs to be updated 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 agreed that the planters would be delivered to the hall for Cllrs Vollans and Hall to paint, plant and place the planters at locations across the Parish

Clerk noted that two 'Unknown Tommy' Statues were outstanding – all statues had been ordered at the same time but only two had arrived to-date and Clerk was chasing delivery of the remaining two. Cllrs agreed it would be ideal if the statues were in place for the D-Day commemorations.

Ongoing Cllrs to review next steps of the roll out of the project programme at the June meeting

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

Ongoing Acknowledging the extent of the project to create a yearly plan Cllrs agreed that Cllr Sykes should prioritise the jobs and focus on the 'Must dos' at the moment

Chair also asked if the Clerk could contact ERNLLCA and ask when the next New Councillor session was to be held as this was a very informative training

15 Noticeboards in the Parish – Cllrs to discuss location and responsibilities for the noticeboards in the parish and following identification of PD Ports as location – also progress of application to Wind Farm for grants to finance additional noticeboards in Parish

Cllrs were referred to the April meeting where it had been agreed that the Parish Council should look to increase the number of noticeboards in the parish, Clerk confirmed he was waiting for responses from both the Wind Farm and also the PD Ports

16 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

Ongoing Following on from advised poor lighting at the back of Ward Cottages, this was still outstanding and Cllrs needed to attend in order to see the problem for themselves. Clerk confirmed he had spoken to ERYC with regard to a low omission programme (where street lights were turned off after a certain time) and the lighting department advised that this was not something which the Authority had adopted at this time

New Items

17 Car park issues – following on from new evidence that the car park is being used by non-residents (meaning users had to park in the road) Cllrs to review the closing of the gates

Cllr Sykes advised that she had witnessed vehicles regularly using the hall as a turnaround and that a non-user of the hall had parked in car park for two hours meaning users of the hall had to park out on the road.

Clerk advised that he had contacted the main users of the hall to ask if any classes had to park on the road or had difficulties with parking – none of the groups advised of any issues. Noting the comments by the hall users during the public session at this meeting and the previous one, Chair advised he did not think the Council should overturn the earlier decision to keep the gates open. A possible solution was to install a ‘No turning’ sign, however it was a narrow road and he did not personally see any issue with vehicles turning in the carpark as long as they did so safely.

Resolved After due discussion, Cllrs agreed to keep the gates open by a majority vote of 4 – 1

18 Annual Accounts Report – Cllrs to review the annual account report in preparation for the Annual Audit (AGAR)

Cllrs were referred to the annual accounts report which had previously been sent to them and asked if there were any questions – none were raised and the Clerk advised this would now be posted on the Parish Council website.

Clerk confirmed that the AGAR submission and the accounts were now with the internal auditor

Resolved The annual accounts report was approved by Cllrs

19 Feedback on points raised at the Annual Parish Meeting – Cllrs to review and respond to resident comments brought to their attention at the Annual Parish Meeting

Cllrs reviewed the minutes of the Annual Parish Meeting and Clerk advised that these had now been in the public domain for several weeks and no residents had requested any amendments or additions. Although technically the minutes were not a matter for the Parish Council, he felt opportunity had been given to residents to change these if required and therefore the minutes should be regarded as true.

Ongoing Cllrs to review the different items on the minutes and respond to them over the forthcoming weeks and months.

Date of the next meeting Noting the D-Day event was to be held on the planned date of the June Meeting, Cllrs agreed to move the Meeting to the following week which was the 13th June 2024

Signed as a true document *Stephen Brett*

Stephen Brett – Chairman

Date of Signing *June 2024*

Kilpin Parish Council							
a Accounts for the month of		Apr-24					
b Cheques to be approved for the month of		May-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
						ERNLLCA Membership	£344.65
						Humber Drainage Board - Assement KB5/1 Agricultural Drainage Rates	£7.00
Box 1						Outstanding Cheques (Unpaid at time of new meeting) =	£351.65
Community Account (004) Balance as of end of last reporting period (Mar.24) =				£8,761.20			
Bank Transactions in April.24							
Debits						Box 3	
Date Cashd	Cheq No.	Payee & Reason	Amount			Chequest to be approved at the May.24 Meeting	Amount
19-Apr-24	967	Crabbe, Andrew Salary for March 24	£291.93			Wifi fees for Scholfield Village Hall for April.24 - Reimburse A Crabbe	£29.50
19-Apr-24	968	Unknown Soldier statues and planter remibuse A Crabbe	£1,130.91			Grasscutting at Village Hall (30 Apr & 4 May) - Reimburse A Crabbe	£28.24
19-Apr-24	965	Wifi Charges for Mar.24 (Rembursement to A Crabbe)	£26.00			HRMC P32 Employer Liability- From: 06/04/2024 To: 1 Date To: 05/05/2024	£73.60
19-Apr-24	966	Grasscutting at Village Hall 23 Ma & 31 Mar.24 paid to Joe Dixon@ £10 per cut (re	£20.00			Crabbe, Andrew Salary for April.24	£295.15
21-Apr-24	DR	Bank charges	£12.00			Autela Payroll - Clerk payroll - PAYROLL - January, February, March.24	£73.73
25-Apr-24	DB	British Gas	£38.48			Vision ICT - Annual Website Management Fees	£182.86
29-Apr-24	DB	Scottish Water	£3.00			Toolstation - strimmer for Scholfield Hall - remiburse Andrew Crabbe	£129.98
Credits						Binder & plastic wallets for Accounts files - 2024-25 (split between 3 Councils - £18.15/3=)	£6.05
Receipt Date	Ref No	Reason	Amount			Total cheques to be issued and approved by Cllrs at the May.24 Meeting =	£819.11
4 April.24	28	U3A Payment for Classes at Scholfield Hall 2024 28	£195.00				
10 April 2024	TC2-6	Party at Scholfield Hal on 19th May - Invoice = KPC24	£50.00				
18 April 2024	SAM	Weekend booking of Scholfield Hall	£100.00				
30-Apr-24	CR	ERYC - first installment of the precept demand	£6,718.00				
						Box 4	
						Summary of Accounts until end of May.24 (Actuals & Forecasts)	
						No.1 Account: Current Account (004)	
						a Bank Balance at end of previous reporting period - Mar.24 (verified by Stat 552) =	£8,761.20
						b (Actual) Total Spend in Apr. 24 (cashd) =	£1,522.32
						c (Actual) Credit Payments made Apr.24	£7,063.00
						d (Actual) Uncashed Cheques	£351.65
						e (Actual) New Cheques issued at May.24 meeting	£819.11
						f Forecast of Balance for end of May.24 (which is box a deducted from box b, adding box c and deducting boxes d and e) =	£13,834.42
Bank Balance as of end of previous reporting period ending Mar.24 =				£8,761.20			
Total Spending in reporting period - Apr.24 =				£1,522.32			
Total receipts in new reporting period - Apr.24 =				£7,063.00			
Bank balance as of end of reporting period (Apri.24) (reconciles with Bank Statement 552) =				£14,301.88			

Kilpin Parish Council

Financial Report for the May 2024 Parish Council Meeting

Headlines

At the end of March.24 our bank balance was £8,761, (our year end figure for 2023-24) and at the end of April.24 the balance (after all banked transactions), stood at £14,301. This balance includes the 1st instalment payment of the precept.

Considering all liabilities, (cheques to be approved at the May.24 meeting and uncashed cheques) our forecast balance for the end of May is £13,834. All spending in the first month of the financial year is within budget and as expected.

Cheques to be approved at the May 2024 Meeting

Cheques to be issued in May are all within the agreed budget and there is nothing to report which is of concern or out of budget.

In concluding, there are no threats or risks to the Parish Council and as we start a new financial year, our finances are solvent and stable.

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 of current Bank Statement)
Box 1						
Community Account (004) Balance as of end of last reporting period (Feb.24) =				£9,493.04		Out
Bank Transactions in March.24						
Debits						Box 3
Date Cashed	Cheq No.	Payee & Reason	Amount			Cheque to be approved at th
13-Mar-24	962	Crabbe, A - Salary for February 24	£291.93			Wifi Charges for Mar.24 (Remibu
13-Mar-24	961	Wifi Charges for Feb.24 (Rembursement to A Crabbe)	£21.00			Grasscutting at Village Hall 23 Ma
13-Mar-24	964	Boiler Service	£76.00			Crabbe, Andrew Salary for March
21-Mar-24	DR	Bank charges for February 24	£10.00			Unknown Soldier Statue Ref No 9
25-Mar-24	DD	British Gas	£38.50			Unknown Soldier Statue Ref No 9
25-Mar-24	963	Nothern Energy - Oil Supply for the Hall	£681.41			Unknown Soldier Statue Ref No 9
28-Mar-24	DD	Scottish Water	£3.00			Unknown Soldier Statue Ref No 9
Credits						Royal British Legion Planters x 8 F
Receipt Date	Ref No	Reason	Amount			ERNLLCA Membership
06-Mar-24	27	U3A Payment for Classes at Scholfield Hall for January 2024	£180.00			Humber Drainage Board - Assem
27-Mar-24	TC2-6	Lesley Darlington - Tai Chi Classes - Dec23 - Mar.24	£210.00			
						Total cheques to be
						Box 4
Bank Balance as of end of previous reporting period ending Feb.24 =				£9,493.04		Summary of Accounts until end
Total Spending in reporting period - Mar.24 =				£1,121.84		No.1 Account: Current Account
Total receipts in new reporting period - Mar.24 =				£390.00		a Bank Balance at end of previous
Bank balance as of end of reporting period (Mar.24) (reconciles with Bank Statement 551) =				£8,761.20		b (Actual) Total Spend in Mar .24
						c (Actual) Credit Payments made
						d (Actual) Uncashed Cheques
						e (Actual) New Cheques issued at
						f Forecast of Balance for end of A and deducting boxes d and e) =

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 hudscroft 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