



KILPIN PARISH COUNCIL

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

Date of Meeting	13 th June 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, however Clerk asked permission to note that although the Clerk has no conflict-of-interest restrictions not being a decision maker, he would like to put on record that he had engaged Phil Markland for some work at his property - Clerk continued that he did not believe there is a conflict of interest but never the less felt it is appropriate for this to be recorded. Cllr Todhunter advised she also had engaged Mr Markland for work to her garden and likewise felt it was appropriate this was recorded

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:

- Residents in attendance raised the issue of the proposed work to the TPO in the Village Hall carpark and raised objections to this, disputing that work needed to be carried out which they felt would endanger the tree.
- Chair responded that the Parish Council had no intention of endangering the tree and that the work was as previously identified to remove overhanging branches from an adjoining property and out onto the road where they were nearly touching utility wires
- The residents also advised that they had not been advised of the planning application – Chair responded that the application was referred to in the minutes of both the April and May meeting(s).
- A resident in attendance advised that he was the owner of the property onto which the branches overhung and these were a major problem meaning he could no longer leave his vehicle in that part of his drive for fear of falling branches, as well as the leaves causing a slip hazard
- Chair advised that the matter was now in the hands of ERYC Planning and the Parish Council would wait to see what the outcome of the application was.

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 May 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

Ref: 24/01228/PLF

Proposal: Erection of single storey extensions to side

Location: Sandhall Farm Sandhall Road Skelton East Riding Of Yorkshire DN14 7RS

Applicant: Mr Tom Platt

Application Type: Full Planning Permission

Resolved No issues were raised by Cllrs

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

8 To discuss correspondence received

8.1 Flag Poles for the Parish

Cllrs were referred to correspondence received from a resident who had asked if the Parish Council could consider purchasing a number of flag poles to be located throughout the Parish. Cllrs discussed and agreed in principle this was something to be explored as part of the projects to improve the Parish

Ongoing Clerk to provide likely costs and Cllrs to consider locations in the Parish – item to be included in the July Agenda.

Business to be Transacted

Ongoing Items

9 Cllrs to consider and discuss matters concerning Scholfield Village Hall

a. Maintenance –	Clerk advised that following on from the last meeting, all the small maintenance jobs were now completed. With regard to the electrical work, DN Electrical had carried out repairs to the lighting and had identified there was an issue with the emergency lighting due to poor installation. Cllrs agreed to the quote provided for this work.
b. Monthly checks including defibrillator	Cllr Todhunter confirmed AED checked had been completed and no issues raised. Cllr Todhunter noted that the folder containing a number of important documents including the risk assessment had been removed from the hall. Clerk advised he had emailed users to ask if they had taken this and that it needed returning
c. Hall lettings –	Clerk advised all is well with the bookings and no issues were raised

10 Bank matters – Cllrs to be updated on the move of the Council's bank accounts to Natwest

Clerk advised there was no update on this item and at the moment was not a priority due to workload – it was noted that even though HSBC had not responded to the question of why the Parish Council had been transferred to a business account, the bank charges had in fact reduced.

Ongoing to be progressed when workload permitted.

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

Cllr Hall advised that this had not being progressed due to the continued inclement weather – when this improved a session would be organised.

Ongoing Deferred to July meeting

12 Update and information on projects identified by Cllrs – Cllrs to be updated on progress of rollout of projects in 2024/25 - planters and unknown soldier statues are completed and Cllrs to discuss next steps

Resolved Cllrs noted that all the unknown soldiers and planters were now in place and feedback from residents had been very positive

Ongoing Cllrs discussed the next stage in the projects roll out and referred to proposed village signs to be positioned on the existing ERYC signs – Cllrs discussed colour and design and Chair suggested Cllrs email Clerk with ideas for both with a view to agreeing and progressing at the July meeting

13 Yearly Plan – Cllrs to discuss a yearly plan for the council/councillors/Clerk, which includes who is responsible for said jobs and the details of each job - update following on from last meeting when Cllr Sykes was asked to prioritise responsibilities.

Cllr Sykes advised that she was looking at listing all the responsibilities and when these were actioned – including when to check the oil, garden maintenance, the Christmas party, carry out a deep clean, what our policies and procedures are and what needs updating.

Ongoing Cllr Sykes to circulate the draft plan and then Cllrs can start allocating responsibilities

14 Noticeboards in the Parish – Cllrs to discuss location and responsibilities for the noticeboards in the parish – also new boards in Parish, Cllrs to discuss update of Windfarm confirming immediate grant available of £500 and larger grant in August – also PD Ports response to request for a board to be posted / funding request

Cllrs noted that The Windfarm had now confirmed that if the Parish Council applied for a smaller grant in the immediate term, this did not exclude Cllrs from applying again in August for the larger grant – Cllrs agreed that an immediate application should be progressed. Cllrs noted that the Ports had advised there was no objection to placing a board on their land near the entrance to Skelton as long as it did not interfere with traffic onto the site. Clerk noted he was waiting for a response from the Ports with regard to possible funding of a new board.

Cllrs also suggested a new board for Balkholme could be sited near the war memorial

Ongoing Item to be carried forward to the July meeting for further update.

15 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 agreed that this item would now be deferred until Autumn and darker nights in order to understand which areas of the Parish suffered from lack of lighting.

Cllrs also discussed responsibility / ownership of the street lights noting a light at the rear of the Port Offices was not working – **Ongoing:** it was felt this was the responsibility of the Ports and they should be contacted with a request to repair the light.

Cllrs also noted that a programme to replace older lights with new posts and LED fittings had only been half completed with no recent work. **Ongoing:** Clerk was asked to contact ERYC for an update and when the old poles would be removed.

16 AGAR (Annual External Audit) – following completion of internal audit with no concerns raised, Cllrs to review and sign off the AGAR submission to PK Littlejohn for the financial year of 2023-24

Clerk advised that Cllrs had received copies of the reports and the AGAR needed approving and signing by the Chair and himself as Financial Officer.

Resolved The AGAR was duly approved – all documentation would now be posted on the website and the AGAR submitted to the external auditor

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

Clerk advised that the minutes from the Annual Parish Meeting had been posted inviting residents to make any changes and this was not taken up. Cllrs noted that the Parish Council had responded to most of the points and published these on 30th May.

Clerk continued that only items 2.13 and 2.14 were outstanding at this time but he had since approached the Environment Agency and PD Ports who have acknowledged receipt and advised they will respond within a month.

Ongoing Cllrs agreed this item would remain on the agenda until fully completed.

18 D Day Commemorative Event – Cllrs to debrief the event and discuss any ‘lessons learnt’

Cllrs discussed and agreed that overall, the event was a great success and really well received by residents / visitors - the hall was packed and all the food had gone. Chair advised that he wanted to thank all those Cllrs and residents who had worked so hard to make the event the success it was.

Cllrs noted that a lot of people attended who they had never seen before, and hopefully people were beginning to see themselves as part of the Parish.

With regard to ‘lessons learnt’ – Cllrs agreed that more advanced planning was needed for future events – individuals needed to be given specific tasks instead of everyone trying to do everything and all the confusion this entailed, as well as the fact the workload was “heavy on some but not others”

Cllr Todhunter advised that “a lot of people said they didn’t know anything about the event” Chair advised he was not sure why this was as the flyers were delivered to everyone.

Cllrs noted a written request from a resident handed to the Chair, concerning overgrown river banks along the road in Skelton and which the resident believed was causing difficulties as drivers were not able to see oncoming vehicles and pedestrians. Cllrs also noted a request asking if the access to the Beacon could be improved – it was felt that the recent D-Day celebrations the difficulties with accessing the Beacon had been highlighted. Cllrs agreed that the Clerk should discuss both issues with the relevant sources.

Resolved Item closed

New Items

19 East Yorkshire Village Hall Network – following an event at the Hall in which concerns were raised regards disability access, Cllrs to discuss engaging with the EYVHN to discuss access and availability of grants.

Following on from the previous meeting when it was noted concerns had been raised for disabled access to the hall, Clerk had contacted the EYVHN, who had subsequently advised that the group could help with projects in the future as well as grants, however membership of the Group was required to access information and resources.

Cllrs discussed in light of the proposed work to the grounds of the hall (removal of weeds and new gravel) and agreed that this work should continue as it would not impact on any future changes to allow disabled access.

Resolved Cllrs unanimously agreed to joining EYVHN and the Clerk was instructed to proceed with an application.

20 Scarecrow Festival in 2025 – Cllrs to discuss the possibility of holding a Scarecrow festival in the Parish

Chair advised that he had tabled this item and he felt it was another opportunity “to get the community together and involved” – Chair continued that he was happy to lead and a provisional timing of May 2025 was suggested.

Ongoing Cllrs agreed in principle to progress and to discuss further over the next few months

Date of the next meeting Noting the Hall would be used as a polling station for the forthcoming General Election, Cllrs agreed to move the July meeting to 11th July.

Signed as a true document *Stephen Brett*
Stephen Brett – Chairman

Date of Signing *July 2024*

Kilpin Parish Council
Accounts for the month of **May.24**
Cheques to be approved for the month of **June.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
Vision ICT - Annual Website Management Fees	£182.86

Box 1
Community Account (004) Balance as of end of last reporting period (Apr.24) = **£14,301.88**

Bank Transactions in May.24

Debits			
Date Cashed	Cheq No.	Payee & Reason	Amount
01-May-24	969	ERNLLCA Membership	£344.65
15-May-24	972	Binder & plastic wallets for Accounts files - 2024-25 (split between 3 Councils - £18	£6.05
15-May-24	971	Crabbe, Andrew Salary for April.24	£295.15
15-May-24	978	Wifi fees for Scholfield Village Hall for April.24 - Reimburse A Crabbe	£29.50
15-May-24	974	Grasscutting at Village Hall (30 Apr & 4 May) - Reimburse A Crabbe	£28.24
15-May-24	977	Toolstation - strimmer for Scholfield Hall - reimburse Andrew Crabbe	£129.98
21-May-24	DR	Bank Charges	£12.00
23-May-24	970	Humber Drainage Board - Assement KB5/1 Agricultural Drainage Rates	£7.00
28-May-24	DD	British Gas	£34.16
28-May-24	976	HRMC P32 Employer Liability- From: 06/04/2024 To: 1 Date To: 05/05/2024	£73.60
30-May-24	973	Autela Payroll - Clerk payroll - PAYROLL - January, February, March.24	£73.73

Credits			
Receipt Date	Ref No	Reason	Amount
30 May 2024		ERYC - Rental of Scholfield Hall for Police & Crime Commissioner Election	£50.00

Bank Balance as of end of previous reporting period ending Apr.24 = £14,301.88
 Total Spending in reporting period - May.24 = £1,034.06
 Total receipts in new reporting period - May.24 = £50.00

Bank balance as of end of reporting period (Mayi.24) (reconciles with Bank Statement 552) = £13,317.82

D-Day Event Budget Breakdown

D Day decorations - 10 Flags pannant bunting - remiburse A Crabbe	£7.79
D Day decorations - Door Banners, 2xPennant Flags - remiburse A Crabbe	£32.97
D Day decorations Union Jack Pennant bunting - remiburse A Crabbe	£23.26
D Day decorations 10xBanner Pennants - remiburse A Crabbe	£71.89
Royal British Legion D Day Streetlight sign - reimburse A Crabbe	£78.84
Tie Wraps for the D Day Street Signs -Reimburse A Crabbe	£4.39
Costs for D-Day celebration event - reimburse to S Brett - details on receipts	£151.00

Total Spend on Day Event = £370.14
Grant from ERYC = £500.00

Box 3

Chequest to be approved at the June.24 Meeting	Amount
Crabbe, Andrew Salary for May.24	£294.95
Mankando - maintenance at Scholfield Village Hall - Reimburse A Crabbe	£60.00
Two new Kettles for Scholfield Villlage Hall - reimburse A Crabbe	£40.00
D Day decorations - 10 Flags pannant bunting - remiburse A Crabbe	£7.79
D Day decorations - Door Banners, 2xPennant Flags - remiburse A Crabbe	£32.97
D Day decorations Union Jack Pennant bunting - remiburse A Crabbe	£23.26
D Day decorations 10xBanner Pennants - remiburse A Crabbe	£71.89
Royal British Legion D Day Streetlight sign - reimburse A Crabbe	£78.84
Wifi Costs for May.24 - Reimburse A Crabbe	£29.50
Grass Cutting Village Hall (15th May, 27th May and 6th June) Reimburse A Crabbe	£30.00
Tie Wraps for the D Day Street Signs -Reimburse A Crabbe	£4.39
HRMC - P32 Employer Tax Liability - From: 06/06/2024 To: 05/07/202	£73.80
Clear Insurance / Avvia - Insurance Premium for 2024-25	£1,449.06
Community Heartbeat - Telephone Line for the Village Hall	£20.00
Replacement Dust bags for vac cleaner at Scholfield Hall - Reimburse A Crabbe	
DN Electrical - Electrical Work at the Hall	£114.24
Costs for D-Day celebration event - reimburse to S Brett - details on receipts	£151.00
Costs for D-Day celebration event - reimburse to L Vollans - details on receipts	19.95
Cost for materials for village planters - reimburse L Vollans - details on receipts	19.15

Total cheques to be issued and approved by Clrs at the Jun.24 Meeting = £2,520.79

Box 4

Summary of Accounts until end of Jun.24 (Actuals & Forecasts)	
No.1 Account: Current Account (004)	
Bank Balance at end of previous reporting period - Apr.24 (verified by Stat 552) =	£14,301.88
(Actual) Total Spend in May .24 (cashed) =	£1,034.06
(Actual) Credit Payments made May.24	£50.00
(Actual) Uncashed Cheques	£182.86
(Actual) New Cheques issued at Jun.24 meeting	£2,481.69
Forecast of Balance for end of Jun.24 (which is box a deducted from box b, adding box c and deducting boxes d and e) =	£11,018.99