**KILPIN PARISH COUNCIL – Minutes**

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| **Clerk** | Ms Jayne Waude |
| **Address** | 4 Elm Avenue, Goole, East Yorkshire, DN14 6TF |
| **Telephone No.** | 07801944881 |
| **Email**  | clerk@kilpinparish.co.uk |
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| **Chair** | Ms Lynn Todhunter |
| **Date** | 19th February 2019 |

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| Minutes of the meeting of Kilpin Parish Council held at 7pm at Scholfield Village Hall, Skelton on **Thursday 7th February 2019**. |

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| **1571** | **1** | **Present – Lynn Todhunter – Chair (LT), Glyn Palmer (GP), Joe Oughtred (JO), Phillip Jarred (PJ), Sophie Ross-Briggs (SRB), Linda Bayram (LB) – Ward Councillor and Jayne Waude – Clerk (JW).** |
| **1572** | **2** | **To receive apologies for absence – Keith Palmer (KP)** |
| **1573** | **3** | **Code of Conduct**1. **To record declarations of Pecuniary/Non Pecuniary interest by any Members of the Council in respect of the agenda items listed below.**
2. **To note dispensations given to any Member of the Council in respect of agenda items below.**

LT declared a non-pecuniary interest in item 14.GP declared a non-pecuniary interest in item 11k.SRB declared a non-pecuniary interest in item 17. |
| **1574** | **4** | **Public participation session (15 minutes) –** No public attended. |
| **1575** | **5** | **To confirm approval of the Minutes of the Parish Council Meeting held on the 3rd December 2018. –** LT signed the minutes of the meeting held on 3rd December 2019 as a true record. |
| **1576** | **6** | **To consider planning matters/decisions.****Notification of Decision on App Ref 18/03741/PLF 1 Sanders View, Howden Road, Skelton.** – JW confirmed the members had been notified of planning permission granted with conditions.**Notification of Decision on App Ref 18/02875/PLF Whin Hill Farm, Main Road, Balkholme.** – JW Confirmed that the members had been notified of planning permission granted with conditions.**Planning Consultation for 18/04020/PLF Rose Cottage, Brow Lane, Balkholme.** – JW confirmed that due to the submission date a decision of no comments from the council had been made via email to East Riding of Yorkshire Council. |
| **1577** | **7** | **To note actions taken from the last meeting**1. **Speeding group** – It was agreed that PJ and SRB would arrange a meeting to discuss speeding in the parish. JW provided SRB with costings for speed detecting equipment. **PJ/SRB**
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| **1578** | **8** | **To receive report from the Friends of Scholfield Village Hall** – JW read out the report received from FOSVH.  |
| **1579** | **9** | **To discuss friends of the village hall written constitution / mission statement** – PJ requested sight of a written constitution and mission statement for FOSVH and it was agreed that JW would make this request. **JW** |
| **1580** | **10** | **To discuss the amount of extra ordinary meetings / joint meetings held during 2018.** – JW reported on the number of meetings held last year and it was agreed that joint meetings are beneficial in communication between both parties. |
| **1581** | **11** | **To note matters concerning Scholfield Village Hall**1. **Maintenance –** JW to chase up repairs to the notice board. It was agreed that the recent decorating had been to a satisfactory standard and JW was advised to make payment for the work completed.

GP reported that the hall would require a new supply of light bulbs and it was agreed that PJ would make contact with local businesses for a donation. **PJ/JW**1. **Urn – 3/12/18** – GP provided JW with an invoice for the new urn. LT advised to remove from agenda. **JW**
2. **Heating** – LT stated that there had been a number of issues regarding the heating and the hall calendar. It was agreed that PJ would take over the hall hire and control the calendar. JW to provide PJ with calendar log in details. **PJ/JW**
3. **Monthly checks including defibrillator** – PJ to carry out checks the following day. LT confirmed that the defibrillator checks had been made in the absence of KP and it had been necessary to order new pads.  **PJ**
4. **Health and Safety** - JW stated that a group had requested Risk Assessment information for the hall and it was agreed that JW would make contact and inform the hirer that all necessary documentation is held in the file in the kitchen. **JW**
5. **Funding** – JW read out an email from FOSVH requesting regular joint meetings to enable better communication on hall projects.
6. **Future Projects 2019** – LT suggested a meeting with FOSVH to pool ideas for hall projects.
7. **Hall lettings** – JW provided members with a breakdown of hall lettings for the previous 3 months.
8. **Hire Agreement** – JW confirmed that the hire agreements were still being received from all groups.
9. **Wi-fi in the hall** – JW confirmed that the credit had now been received from Plusnet and LT advised to remove from agenda.  **JW**
10. **Pruning of trees in car park** – JW confirmed work complete and invoice paid. LT advised to remove from agenda. **JW**
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| **1582** | **12** | **To discuss the Matthew Pickering Charity** – JO presented application form for approval by members. All members happy with changes in general but LT stated that the charity address required changing. JO also presented changes to the constitution. The changes were agreed but LT questioned the legalities of any changes. JO to check with Charities Commission. JW informed members of an enquiry and it was agreed that once the application form was approved then the member of the parish would be contacted**. JO** |
| **1583** | **13** | **Review of local plan adopted in 2016 inc. options – 3/12/2018** – It was confirmed that the local plan had been displayed for the public to view and LT advised to remove from agenda. **JW** |
| **1584** | **14** | **To discuss damaged verges in Kilpin** – LT stated that work was scheduled and was hopeful that this would include repairs to the grass verges. PJ reported poor repairs of potholes during snow and ice. LB to contact highways. |
| **1585** | **15** |  **To discuss Village Taskforce Walkabout** – JW confirmed ERYC had been contacted again regarding the public bridleway sign in Kilpin. No reply at the time of the meeting. LT reported that outstanding issues have not been completed due to budget.  |
| **1586** | **16** | **To discuss fly tipping in the parish** – JW read out an email from the Environmental Agency. LT advised to remove from agenda. **JW** |
| **1587** | **17** | **To discuss Near Drain – 3/12/18** – JW read out an email from the drainage board following a complaint. SRB advised that information in the email was incorrect. JW to contact and advise.  **JW** |
| **1588** | **18** | **To discuss planned works on Sandall Road - 3/12/18** – JW reported that there had been a complaint made regarding the signage which was rectified immediately. LT advised to remove from agenda. **JW** |
| **1589** | **19** | **To discuss Caravans at Beechwood** – LT advised to leave on agenda until March 2019. |
| **1590** | **20** | **To discuss WW1 Beacon Event** – JW confirmed thank you letters had been distributed and LT advised to remove from agenda. |
| **1591** | **21** | **To discuss IT in relation to Kilpin Parish Council including website** – JW still awaiting costings to upgrade website. JW advised on analytical report for January. |
| **1592** | **22** | **To discuss Parish Newsletter** – It was agreed to remove from agenda. **JW** |
| **1593** | **23** | **To discuss Social Media – 3/12/18** – SRB requested a profile of each member to post onto the Parish Council Facebook page. |
| **1594** | **24** | **To receive report from the Personnel Committee** – JW reported on the recent clerks course attended in Barton. |
| **1595** | **25** | **To discuss correspondence received** – JW stated that all correspondence had been forwarded since the last meeting. |
| **1596** | **26** | **To note current financial position** – JW provided members with an up to date bank reconciliation and a copy was signed by two members for records. |
| **1597** | **27** | **To discuss Kilpin Parish Council accounts**1. **Monthly accounts and financial accountability** – JW stated that the monthly accounts were available for viewing.
2. **To discuss Precept 2019/20 –** The precept application was signed by LT.
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| **1598** | **28** | **To approve Clerk’s salary and expenses – GP and JO approved the clerks salary.** |
| **1599** | **29** | **Date of the next meeting – The next meeting of Kilpin Parish Council will be Thursday 7th March 2019** |
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**J Waude**

Clerk

Date 19th February 2019