**KILPIN PARISH COUNCIL – Minutes**

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| **Clerk** | Ms Jayne Waude |
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| **Chair** | Ms Lynn Todhunter |
| **Date** | 15th March 2019 |

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

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| **1600** | **1** | **Present – Lynn Todhunter – Chair (LT), Glyn Palmer (GP), Joe Oughtred (JO), Linda Bayram – Ward Councillor (LB) and Jayne Waude – Clerk (JW)** |
| **1601** | **2** | **To receive apologies for absence – Keith Palmer – Vice Chair (KP), Phillip Jarred (PJ) and Sophie Ross-Briggs (SRB)** |
| **1602** | **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 12. |
| **1603** | **4** | **Public participation session (15 minutes)** – No members of the public attended. |
| **1604** | **5** | **To confirm approval of the Minutes of the Parish Council Meeting held on the 7th February 2019** – LT signed the minutes of the meeting held on 7th February 2019 as a true record. |
| **1605** | **6** | **To consider planning matters/decisions.****Planning permission granted subject to conditions - Rose Cottage Brow Lane Balkholme East Riding Of Yorkshire DN14 7XH** – JW confirmed that the members had been notified of planning permission granted with conditions**.** **Received after Agenda issued but comments required before date of next meeting:****Planning Consultation for 19/00762/PLF Northfield, Brow Lane, Balkholme –** No comments to make to make from the council. **JW** |
| **1606** | **7** | **To note actions taken from the last meeting**1. **Speeding group** – GP advised nothing to report.
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| **1607** | **8** | **To receive report from the Friends of Scholfield Village Hall** – JW advised that the minutes of the FOSVH AGM had been circulated to all members. |
| **1608** | **9** | **To discuss friends of the village hall written constitution / mission statement** – LT reported that the written constitution was available on the FOSVH website and that there was no mission statement available. LT advised to remove from agenda. **JW** |
| **1609** | **10** | **To note matters concerning Scholfield Village Hall**1. **Maintenance** – JW reported that the notice board would be returned in the next couple of days after repairs. JW to contact PJ regarding sourcing new light bulbs.

 **JW**  1. **Monthly checks including defibrillator** – LT confirmed defibrillator checks had been made and that pads at Howdendyke had been replaced. PJ had confirmed via email checks had been completed and reported a faulty smoke alarm. GP advised KP to check.  **KP**
2. **Health and Safety** – JW reported that a representative from U3A would be visiting the hall to check Risk Assessments. PJ reported via email that the bins in the toilet areas were full and it was agreed that LT would discuss with cleaner.  **LT**
3. **Funding –** KP to complete and return Sixpenny Wood Acceptance Form. KP to discuss timescales with heating engineer. **KP**
4. **Future Projects 2019** – JW to contact FOSVH to suggest a joint meeting prior to a parish council meeting to discuss future projects. **JW**
5. **Hall lettings and calendar** – PJ to take over calendar bookings and queries after conferring with JW. **PJ**
6. **Hire Agreement** – JW reported that 3 more hire agreements had been returned. A few still to chase. **JW**
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| **1610** | **11** | **To discuss the Matthew Pickering Charity** – JO stated nothing further to report and advised he would put together a poster and begin advertising. LT advised that all applications have to be passed by the council, JO to look into this further. **JO** |
| **1611** | **12** | **To discuss damaged verges in Kilpin** – LT advised that Ward Coucillor Nigel Wilkinson had been contacted again as recent repairs were unsatisfactory. A complaint will made to ERYC on behalf of the parish council by Nigel Wilkinson. |
| **1612** | **13** |  **To discuss Bridleway sign at Kilpin** – JW reported that the Bridleway sign will be repaired as confirmed by ERYC on 5th March 2019. |
| **1613** | **14** | **To discuss Near Drain – 3/12/18 -** It was agreed to discuss at the next parish council meeting.  |
| **1614** | **15** | **To discuss Caravans at Beechwood –** It was agreed to discuss at the next parish council meeting.  |
| **1615** | **16** | **To discuss IT in relation to Kilpin Parish Council including website** – JW advised that to upgrade the council’s website the cost would be a one off charge of £150 inc VAT followed by an annual increase of £25 inc VAT. The council agreed to go ahead with the upgrade. JW to instruct. JW reported visits to website had increased from previous months. **JW**  |
| **1616** | **17** | **To discuss Social Media – 3/12/18** – JW advised on an email from ERNLLCA recommending that the clerk should control the council’s Facebook page. It was agreed to discuss at the next meeting. |
| **1617** | **18** | **To receive report from the Personnel Committee** – Nothing to report. |
| **1618** | **19** | **To discuss correspondence received** – JW confirmed that all correspondence and emails had been forwarded since the last meeting.LB left the meeting. |
| **1619** | **20** | **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. |
| **1620** | **21** | **To discuss Kilpin Parish Council accounts**1. **Monthly accounts and financial accountability** – JW stated that the monthly accounts were available for viewing.
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| **1621** | **22** | **To approve Clerk’s salary and expenses** – GP & JO approved the clerks salary. |
| **1622** | **23** | **Date of the next meeting – The next meeting of Kilpin Parish Council will be Thursday 4th April 2019.** |

**J Waude -** Clerk