**KILPIN PARISH COUNCIL – Minutes**

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| **Clerk** | Ms Jayne Waude |
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| **Chair** | Mr Phillip Jarred |
| **Date** | 19th May 2019 |

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| The minutes of meeting of Kilpin Parish Council held 7pm at Scholfield Village Hall, Skelton on **Thursday 9th May 2019.**  |

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| **1646** | **1** | **Present – Phil Jarred – Chairman (PJ), Keith Palmer – Vice Chairman (KP), Lynn Todhunter (LT), Sophie Ross-Briggs (SRB) and Jayne Waude – Clerk (JW)** |
| **1647** | **2** | **To receive apologies for absence** – No apologies |
| **1648** | **3** | **Resignation of Joe Oughtred** – JW stated that Joe Oughtred had confirmed his resignation via email. It was agreed to remove this from the agenda. **JW** |
| **1649** | **4** | **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. |
| **1650** | **5** | **Public participation session (15 minutes)** – 1 member of the public was in attendance but made no comment. |
| **1651** | **6** | **To confirm approval of the Minutes of the Parish Council Meeting held on the 4th April 2019** – The minutes of the Parish Council Meeting held on 4th April 2019 were signed as a true record by PJ. |
| **1652** | **7** | **To consider planning matters/decisions.****Planning Consultation for 19/01215/PLF Wold Plant Services Limited, Fountain Head, Brow Lane, Balkholme, East Riding Of Yorkshire, DN14 7XH**Due to an IT issue which prevented members opening the planning details it was agreed that JW would contact East Riding to report the issue and ask for an extension in order to discuss at the next Parish Council meeting.  **JW****Notification of Decision on App Ref 19/00762/PLF Northfield, Brow Lane, Balkholme, East Riding Of Yorkshire, DN14 7XH**All confirmed that the notification of approved decision had been received and had no comments to make. |
| **1653** | **8** | **To discuss speeding in the Parish** -SRB reported that a meeting had taken place with SRB and PJ and it was decided that other parish councils would be contacted with regards to joining forces to share ideas. It was agreed that this would remain on the agenda. **SRB/PJ** |
| **1654** | **9** | **To receive report from the Friends of Scholfield Village Hall** – JW confirmed that the minutes of the FOSVH AGM had been forwarded via email to all members. |
| **1655** | **10** | **To note matters concerning Scholfield Village Hall**1. **Maintenance** – PJ advised that there had been no reply regarding sourcing replacement light bulbs.
2. **Monthly checks including defibrillator** – KP and PJ to do checks this week. KP to train SRB on defibrillator checks. LT to order any new pads as were required. **PJ/KP/SRB/LT**
3. **Health and Safety** – KP suggested and all agreed that this item be now amended to include the word environmental. SRB suggested the local Fire Brigade were contacted with regards to smoke alarm checks and it was agreed that this would be done before the next meeting. It was agreed that KP would obtain quotations for protecting the pipe outside the hall.

 **JW/SRB/KP**1. **Funding** – KP reported that the boiler installation was now complete. JW queried the VAT element on the invoice. KP to look into. **KP**
2. **Future Projects 2019** – LT confirmed that the joint meeting with FOSVH would be solely to discuss future projects. KP stated that it is the duty of Kilpin Parish Council to discuss prior to a joint meeting in order to provide FOSVH with information on future projects. It was agreed that lighting and toilets would be the next projects to be undertaken.
3. **Hall lettings and calendar** – PJ confirmed he would be using a separate phone for hall bookings and queries. JW to provide PJ with the lettings calendar email log-in details. It was agreed that once this had been set up that JW would contact all hirers with the new contact details. JW provided members with a monthly breakdown of the lettings figures. SRB volunteered to do an advert for hall hire and place on the Council’s Facebook page. **PJ/JW/SRB**
4. **Heating timer** - A report had been received from a group that radiators had been turned off. It was agreed that a sign would be placed in the hall asking people not to adjust the radiators but to use the thermostat if at all necessary**. JW**
5. **Hire Agreement** – The final two hire agreements had been received and were signed by LT.
6. **Refrigerator** – KP reported that he had defrosted the refrigerator and disposed of its contents. LT advised that the cleaners also make regular checks.
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| **1656** | **11** | **To discuss the Matthew Pickering Charity** – KP reported that 1 no. application had been received and advised that the minutes of the AGM meeting will be forwarded to the Council once available.**KP & GP left the meeting for 5 minutes.** |
| **1657** | **12** | **To discuss damaged verges in Kilpin** – LT confirmed that Ward Councillor Nigel Wilkinson had been contacted regarding the temporary repairs and he had confirmed that more repairs are in the pipeline. It was agreed that this would remain on the agenda. It was agreed that PJ would contact a member of the public who had made a complaint to East Riding regarding the state of the roads and provide them with the reply received. **PJ** |
| **1658** | **13** | **To discuss IT in relation to Kilpin Parish Council including website** – JW provided members with the monthly analytical report. |
| **1659** | **14** | **To discuss Social Media – 3/12/18** – SRB reported on the large increase of Facebook interaction with the public. |
| **1660** | **15** | **To discuss Insurance Renewal** – All agreed to go ahead with the recent quotation received from the existing insurance company as there was no increase in cost. **JW** |
| **1661** | **16** | **To elect two councillors to represent this council at ERNLLCA district committee meetings** – PJ agreed to represent the council at ERNLLCA district committee meetings. JW to advise ERNLLCA **PJ/JW** |
| **1662** | **17** | **To receive report from the Personnel Committee** – Nothing to report. JW made a request to attend a 3 part Good Councillor accredited course which is also beneficial to clerks. It was agreed that PJ and JW would attend the course and SRB would confirm if dates are convenient for her. JW to book when SRB confirms.  **JW/SRB** |
| **1663** | **18** | **To discuss correspondence received** – JW confirmed that all correspondence and emails had been forwarded since the last meeting. LT advised that VE Day celebration notification had been received and it was agreed that this would be discussed at the next joint meeting with the FOSVH.**The member of the public was thanked by PJ and then asked to leave the meeting at 8.50pm.** |
| **1664** | **19** | **To note current financial position** – JW provided members with an up to date bank reconciliation. |
| **1665** | **20** | **To discuss Kilpin Parish Council accounts**1. **Monthly accounts and financial accountability** – JW stated that the monthly accounts were available for viewing. It was agreed that the draft year end accounts would be emailed to members prior to the next meeting. **JW**
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| **1666** | **21** | **To approve Clerk’s salary and expenses** – The clerks salary and expenses were approved and signed by the Personnel Committee. |
| **1667** | **22** | **Date of the next meeting – The date of the next Parish Council meeting will be 7pm on the 6th June 2019 and this will be preceded by the joint meeting with the FOSVH which will commence at 6pm.** |
|  |  | **Meeting closed at 9.05pm** |

**J Waude**

Clerk

Date 19th May 2019