



## MEETING RECORD AND ACTION DETAILS

**VENUE:** Bilton Village Hall

**DATE:** Tuesday 14 January 2014 **TIME:** 7.00pm

**PRESENT:** Chairman Cllr Garbutt, Vice Chairman Cllr Hill, Cllr Gill, Cllr Mrs Griffin Smart, Cllr Sims, Cllr Mrs Clayton, Cllr Rev Major, Cllr Dale, Cllr Etherington.

**APOLOGIES:** No apologies were received.

	ITEMS	ACTION BY	DEAD-LINE
	<b>Declarations of Interest.</b> Councillors were reminded to record declarations of interest by any member of the council in respect of the agenda items listed below. Members declaring interests should identify the agenda item and the type of interest being declared. To note dispensations given to any member in respect of the agenda items listed below.		
157.	<b>Minutes of the Meeting Held on 10 December 2013.</b> It was resolved that the minutes of the last meeting were a true and accurate record. Cllr Garbutt signed the minutes.  The contents of the minutes of each meeting were discussed and it was requested that more detail be included. Cllr Hill requested that it is recorded who has said what.	Clerk	11 Feb
158.	<b>Restructure of Council.</b> Cllr Garbutt proposed that the restructuring of the Council is discussed at the Annual meeting when the rest of the committees are formed on the 13 May 2014.	Clerk	13 May
159.	<b>Chairman's Report.</b> Cllr Garbutt reported to the Councillors' items for information only.  Cllr Garbutt informed the Council that he had been in contact with the Council regarding the Speed Indicator on Holmes Lane and has been given the contact details of Shaun Carroll who will now be the contact for getting the indicator replaced in the correct position.  It was confirmed that the Council website is update. It was requested that the clerk highlight on the website that any further information is available from the Parish Office, but that the public and press may attend any meeting.	Clerk  Clerk	11 Feb  11 Feb

160.	<p><b>Clerks Report.</b> The clerk reported to Councillors progress on items for information including that it had been a quiet month because of the holiday period and the Office being closed over the holiday's, the newsletter is online and finance spreadsheets up to date.</p>		
161.	<p><b>Highways.</b> Councillors received a verbal report on highways for information.</p> <p>Cllr Garbutt reported to the Council a suspected mains water leak opposite Galfrid Road on the South side of Main Road. It was noted that the verges are getting all chewed up again. Still got problems with people parking at entrance to Cherry Tree Close causing people to reverse back onto Main Road and zigzag into and out of the Close. It was requested that Clerk meet with PCSO Bainton to discuss this matter.</p> <p>It was also reported to the Council that some tickets have been issued for driving cars in between bollards on to the grass verge near the school.</p>	Clerk	11 Feb
162.	<p><b>Burial Ground.</b> Cllr Griffin-Smart gave a verbal report on the Burial Ground for information including that the shed had now been re-felted and the Council should receive an invoice for this shortly, the Christmas decorations will be removed at the end of February as Burial Ground Regulations state. East Riding Construction Services have confirmed their wish to renew their contract when appropriate and that they will not be putting up prices and they have provided a copy of their insurance. It was noted that they were not aware that they had a contract.</p> <p>Currently awaiting for East Riding Construction Services to price the alterations of the tap with a connection for cleaning of the War Memorial.</p> <p>An advert had been put in the Gazette indicated the Councils need for Grave Digging services and only Station Services from Burstwick had replied. The clerk reported that Parkins Funeral Directors and the Co-operative Funeral Services have both provided positive verbal reference for the company. It was requested that if the clerk meets the Company that the Chair Vice Chair and Burial Board Chair be present at this meeting.</p> <p>Cllr Mrs Griffin-Smart informed the Council that she will be away from the 22<sup>nd</sup> for about 1 month.</p>	Clerk	11 Feb
163.	<p><b>Community Partnership Meeting.</b> To receive a verbal report on the Community Partnership Meeting for information.</p> <p>Cllr Hill informed the Council that a meeting is to take place on the 27 February 2014 and that he will report back to the Council at the next meeting.</p>		

<p><b>164.</b></p>	<p><b>Planning.</b> There have been no planning applications submitted since the last meeting.</p> <p>Cllr Gill reported to the Council that he had written an article for the newsletter informing the public on the planning applications we have had during the year and still some undecided. The Clerk will look into the undecided applications and update Cllr Gill.</p>	<p>Clerk</p>	<p>11 Feb</p>
<p><b>165.</b></p>	<p><b>Neighbourhood Watch.</b> Cllr Dale highlighted items in the crime report Appendix C for information.</p> <p>A Neighbourhood Watch meeting had taken place last week PCSO Bainton had explained the Crime Report and Cllr Dale highlighted these.</p> <ul style="list-style-type: none"> <li>• Burglary of garage with theft of power tools electrical equipment and toys at Ganstead. No arrests or information available.</li> <li>• Attempted burglary of flat screen TV from Conservatory at St Peters View this break in was caught on neighbours CCTV it may be linked with inquiries of drug dealing at that property.</li> <li>• Another make off without payment at the Petrol Station. The driver was recognised and registration number taken the car was subsequently stopped and the driver now faces charges of theft and Drink Driving.</li> <li>• Somebody having payments of card and credit regarding shares and there is a dispute between them and the company regarding this and the police are no longer involved as it is a civil matter.</li> </ul> <p>It was also reported to the Council the Mid Holderness area tend to get 25-30 crimes reported in a month in October/November it spiked to/ . 40/39 and this has now reduced most of this was related to Aldborough the Police flooded the area and in December only 12 crimes had been reported for the area.</p> <p>Emailed police today regarding further speed watches but the police Officer is away until 22 January 2013.</p>		
<p><b>166.</b></p>	<p><b>Emergency Plan.</b> Cllr Dale informed the Council that nothing much more happened with the holiday break, the emergency plan had been approved by ERYC to enable us to apply for grants. An Emergency Working Party will take place on the Tuesday 21 January 2014 at 7pm at the Council Office, need to discuss the plan further including items that are needed which will cost money such as the emergency boxes and also input of information from Councillors if they know people that may be able to get involved such as farmers or people with 4x4's.</p>		

<p><b>167.</b></p>	<p><b>Flood Prevention/Liaison.</b> Cllr Garbutt raised concerned regarding Flood Prevention for the Parish. The Council needs to be seen to have done everything within their power and resources got to fulfil obligation and would like to see something in place the water cannot be stopped but it can happen and we have been fortunate not to get the flooding that the rest of the country has.</p> <p>A discussion took place on options that can be looked into for warning residents as well as prevention.</p> <p>Cllr Garbutt suggested that Flood wardens would be useful and more monitoring done in case this happens so we can be in a position to warn the public that this may be happening.</p> <p>Cllr Hill informed the Council that the amount of water on the flood plane is huge, our difficulty is a big majority of drainage done is by the Environment Agency to protect Bilton Grange. The Environment Agency cut the grass and weeds up to the water level due to the wildlife and nothing more they will not dredge or clear weeds. Currently writing to Steve who has taken over from Andy McLachlan to find out further information about riparian ownership so we can then sort out who needs to do what. A discussion was held regarding the importance of protecting the environment versus the people.</p> <p>Cllr Sims suggested that the Council clear the drains so that the Council can be seen to be doing something positive if the other Authorities won't do it maybe we could. Cllr Etherington suggested using the grant money for this, but it was noted that the Council have already applied for almost the maximum about.</p> <p>Cllr Garbutt requested that the Clerk send a letter to Leonards addressed to Mr Caley for the dyke to be cleared and another opposite the post office.</p>	<p>Clerk</p>	<p>11 Feb</p>
<p>Cllr Rev Major left the meeting at this point.</p>			
<p><b>168.</b></p>	<p><b>Village Hall.</b> Cllr Hill reported to the Council that the next meeting of the Committee will be held on the 28 January 2014 and that he will be raising the Councils concerns regarding the heating of the Library room.</p> <p>The Council discussed provision for a grant for the Village Hall to contribute to CCTV, Office and Refurbishment of toilet.</p> <p>Cllr Garbutt would like written evidence that the system is satisfactory and will be good enough to be took to court if needed and costs and quotes before issuing any grant and that the money has to be justified. Cllr Hill will ask for clarification and the next meeting.</p>	<p>28 Jan</p>	<p>Cllr Hill</p>

	<p>It was requested that the Village Hall Committee are asked to put heating in the Parish Office toilet.</p> <p>Requested joint meeting with Village Hall would like to hear views of the committee's ideas for the future and to help maintain a better working relationship. Cllr Gill suggested that at the meeting that a steering group is organised.</p>		
169.	<p><b>Correspondence.</b> To consider correspondence received since the last meeting. Appendix A.</p> <p>Cllr Hill and the Clerk reported to the Council regarding The River Hull Valley Drainage Group and the recent publication of Becks, Banks Drains and Brains. The group is interested in completing a project in the Parish and the Clerk asked the Council if they would be interested in this. The Council agreed that they would, the Clerk to contact the group and arrange a meeting.</p> <p>The Clerk highlighted correspondence received since the last meeting.</p> <p>The Clerk handed out to all Councillors the Code of Conduct that was approved at the last meeting, Cllr Garbutt informed the Council the need to take these rules seriously, as there are several Parishes in Holderness that have problems at the moment.</p> <p>Cllr Gill asked why under accounts for Payment the Grant for the Christmas Tree of £40 was not included the Clerk explained because it was recorded as being approved at the last meeting minute number 152. The accounts for Payment are expenditure that is awaiting approval.</p>	Clerk	11 Feb
170.	<p><b>Accounts for Payment.</b> Councillors resolved to approve expenditure since the last meeting. Appendix B.</p> <p>Cllr Garbutt asked for the figures that are held in reserves. The Clerk informed the Council that the figures in the reserves are:-</p> <p>General Account £19,000 Burial Account £25,000.</p> <p>Cllr Garbutt explained the reason for the expenses this year. The amount spent on office equipment this is year is because of the state of the filing system inherited by the Clerk and that the means of recording Council business was not up to the standard required by the guidance from Local Government Association and this is why the Council have supported the Clerk in getting these things.</p> <p>The Council approved the Payroll system (Autela). Item 5 seems very high but Cllr Garbutt explained that he looked at the figures and that Councillors can challenge these, he then proceeded to move that:-</p>		

***Pursuant to section 1(2) of the Public Bodies (admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and the press leave the meeting during consideration of the Clerks Salary.***

The Clerk is on the basic spine point which was agreed when the Clerk took up the post in March last year. If you work out the hours and include the extra hours and the Council agreed extra hours for the next 3 months. The Clerk also attended 3 hours training at Tickton.

Cllr Gill expressed concern that there was a few times that the Clerk could not attend the Office because of various family problems one of the points Cllr Gill stated is that the sign outside the Office has the Clerks hours of work on indicating that the Office is open and if the Clerk does not arrive at those times it does not look good on the Councils part and we don't really know if the clerk can't turn in - does the Clerk ring Cllr Garbutt? Cllr Garbutt confirmed that the Clerk does. Cllr Garbutt explained that on Monday morning he put a call in at 10.10am and got no reply, but found where she was, she had got involved in a problem with the workmen to do with the play area on behalf of the Village Hall. The Clerk also highlighted that at any time it may be needed for her to go across to the Burial Ground or go and see a Parishioner there are going to be times when no one is at the Office during Office hours, there is also no facility for this to be displayed and communicated to visitors – that the Clerk is out, where and for how long the Clerk will be absent. Cllr Mrs Griffin-Smart expressed her opinion that people aren't going to know and you can't just say I am not going to be in the Office for this many hours because there is not the facility to do so. Cllr Sims suggested that an in and out system could be used, the Clerk expressed concern about this being vandalised due to the recent amount of rocks that have been thrown at the Village Hall. Cllr Hill also raised the concern that just because the Clerks car is not there does not mean that the Clerk is not as she may be dropped off for some reason and there is no way for anyone to know that she is in and Cllr Hill explained that the reason he has brought this up is due to fire, the Clerk confirmed that she is present out of Office hours as well. Cllr Hill expressed concern that if the Fire Brigade attend to know who and how many people are in the Village Hall. The Clerk asked if the Council would like her to see what other Parish Council's do. Cllr Mrs Griffin-Smart explained that is impossible for the Clerk to do anything else and as Cllr Garbutt is Chair of the Parish Council that is the person she should be informing and Cllr Garbutt confirmed that he has the authority to approve any leave, extra hour's etc and only brings it to the Council as a matter of courtesy. Cllr Garbutt thanked the Council for the concerns that they had raised and expressed his worries when she is on her own as you could get an awkward member of the public and he is suggesting that until she has some means of defence in there, the clerk explained that this could happen is she was working at home. Cllr Garbutt said although we have drifted off the subject you have to remember that 40 hrs a



month and 4 hrs for meetings and distribution of minutes and agenda and the extra hours approved and that is why the figure is that.

Cllr Garbutt asked for further breakdown of mileage the Clerk explained that the main reason for the high mileage is because of the training at Tickton and the extra meetings during the month. Cllr Garbutt also explained that the Clerk is under obligation to complete certain training and that he had authorised for the Clerk to go to Tadcaster once a month and continued to explain that if the Clerk does not achieve this training that there is no way that any increments can be considered he confirmed that the Clerk has been with the Council for 10 months and has brought a lot of new ideas and it is to the benefit to that Council and that he has asked her to consolidate on what she has done so far and pull back and concentrate on the day to day running of the Council and he is going to come back to the extra hours in a minute and asked the Council to except that figure.

Cllr Garbutt then asked for the Council to approve the rest of the expenditure including the Advert in the Gazette the Water Supply and the Clerks Mileage.

Resolved to pay expenses, no objections.

Discussed clerk working on a Thursday for the next 3 months which was agreed by the Council January to March, that's 60 hrs this includes 5hrs a week to be worked on a Thursday if possible but with no interruption and that there would be no reason for the Council to consider any further hours and 60 hrs should be enough for the Clerk to consolidate what she is trying to do not just on filing but on bringing the records up to date and that the records are not up to standard and of the council get inspected they could be on a hiding to nothing. These hours are to approve the efficiency of the Council and include the work in the burial ground and confirmed that Councillors need to ring up and let the Clerk know what they need and when they are visiting the Office.

Cllr Garbutt explained why he asked for the Clerk asking for long term projects and consider allocating reserves to these. Cllr Garbutt and clerk highlighted that the money does not have to be spent now but that the money needs allocating to a project and spent on the project in the project.

It was discussed setting aside an amount of money aside in case of an emergency for purchase of blankets bottles of water etc.

Cllr Garbutt informed that council that the Finance Working Party had been very successful and he is hopeful that the Emergency Planning Working Party will go as well. It was noted that there is documents at Cllr Gills home that need transferring to the Office as Legally they should not be there most of the information is at the Office Cllr Gill it is just 2013 planning documents.

	The Clerk confirmed that a call had been placed with the Safeshop and they will be sending a Pro-forma invoice for approval at the next meeting.		
171.	It was resolved to open the meeting to the public and press.		
172.	<b>Members of the Public (listeners) comments.</b> Not members of the public attending. Cllr Garbutt expressed his disappointment that no one is attending Council meetings. Cllr Mrs Griffin-Smart suggested that it is put on the website that no members of the public attend meetings.	Clerk	11 Feb
173.	<b>Minor items and items for next agenda.</b> To take any points from members and to note urgent items of interest for the next agenda.  Cllr Dale informed the Council that the welcome booklet has been printed.  Cllr Etherington informed the Council that there will be an evacuation practice on the Thursday 27 <sup>th</sup> February 2014.  Cllr Mrs Griffin-Smart asked if litter in the village may be placed on the agenda.  Possible long term projects to be put on the next agenda for allocation of budget.	Clerk          Clerk	          11 Feb          11 Feb

Signed ..... Date .....