

Bilton Parish Council

MEETING RECORD AND ACTION DETAILS

VENUE: Bilton Village Hall

DATE: Tuesday 12 March

TIME: 7.00pm

PRESENT: Chairman Cllr R J Garbutt, Vice Chair Cllr Hill, Cllr Dale, Mrs Etherington, Cllr Sims, Rev Major, Mrs Griffin Smart.

APOLOGIES: Cllr Brian Gill, Cllr Mrs J Clayton.

ITEMS	ACTION BY	DEAD-LINE
<p>DECLARATIONS OF INTEREST.</p> <p>No declarations were received.</p>		
<p>APPROVAL OF MINUTES.</p> <p>The minutes of the meeting held on the 12 February 2013 were approved with the corrections stated and signed as a true and accurate record by the Chairman. Motioned and seconded.</p>		
<p>Appointment of Clerk.</p> <p>It was confirmed the Council had received satisfactory references for the Parish Clerk and had accepted these.</p>		
<p>MATTERS ARISING.</p> <p>1. <u>Highways</u></p> <p>Bench for Lime Tree Lane The Council was informed that the appropriate forms had been sent to ERYC Highways Department.</p> <p>Tree for Glebe Drive The Council was informed that the ERYC had planted a very small tree but had not removed the stump. The small tree is planted with an unsuitable support. Mr Nigel Rawson ERYC explained that the stump remover had broken, it could now be 2-3 weeks before the stump could be removed. Residents completely fed up with how they have been treat.</p> <p>ACTION. The Council would like a strongly worded letter written to ERYC asking that the stump be removed and the tree centralising immediately. Clerk to write letter to ERYC and Cllr Griffin-Smart to approve.</p> <p>A165 The Council was informed no further information had been received other than the A165 is going to be resurfaced but we don't know how and when.</p>	Cllr Griffin-Smart / Parish Clerk	9 April

<p>ACTION.</p> <p>A letter be written to Mr Peke to ask for further clarification.</p> <p>The Chairman gave part of his report at this point.</p> <ul style="list-style-type: none"> • The Council received a report on the village highways. Lime Tree Lane east side - the water leek had been fixed, however the east side of the road is breaking up and the footpath is subsiding. • Main Road - surface breaking up in sections at St Peters Drive Junction. Sections outside No. 283 running westward also outside No. 317 running westward also roadside gullies are subsiding outside No's 287, 377, 381 and 383. • Ganstead Lane East requires urgent attention. <p>2. <u>Burial Ground</u></p> <p>The Council was informed that they had been busy 6 inquiries up to now including 4 burial and cheques were handed over to the council. Parish Clerk to arrange meeting with Cllr Mrs Griffin-Smart. The fencing hadn't been sorted fencing yet. Issues had been raised about modernising the process of dealing with burials.</p>	<p>Parish Clerk</p>	<p>9 April</p>
<p>ACTION.</p> <p>Parish Clerk and Cllr Mrs Griffin-Smart to arrange meeting.</p> <p>3. <u>Neighbourhood Watch</u></p> <p>A report was received by the Council on recent crime and antisocial behaviour this included:-</p> <ul style="list-style-type: none"> • The assault last month resulted in the thieves being in court last Tuesday. The outcome of the case is unknown. • ERYCC Bike Etching Bus may visit the village in April, this needs to be confirmed. • 14 Feb - Crime assault without injury, at the petrol station a male was spotting walking around shop in suspicious manner, when challenged he spat at the challenger. <p>Theft of alcohol power tools and cycles from shed on Garth Avenue there had been unsecured latch on shed. Advice been given by police.</p> <p>Theft on 3 cycles the thieves used bolt croppers to break lock on shed.</p>	<p>Parish Clerk and Cllr Mrs Griffin-Smart</p>	<p>9 April</p>

- 24 Feb - Criminal damage to a window had been reported which is part of an on-going situation regarding 2 neighbours on Lime Tree Lane.
- 19-26 Feb - Theft of 2 cycles from rear of garden the bikes had been left unattended in the rear garden unsecured.

Anti-Social Behaviour (ASB)

- 3-4 Feb - It had been reported that Youths had been throwing stones and banging on windows in Abbey Road, one of the residents went out to talk to youths, they said they were from Bilton Grange and Longhill. Police are now monitoring the situation.
- 8 Feb - Report of dog fouling on Main Road.
- 20 Feb - Youths banging on windows on Galfrid Road the Police tracked these youths down and they are to be issued with a Fairways letter which explains that if the behaviour continues an Anti-Social Behaviour Order (ASBO) will be issued.

82. Dog Fouling

The Council had a discussion regarding the issue of dog fouling in the Village and the Control Order which came out in November. The ERYC has informed the Council that a dog exclusion zone was not possible. If dog fouling is witnessed, for action to take place, a description of the person what dog it is, time and place and report to the ERYC Dog Fouling Campaign.

ACTION.

A letter be sent to the member of the public explaining situation. Posters to be put up in the area affected.

9. Flood prevention

The Council were informed about an article in the paper quoting Mr Philip Winn and updated on the last Holderness Drainage Board Meeting.

The 6 Drainage Boards are all being amalgamated into the South Holderness Drainage Board but the Environment Agency are taking care of Burstwick Drain to Keyingham Main Drain.

The Council was informed that the outfalls are due to be dredged, a permit should be received in the next few days

It was also explained to the Council that when it had been previously discussed about giving land at a rate of 3 for 1 for the Immingham Project that this was incorrect the legislation actually says it should be at a rate of 1 for 1.

Parish Clerk
Cllr Simms

9 April
9 April

<p><u>Preston Lane</u></p> <p>The Council were briefed on the progress of the work so far and that ERYCC have put an inspection chamber in as requested.</p> <p>A Meeting with Mr Wright had took place when the issue was regarding the state of the dyke and the hedgerow, Mr Wright raised his concern over the habitat for the wildlife and was reluctant to do any work. However some clearing had took place since the meeting.</p> <p>ACTION. A Letter to be sent to John Atkinson to ask for the ditch to be cleared of dead wood/trees and the hedgerow to be cut down and a Letter to Mr Wright thanking him for the work that had already been done.</p>	Parish Clerk	9 April
<p>10. <u>Village Hall</u></p> <p>The Council where briefed on the last Village Hall Meeting. A Summer Fair had been discussed they're going to convene a meeting and a letter has been issued. The council wish to find out who else received this letter.</p> <p>The Council have been given approval for a notice board on the wall outside the office door and at the gate the Village Hall Committee would also like a notice board at the opposite side of the gate. The Council approved the request to ask Mr Maston for a quote for weather proof notice boards at the gate and outside the office door.</p> <p>ACTION. Council to ask Mr Matson for Quote.</p> <p>A phone call had taken place with the solicitor and a letter drafted asking to employ the solicitors services in the long term lease of the office. The Council gave approval to send this letter and to pay for this work. Concerns were raised over Data Protection and Security if the Village Hall have access to the Parish Council Office and that insurance and how the Council will pay for electricity needs looking into.</p> <p>ACTION. Clerk send letter and send a copy to Cllr Hill. Cllr Garbutt arrange meeting with Village Hall Chairman with the clerk present to take minutes.</p>	Cllr Garbutt	9 April
<p>Clerk send letter and send a copy to Cllr Hill. Cllr Garbutt arrange meeting with Village Hall Chairman with the clerk present to take minutes.</p>	Parish Clerk/Cllr Garbutt	9 April

11. Severe Weather Grant

The Severe Weather Grant money has gone into the accounts totalling £825.00. This will cover the bills with some left over. The Council had received an e-mail to say the money had gone in.

A Meeting with Mr Tony Cook had taken place regarding the previous work and a process had been devised which Mr Tony Cook will produce which will clarify what work the Council would like completing in the future, Tony Cook is also to investigate what happened last time work was requested.

Because the Council have agreed to pay the overtime there will be an underspend of the grant money.

On the Councils behalf Cllr Garbutt thanked Cllr Hill and Cllr Gill for the work that has been done.

52. New Office

Council's appreciation to Cllr Hill and Gill in relation to time spent on getting the new office ready.

58. Holmes Lane

The Council were informed that Mr Hichcott spoke to Mr Coupland but is unable to get a date when the work is to be completed details of the new clerk and the office address have been given.

The Council received a report on the speed checks that took place these had been very successful. A letter from Stuart the PCSO will be sent out warning them that they have been caught speeding in the area and next speed check will be enforceable.

Cllr Garbutt thanked Cllr Dale and Cllr Simms for their time and hard work. The Council will speed check Preston Lane next.

72. Variation of conditions re ASDA Petrol Station.

Archaeological survey done in September from the planning people and it was acceptable.

73. ERYC Draft Local Plan, Consultation.

The Council were briefed on the consultation meeting.

76. Graham Stuart MP Safeguard Flood Insurance, Ambulance Response Time Petition.

Poor response these have been posted off.

<p>77. <u>Zurich municipal Insurance renewal.</u></p> <p>The Council were informed that nothing can be done without Mr Willinghams return.</p> <p>81. <u>Sproatley Parish Council Request for Support.</u></p> <p>The Council was briefed on the above matter, the council refused planning and because of this refusal it now has to the Eastern Planning Committee. Sproatley Parish Council will inform Bilton Parish Council when it will be discussed at council.</p>		
<p>5. CHAIRMANS REPORT</p> <p>The Council was asked to give any apologies through the Parish Clerk before the meeting by phone or e-mail.</p> <p>A Letter of thanks will be sent to Mr Wade, solicitor thanking him for his services in setting up the contract etc. for the new clerk.</p> <p>ACTION.</p> <p>Clerk to write letter to Mr Wade.</p>	Parish Clerk	9 April
<p>6. CLERKS REPORT</p> <p>It has been a difficult 2 weeks due to IT problems a printer is needed to match the new software. The old printer can still be used as copier. 4 quotes had been received for a new printer the Council are still in budget on what we had to spend on IT. Motioned and seconded.</p> <p>ACTION.</p> <p>Cllr Garbutt and Parish Clerk to arrange purchase of new printer.</p> <p>Deadlines to be met for the end of year accounts will be difficult as the Parish Clerk has not got access to anything. Year-end date is 31 March 2013. Mr Willingham is back until the 4 April 2013 as soon as he is back the Council will collect all Council things.</p> <p>ACTION.</p> <p>Arrange a meeting with Mr Willingham to seek assistance with year-end and PAYE year end.</p> <p>The council was informed of the purchase of a Dictaphone as approved by Cllr Garbutt on the councils behalf.</p> <p>Autela. The service costs £105 Per annum The Parish Clerk briefed the Council on the changes in PAYE and why it was beneficial for the Council to take up this service. Motioned and seconded.</p>	Cllr Garbutt Parish Clerk Parish Clerk	14 March 9 April

<p>ACTION.</p> <p>Parish Clerk to contact Autela.</p> <p>Cllr Simms left the meeting at this point.</p>	<p>Parish Clerk</p>	<p>14 March</p>
<p>7. HIGHWAYS</p> <p>This matter was covered in matters arising.</p>		
<p>8. BURIAL GROUND</p> <p>This matter was covered in matters arising.</p>		
<p>9. TO CONSIDER PLANNING APPLICATIONS RECEIVED SINCE LAST MEETING</p> <p>ERYC Application received DE/IJ/00402/PLF East Wyton Chapel change of use to a private dwelling, Comments in no later than 19 March 2013.</p> <p>The Council was briefed on Wyton Hall Planning application. Only concern garage exit very near to bend the change would enhance building. Parish council support this plan. The decision has been sent back.</p>		
<p>10. NEIGHBOURHOOD WATCH</p> <p>This matter was covered in matters arising.</p>		
<p>11. FLOOD PREVENTION/LIAISON</p> <p>This matter was covered in matters arising.</p>		
<p>12. VILLAGE HALL</p> <p>This matter was covered in matters arising.</p>		
<p>13. CORRESPONDENCE</p> <ul style="list-style-type: none"> • <u>HM Revenue and Customs – Change to PAYE</u> This matter was covered in Clerks Report. • <u>Autela Payroll Services</u> This matter was covered in Clerks Report • <u>Mr A Wade</u> 		

<p>14. ACCOUNTS FOR PAYMENT</p> <ol style="list-style-type: none"> 1. R J Garbutt - Providing extra keys (+keys) for new office £8.65 2. R J Garbutt - Chairman allowances (4th Quarter) £300.00 3. C Cromack - Relief Clerk Salary £110.00 4. R Wade - Council Solicitor (Per New Parish Clerk) £180.00 5. B Gill - Providing software and accessories £584.93 6. B Gill - Provision of items for new office £337.78 7. B Gill Travel Expenses on council Business £31.05 8. Councils Imprest (part) £50.00 9. Clerks Expenses - mileage to training, meeting and for putting up agendas. £27.00 10. KC – Internet Rental Teleworker March 2013 – Mr J Willingham. £24.00 <p>The Accounts were approved for payment.</p>		
<p>15. DOG FOULING</p> <p>This matter was covered in Matters Arising</p>		
<p>16. PUBLIC PARTICIPATION</p> <p>There was no Public Participation</p>		
<p>Signed: Date:</p>		