

LUTTONS PARISH COUNCIL

MINUTES OF ORDINARY MEETING

Held at School Hall, Back Lane, West Lutton Monday 18 March 2019 at 7.00pm

Present:

John Wane (Chair) (JW) Rob Harling (RH)
 Stuart Bell (Vice Chair) (SB) Richard Ogden (RO)
 Nigel Beresford (NB)
 Val Bottomley (VB) Janice Robinson (Clerk) (JR)

Apologies:

Evan Ferguson

Item		Action
1	Apologies for absence: Evan Ferguson.	
2	Declarations of Interest: Richard Ogden re item 4	
3	To confirm minutes of last ordinary meeting on 21 January 2019 as a true and correct record: Proposed: Val Bottomley, seconded: Rob Harling. Resolved	
4	<p>To receive information on following issues and decide further action where necessary:</p> <ul style="list-style-type: none"> • Parish Notice Boards <p>VB reported that SB had spoken to carpenter J Bradshaw for a quotation to replace and fit handmade side opening noticeboards at Helperthorpe and East Lutton. Quote had been received of £250 each; to renovate and repair 2 notice boards in West Lutton would be £50 each.</p> <p>VB had looked into alternatives and received a quote for public notice boards in aluminium @ £380 plus fitting. Items such as pinnable boards inside would cost extra. Recyclable plastic boards @ £936 each. VB had discussed the work with Councillor J Sanderson who was keen to encourage local craftsmen. An application for match funding could be made to Cllr Sanderson's budget for 2109/20.</p> <p>RH queried how long noticeboards made by J Bradshaw would be likely to last and was advised at least 5 years.</p> <p>Proposed by Stuart Bell and seconded by Nigel Beresford to commission J Bradshaw to make 2 new notice boards (1 for Helperthorpe and 1 for East Lutton) and to repair the 2 notice boards in West Lutton. This was Resolved.</p> <p>VB to liaise with J Bradshaw to instruct work to go ahead.</p> <ul style="list-style-type: none"> • Lengthsman contract <p>Clerk reported that a quote had been received from Richard Ogden to</p>	VB

	<p>perform duties of parish lengthsman @ £15 an hour. Contract would include a clause to allow 6 week's notice on either side. This had been the only response received to the tender advertised locally and in the Warbler publication.</p> <p>Proposed by Val Bottomley and seconded by Rob Harling to award contract to Richard Ogden. Resolved.</p> <p>Clerk to write to R Ogden</p> <ul style="list-style-type: none"> • Parish Election 2 May 2019 <p>VB reported that she had obtained a copy of the electoral roll from Ryedale D.C democratic services and would be happy to advise anyone wishing to seek nomination as a councillor, the electoral number of the people endorsing their candidature. It was important to get this right. VB had today taken her nomination papers to Ryedale DC who had checked them. JW offered to take in any other candidates' nomination papers when he took his in to Ryedale D.C.</p> <ul style="list-style-type: none"> • To consider plans for the Parish Annual Meeting <p>It was agreed to hold the Annual Parish meeting at 6pm; the Annual Meeting of the Council at 7 pm and the Ordinary meeting at 7.30 pm on 20 May 2019</p> <p>Clerk to check notice period for Annual Parish Meeting (<i>note: this has to be held between 1 March and 1 June, notice given of at least 7 clear days</i>)</p>	<p>JR</p> <p>JR</p>
5	<p>Verbal Reports</p> <p>5.1. Environmental Sub Group</p> <p>Notice boards and Lengthsman contract had already been discussed. JW reported that he had phoned Natural England approximately 8 to 10 times, left messages and had not received a return call. There had therefore been no progression on obtaining a permit for clearing the Gypsy Race. JW had also contacted the Environment Agency who had asked him to put the issue in writing. JW stated that the best time of year to clear the Race had now passed (when water voles would be inactive) It was still unclear whether there were any water voles living in the Gypsy Race in East Luton. It was agreed to keep persevering with Natural England to understand what was needed and when.</p> <p>The clerk advised that she had contacted the contractor who had quoted for the work to explain the delay.</p> <p>VB recorded her thanks to Nigel Beresford for rebuilding planters in Helperthorpe. NB replied that he was always happy to help out.</p>	<p>JW</p>

	<p>5.2 Community Hub</p> <p>There having been nothing further on this issue for some months it was agreed to remove this item from future agendas.</p> <p>5.3 Defibrillator training</p> <p>Clerk reported that she had been advised that there was someone who worked at Cranedale who might be happy to perform training. RH queried whether he was a qualified first aider. Clerk to find out and ask if he could deliver a training at the annual meeting on 20th May.</p>	JR
	Planning applications for consideration: None.	
7	<p>To receive the following planning/decision information: East Riding and Hull Joint Minerals Local Plan Main Modifications Consultation. Clerk had circulated details to Councillors. JW asked clerk to check with EF whether a response should be required from the parish council.</p> <p>To agree future process for scrutinising planning applications between scheduled meetings:</p> <p>Extra ordinary meetings would be required if the deadline for responses to a planning application was such that it could not be included on an ordinary meeting agenda. Clerk would always try to obtain an extension to the deadline to avoid the need for an extraordinary meeting. The alternative was to form a sub committee. After discussion it was agreed not to use a subcommittee. SB stated that he was keen to let applicants (and neighbours know) that the planning application would be discussed at a parish council meeting and it was agreed to try to place an agenda notice below the display of the planning notice in the village. It would of course be shown on all the agenda notices displayed throughout the parish.</p>	JR
8	Items for Inclusion on the next agenda: None identified. It will be the first meeting of the new parish council.	
9	<p>Financial Matters:</p> <p>1. To approve the following accounts for payment: None</p> <p>2. To note the following payments previously authorised: the clerk's remuneration for the period January 19 to March 19</p> <p>3. To receive a bank reconciliation and budget position: A bank reconciliation to 21 February 2019 was circulated by the clerk. The budget position was also circulated showing an estimated underspend in the budget for the year 2018/19 of approximately £1,300. The only further known expenditure for 2018/19 was that for the payroll provider. No progress had been made on clearing the Gypsy race as discussed above and this and the expenditure for replacing and repairing parish notice boards would now fall into 2019/20, however the budget underspend would be rolled over.</p>	

	<p>4. To appoint internal auditors for the financial year 2018/19. Clerk reported that a quotation had been received from Accountancy Solutions to perform the internal audit for £90 (the same as the previous year) proposed by SB, seconded by RO to instruct Accountancy Solutions to undertake the internal audit. Resolved</p> <p>To authorise the Chairman and Clerk to the Council to sign and submit external audit documentation. Proposed by SB and seconded by RH. Resolved</p>	
10	<p>Correspondence received: a letter had been received from Councillor N Beresford advising that he would not be seeking re election and Councillor E Ferguson had confirmed the same by email. The chairman expressed his thanks to both NB and EF for all their work and contribution to the community during the last 4 years and also to all other parish councillors. NB stated he was happy to continue to help with any practical matters in the future.</p>	All
12	Employment Matters: None	

Meeting Closed 8:05 pm

Date of next ordinary meeting – 20 May 2019 at 7:30pm in School Hall