

Worlabby Parish Council

Minutes of the Parish Council Meeting

Minutes of the meeting of Worlabby Parish Council held at 7.15pm on Tuesday 14th May, 2019 at the Village Hall, Worlabby.

Present: Cllr Barker (Chair), Cllr Bowles, Cllr Davidson, Cllr D Empson, Cllr N Empson, Cllr Fletcher, Cllr Jones & Cllr Newton.

Also Present: 6 residents, Cllr C Sherwood, Cllr N Sherwood, Cllr R Waltham & Deb Hotson – Clerk to the Council.

Public Comment

Mrs Smithson asked if the verge posts outside Chapters have now been replaced to which she was told they had with wooden posts instead of the white plastic ones.

Mrs Smithson stated that the hedge opposite the Main Street junction had now become dangerous and was not only overhanging the verge but was now on the highway.

Cllr Barker opened the meeting.

1905/01 Apologies for absence

All members present.

1905/02 Declaration of Interest

- a. 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 type of interest being declared.

Cllr Bowles declared a personal interest in agenda item 1905/07f.

- b. To note dispensations given to any member of the council in respect of the agenda items listed below.

None outstanding.

1905/03 Minutes of Previous meeting

Resolved - Minutes of the Parish Council meeting held on 12th March, 2019 were approved and signed as a true and correct record.

1905/04 Clerk's Report

- a. Clerk has sent out a further email requesting evidence forms for the use of Carr Lane. A further form has been received and submitted to NLC. NLC have asked the Clerk if there was any information on any byelaws raised by the Parish Council of which there wasn't. The Clerk as however found some information from 1992 which will submit to NLC and Cllr Bowles will contact the old Clerk to see if she will provide a statement of known facts in that period. **Clerk/Cllr Bowles.**
- b. Clerk has submitted the selected photos for the Tourism Leaflet to the LVF Clerk.
- c. Clerk has received a cost for a maintenance visit for the CCTV and Alarm systems. Agenda item.
- d. Clerk has closed down the old website and with the placement of the new website details on to NLC portal this is moving the new website up the google searches. Cllr Jones suggested the email addresses are closed down too. Clerk to contact the old web host. **Clerk.**
- e. Clerk has written to both NLC and Mr Truelove with regard to the placement of benches. Agenda item.
- f. Clerk has reporting the flailing of the hedge to HSE, the debris on the B1204 verges and dykes, dead badger to the Police. Agenda item.

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- g. Clerk has sent out the guidance on using bird scarer 's to all 4 farmers in the location. Only Mr Fillingham responded. Agenda item.
- h. Great British Spring Clean Litter Pick information sent to Sue Webster and the School who both took part in this event. The litter picking equipment is the Parish Councils to keep until next year.
- i. Timber reflective posts purchased and installed. Agenda item.

1905/05 Report from Ward Cllrs on NLC issues

To receive a report from the Ward Councillors on North Lincolnshire Council issues.

Cllr Waltham informed the Council that NLC have been busy with the elections since the last meeting.

NLC have confirmed the 5-year land supply which assists NLC stance on the decisions of large planning developments in small parishes.

Cllr Waltham asked how the devolved parish paths project was going to which he was told that the actual cutting had started but it was the winter maintenance plan that has been outstanding since November 2018. Ward Cllrs will chase this up. Cllr C Sherwood was now Environment and Wellbeing Cabinet Members which covered PROW.

Cllr N Sherwood remains Chairman of the Planning Committee and Cllr Waltham has been re-elected as Leader of NLC.

Cllr Waltham went on to say that the new Local Plan consultations would commence soon.

NLC are also looking at policies with regard to the cutting of the verges between parishes.

Ward Cllrs left the meeting at 7.50pm.

1905/06 Police Matters / NATs / Neighbourhood Watch (NHW)

To receive an update verbal / written report from Humberside Police / NATs and the NHW representative.

The next meeting was scheduled for 4th June.

1905/07 Delegate Reports

- a. To receive an update report regarding the Woodland Glade & Hollows.

Cllr Jones explained the role of the Parish Council to the new Councillors.

Cllr Newton stated that the areas are a great asset to the community.

Cllr Barker added that the knotweed has been treated again.

- b. To receive an update report on the Neighbourhood Plan, determining any further actions required.

Cllr Jones explained the plan and process to the new Councillors.

A copy of the pre-submission plan, the draft of the proposed full plan to provide comments to the Clerk prior to the next meeting. A copy of the plan has been submitted to Dave Lofts who will ask the NLC Planning Department to take a look and provide any comments. Once any amendments have been made the plan will then be provided for public consultation. **All Councillors.**

- c. To receive an update report from the LVF.

The next meeting is scheduled for 4th June.

- d. To determine actions required with regard to the proposed Lease and Management Agreement.

Item deferred until the solicitor has provided an update.

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- e. To receive the risk assessments and safety reports for play and public areas owned or managed by the Parish Council determining any actions required. Councillors were allocated responsibilities at the Annual Meeting of the Parish Council and all prior reports had been received. The Clerk will email out the relevant check sheets for completion for the next meeting. **Clerk/delegated Councillors.**

<u>Location</u>	<u>Responsible</u>	<u>Requirement</u>
BT Kiosk, Top Road	Cllr Fletcher	Monthly
War Memorial, Top Road	Cllr Fletcher	Monthly
Flag Pole, Main Street	Cllrs D & N Empson	Monthly
Bus Stop, Low Road	Cllrs D & N Empson	Monthly
Pleasure Ground & Play Area, Top Road	Cllrs D & N Empson	Monthly
Fountain	Cllrs D & N Empson	Monthly
MUGA, Play Equipment & playing field	Cllrs D & N Empson	Weekly
Woodland Glade & Hollows, The Hill	Cllr Jones	Monthly
CCTV system	Cllr Bowles	Monthly

- f. To receive an update report for Worlabby Village Hall.
Cllr Bowles to table options for consideration with regard to the required improvements / maintenance of the hall for the next meeting. **Cllr Bowles.**
- g. To consider the costs for a yearly maintenance check to the Alarm and CCTV system determining actions required.
It was agreed at this time there was no requirement to put in place yearly checks.
- h. To receive an update on activities and requirements related to the village hall and playing field.
Cllr Bowles had investigated the cutting of parish trees and it was agreed no damaged had been carried out and no further actions would be taken.
- i. To receive an update report of the planting 2019 project determining any further actions required.
As representative Cllr Newton would now introduce herself to the Green Team's John Thornton and members and discuss the planting regime for this year with more sustainable planting as encouraged by the judges of the Best Kept Village Competition. Funding is available to purchase plants. **Cllr Newton**
The new beds would need grass seed spreading in the autumn around the sleepers.

1905/08 Highways / Footpaths / Parish Issues / General NLC issues

- a. To determine actions required with regard to the placement of TPO's on the trees located on the verges of the parish as an important protection to Worlabby street scene.
NLC have stated that due to the trees – particularly along the B1204 being on NLC land then it would not be able to place a TPO on them. Clerk to ask them to explain further as it was thought this would not be the case. **Clerk.**
- b. To receive an update with regard to the installation of a bench on Middlegate Lane and at the top of the field adjacent to FP139 determining any actions required.

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- NLC are happy for a bench to be placed on the highway. No response has been received from Mr Truelove. Clerk to obtain costs for the next meeting. **Clerk.**
- c. To receive a progress report on the projects for cutting the parish paths and grass verges determining any actions required.
As previously explained the cutting of the parish paths was going well it was the maintenance plan that is the current issue. The Clerk will await a response from Ward Cllrs.
The grass verge cutting is also going well and some additional cuts have been added by NLC who have provided further funding.
It was agreed to cut the verge from the bus stop on Low Road heading out and up to the village sign towards the B1206 Brigg. This is not within the contact but it was agreed to include in the cuts. The Clerk to also send a thank-you letter to Colin Thompson who cuts the ONGO grassed area to keep neat and tidy. **Clerk.**
- d. To receive an update with regard to temporary bollards placed on Top Road determining any further actions required.
It was agreed this was going well and they would remain in situ until the end of the month and then be removed. If there were any issues with parking again then the Council would review the placement of permanent verge posts. Clerk to inform the resident about this proposal whose verge is affected too. **Clerk.**
- e. To determine actions required with regard to the clearing and tidying of the Woodland Glade area.
Resolved – the voluntary group recommended by NLC will be contracted at a cost £400 for 1 day's work which will include clearance of the woodland floor (particularly the road side edge) creation of habitat piles with brash removed from the site. This will cover the cost of bringing the volunteers out including tools, first aid cover, machinery, staff time. They will lead any local volunteers too if so required. Clerk to book for the autumn. **Clerk.**
- f. To determine actions required with regard to the NLC removal of the trees located on the Markie Path and the Tulip tree located on Top Road.
Item deferred until an update has been received from NLC.
- g. To determine actions required with regard to the refurbishment of the Pleasure Ground area.
Cllrs Fletcher and N Empson to speak with the local farmer to determine the facts of how he was approached with regard to a donation of gravel for the track and to determine what has been agreed. The Parish Councillors will ensure that this was not requested by the Parish Council in the first instance and to ensure that the local farmer has not been unduly upset by any actions. Further discussion at the next meeting. **Cllrs Fletcher and N Empson.**
Cllr Barker is still looking into access issues. **Cllr Barker.**
- h. To be notified of the information received from Mr Paul Fillingham with regard to the use of his private land determining any actions the Parish Council can undertake.
Mr Fillingham has provided a map of areas that residents/visitors are walking which is not part of the PROW's. Dogs are also being let off the lead and are running into his crops. Clerk to put information of the PROW's out on the email system and update the website to ensure residents are aware where they can and cannot walk. Clerk to ask NLC for any signage available to put on the PROW post about the walk and to keep dogs under control. **Clerk.**
- i. To notify the Clerk of any other issues to be taken up with NLC.

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A further concern was raised about the overhanging hedge on the junction of Top Road with the church path. This is visually obstructive now and dangerous to anyone leaving the church path from this direction to oncoming cars.

Clerk to organise a meeting with NLC and circulate the date for Cllrs to attend.

Clerk.

1905/09 **Planning**

To receive any decisions and to discuss the following application received from North Lincolnshire Council.

The following application received from NLC was discussed by the Parish Council.

2019/753 – planning permission to erect a single storey rear extension and create new vehicular access at 14 Main Street.

Resolved – object stating that due to the local knowledge of the Parish Council the proposed entrance to the parking from the road is at the location that the school bus parks to drop off and collect the school children. There is no other suitable location for the school bus to park for this to take place.

The following application due to time constraints was submitted to NLC under the Clerks Delegated Powers.

2019/817 – planning permission to install a dropped kerb at 47 Top Road.

Resolved – object until the qualification of the re-location of the parking from the side to the front of the property in accordance with PA/2017/576. This new application is now contrary to PA/2017/576 to which would be a more suitable proposal.

If NLC are minded to grant permission there must be a suitable barrier to stop any gravel going on to the highway from the proposed front garden.

To determine actions with regard to Worlaby House Farm application when it is presented at the Planning Committee.

A meeting to be arranged for Monday 20th May to invite all residents wanting to talk at the Planning Committee meeting. It is believed that this application will be discussed at the meeting to be held on June 5th. **Clerk.**

1905/10 **Correspondence for Discussion/Decision**

- a. To be notified of the NALC T & PC VE Day 75 event scheduled for 8th May, 2020 determining actions required.

Item deferred for further thoughts.

- b. To be notified of the response from NLC Enforcement with regard to the cutting down of TPO trees at Worlaby House Farm.

Information noted.

- c. To be notified of the Worlaby Views complaint to the Editor and the subsequent response determining any actions required.

The response was noted from Worlaby Views. The Parish Council was also mentioned in the complaint with regard to the precept being used to fund the magazine. **Resolved** – the Parish Council will continue to fund the one copy per year that they currently undertake.

- d. To determine any suggested resolutions to go to the ERNLLCA AGM.

No resolutions submitted.

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- e. To consider attendance to the Volunteer Showcase Event.
Item noted.
- f. To consider attendance to the ERNLLCA Chairmanship Training Event.
Resolved – Cllr Fletcher to attend. Clerk to book. **Clerk.**
Correspondence for Information
- g. Membership of the ERNLLCA Executive Committee. This is currently included in the Annual Meeting of the Parish Council agenda.
- h. ERNLLCA – Making Tax Digital – VAT. The Parish Council are not VAT registered so therefore can continue to reclaim VAT via paper format as the currently do.
- i. ERNLLCA minutes of the meeting held 27/03/19.
- j. ERNLLCA March & April Newsletters.
- k. Thank you letter from the PCC for the resent donation towards grass cutting.
- l. Minister of Housing, Communities & Local Government – publication of Councillors' and Candidates' home addresses.
- m. HSE response from recent debris left on the B1204 from the hedge cutting by Worlabby Farm.
- n. Police response on the disturbance of the badger sets and the dead badger on the B1204.
- o. Response received from local farmers on the use of bird scarer 's.
- p. Low Villages Forum minutes of the meeting held 14/03/19.

1905/11 Accounts

- a. To sign a new mandate for a term of 4 years.
Resolved – Cllr Fletcher to be added to the mandate. The signatories on the mandate are now Cllr Barker, Cllr Bowles, Cllr Fletcher, Cllr Jones and the Clerk. Clerk to submit the relevant paperwork. **Clerk.**
- b. To be notified and approve the Internal Audit report 2018/19 and determine any actions required.
Resolved – the audit report was approved and the Clerk will ensure any points raised are dealt with. **Clerk.**
- c. To approve the Annual Governance Statement 2018/19.
Resolved – the Annual Governance Statement 2018/19 was approved.
- d. To approve the Accounting Statement 2018/19.
Resolved – the Accounting Statement 2018/19 was approved.
- e. To review and approve the 2019/20 Insurance Policy.
Resolved – the insurance renewal was approved.
- f. To consider the cost of an SSL Certificate to secure the website.
Resolved – item deferred until advice is provided by ERNLLCA on whether this is required.
- g. To consider membership renewal for VANL at £20 for 2019.
Resolved – approval of membership renewal.
- h. To consider membership renewal for ERNLLCA at £301.25 for 2019.
Resolved – approval of membership renewal.
- i. To consider attendance on the ERNLLCA Chairmanship Training Event.
Resolved – item resolved in 1905/10f.
- j. To be notified of the outcome of the grant applications submitted for the refurbishments of the Fountain and the Hollows fencing determining actions required.

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Resolved – acceptance of the grants to be provided. It was decided to leave in abeyance any works until further though the financial year and other grant funding to be sought. **Clerk.**

- k. To consider renewing the annual membership to the Low Villages Forum at a cost of £60.

Resolved – approval of membership renewal.

- l. To approve the monthly accounts for payment. See financial report.

Resolved – approval of the monthly accounts for payment.

27.03.19	Scottish Power	Church lighting	£160.34
11.04.19	P Jones	NHP expenses	£32.06
15.04.19	R Bowles	Coach Lantern replacement - Church	£19.99
01.05.19	Grove Groundworks	Parish Path – 1 st cut	£155.25
14.05.19	D Hotson	Salary/Tax- April & May	
14.05.19	Zurich Insurance	Renewal	£297.94
14.05.19	ERNLLCA	Membership Renewal	£301.25
14.05.19	R Dixon	Internal Audit Fee	£340.00

1905/12 Minor Items

- a. To take any points from members.

- Cllr Fletcher stated she has been in contact with the school about the anti-dog fouling poster competition and explained the project to the new Cllrs. Mrs Hatton will be encouraging more submissions which will be judged by the Council in due course.
- Cllr Bowles raised an issue with dog fouling along the PROW to Ladysmith Cottage. This does lead to a private residence and both the owner and Cllr Bowles cut the grass in this area and have come across a large amount of dog fouling – Clerk to add into the next Worlabby Views. **Clerk.**
- Dog owners are letting their dogs roam on to the Pleasure Ground – again article for the next Worlabby Views. **Clerk.**
- Cllr Fletcher provided samples of coasters she had created which could be used for mementos from the Parish Council. In principle this was agreed as a good idea. Agenda item for approval at the next meeting.
- Cllr Newton suggested that articles could be placed into Worlabby Views detailing the lives of all Councillors to let residents know who they are. A photo will be placed into the next edition and will also be placed onto the website and notice boards. The Parish Council also have a stall at the Funday.

- b. Matters of correspondence for information which arrived after the agenda was posted.

- Worlabby Academy request for Leavers Donation – agenda item for the next meeting.
- ERNLLCA Being a Good Councillor Training Event – approval at the next meeting. To ensure that places are obtained the Clerk will submit a provisional booking for all Cllrs to attend.
- LVF request for agenda items for the meeting scheduled 04/06.
- Message from Humberside Police ensuring residents are ok after the recent incident.

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- Cllr N Empson asked the status of the church clock. Cllr Barker stated that he had got some quotes for making it automated and was in the process of collating all the information together. The clock needs winding every 6 days and Cllr N Empson stated he would be prepared to do this. Agenda item for the next meeting.
- The Clerk has received a date of 23rd July for LIVES to provide a defib training event. Clerk to confirm what donations they would require and confirm with the organisers of the coffee morning that this could be run alongside. Cllr Bowles stated that he was aware of a first aid training course that could be run for £100. Further discussion at the next meeting. **Clerk.**

1905/13 Agenda Items for the next meeting –

- Worlabby Academy request for Leavers Donation.
- ERNLLCA Being a Good Councillor Training Event.
- Church Clock.
- Defib training.
- Gifts from the Parish Council.

1905/14 To confirm the date and time of the next meeting as Tuesday 11th June, 2019 at 7pm at Worlabby Village Hall.

1905/15 To consider the exclusion of the public and press in accordance with the Public Bodies (Admission to Meetings) Act 1960 s1(2) due to the confidential nature of the items to be discussed.

The meeting closed at 9.40pm.