

# Worlabby Parish Council

## Minutes of the Parish Council Meeting

Minutes of the virtual meeting of Worlabby Parish Council held at 7pm on Tuesday 9<sup>th</sup> June, 2020 via a Zoom Platform.

**Present:** Cllr Bowles, Cllr Cave, Cllr Hogg (Chair), Cllr D Empson, Cllr N Empson, Cllr Newton & Cllr Whitfield.

**Also Present:** 4 residents, Cllr C Sherwood, Cllr N Sherwood & Deb Hotson – Clerk to the Council.

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**2006/01 To elect a Vice Chair**

Cllr Hogg stated it was his intension to stand down from the Council after the meeting. Cllr Newton was elected as Vice Chair.

**2006/02 To note apologies for absence**

All members present.

**2006/03 To approve the Internal Auditor for 2020/21**

**Resolved** – Richard Dixon was approved as the Internal Auditor for 20/21.

**2006/04 To confirm the meeting dates for 2020/21**

The dates of the meeting were confirmed. These are on the website.

**2006/05 To confirm Councillors have reviewed their Register of Interests (ROI)**

Councillors confirmed that all ROI's were up to date. Cllr Bowles to send his change form to the Clerk.

**2006/06 To review the following procedures/policies**

- Standing Orders
- Financial Regulations
- Reserves Policy
- Asset Register
- Financial and Health & Safety Risk Assessments
- Complaints Procedure
- CCTV Policy & Request Form
- Members & Officers Protocol
- Scheme of Publication Policy
- General Data Protection Regulations
- Equal Opportunities Policy
- Community Emergency Plan
- Disciplinary & Grievance Procedure
- Child Protection Policy
- Vulnerable Adult Policy
- Co-option Policy
- Terms of Reference of the Emergency Management Committee & Personnel Committee.

**Resolved** – all policies and procedures are reviewed and approved with the exception of the Community Emergency Plan which is deferred for review at the next meeting.

# Worlaby Parish Council

## Minutes of the Parish Council Meeting

**2006/07** To resolve that this Council utilizes its powers under the Local Government Act 1972, section 101, to devolve to the Clerk the authority to make decisions on planning applications where:

- a. The application falls between meetings and it is not possible to obtain from the Planning Authority an extension of time to consider the matter; and
- b. The Chairman is unavailable to convene an extra-ordinary meeting or particular circumstances are such that the convening of an extra-ordinary meeting is impractical.

In both circumstances the Clerk shall have authority to respond on the Council's behalf, taking into account the Local Plan; the content of any planning policies; community plan or Neighbourhood Plan adopted by the council; and precedent. Moreover, where it is practicable, the Clerk is to contact ALL Councillors to confirm they are content with the response to the specific Planning Application requiring this action.

This authority will not apply to applications where there are known objections by neighbours; multiple housing development; and new land allocations.

**Resolved – to approve the** delegated powers to the Clerk as detailed above.

### **2006/08** Public Participation

**Resolved** - to temporarily suspend the meeting for a period of no more than 15 minutes to allow for a period of public participation. Members of the public may raise subjects, which they wish to bring to the attention of the Parish Council. Items relating to matters on the agenda will be taken first and any decisions will be made when the meeting is declared opened.

The Clerk read out 2 questions from a resident as detailed below: -

#### 1. Standing Orders

Those members on the Parish Council last year may remember that there was much discussion regarding voting and it was agreed that the Standing Orders should be amended, is this still under consideration? It was agreed to review at the next meeting and any suggestions to be sent to the Clerk.

#### 2. Community Emergency Plan

I am sure that the Parish Council will agree that this Plan requires updating to include circumstances such as the Corona Virus.

It was once said at a Parish Council meeting, under different circumstances 'there are veterans in this village'. This is so true. The problem is that they are from an era of independence and do not like to ask for assistance. During the recent crisis, Ongo has contacted people living in their properties on a weekly basis and has also provided food parcels. Veterans living in private residences have not had this consideration.

This is a delicate matter, some do not have a computer or smart phone and are unable to receive messages via email or texts, also, they may be reticent to have their telephone number disclosed because they fear scams and unwanted calls. They feel vulnerable.

Does the Parish Council have a strategy to deal with this in the future?

**Also**, since the Emergency Plan was produced a number of people on the volunteer list may now find themselves unable to offer their assistance due to age /disability etc.

Does the Parish Council have a programme to strengthen the plan with younger volunteers? It was agreed this would be taken into consideration when the plan is reviewed.

# Worlaby Parish Council

## Minutes of the Parish Council Meeting

Peter Jones informed the meeting that after a call from the Clerk he had cut and removed the fallen tree on FP136. He was thanked for undertaking this.

The above questions were noted and discussed.

**Resolved** – to reopen the meeting.

### **2006/09 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 2006/17a.  
Cllr N Empson declared a personal interest in agenda item 2006/18d.
- b. To note dispensations given to any member of the council in respect of the agenda items listed below.  
None outstanding.

### **2006/10 Minutes of Previous meeting**

**Resolved** - Minutes of the Parish Council meetings held on 12<sup>th</sup> May, 2020 were approved and signed as a true and correct record.

### **2006/11 Clerk's Report**

- a. Clerk has sent out all the relevant paperwork to the new Councillors.
- b. Clerk has contacted Linden Homes on the grass cutting in Hurds Farm. The Clerk managed to speak with someone from Linden Homes to be told they have no records of this site. The Clerk has contacted NLC as they had previously met with the representatives from Linden Homes to take on the responsibility of the grass cutting and tree maintenance under s106. Investigations are now ongoing. It was **agreed** to leave the matter for NLC to resolve with Linden Homes but the Council would keep the position under review.
- c. Clerk has asked NLC for FOC green waste composters for the village hall – Cllr C Sherwood agreed to advise the Clerk next week if there are any available.
- d. Clerk has passed on the access issue to the Hollows to NLC Colin Wilkinson for action due to no response from Mr A Fillingham.
- e. Clerk circulated the information from LIVES on the village email and notice boards.

### **2006/12 Report from Ward Cllrs on North Lincolnshire Council (NLC) issues**

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

Cllr C Sherwood informed the meeting that the brown bin collections started again on June 2<sup>nd</sup> and apart from missing a few all seems to be going well.

As part of the Environment Enhancement initiative 400 residents have asked to swap their brown, green waste bins for composters and if there are any left then these could be utilised at the Village Hall.

NLC are keeping their parks and crematoria open and have recently open Normanby Hall. Play grounds are still closed as per Government Guidelines.

NLC have put in a bid to the Governments £250m pot to assist with Transport & Travel to work schemes with a view to putting in place temporary cycle and walking routes on roads and in town precincts and installing signage for 2m distancing.

# Worlaby Parish Council

## Minutes of the Parish Council Meeting

Cllr N Empson asked the Ward Cllrs to look into the unfinished repairs of the pot holes on New Road to which the Clerk stated she had already reported them to Highways. Cllr Cave raised concerns that had been discussed at the Low Villages Forum (LVF) on fly tipping. The issue could be assisted with a review of when the recycling sites in North Lincolnshire rural areas are open as they are closed on Wednesday and Thursday. Cllr C Sherwood stated he would look into if the sites could have staggered opening times.

Cllr Newton suggested that car registration details should be placed on the fast food packaging which would lead to fines if not disposed of correctly. Cllr C Sherwood stated that any proposed legislation on this would be supported.

It was **agreed** that this should be an Agenda item for the next meeting to discuss writing to the MP.

Ward Cllrs left the meeting at 7.30pm.

### **2006/13 Police Matters / NATs / Neighbourhood Watch (NHW)**

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

The Clerk continues to circulate the Community Alert information.

### **2006/14 Delegate Reports**

- a. To receive an update report on the Woodland Glade & Hollows determining any actions required.

Peter Jones provided the following report.

There is nothing adverse to report on the Hollows, the flowers are looking good and the larger weeds seem to have been kept in check.

The new beech trees in the Woodland Glade are becoming well established although the whole area is overgrown with nettles as before. Nothing short of a major attack on the weeds (as we did in the Hollows) is likely to make much difference. Don Barker treated two Japanese Knotweed plants earlier in the spring which are now dead.

- b. To consider the placement of Public Space Protection Orders (PSPO) on the Hollows and Woodland Glade.

Cllr Cave provided a report on what he thought were the key objectives of introducing a PSPO in these areas.

The Clerk had been in contact with NLC who have stated there will be a formal review of the PSPO as these come to an end in November 2020. It was agreed to wait for the formal consultation from NLC and discuss further at this time.

- c. To receive an update report regarding the Neighbourhood Plan determining any actions required.

Peter Jones provided the following report.

There have been no meetings of the Neighbourhood Plan Working Group since the report to the Parish Council dated 28<sup>th</sup> April.

Now the formal pre-submission consultation is complete, the pre-submission Plan will be used as the start point for the Submission version. To do this we need a series of subsidiary documents:

# Worlaby Parish Council

## Minutes of the Parish Council Meeting

The Strategic Environmental Assessment (SEA) has been received from NLC. The assessment is generally supportive; in particular the environmental assessment of the policies is very positive. A copy of the SEA has been circulated to Councillors.

The Consultation Statement is being prepared by the Group and will hopefully be ready before the end of June.

The Basic Conditions Statement will be prepared by NLC as soon as resources allow.

The Submission version of the Neighbourhood Plan will be prepared by the Group as the above documents become available.

When complete, the Submission version of the Plan will be submitted to NLC who will undertake a 6-week consultation then arrange the external examination and the referendum.

Under current circumstances communication with the Group will be by email rather than meetings unless significant decisions need to be discussed.

- d. To receive an update report regarding Worlaby Village Hall and to consider the recommendations from the Village Hall Working Group as circulated, determining any actions required.

The Clerk has circulated the email with regard to the returned maintenance grant funding provided to the Village Hall. This will be kept in a separate account until further clarification.

A discussion ensued with regard to Members, Trustees and Executive Members and it was agreed for the Clerk to write to the Village Hall Committee asking for a list of all members of the Charity.

If the list consists of just those that met in February and resolved to close the Charity then the constitution has been followed and the assets can be legally handed back.

It was stated that the existing arrangements had failed and in the future safeguarding would have to be built in.

The following recommendations were put to the Council from the Village Hall Working Group and were accepted.

**Resolved** – engage the current cleaner to undertake a deep clean of every room as soon as practical including the washing of all cutlery and crockery in the dishwasher.

**Resolved** – engage the current contractor to carry out the annual check and create a risk assessment check sheet. Clerk to arrange when Cllrs D & N Empson are available.

**Resolved** – engage the Airkool contractor to carry out the check. These annual maintenance checks were carried out on 09/06 and the system is all in order.

- e. To review the playing fields new sapling hedge determining any actions required.  
Cllr Bowles has visited the site and only 50% of the saplings remain. Clerk to send out a village email asking if residents would assist in hand weeding the area, social distancing will apply.
- f. To consider the placement of a plaque at the beech tree in memory of the person that it was planted for.  
A resident has offered to look into the church archives for any information and this will be discussed at the next meeting.
- g. To receive the risk assessments and safety reports for play and public areas owned or managed by the Parish Council.

# Worlaby Parish Council

## Minutes of the Parish Council Meeting

<u>Location</u>	<u>Currently Responsible</u>	<u>Requirement</u>	<u>Date received</u>
BT Kiosk, Top Road	Cllr B Whitfield	Monthly	09/06/20
War Memorial, Top Road	Cllr B Whitfield	Monthly	09/06/20
Flag Pole, Main Street	Cllrs D & N Empson	Monthly	09/06/20
Bus Stop, Low Road	Cllrs D & N Empson	Monthly	09/06/20
Pleasure Ground & Play Area, Top Road	Cllrs D & N Empson	Monthly	09/06/20
Fountain	Cllrs D & N Empson	Monthly	09/06/20
Recreation Ground	Cllrs D & N Empson	Weekly	09/06/20
Woodland Glade & Hollows, The Hill	Mr P Jones	Monthly	09/06/20
CCTV system	Cllr R Bowles	Monthly	09/06/20
Village Hall – Fire Alarm, Risk Assess.	Cllrs D & N Empson	Weekly/Monthly	TBC

### 2006/15 **Highways / Footpaths / Parish Issues / General NLC issues**

- a. To consider the PROW's in and around the parish, determining actions required.  
It was agreed to deferred the item due to the current work load of the Parish Council.
- b. To review the cuts of the grass verges determining actions required.  
It was agreed to leave the cutting regime at a cut every 3 weeks.
- c. To notify the Clerk of any other issues to be taken up with NLC.  
No other issues raised.

### 2006/16 **Planning**

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

**2020/587** – planning permission to install new bay window and porch to front elevation and single storey rear extension at 29 Low Road, Worlaby.

**Resolved** – no objection or comment.

### 2006/17 **Correspondence for Discussion/Decision**

- a. To be notified of Belayses & Cook Charity YE 2019 Report determining any actions required.  
Cllr Bowles stated that it was unsatisfactory for there to be communications direct by members of the Council with outside bodies without permission from the Council. He felt that until items are discussed and resolved at a Council Meeting then individual Cllrs should not take any direct action as a Councillor and all contact should be through the Clerk. It was **agreed** that all official communication with external bodies should be through the Clerk.
- b. To be notified of the resignation of Elly Dolan determining actions required.  
Notice of the resignation has been placed on the notice board and co-option will be advertised in due course.

#### **Correspondence for Information**

- d. NLC & Parish Highway updates.
- e. ERNLLCA Newsletters 2, 3 & 4.
- f. EA response for the NHP.
- g. Thank you letter from LIVES for the recent donation.



# Worlabby Parish Council

## Minutes of the Parish Council Meeting

- h. LVF agenda 02/06. Cllr Cave stated that there was a big issue of fly tipping which had been raised at the meeting.

### 2006/18 Accounts

- a. To approve the renewal of the Insurance Policy with Zurich for a further year at a cost of £299.75.  
**Resolved** – approval of the renewal.
- b. To consider a donation to the British Red Cross.  
 The Parish Council will support local donation request and as this is a National request the item was noted with no further action.
- c. To consider a donation to the 13-year 6 school leavers from Worlabby Academy.  
**Resolved** – approval to donate £100 as there were a large number of leavers this year.
- d. To approve the monthly accounts for payment. See financial report.  
**Resolved** – approval of the below accounts for payment.

26.05.20	Zurich Municipal	Insurance Renewal	£299.75
28.05.20	JB Rural Services Ltd	Various parish cuts	£228.00
09.06.20	D Hotson/HMRC	Salary/Tax	
09.06.20	Vision ICT	Hosted email accounts 4 x new	£86.40
09.06.20	N Empson & Son	Village hall roof repair	£30.00
09.06.20	N Empson & Son	Village hall – change of garage locks	£37.20
09.06.20	A Sissons	Grass verge cuts	£141.00
09.06.20	R Grove	PROW cut 1	£155.25

### 2006/19 Minor Items

- a. To take any points from members.
- It was agreed that abbreviations were not to be used on the agenda and minute.
  - Cllr Bowles stated that he had received comments that the tennis courts were being put to good use and it was agreed they were a valuable asset to the parish.
  - Thanks, were provided to Cllr Hogg for his part on the Council and was asked to reconsider his position and remain on the Council to which he stated he would consider within the week.
- b. Matters of correspondence for information which arrived after the agenda was posted.
- Community Grant Application VE Day – application not processed due to Covid-19.

### 2006/20 Agenda Items for the next meeting –

- Review of the Community Emergency Plan.
- Standing Orders review of voting.
- Fast Food fly tipping.

### 2006/21 To confirm the date and time of the next meeting as Tuesday 14<sup>th</sup> July, 2020 at 7pm – via a Zoom platform.

### 2006/22 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 8.45pm.