

Hutton Cranswick Parish Council

Minutes of the Meeting of the Parish Council, held on the 25th March, 2020.

Due to the risks of holding face to face meetings during the coronavirus pandemic, the Meeting was held remotely via Skype and open to the public. The session commenced at 7.00 pm.

Present: Councillors: Alderton, Holtby, Kelly, Sibley-Calder, Mrs Simpson, Swan, Teare, Thompson (in the chair), Wilkinson, Wilson.

Parishioners present: None

The Clerk recorded the minutes.

Cllr Thompson stated that he aimed to manage the meeting, as far as practicable, in compliance with the Council's Standing Orders and Financial Regulations. In terms of decisions, a motion would require a proposer and seconder. If there was no objection raised, then the motion would be carried without a vote. If there was an objection, each Councillor would be asked, in turn, to cast a vote and the outcome recorded by the Clerk. All agreed to the proposal.

20/063 Apologies: Councillors: Lock, Poolford, Richardson.

20/064 Declaration of Pecuniary and Non-Pecuniary interests

Cllr Kelly	Item No. 9(a) - 20/069(a)- Pecuniary - owner of property/wife of Applicant
Cllr Mrs Simpson	Item No's. 15/22 - 20/074/20/078 - Non-pecuniary - HCSRA Committee Member.
Cllr Mrs Simpson	Item No.23 - 20/079 - Non-pecuniary - Member of the In-Bloom Team.
Cllr Teare	Items No's. 15/22 - 20/074/20/078 - Non-pecuniary - HCSRA Committee Member.

20/065 Minutes – Resolved – That the Minutes of the Meeting of the Council held on the 26th February, 2020 be approved and signed as a correct record (proposed Cllr Swan/seconder Cllr Thompson).

20/066 Governance of Meetings during the period of the coronavirus pandemic – It was **Resolved** to delegate the powers and duties of the council to the Clerk, in consultation with the Chairman and Vice-Chairman, as a contingency plan, in case communication was not possible through Skype, e-mail or by telephone (proposed Cllr Thomson/seconder Cllr Swan). Unanimously agreed.

20/067 Police – Reports from East Wolds and Coastal and Driffield/Rural for February, 2020 were noted.

20/068 Planning Matters – The following decision was noted:

- (a) **19/04203/PLF:** Erection of single storey extension and alterations to existing garage at rear, to create office at Mill Lodge, Mill Street, Hutton, East Riding of Yorkshire, YO25 9PU – Full Planning Permission – Granted – 4 Conditions.

20/069 Planning Applications:

- (a) **20/00627/PLF:** Erection of a single storey extension to side and alterations to existing attached garage, to form additional living accommodation at 13 Southgate, Hutton Cranswick, East Riding of Yorkshire, YO25 9QX – Full Planning Permission – **Resolved** – Not to object to the application (proposed Cllr Thompson/seconder Cllr Wilson).

Cllr Kelly left the Skype session and took no part in the consideration of the application.

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- (b) **20/00637/PLF:** Construction of new vehicular and pedestrian access at Land to the North and West of 17 Station Road, Hutton Cranswick, East Riding of Yorkshire, YO25 9QZ – Full Permission. It was noted that the application was not a new proposal, but a request to extend a permission granted in July, 2013 that lapsed on the 7th July, 2020. It was **Resolved** – Not to object to the application (proposed Cllr Thompson/seconded Cllr Kelly). Cllr Sibley-Calder abstained from the vote.
- (c) **20/00643/TPO:** TPO - HUTTON VILLAGE - 1973 (REF 330) T5 - Fell 1 no. Ash tree due to having no leaf growth and will turn into deadwood and branches overhanging neighbouring property at 5 St Peters Close, Hutton, East Riding of Yorkshire, YO25 9YZ – Works to Protected Trees – **Resolved** – Not to object to the application (proposed Cllr Teare/seconded Cllr Wilkinson).

20/070 In Bloom – Cllr Mrs Simpson had circulated a report. Yorkshire in Bloom Summer Judging, 2020 had been suspended, businesses intending to participate in the competition had been notified. The group had met on the 10th March, 2020.

Prior to the recent Government advice on social distancing, several VIB work parties had taken place to bag up mass purchase/donations of soil and manure, these currently sited in the SRA car park and to paint, re-locate and re-plant various troughs/containers in the village. Four metal troughs are located at the northern end of Hutton Road; two wooden 2-tier planters adjacent to the Cranswick map and one large metal trough adjacent to one of the seats on the bottom path across the Green. The ground was being prepared for the siting of the container to go alongside the memorial seat adjacent to the Pond.

Three heavy duty plastic troughs had been set aside for painting/location at the Station.

Due to the current restrictions, a major Coffee Morning fund-raiser advertised and planned for Saturday 28th March, 2020 was cancelled. Some funds had been raised from the sale of plants originally designated for this event and, also from the sale of redundant Belfast sinks and donated box hedging plants. Raffle prizes which had been donated would be retained for future usage and a donated food/biscuit hamper with a limited shelf life was given to Southlands.

The group has liaised with Church representatives about the manufacture and siting of the new planter on the Green at the position to incorporate the Easter Cross. It was intended that planting would be undertaken on Good Friday and the Cross erected as in previous years, although the Walk of Witness would no longer take place, due to health concerns.

20/071 Play Area – In order to reduce the spread of the coronavirus and keep the community safe, the play area had been closed on the 24th March, 2020 until further notice. The repairs to the items still under guarantee had commenced. The annual stock valuation was noted.

20/072 Clerk's report:

- (a) **Replacement of the sewer pipe from Hutton Cranswick Sewage Pumping Station, located at the end of Southgate, to the Wastewater Treatment Works in Watton** – It was noted the work to connect to the new sewer was now planned for the 29th March, 2020.
- (b) **Notice board, Main Street, Cranswick** – It was not practical to site the new replacement notice board at the existing location. Cllr Mrs Simpson had agreed that the board could be sited at her property, at 57

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Main Street. As the board was on private property, it was necessary to submit a 'Do I Need Planning Permission' enquiry. It was agreed to make the submission at a cost of £60.

- (c) **Standing Orders** – A further review of the Standing Orders had raised some anomalies. The Clerk had submitted a schedule of recommendations to make good the inconsistencies, which were approved (proposed Cllr Teare/seconded Cllr Thompson).
- (d) **Financial Regulations** – A further review of the Financial Regulations had raised some anomalies. The Clerk had submitted a schedule of recommendations to make good the inconsistencies, which were approved (proposed Cllr Teare/seconded Cllr Thompson).

20/073 Allotments – It was noted there was only one vacant plot.

20/074 HCSRA – It was noted that the SRA was closed until further notice. The facility was undergoing a deep clean in preparation for its re-opening.

20/075 Centenary Wood:

(a) The Minutes of the Committee Meeting held on the 3rd April, 2019 were received (proposed Cllr Thompson/seconded Cllr Swan).

(b) The draft Minutes draft minutes of the Committee held on the 19th March, 2020 were received (proposed Cllr Thompson/seconded Cllr Teare). The Council considered the recommendations as follows: -

- a. It was **Resolved** to approve the estimate of £2,180.00, to improve the footpath around the Wood that was not resurfaced, as part of the footpath link project previously completed. A separate budget allocation from reserves, to fund the work, was agreed (proposed Cllr Thompson/seconded Cllr Sibley-Calder).
- b. The Council **Resolved** not to take forward a suggestion to make alterations to the car parking arrangements at the Wood. The situation was to be monitored, as it appeared that the problem was mainly as a result of inconsiderate parking.
- c. The Committee had considered a request from uniformed groups in the village seeking permission to locate a log cabin in the South West corner of the Wood. The Committee was not convinced such a proposal was appropriate for the Wood. There was; a lack of utility services at the Wood; a high risk of trespass and damage to previous planting, effort and hard work by the Friends of Centenary Wood; potential security issues of the cabin; a risk of attracting anti-social behaviour in the mis-use of the cabin and a risk of maintenance costs falling on the Council.

The Council **Resolved** to grant the request, in principal, and consider a costed feasibility for the project. The feasibility proposal would need to properly address the risks that concerned the Committee (proposed Cllr Thompson/seconded Cllr Wilson).

- d. The Committee considered the new notice board, planned to be sited in the Wood, was not in keeping with the Wood. The Council re-stated its decision, at minute 19/176, that a new single noticeboard be sited at Centenary Wood.
- e. The Council **Resolved** to accept the recommendation and dissolve the Committee (proposed Cllr Thompson/seconded Cllr Swan).

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(c) A letter complimenting the provision of the new footpath and two bench seats was noted.

20/076 Volunteer Policy – Resolved – To adopt the Policy, as presented (proposed Cllr Teare/seconded Cllr Wilkinson).

20/077 Parish Plan – The outcome of the workshop that focussed on housing, older people and sustainability, held on 28th February, 2020 was noted. There were three key outcomes; to organise further workshops to include young people and a wider number of villagers; meet with the Clinical Commissioning Groups to discuss the provision of local health facilities and meet with ERYC Forward Planning Officer to discuss the affordable housing and further developments in the village.

20/078 Communication – Cllr Swan reported that the work on the new website was progressing well and the site would be live in the near future.

20/079 Proposed Solar Farm at Scurf Dyke – Community Benefit – It was **Resolved** to accept the JBM Solar offer of £40,000.00 toward the cost of providing a hard surface route for both cycles and pedestrians to connect Cranswick Main Street to the SRA (proposed Cllr Teare/seconded Cllr Wilson).

20/080 Request from the SRA – It was **Resolved** to award the annual grant of £5000.00 to the SRA (proposed Cllr Thompson/seconded Cllr Alderton).

20/081 Request from the In-Bloom Team – It was **Resolved** to award the annual grant of £1200.00 to the In-Bloom Team (proposed Cllr Thompson/seconded Cllr Swan).

20/082 Consultation on the Alamein Barracks Draft Masterplan Supplementary Planning Document – It was noted the consultation period commences on Friday, 6th March, 2020 and remained open for the foreseeable future.

20/083 Tackling Coronavirus (COVID-19) – Claire Reed, Cllr Swan, Cllr Teare, Sue Wardell, Angela Williams and Lynn Marshall had established a Volunteer Community group to offer support to the village during the coronavirus pandemic. The streets in the village had been divided into nine neighbourhood pods. The group was operating under the Council's Volunteer Policy. There had been a magnificent response from residents in volunteering to help the group. A number of vulnerable residents had received help.

Cllr Wilkinson had requested that the Council provide a small budget, to be managed solely by the Council, to be used to pay for essential items for vulnerable residents whose only source of payment was cash. As a result of self-isolating some residents had no money at home and no means of getting any at present. The money would be paid back to the Council as soon as practical. The Clerk would confirm if the powers under S137 could be used.

The Council congratulated the group on the tremendous work it had done in such a short period of time. The Council noted other correspondence received on coronavirus.

20/084 VE Day 75 Celebrations on the 8th May, 2020 – Cllr Teare reported, as a result of the government's announcement, that public gatherings should cease, he was looking into holding an alternative event to support the VE Day 75 celebrations, to that reported to the last meeting.

20/085 Asset Register – Resolved to approve the review of the Asset Register as presented (proposed Cllr Thompson/seconded Cllr Swan).

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20/086 Local Council Audit for the year ended 31st March, 2020 – The Auditor had provided a list of requirements for the year end audit which was noted.

As part of the audit, the Council had to have considered its reserves.
It was **Resolved** to allocate the following provisions:

<u>Reserves</u>	<u>£'s</u>
Play area improvements (legacy)	22500
New footpath/cycle way project connecting Station Road to SRA (legacy)	47500
Support to 2020-21 Budget	7594
Election Risk	3000
Centenary Wood : footpath improvements	2180
General Reserve	23120
Assumed monies held by the Council as at 1st April, 2020	105894

(proposed Cllr Sibley-Calder/seconded Cllr Alderton).

20/087 Annual Governance and Accountability Return for the period ending 31st March, 2020 – The Clerk had prepared a provisional Return which would be revised to reflect the final outturn position and presented to the April, 2020 Meeting. It was noted that in light of the government's announcement to introduce stringent lockdown measures in response to the coronavirus pandemic, the external Auditor was not able to issue instructions for the completion of this year's Return until such time as there was more clarity over the implications for smaller authorities (parish councils).

20/088 Budget – Detailed information on the assumed 2019-20 outturn, including payments, receipts, a bank reconciliation and bank statements were noted.

20/089 Payments:

<u>Cheque No</u>	<u>Name</u>	<u>Details</u>	<u>Net of Vat</u>	<u>VAT</u>	<u>Total (including VAT)</u>
3452	Peter Magee	Development of replacement website (deposit) (20/046)	350.00		350.00
3454	Opus Energy	Pond - Electricity standing charge/usage to 29th February, 2020	12.86	0.64	13.50
3455	Holderness Area Rural Transport	Grant supporting rural transport to Cranswick (20/052)	500.00		500.00
3456	R. Alderton	Expenses re repairs to BT kiosk at Hutton (19/199)	97.45	19.49	116.94
3457	Administration	Salary and expenses	412.04		412.04
3458	HMRC	PAYE/NIC Liability - 06/01/2020 - 05/04/2020	279.00		279.00
3459	Autela Payroll Services Limited	Payroll and work place pension assessment 01/01/2020 - 31/03/2020	40.20	8.04	48.24
3460	The Play Inspection Company Ltd	Play Area - Stock Valuation (20.038)	35.00	7.00	42.00
3461	Fields in Trust	Annual subscription	65.00		65.00
3462	East Riding of Yorkshire Council	Inspection/maintenance of salt bins (8)	336.00	67.20	403.20
3463	H & M.W. Artley	Flailing hedge on access road to Gatehouse lake	120.00	24.00	144.00
Total			2247.55	126.37	2373.92

Resolved – To approve payment of accounts, with the exception of the £12.00 charge for the hire of the WI Hall that was included as part of the agenda (proposed Cllr Swan/seconded Cllr Wilson).

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20/090 Other payments – Resolved – To approve a payment of £60.00 to East Riding of Yorkshire Council for payment of a ‘Do I need Planning’ fee for an alternative site for the notice board on Main Street, Cranswick (minute 20/072(b) (proposed Cllr Thompson/seconded Cllr Swan).

The payment would be recorded on the April, 2020 agenda and in the Minutes.

20/091 Correspondence - The following correspondence was received and noted: -

- (a) East Riding and Northern Lincolnshire Local Councils Association (ERNLLCA) – February, 2020 Newsletter.
- (b) East Riding of Yorkshire and Kingston upon Hull Joint Access Forum Meeting 11th March, 2020 agenda.
- (c) Notification from HM Treasury of the governance change to the Public Works Loan Board.
- (d) ERNLCCA – information relating to Coronavirus.
- (e) Lissett Wind Farm Community Fund open for applications and closes 30th April, 2020.

20/092 Next Meeting – It was agreed the next Meeting was to be held on the 22nd April, 2020 by Skype, commencing at 7.00 pm.

There being no further business, the Meeting closed at 8.20 pm.

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