

**MINUTES OF THE MEETING
OF RAWCLIFFE PARISH COUNCIL
WHICH TOOK PLACE ON
WEDNESDAY 26th APRIL 2017
IN RAWCLIFFE VILLAGE HALL, STATION ROAD
AT 7.00PM**

Present: Councillor D. McKenna – Chairman (in the Chair)
Councillor. R. Barker – Vice Chairman
Councillor B. Clark
Councillor A. Handley
Councillor M. McKenna
Councillor F.W. Sykes
Councillor P.R. Sykes
Councillor J. Taylor
Councillor S. Wade

In Attendance Mrs. P.A. Sykes (Clerk)
3 Visitors
Ward Councillor J. Barrett

070 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies were received from Ward Councillors Fox.

RESOLVED – apologies for absence were approved.

It is a legal requirement that all apologies, forwarded to the Clerk, must contain the reasons for absence from Parish Council meetings. This information is confidential and will not be minuted.

071 TO CONFIRM MINUTES OF THE PARISH COUNCIL MEETING

Minutes of the meeting of Rawcliffe Parish Council held on 22nd March 2017

RESOLVED – proposed and seconded that the above minutes were circulated, read, and signed as a true copy.

072 TO RECORD DECLARATION OF INTEREST

In accordance with the Code of Conduct which was adopted by Rawcliffe Parish Council on 27th June 2012 and amended on 26th September 2012 any member must declare an interest and identify the Agenda item which they think they may have an interest in according to the Declaration of Members Interest and the type of interest being declared.

Councillor F.W. Sykes declared a pecuniary interest under Agenda items 096 & 097 and stated he would leave the building at this time.

RESOLVED - proposed and seconded that the Chairman suspend the meeting during the following item.

Signed Date

073 PUBLIC PARTICIPATION

Any member of the public will be allowed no more than 5 minutes to address members present. Any suitable issues taken from this discussion will be placed on forthcoming Agenda.

Martin Callery – Football Teams. Outlined his proposal to keep the under 12 football team going and has suggested that he would like to see a cabin on Rawcliffe Playing Field for changing and storing of equipment. Mr. Callery suggested that such a cabin could be clad to blend in with the surroundings. Members agreed that this proposal was more realistic than the former suggestion which has never come to fruition.

ERYC are to be contacted regarding possible planning permission for this hut and the Parish Council thanked Mr. Callery for his interest and promised to keep him informed.

Katy Cowling – Festival. Mrs. Cowling stated that members of the community were saddened that there seemed to be no provision for a Festival in 2017 despite the fact that it would have been its 40th Anniversary.

Mrs. Cowling outlined her ideas to resurrect as much of the Festival as possible and with the help of some of the former members of the Committee would like funding from the Parish Council to proceed.

RESOLVED that funds were made available to cover the cost of a Festival 2017 which would cover the usual financial restrictions.

RESOLVED that insurance is in place until 30th June 2017 and this would cover a Festival.

Mrs. Cowling promised to keep the Parish Council informed.

RESOLVED – proposed and seconded that the Chairman re-open the meeting.

074 TO RECEIVE CHAIRMAN’S REPORT

- Thanks were given to Councillor Barker for raising the flag on the Village Green during the Chairman’s absence.
- ‘Irene’s Bench’ was fixed on the Village Green for no fee. Councillor M. McKenna will thank the person involved.
- A replacement St. Georges Flag is to be purchased.
- It was good to receive a letter from a member of the community thanking the Parish Council for their attention to detail in the Cemetery in time for Easter.
- Paul Earnshaw would like to receive permission to bring the Circus onto the Village Green on Thursday 4th May to Sunday 7th May. It was agreed that if there were to be animals then permission would not be granted. If not then a fee of £150 + £150 Bond would be required before the event.
- Councillor Wade reported to the Chairman that the area PCSO would attend the Parish Council meetings when able.

075 TO RECEIVE CLERK’S REPORT

- A request has been made for a list of trees under the Tree Protection Order. ERYC hold such a list and the Clerk suggested ERYC would help if approached.
- ERYC are not able to erect the Police Camera signs in the Parish as they are only installed at sites that have been assessed under the Speed Management Procedure and qualified for Police enforcement.
- The Parish Council’s request for waiting restrictions at various points in the Parish are to be passed to the appropriate team and the Parish Council will be contacted in due course.

Signed Date

- 076 TO CONSIDER AND ACT UPON CORRESPONDENCE IF NECESSARY**
ERNLLCA have forwarded their March Newsletter.
Friends of Sugar Mill Ponds have acknowledged receipt of their cheque to the value of £1,000 and thank the Parish Council for their generosity.
ERNLLCA District Meeting is to take place at Middleton Village Hall on Wednesday 19th April 2017.
Mrs. Joyce Duffin has complimented the Parish Council on the cutting of the grass and overall appearance of Rawcliffe Cemetery.
Drax Consultative Committee – meeting will take place Wednesday 26th April from 10am to 1.30pm at Drax Reception Building, Conference Room E.
Armed Forces Day Event Grant- applications for grants for 50% of the cost of any event.
Peninsula & East Yorkshire Local Councils Network invite the Parish Council on Thursday 18th May to attend their meeting at Mercure Grange Park, Willerby, Hull.
Chairman of ERYC invites a representative of Rawcliffe Parish Council & Guest to Civic Evensong at Beverley Minster on Thursday 27th April 2017.
ERNLLCA have forwarded information regarding restricting precept increases of no more than 2% to Parish & Town Councils.
ERYC invite a member of Rawcliffe Parish Council to a service to celebrate the Festival of St. John of Beverley at Beverley Minster on Sunday 7th May at 5.30pm.
- 077 TO CONSIDER AND APPROVE APPLICATIONS FOR MEMORIAL IN RAWCLIFFE CEMETERY**
Tom Clarkson is querying the fee of £60 for the erection of a memorial stone for his family. At present there is a kerb and broken stones which will be removed and the grass made good which will be an improvement to the area.
RESOLVED that Mr. Clarkson is to be informed that there will be no charge for erection of a new memorial stone.
Application for a memorial in Rawcliffe Cemetery to the memory of Eric T.S. Poundall
Application for a memorial in Rawcliffe Cemetery, Cremated Remains for Alfred Buck
There were no objections to the above two applications.
- 078 TO CONSIDER PLANNING APPLICATIONS/PLANNING DECISION/INFORMATION**
a) Notice of Applications
17/00409/PLF Erection of dwelling and garage following outline application 15/02176/OUT following demolition of existing garage. At 5 Blebo, Field Lane, Rawcliffe. No objection was given.
b) Notice of Decision
17/00414/PLF Erection of detached outbuilding at rear of 6 Dobella Square, Rawcliffe. **APPROVED**
- 079 TO RECEIVE AN UP TO DATE REPORT ON THE PLAY N SK8 PARK & TO DISCUSS RAWCLIFFE BRIDGE PLAYING FIELD**
a. The monthly inspection of the play areas in Rawcliffe and Rawcliffe Bridge has been carried out and the report received by the Clerk.
The Cargo Net is badly frayed and needs replacing.
b. A weekly ‘walk through’ visual inspection has taken place for Insurance purposes.
- 080 TO DISCUSS PROPOSED PAINTING OF THE PARISH BUS SHELTER D.McK)**
RESOLVED that the Bus Shelter on High Street outside Church is to be painted Green by Croda 1% Club and paint has yet to be acquired.

Signed Date

- 081 TO DISCUS THE PAINTING OF THE SEATS ON THE VILLAGE GREEN (CRODA 1%) & FIXING OF THE REPLACEMENT SEAT AT THE END OF THE WALL/GOOLE ROAD**
 The replacement seat for Goole Road has been delivered. ERYC state that because the siting of the seat is on the Highway only accredited contractors could be used to carry out this work. A list of accredited contractors has been received.
RESOLVED that ERYC are to be asked to fix the seat asap and invoice the Parish Council.
RESOLVED that Croda 1% Club will paint the seats on the Village Green. Paint has been delivered.
- 082 TO DISCUSS PROGRESS WITH THE TELEPHONE KIOSK**
RESOLVED that Councillor Barker is to look into the costings of renovation whilst the Clerk is to contact Karen Wood ERYC for further clarification regarding this situation.
- 083 TO ADDRESS THE PROBLEM OF DOG FOULING IN THE PARISH (SW)**
 A resident contacted the Parish Clerk for help in addressing the situation on the Old Road. This road is littered with mounds of dog facies, rubbish and overgrown vegetation. The resident has contacted ERYC Dog Warden who suggested she contacts the Parish Council. Could a sign and bin be placed in this area? It was stated that Rawcliffe Parish Council are constantly contacting the Local Authority and residents of the Parish to try and address this problem. Stickers are to be placed on more lamp posts in the hope that dog owners take note and clean up after their dogs.
- 084 TO DISCUSS THE ACQUISITION OF TRU-GREEN BY HARGREAVES INDUSTRIAL SERVICES LTD.**
 Tru-Green are contracted to ERYC for the cutting of the playing areas within the Parish. Cuts will be taken fortnightly commencing Monday 3rd April, 2017 with the final cut due on 16th October 2017. The contact between Tru-Green and the Parish Council will remain the same and any problems or extra cuts can be addressed through the usual channels.
- 085 TO DISCUSS THE DRAINAGE OF THE PLAYING FIELD AT RAWCLIFFE BRIDGE (SW & DMcK)**
 Query about flooding on Rawcliffe Bridge Field. ERYC inform the Parish Council that it is the responsibility of Rawcliffe Parish Council under clause 3.10.
RESOLVED that Councillor D. McKenna is to contact Mike Ball ERYC for a site meeting to further discuss and progress the matter concerning bad drainage in the Rawcliffe Bridge Playing Field.
- 086 TO DISCUSS PROGRESS REPORT FROM THE FESTIVAL COMMITTEE (MMcK)**
 An email has been received from Natalie Johnson concerning the cancellation of this years Rawcliffe Festival.
 Following a report under Public Participation from Mrs. Cowling of The Creykes Hotel it was agreed that Rawcliffe Parish Council would be willing to fund a Festival in 2017 providing a new bank account could be opened to accommodate the Parish Council’s cheque. A balance sheet would be required at the end of the festivity and note was made that the present insurance cover for the Festival is in place until midnight on 30th June 2017. Councillor M McKenna stated that there are 5 members of the previous committee that could be persuaded to help with 2017 Festival.
 Mrs. Cowling will report back to the Parish Council during the May meeting outlining the format of the new Festival.
 Mrs. E. Coles attended the meeting as a representative from the old Festival Committee. Mrs. Coles gave a balance sheet to the Parish Council but stated that there seems no interest in the old Committee to continue for 2017.

Signed Date

It was agreed that the old committee should draw a line and finish so the new committee could take over the running of the newly formed Festival. The Clerk has been instructed to contact the 2016 Committee and ask them for a balance sheet for 2015.

087 TO CONSIDER COMMENTS FROM RESIDENTS REGARDING MOBILE HOMES SITUATED AT A PROPERTY WITHIN THE PARISH (MMcK)

RESOLVED that the Parish Council should contact the Enforcement Officer at ERYC and ask for her help with this matter.

088 TO DISCUSS FACEBOOK (DMcK)

Councillor Wade reported that 1,500 people were contacting Facebook. It was agreed that this was an easy and successful way to get messages across to the general public.

089 TO DISCUSS THE PROVISION OF CHANGING HUTS ON THE TWO PLAYING FIELDS (DMcK)

Councillor Barker will confirm with Mr. Callery whether or not both football pitches require cabins. Confirmation will be sought regarding the possibility that Planning Permission may be required for such a project.

Councillor Barker proposed that the Parish Council acquires a changing hut for Rawcliffe Bridge playing field and will confirm during the May meeting what the costings will be. All members were in agreement to this suggestion.

090 TO DISCUSS THE SUGGESTION THAT THE COMMUNITY MAY BE INTERESTED IN IMPROVING THE APPEARANCE OF THEIR STATION

It was agreed that if there was to be an improved service calling at Rawcliffe Station there may be more interest in improving the look of the Railway Station.

091 TO RECEIVE REPORTS FROM MEMBERS OF THE COUNCIL ON MEETINGS ATTENDED

Councillor A. Handley attended the Croda Liaison meeting. A resident of Rawcliffe Bridge would like to accompany ERYC representatives on the Streetscene walkabout on 30th May.

The meeting at Bishop Burton regarding Transportation matters highlighted the fact that from 21st May 2017 the bus early in the morning and the last bus at night is to cease.

Drax Power AGM – highlighted the statistics regarding Biomass.

Councillor R. Barker and Mrs. Barker attended the St. Georges Concert at Snaith.

092 TO RECEIVE REPORTS FROM WARD MEMBERS

Because of the forthcoming General Election there is now a state of Purda

Names have been put forward for the selection for Mayor.

The next phase of the Cycle Path is being hampered by Environmental Agency reports.

Councillor Barrett stated that traffic calming signs could be hired for a 3 month period of time. Liz Seargeson should be contacted.

093 TO DISCUSS AND APPROVE FINANCIAL MATTERS

a. Accounts for Approval	Invoice Total	Deductible VAT
Rawcliffe Village Hall	19.00	
Marmax Recycled Products – Replacement Seat	378.00	63.00
ERYC – Collection of Cemetery Waste	181.83	
ERNLLCA Membership fees	686.52	

Signed Date

-6-

DMG Solutions Ltd., - LCRS Windows 10 Upgrade	70.00	11.80
Adam Thompson – Playground inspections Jan – Apr & Repairs to climbing net	429.00	
Nurse & Son – weekly playground checks	48.00	

RESOLVED all invoices received were approved for payment

The invoice approved for payment in the March meeting and for D. Nurse & Son has been cancelled and a new cheque value £72 has been issued in its place.

b. Payments made under powers specified in Section 4.1 Budgetary Control & Authority to Spend and included in the Financial Regulations (2014)

c. To approve Bank Reconciliation for March 2017.

RESOLVED – the March Bank Reconciliation was circulated to all members and was approved by Council

d. To approve the end of year accounts to 31st March 2017

e. To receive, discuss and approve Financial Records for 2015/16, Audit Certificate and Annual Return

A copy of all Financial Records for 2016/17, the Audit Certificate and a copy of the Annual Return were forwarded to members of Rawcliffe Parish Council for their information and approval before the day of the meeting.

- 1. RESOLVED** - That the Annual Governance Statement was approved and signed by the Chairman and the Responsible Financial Officer.
- 2. RESOLVED** - That the Accounting Statements were approved and signed by the Chairman and the Responsible Financial Officer.
- 3. RESOLVED** - That the Annual Return and accompanying information was approved and will be returned to the appointed Auditor by 12th June 2017.
- 4. RESOLVED** – That the Council’s Bank Reconciliation and Receipts and Payments Summary were approved and signed by the Chairman and the Responsible Financial Officer
RESOLVED – That the Risk Assessment is accepted and signed, the 2017/18 Risk Assessment is work in progress.

Statutory common period for the exercise of public rights – Monday 3rd July 2017 to Friday 14th July, 2017

094 TO CONFIRM THE DATE OF THE NEXT MEETING

The Annual Meeting of Rawcliffe Parish Council will take place on Wednesday 24th May 2017 at 7pm and will precede the usual Parish Council meeting.

The next Parish Council meeting will take place on Wednesday 24th May 2017 following the Annual Meeting of Rawcliffe Parish Council.

095 ITEMS TO BE PLACED ON THE AGENDA FOR THE NEXT MEETING OF RAWCLIFFE PARISH COUNCIL

St. James Church, Rawcliffe

Progress report for Rawcliffe & Rawcliffe Bridge Festival 2017

Report on the progress of Junior Football Clubs in the Parish

Signed Date

EXCLUSION OF THE PRESS AND PUBLIC FOR THE DURATION OF THIS AGENDA DUE TO THE CONFIDENTIAL BUSINESS TO BE DISCUSSED

Councillor F.W. Sykes left the building at this stage.

096 TO FURTHER DISCUSS AND FINALISE THE STAFF GRATUITY (DMcK) (SW)

In accordance with guidance received from NALC via Mr. Alan Barker, ERNLLCA the final gratuity for the Clerk was discussed and the following resolution made.

RESOLVED proposed and seconded that a 3.75% Gratuity and a 1.25% Termination Payment (5% previously agreed by the Parish Council and contained in the Clerk's Contract of Employment) is paid to the Clerk at the point at which the Clerk leaves employment.

The payment is to be worked out:- 3.75% + 1.25% (5%) of the final annual salary of the Clerk as at 31st January 2016 times 38 (the number of whole years in service at this date).

A copy of the letter from Mr. A. Barker containing the above information will be kept with the Contract of Employment for future reference and the original will be kept by the present Chairman to be passed on to successors in due course.

Monies to cover this payment will be transferred into a new bank account. Any interest accrued in this account remains for the Parish Council.

097 TO DISCUSS, APPROVE AND ACCEPT STAFF SALARY AND EXPENSES

Clerks Expenses 1 st quarter	£54.00
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Staff Salary – April - Increase of 1% as agreed April 2016	651.43
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Minute April 2016

RESOLVED proposed, seconded, that in accordance with 2016 recommendation and at that time the Clerks SCP was increased to SCP 24 (@ 14.5hrs per week) and the recommended increase in salary and commensurate with SCP 24 was approved and will take effect from 1st April 2016 & 1ST April 2017.

RESOLVED – that the invoice for staff salary and expenses, as presented, should be paid.

Timesheet – Since August 2016, and following the Chairman's advice the Clerk has been keeping a timesheet although these time sheets have not been signed. As from May 2017 each month's timesheet will be produced, approved and signed by the Chairman.

098 TO APPROVE PAYMENTS TO INLAND REVENUE

RESOLVED - that HMRC commitments are paid per the report submitted to Council

Inland Revenue April 2017	70.94
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There being no further business the meeting was closed at 9.25pm

Signed Date