

**MINUTES OF THE MEETING
OF RAWCLIFFE PARISH COUNCIL
WHICH TOOK PLACE ON THURSDAY 26th APRIL 2018
IN THE GOSPEL HALL, THE GREEN, RAWCLIFFE**

Present: Councillor A. Handley – In the Chair
Councillor S. Harris
Councillor J. Taylor
Councillor S. Wade

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

Before the meeting commenced Simon Harris signed the Declaration of Acceptance of Office and was welcomed as the newly co-opted Councillor.

Nominations were invited to fill the role of Chairman.

Resolved – Proposed and seconded that Councillor A. Handley should take the Chair for the meeting of Rawcliffe Parish Council. Councillor Handley thanked the Councillors present for their support.

088 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies were received from Councillor B. Clark & Ward Councillor Caroline Fox.

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.

Letters of Resignation have been received from Councillors R.Barker, M. McKenna, D. McKenna & P.R. Sykes. Notices have been displayed by ERYC and Rawcliffe Parish Council stating that if 10 Electors contact ERYC and ask for an election the deadline to receive such a request will be 8th May 2018

089 TO CONFIRM MINUTES OF THE PARISH COUNCIL MEETING

Minutes of the meeting of Rawcliffe Parish Council held on 22nd March 2018 were signed as a true copy.

Minutes of the meeting of Rawcliffe Parish Council held on 19th April, 2018 to appoint a Parish Councillor were signed as a true copy.

Minutes of the Annual Parish Council meeting which took place on 22nd March 2018 were signed as a true copy.

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

090 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 S. Wade declared a non-pecuniary interest to Agenda Item no 98 & 107.

Signed Date

Amendments to the Register of Interests and Code of Conduct:

ERYC following approval by Full Council of recommendations from the Standards Committee in relation to the Register of Interests and Code of Conduct has amended its Code of Conduct and Register of Interests.

These amendments will be included in the Code of Conduct and the Register of Interests for Rawcliffe Parish Council and will be implemented at the Annual Meeting of Rawcliffe Parish Council.

The Chairman closed the meeting

091 PUBLIC PARTICIPATION

Football Pitch, Rawcliffe Bridge – Two residents attended the meeting to bring to the notice of the Parish Councillors that no matches have been played on the pitch since the Autumn because the field has been flooded. It was explained that Rawcliffe Parish Council has been negotiating with representatives of ERYC in the hope that funding would be made available to carry out drainage to the field. However, ERYC have stated that there will be no funding and suggested that funding for this work should be sought by the Parish Council. The Chairman is to forward the link to enable these residents to progress the matter of funding. The Parish Council is to contact ERYC and ask if they would consider at least a 6 month waive of rent for this field as it has been impossible to use it.

The Chairman opened the meeting

092 TO RECEIVE CHAIRMAN'S REPORT

There was no Chairman's Report.

093 TO RECEIVE CLERK'S REPORT

No points were raised by the Clerk.

094 TO CONSIDER AND ACT UPON CORRESPONDENCE IF NECESSARY

ERSAB Newsletter, April 2018

ERYC – Town & Parish Council Liaison Meeting which will take place in Goole Leisure Centre Thursday 10th May 2018 6pm-8pm

Rural Projects Officer, ERYC issued an invitation to a session on 17th April 2018 Applying for Funding from Goole Fields Wind Farm Communities Wind Farm Fund.

Brian Robinson, Goole Town Council informs the Parish Council that the next meeting of East Yorkshire Local Councils Network will take place on 25th April at Haltemprice Leisure Centre.

Humberside Police – newsletter about burglaries in the area.

A resident of Rawcliffe Bridge – has asked if there was a possibility of having a vegetable plot behind her house on the playing field at Rawcliffe Bridge.

ERYC Kingston upon Hull Joint Minerals Local Plan

ERNLLCA – unauthorised developments and encampments

ERYC – Town and Parish Council Communication Survey

Deividas Vildziunas – enquires about basket ball games in the Parish and ask for help with basketball hoops.

ERNLLCA – Survey into diversity.

ERYC – An invitation has been received for a representative of Gowdall Parish Council & Guest at a Service to Celebrate the Festival of St. John of Beverley at Beverley Minster on Sunday 13th May 2018. Councillor S. Harris & Mrs. Harris will attend.

Signed Date

095 TO CONSIDER AND APPROVE APPLICATIONS FOR MEMORIAL IN RAWCLIFFE CEMETERY

An application to erect a memorial to the memory of Joan Clarkson in Rawcliffe Cemetery.
An application to erect a memorial to the memory of Webster Booth in Rawcliffe Cemetery
Both applications were approved.

**096 TO CONSIDER PLANNING APPLICATIONS/PLANNING DECISION/INFORMATION
Notice of Decision:**

18/00015/PLF – Proposed new roof to rear of existing outbuilding including 3 new roof lights and installation of patio doors. 13 Chapel Lane, Rawcliffe. APPROVED

17/02964/VAR – Variation of Condition 12 of planning permission 13/02293/PLF – Rawcliffe Pizzeria 42A High Street, Rawcliffe. APPROVED

18/00518/PLF – Erection of a detached garage at Manor House, 73a The Green, Rawcliffe. APPROVED

097 TO RECEIVE AN UP TO DATE REPORT ON THE PLAY N SK8 PARK & TO DISCUSS RAWCLIFFE BRIDGE PLAYING FIELD AND TO DISCUSS AND RECOMMEND APPROVAL OF ANY WORKS FOUND NECESSARY

a. The monthly inspection of the play areas in Rawcliffe and Rawcliffe Bridge has been carried out and the report received by the Clerk.

b. A weekly ‘walk through’ visual inspection has taken place for Insurance purposes.

c. To discuss and recommend approval of any works found necessary and to discuss the flooding at Rawcliffe Bridge Playing Field. A quotation has been received from Sweeting Bros for the drainage of the Playing Field at Rawcliffe Bridge.

A revised quotation has been received for drainage of Rawcliffe Bridge Playing field in the sum of £10,935.00

Further to the discussion regarding financing this work in Public Participation a letter will be forwarded to ERYC asking to have 6 months rent free because of the field being unusable. Two residents will try and secure funding to enable drainage of this field.

098 TO RECEIVE A REPORT OF ACTIVITY ON FACEBOOK

Andrea Whitehead – a resident stated that she was unhappy that she could not now access Facebook.

A letter has been received from Richard Dixon noting that there has been a loss of 4 valuable and committed councillors. Whilst he states that he is not in possession of all the facts regarding the circumstances leading to their resignations, Mr. Dixon is sure that the involvement of the Parish Council on Facebook and perhaps other social media, has contributed enormously to their decision to resign.

Mr. Dixon suggests that Rawcliffe Parish Council should not subscribe to Facebook.

After discussing this matter at great length and noting the ramifications concerning the Code of Conduct, it was decided that Facebook, in its present form, was causing too much unrest and therefore Rawcliffe Parish Council should unsubscribe from this facility. A vote by a show of hands showed 2 votes to keep Facebook, 2 votes to cease any involvement with Facebook. The Chairman used the casting vote in favour of ceasing involvement with Facebook. It has been noted that residents would like to carry on with the Parish Newsletter which is circulated twice a year.

RESOLVED - Proposed and seconded that Rawcliffe Parish Council should suspend Facebook until further notice.

Signed Date

099 TO REPORT PROGRESS AND ANY FURTHER SUGGESTIONS FOR PARTICIPATION OF RESIDENTS DURING THE TOUR DE YORKSHIRE

Grants have been promised for the Big Screen for the day and are from Swift Cycle Club, Croda Chemicals, Cepac and Hull College Group. There will be a display at the bottom of the screen acknowledging the grants.

The big screen will be on the Village Green all day and will relay the whole of the race from Beverley to Doncaster. A coffee van and perhaps ice cream retailer will be on the Village Green.

Cepac are to make 8 large bicycles to be displayed on the long wall entering the village and some extra large images of bicycles for the village green for the helicopter. Woodwork to secure the images of bicycles will be provided by Hull College. Students from the college will be in attendance wearing appropriate 'T'shirts, 3 extra large 3 wheel bicycles have been promised together with a 'Barrel' which enables charging for mobile phones etc., Rawcliffe Pizzeria, Creykes Arms, Tates Fish Shop, St James' Church will be open for refreshments. The Church bell will be rung and the Yorkshire flag will be hoisted.

Many other events are planned throughout the day and the Parish Council together with willing residents are working towards having a momentous day.

100 TO FURTHER DISCUSS AND IMPLEMENT THE REQUIREMENTS OF THE NEW DATA PROTECTION ACT

NALC & SLCC have forwarded further information and a statement of reassurance that the GDPR is an ongoing journey. The important message is:- that all councils need to be taking action before 25th May 2018. Decide what data the council is processing. Why the council is holding it. Whether consent is needed and how it should be protected.

The ICO Checklist of steps to take is to be followed.

ERYC have forwarded further information and check lists as guidance to help Parish & Town Councils conform to the Act which becomes law on 25th May 2018. These suggestions are to be implemented. Rawcliffe Parish Council are taking all information given and are working to implement the necessary suggestions. Any data held by Rawcliffe Parish Council is contained in a lockable cabinet, safe, and on the computer, password protected. There appears to be a lack of information regarding Data Protection Officers and this matter will be discussed further when more information is to hand.

101 TO DISCUSS THE POSSIBILITY OF ERECTING A BUS SHELTER ON SNAITH ROAD AND CLARIFICATION REGARDING THE BUS STOP

3 Residents who would be most affected by the erection of a bus shelter on Snaith Road have been contacted for their thoughts. All 3 wanted to know further details and it was stated by two residents that there are bus stops within the Parish which would warrant a bus shelter more than on this site. Those residents thought that Parish Council funds would be better served within the community.

RESOLVED - that Rawcliffe Parish Council will not fund, supply and erect a bus shelter on this site. However, after requesting a bus stop sign this is now in the hands of ERYC who will be reminded.

102 TO RECEIVE REPORTS REGARDING THE REFURBISHMENT OF THE WAR MEMORIAL IN READINESS FOR THE 100TH ANNIVERSARY OF WORLD WAR I AND WIND FARM GRANT

A grant application is being completed for funding towards the work necessary on the War Memorial together with an application for funding for a 'Tommy'. The deadline for this application is 31st May 2018.

Poppies are still being knitted and Goole College will be making a bouquet of metal poppies for display.

Signed Date

103 TO RECEIVE ANY FURTHER REPORTS ON THE POSSIBILITY OF A BUS SERVICE FOR RAWCLIFFE BRIDGE

The past Chairman and Clerk have written to Arriva with a suggestion that the service bus could leave the main road and travel down Mill Lane in to Rawcliffe Bridge, collect passengers and return to the main road. Arriva have not answered these letters. Ward Councillor Barrett states that ERYC have no money for this proposition and Arriva are not willing to deviate from their present route.

104 TO RECEIVE QUOTATIONS FOR THE ERECTION OF A MEMORIAL STONE IN RAWCLIFFE CEMETERY IN MEMORY OF RAWCLIFFE HALL PATIENTS

Two quotations have been acquired for memorial stone in Rawcliffe Cemetery.

Although this idea was approved in principal it was decided to wait until there is a full council before implementing the works. It was suggested that it would be nice if a local artist could design a bespoke memorial stone.

105 TO DISCUSS APPLICATIONS FOR A GRANT TO RAWCLIFFE SCHOOL

To date no documentation has been received from Rawcliffe School to explain how much money they require for the works suggested. It was stated that Rawcliffe Bridge School could also apply for a grant if there was something specific they require.

106 TO DISCUSS DAMAGE TO THE 'LITTLE GREEN' (BELL LANE)

Further damage has occurred on the little green by a vehicle from The Green Group. The Clerk has contacted the transport manager at Green Group about this latest occurrence and he apologised and asked that the invoice for the work should be forwarded to him.

A cheque has been received from SJ Barrick Ltd in payment for damage to the little Green.

107 TO DISCUSS THE POSSIBILITY OF BICYCLE SECURITY IN THE PARISH

Residents from Rawcliffe Bridge who now have to travel to Rawcliffe on their bikes have asked for secure parking close to the bus stops. The Clerk has been instructed to contact ERYC and ask whether this would be possible and to suggest the side of the bus shelter outside St. James' Church.

108 TO DISCUSS THE STATE OF THE TWITCHIL

The Clerk contacted ERYC who state that the Twitchil is Rawcliffe Footpath No.6. and asked whether the gully was blocked with fat which had dripped from the pipe. ERYC are to investigate this problem.

109 TO RECEIVE AND DISCUSS IDEAS FOR REMEMBRANCE SUNDAY – WWI COMMEMORATION

Members feel that there are groups of residents who are planning various exhibitions and events to commemorate the end of WWI.

110 TO DISCUSS PARKING ISSUES ON THE SMALL GREEN, GANDER HILL AND BY THE VICARAGE

A lengthy discussion took place regarding the parking of vehicles on the edges of the Village Green which is causing severe damage to the grass. The Clerk is to further investigate the boundaries of the Village Green in order to contact offending residents. ERYC are to be contacted regarding parking issues outside the Chinese and Pizzeria. It was agreed that now is probably the time to have some physical deterrent on the Village Green to stop vehicles parking and turning. This matter will be discussed at the May meeting.

Signed Date

111 TO RECEIVE A REPORT OF THE PROGRESS OF THE PROPOSED VILLAGE SIGNS

The signs have been approved for erection dependant on a change of font as shown on the design. A license form for the erection should be forwarded to the Parish Council. The Clerk is to contact ERYC and ask for a report on their progress.

It was noted that the new Notice Board which has been erected on the little green is splendid.

112 TO DISCUSS THE PAINTING OF THE BENCHES AND 'P' GATE ON THE VILLAGE GREEN

The Chairman is to contact Croda 1% Club and ask when this work could be carried out.

113 TO RECEIVE A REPORT AND DISCUSS THE RENOVATIONS AT ST. JAMES' CHURCH, RAWCLIFFE

A meeting between the Vicar, Rev. Philip Ball and the Diocesan Architect was taking place after which the suggestions from that meeting may be implemented and works will commence to progress the works in conjunction with the Quinquennial Report. This report may well be received for inclusion in the May meeting.

114 TO RECEIVE REPORTS FROM MEMBERS OF THE COUNCIL ON MEETINGS ATTENDED & REPORTS FROM WARD MEMBERS

There were no extra meetings attended by members.

Ward Councillor John Barrett urged residents to approach ERYC to complain about potholes in the Parish and the shoddy workmanship of the contractors used by ERYC to fill in some potholes.

Councillor Barrett explained the lack of Police on the streets and the training of new recruits. There will be extra PSCO's and police trained in the area and on the streets of the ward soon.

115 TO DISCUSS AND APPROVE FINANCIAL MATTERS**a. Accounts for Approval**

	Invoice Total	Deductible VAT
ERYC – Salt Bin maintenance	576.00	96.00
Gospel Hall – meetings January, February & March	56.00	
Adam Thompson – Playground inspections January to April	409.50	
ERNLLCA – Annual Subscription	699.04	
Paul Barnett- Reimburse for Tour de Yorkshire bunting	54.91	
Internet Stationers – Cash Book	53.15	8.86
ERYC – Salt bin maintenance	576.00	96.00
ERYC – Cemetery waste	394.40	
Dean Nurse – Playground inspections	60.00	
Chronicle Publications – Vacancy advertisement	141.12	23.52
Npower – unmetered supply	77.30	

RESOLVED – that all invoice presented for payment were approved.

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

Advertisement – Goole Times - £453 + VAT For 2 insertions.

b. To approve all financial statements for year end up to and including 31st March 2018 including the unaudited Annual Return.

A copy of the Annual Governance Statement – Assertion was forwarded to all members of Rawcliffe Parish Council.

A copy of all Financial Records for 2017/18, a copy of the Annual Return (unaudited) were forwarded to members of Rawcliffe Parish Council for their information before the day of the meeting.

Signed Date

- 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 11th June 2018.
- 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 2018/19 Risk Assessment is work in progress.
- c. **Statutory common period for the exercise of public rights** – Monday 4th June 2018 to Friday 13th July, 2018
- d. **To sign the Bank Mandate** – it was decided to sign this Mandate after the 4 Casual Vacancies have been filled.
- e. **To discuss the Precept for 2018/19** – Queries have been raised that on the Council Tax information received from ERYC the Council Tax increase from Rawcliffe Parish Council is 2.7% when Rawcliffe Parish Council resolved to increase the Council Tax by 4%.
 The amount levied on ERYC by Rawcliffe Parish Council was a 4% increase on last years Precept as per the minutes and resolution. It is because of ERYC’s calculations that 2.7% appeared on the Council Tax Bills.
First instalment of the 2018/19 Precept has been received.

116 TO CONFIRM THE DATE OF THE NEXT MEETING

The next Parish Council meeting will take place on Wednesday 23rd May 2018 at 7pm in the Gospel Hall.
RESOLVED – proposed and seconded that the Meetings of Rawcliffe Parish Council will take place on the 4th Wednesday of the month with effect from the May meeting.

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

- To receive a report and discuss the renovations at St. James’ Church, Rawcliffe.
- To further discuss the Twitchill and the state of the footpath.
- To discuss parking on the Village Green and destruction caused by parking and the possibility of erecting physical barriers to stop parking.
- To receive a report from Rev. Philip Ball regarding the recent meeting with the Diocesan Architect.

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

118 TO DISCUSS, APPROVE AND ACCEPT STAFF SALARY

Staff Salary – April- £618.83
RESOLVED – that staff salary, as presented, should be paid.

National Joint Council for Local Government Services (NJC) has reached agreement on the following.
 New pay scales for 2018-2019 to be implemented from 1st April 2018
 New pay scales for 2019-2020 to be implemented from 1st April 2019
 The increase on Scale 24 will be 0.22p per hour.

Signed Date

119 TO APPROVE PAYMENTS TO INLAND REVENUE

RESOLVED - that HMRC commitments are paid per the report submitted to Council
Inland Revenue April £100.50

120 TO CONFIRM PAYMENTS TO NEST PENSION

The January/February/March & April payment to Nest Pension was approved and confirmed

121 TO ACCEPT AND APPROVE THE CLERKS TIME SHEETS

Timesheet – Timesheets, as presented were signed by the Personnel Committee Chairman.

122 TO ARRANGE THE CLERK’S END OF YEAR APPRAISAL

There being no further business the meeting was closed at 9.40pm