

**MINUTES OF THE MEETING
OF RAWCLIFFE PARISH COUNCIL
WHICH TOOK PLACE ON
WEDNESDAY 27th JANUARY 2016
IN RAWCLIFFE VILLAGE HALL, STATION ROAD
At 7.30pm**

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

In Attendance Mrs. P.A. Sykes (Clerk)
Mr. M. Ball (ERYC)
2 members of the public

001 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies were received from Ward Councillors J. Barrett & Caroline Fox, Councillor A. Handley
RESOLVED – that the above apologies were accepted.

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.

002 TO CONFIRM MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 9th DECEMBER 2015

RESOLVED – proposed and seconded that the minutes of Rawcliffe Parish Council meeting held on Wednesday 9th December, 2015 were circulated, read and signed as a true copy.

003 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 non-pecuniary interest under Item 012 and pecuniary interests under Items 025 & 031 and stated that he would leave the building at the appropriate time.

Councillor D. McKenna declared a non pecuniary interest under Items 14, 17, 23 & 25

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

004 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.

Members of the public present did not wish to speak.

The Chairman opened the meeting following the above item.

Signed Date

005 TO RECEIVE CHAIRMAN'S REPORT

The Chairman welcomed Mr. M. Ball of ERYC who attended the meeting to inform the members of the Constitution of the Internal Drainage Board and urged members to consider forwarding their nominations as members to the Board and in particular any member who is interested in environmental matters. Councillor Roy Dresser showed interest.

006 TO RECEIVE CLERK'S REPORT

There was a breakdown in the Internet Connection for 4 days after Christmas due to the severe weather conditions.

Inspector Jo York, Goole Communities Team informs the Parish Council that speeding on Thorne Road will not be monitored unless the area has been assessed by the Council. High Street was assessed 2013/14 and will not be assessed again in the near future. Station Road was assessed in November 2015. If details of the car continuously parked outside Cost Cutter in Rawcliffe are given to Inspector York then a reminder of the impact upon other road users may be given.

A Christmas Card has been received from Councillor Peter Turner, Chairman of ERYC

The War Memorial Trustees would like to thank the Parish Council for funding the cleaning of the area around the War Memorial for Remembrance Sunday.

ERYC continued to send Flood risk updates during the recent severe weather.

Christmas Trees – the removal of the Christmas trees was agreed in the 'Christmas Tree Package' last September but because of the wet weather the contractor thought it prudent to wait a few days before taking his machines onto the Village Green.

Rawcliffe Bridge Playing Field - ERYC inform the Parish Council that as the lease is for a term exceeding 7 years it will need to be registered with Land Registry.

007 TO CONSIDER AND ACT UPON CORRESPONDENCE IF NECESSARY

Chairman of the Council is asking for nominations for the Chairman's Awards 2016

ERYC have forwarded a small number of brochures to help during any severe weather conditions

Andrew Percy MP – Mill Lane – has contacted Director of Environment & Neighbourhood services at ERYC regarding a proposed footway on Mill Lane.

A reply has been received from ERYC via Andrew Percy stating that there was no funding available to construct a footpath on Mill Lane.

ERYC Parish News.

Humberside Police – information regarding community policing in the Rawcliffe area.

Richard Curley has asked for help with habitual dog fouling outside his property. Councillor D. McKenna left information for Mr. Curley who e-mailed his thanks.

Flood Recovery Funding – ERYC have been made aware of two funding sources as a response to recent flooding events if necessary.

Flood Liaison Group – the next meeting of the Flood Liaison Group will be held at County Hall, Beverley on Friday 10th June 2016 at 10:00am.

The Pensions Regulator has reminded Rawcliffe Parish Council that their staging date is 1st March 2016. Various tasks must now be completed.

ERNLCA – have circulated the guide to Beacon Lighting to commemorate the Queen's 90th Birthday on 21st April, 2016. The Clerk has been in touch with Mr. Bruno Peake, Her Majesties Pageant Master who has registered the lighting of the beacon for the Parish of Rawcliffe.

ERYC Winter Services – an invoice for £228.00 has been forwarded to Rawcliffe Parish Council for the maintenance of the salt bins in the Parish funded by the Parish Council. During the season it is anticipated that a planned salt bin maintenance visit will be taken three times. Each visit will be charged at the rate of £38 each and invoiced to the Council immediately the work has been completed.

Signed Date

Community Partnership, Economic Development – are holding an informal session with focussed discussions lasting two hours on Thursday 14th January 2016.

ERYC, Nigel Leighton – Mill Lane – the provision of a new footway at Mill Lane has been considered and the response is that both funding and safety are not a priority on this lane and unfortunately no footway will be constructed by ERYC in the foreseeable future.

ERYC – Jim McGivern, Parish and Area Liaison Team Leader would like feedback regarding the Village Taskforce Satisfaction Survey 2015/16. Councillor M. McKenna has contacted Jim McGivern regarding the satisfaction survey.

ERYC Tree Section – confirm that the maintenance of the trees on Rawcliffe Green has never been carried out by ERYC. It is the responsibility of the Parish Council to seek advice on the health of the trees and then if works are required then permission must be applied for from ERYC.

Tru-Green – could not carry out an extra cut to the Cemetery because their mowers have been decommissioned for the winter.

Goole Communities Team - state that Humberside Police will not monitor Thorne Road unless the area has been assessed by the Council.

The Mayor of Snaith has forwarded an invitation to St. George's Day Evening Celebration which is to take place on Saturday 23rd April, 2016 at the Priory of St. Lawrence in Snaith and features Beverley Male Voice Choir. Councillors D & M McKenna will attend.

Rawcliffe Bridge Primary School – ask if Rawcliffe Parish Council would pay for the repairs to the notice board which have occurred because of the severe weather. Rawcliffe Parish Council decided that the purchase of the Notice Board was a 'one off' gesture and would not pay for the repairs.

ERYC Winter Services – confirm that they will be charging £38 per maintenance visit for each salt bin in the Parish under ownership of the Parish Council.

Drax Parish & Town Council Liaison Meeting is to take place on Wednesday 10th February 2016.

ERNLLCA have asked Parish/Town Councils to nominate attendees for a Royal Garden Party on 19th May 2016. The closing date for nominations will be Wednesday 3rd February 2016. The Clerk has been instructed to inform ERNLLCA that The Chairman and his wife are the nominations from Rawcliffe.

Humberside Police –make the Parish aware that there have been two burglaries where secure properties have been broken into overnight and vehicles stolen.

ERNLLCA – advise of the Advanced Chairmanship course.

ERNLLCA – have forwarded their January Newsletter.

008 TO CONSIDER AND APPROVE APPLICATIONS FOR MEMORIAL IN RAWCLIFFE CEMETERY

Application to erect a memorial in Rawcliffe Cemetery to the memory of:-

Jarvis Whitton, Doreen Coultard, Malcolm Norcup and Marten Schager

Commonwealth War Graves Commission have suggested that they will not be paying the annual donation of £60 for the upkeep of the War Graves in Rawcliffe Cemetery and Rawcliffe (St. James) Churchyard.

This is because the level of overall maintenance is classed as good for which the Parish Council is commended. It is unlikely that any extra work is required and therefore the agreement is to be cancelled.

009 TO CONSIDER PLANNING APPLICATIONS/PLANNING DECISION/INFORMATION

a) Notice of Applications

15/03787/PLF – Conversion of existing nursery annexe into hotel accommodation for existing restaurant business, erection of single storey extension to front and erection of two storey extension to side of existing nursery building. Turnbridge Day Nursery, Snaith Road, East Cowick.

b) Notice of Decision

c) Tree Works

Signed Date

010 TO RECEIVE AN UP TO DATE REPORT ON THE PLAY N SK8 PARK

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

b. A weekly 'walk through' inspection is taking place for Insurance purposes.

The Annual Inspection has taken place for Rawcliffe and Rawcliffe Bridge Play Areas. A copy of the report has been given to the maintenance contractor for any action found necessary.

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

Councillors D & M. McKenna attended the opening of the newly refurbished Newland Bridge.

Councillor M. McKenna reported on the Rural Strategy meeting.

Councillor Roy Dresser reported upon the Vale of Snaith Action Group which is hoping to promote interests within the area.

012 TO DISCUSS THE WORKS REQUIRED TO THE PATHS IN St. JAMES' CHURCHYARD

This item will be placed on future Agenda when further information has been received.

013 TO DISCUSS AND REVIEW, IF NECESSARY, THE EMERGENCY PLAN

During the recent severe weather the Emergency Plan was not actioned. It was noted that the contact details of the newly elected members of the Parish Council will be entered in the Emergency Plan and this information will be forwarded to ERYC. Members felt that the Emergency Plan would be fit for purpose. The Environment Agency are to be contacted and asked whether or not they can help to stop flooding down Riverside.

014 TO DISCUSS THE PROGRESS WITH THE PARISH COUNCIL WEBSITE

The Clerk has been instructed to contact VisionIct regarding the setting up of a new web site. The person who was instructed to carry out this work will be contacted and told that the Parish Council have decided to go along with VisionIct.

015 TO DISCUSS THE POSSIBILITY OF A ONE WAY SYSTEM WHEN ENTERING THE VILLAGE

This subject has been the topic of discussion during many Parish Council meetings. ERYC advised the Parish Council some time ago that if a One Way System was needed then a petition should be started. This item could be placed on the Agenda for the Parish Meeting.

016 TO DISCUSS THE FUTURE OF THE PINFOLD

It was agreed that the Pinfold is a Parish Asset and linked to the history of the Parish. Occasionally there is a cost but this is acceptable.

RESOLVED that no action should be taken at this time.

017 TO DISCUSS THE POSSIBILITY OF REGISTERING RAWCLIFFE AS A NEIGHBOURHOOD WATCH PARISH

The only area which is a Neighbourhood Watch area is Hall Gardens. To have a successful Neighbourhood Watch Parish the Parish should be broken down into definite areas each with a Neighbourhood Watch Coordinator.

RESOLVED – that this item should appear on the Agenda for the Parish meeting.

Signed Date

018 TO DISCUSS THE LIST OF ADOPTED/UNADOPTED ROADS WITHIN THE PARISH

The Clerk has contacted ERYC for a list of adopted/unadopted roads within the Parish and to date this has not been forthcoming. A third party has spoken to Jim McGivern at ERYC who confirmed that none of the roads on the new development off Goole Road are adopted. It is thought that this is because of a dispute regarding sewerage.

It was suggested that the Clerk should find out how to change the status of unadopted roads.

019 TO REPORT AND DISCUSS THE SEVERE WEATHER GRANTS UNDERSPEND**a) 'P' Gate**

ERYC comment that in 2013 permission was granted to use £550 of the Severe Weather Grant underspend towards the cost of refurbishment of the 'P' Gate.

Matthew Wilkinson of ERYC Valuation & Estates replied to Councillor D. McKenna & the Clerk's request for permission to refurbish the 'P' Gate.

RESOLVED that Rawcliffe Parish Council will wait until ERYC have repaired the brickwork before proceeding.

b) Salt Bins

Permission was also granted to use £556.75 towards salt and salt bins

A recent e-mail from Economic Development confirm that the outstanding amount of £459.75

Two salt bins have been ordered from ERYC and will be delivered shortly. Invoices to support the use of the Severe Weather Grant are required by ERYC for audit purposes.

020 TO DISCUSS THE CONDITION OF CHAPEL LANE – POTHOLES

RESOLVED – because these potholes are now a safety issue the Clerk has been instructed to contact ERYC and ask for potholes down Chapel Lane to be filled in.

021 TO REPORT THE SPEED OF VEHICLES TRAVELLING DOWN BELL LANE

RESOLVED – because of safety issues the Clerk has been instructed to contact ERYC and ask for a speed survey on Bell Lane. There are senior citizens bungalows on part of this road which is a cause for concern.

022 TO DISCUSS THE CONDITION OF THE 'LITTLE GREEN' OPPOSITE THE OLD POST OFFICE

RESOLVED – the Clerk has been instructed to enquire whether or not it is acceptable to have large boulders on the grass on the 'little green'. This would stop vehicles 'cutting the corner' and making ruts in the grass.

023 TO DISCUSS THE PROBLEM OF DOG FOULING

RESOLVED - that Rawcliffe Parish Council arrange for delivery of a leaflet to every household in the Parish explaining why dog owners should be responsible for their own dog. Councillor R. Barker will contact the printers for 1,000 leaflets.

024 TO DISCUSS THE REQUEST FROM RAWCLIFFE CRUSADERS FOOTBALL TEAM FOR RAWCLIFFE PARISH COUNCIL TO ACT AS GUARANTOR

RESOLVED - that the Clerk should contact the football team and ascertain what the Parish Council would be standing guarantor for. If this is for the rent for the land or for works, changing rooms, car park etc.,

Signed Date

025 TO RECEIVE A REPORT REGARDING PROGRESS WITH THE PENSIONS REGULATOR

1st March 2016 is the date by which Rawcliffe Parish Council should have in place a Pension scheme for its employees.

The Clerk has contacted East Riding of Yorkshire Council with a view to Rawcliffe Parish Council considering the possibility of participating in the Local Government Pension Scheme (LGPS) administered by the East Riding Pension Fund.

The Pensions Manager has forwarded information to the Clerk who has forwarded this information to Councillor McKenna as a member of the Personnel Committee and Councillor Patrick Sykes, Chairman of the Parish Council.

RESOLVED – the information received from the Pensions Manager regarding the LGPS was favourably accepted and that the Clerk will contact the Pensions Manager and ask for costs involved with the taking up of this offer.

026 TO DISCUSS THE PROPSAL TO MAKE A LEGAL EVENT ORDER IN THE PARISH OF RAWCLIFFE – DEFINITIVE MAP TEAM

RESOLVED – that the relevant documents are signed as confirmation that there is no objection from Rawcliffe Parish Council for this event.

027 TO RECEIVE REPORTS FROM WARD MEMBERS

Both Ward members have forwarded their apologies.

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

	Invoice Total	Deductible VAT
Rawcliffe Village Hall	9.50	
John Morris – Bus shelter cleaning	90.00	
Sign & Display Solutions Ltd., - 'No Parking' signs	88.20	14.70
Henry Jubb – Christmas lighting for Rawcliffe & Rawcliffe Bridge	1,192.80	198.80
ERYC – Maintenance visits to 5 salt bins	228.00	38.00
Yorkshire Water Cemetery 8.12		
Village Green 5.59	13.71	
Clerks Expenses – 4 th quarter	100.00	

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

ERNLLCA – Adjustment to previous invoice	18.00	3.00
ERYC – Grounds Maintenance Rawcliffe Bridge	759.90	126.65
ERYC – Grounds Maintenance Rawcliffe	552.52	92.09
A. Johnson – Interim Internal Audit	150.00	
Lodge Landscapes & Lawns – 2 x Christmas trees	456.00	76.00
Rawcliffe Village Hall	9.50	
P.A. Sykes – reimbursement for travelling @ 45p per mile		
Beverley to collect projector 11.70	30.15	
Barton upon Humber Financial Management seminar 18.45		
This cost is shared equally between Rawcliffe P.C. & Gowdall P.C.		
Clerks Salary	593.60	

Signed Date

Inland Revenue	63.80
John Morris	90.00

RESOLVED – All accounts were passed for payment.

c. To receive and approve the Interim Internal Audit up to and including 30th September 2015

An Interim Report from the Internal Auditor has been received. A copy of this Report has been given to each Parish Council member. The Clerk was thanked for preparing the internal audit for inspection.

RESOLVED – that the Interim Audit of Rawcliffe Parish Council and the Report from the Internal Auditor is received and approved.

Confirmation has been received from Corporate Resources Directorate ERYC acknowledging precept demand for 2016/17 for £43,600, which represents a 9.2% increase.

Pear Technology informs the Parish Council that the Ordnance Survey Public Sector Mapping Agreement (PSMA) has not yet been signed up allowing the Parish Council access to Ordnance Survey data.

The Parish Council can sign up to the PSMA on the Ordnance Survey website.

RESOLVED - that this license should not be renewed.

029 TO CONFIRM THE DATE OF THE NEXT MEETING

The next Parish Council meeting will be held on Wednesday 24th February 2016 at **7.00pm**

030 ITEMS TO BE PLACED ON THE AGENDA FOR THE FEBRUARY MEETING OF RAWCLIFFE PARISH COUNCIL

To review the Financial Regulations, Asset Register, Standing Orders, Emergency Plan ETC

To consider health of the trees at the back of the Village Green.

To set the date for the Annual Parish Meeting and the Annual Meeting of Rawcliffe Parish Council

ANNUAL PARISH MEETING – Must be held between 1st March & 1st June. (7 days notice) and the notice must be signed by the Chairman.

ANNUAL MEETING OF THE COUNCIL (AGM) - Must be held in May.

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

031 DISCUSS, APPROVE AND ACCEPT STAFF SALARY

Staff Salary £593.60

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

032 TO APPROVE PAYMENTS TO INLAND REVENUE

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

Inland Revenue £63.80

There being no further business the meeting was closed at 9.45pm

Signed Date