



Molescroft

Parish Council

MINUTES OF THE MOLESCROFT PARISH COUNCIL MEETING HELD AT 7.00 PM, THURSDAY 20th December 2018 AT THE MOLESCROFT PAVILION.

Present

Councillors: M. Hildyard, (Chairman), J. Heffer, D. Boynton, B Hanneman; M. Jackson, C. Coates, C. Linthwaite, P. Lockyer, M Fleming and M. Smith.

Clerk to Council: Eve Williams and Ward Councillor E Aird.

2074. Apologies

Apologies were received from Parish Councillors B. Gregory and P. Ranson and Ward Councillor D. Healy.

2075. Declarations of Interest.

No interests were declared.

2076. Approval of Minutes of the previous meeting

The minutes of the 15th November 2018 meeting had been circulated and were approved as a true record of proceedings.

2077. Matters arising from the Parish Council meeting on the of 15th November 2018

The matters arising from the 15th November 2018 meeting were recorded and presented as an Action Log. This enables visibility and tracking of work to date to progress all actions raised by the Parish Council. Good progress was noted overall. The Clerk advised that there are 116 actions subject to action and monitoring. 85% of the actions raised are complete; 11.5% are in progress and 3.5% are stalled requiring updates. Actions currently in progress/awaiting updates are 21/06/044 (Public Spaces Protection Order); 19/07/050 (Drop Boxes); 15/11/104 (Consultation Survey). The Clerk further advised that in relation to action 17/05/033 (Commuted Sums Application), ERYC had indicated that the bid had on this occasion been unsuccessful. A discussion followed in which Councillors expressed concern at the outcome especially given the consultative approach adopted by the Council, engaging with ERYC from the outset. Ward Councillor Aird indicated that she was unaware that a meeting of the Commuted Sums Panel had been convened by ERYC to consider such applications nor that the process was changing.

Action: Clerk to correspond further with ERYC Commuted Sums Officer to express Council concerns in relation to the decision and to seek clarity once more as to the Commuted Sums process.

Action: Clerk to schedule meeting with Councillor Hildyard and members of the Pavilion Sub Committee to further consider ERYC Commuted Sums application process and action required (Pavilion enhancements) prior to meeting with ERYC.

Action: Councillor Heffer to liaise with Councillor Fleming to progress survey consultation method.

2078. Update from Ward Councillor

Councillor Healy was unable to attend due to other appointments but he had provided an update regarding the Longcroft School development/Scouts and Air Training Corps provision prior to the meeting. The Clerk had circulated this to Councillors for consideration. Councillor Hildyard commented on the support and persistence from Ward Councillor Healy which had helped to move this matter forward positively. Councillor Aird indicated that Councillor Harold (a School Governor at Longcroft) had also contributed to the ongoing discussion and subsequent progress with ERYC.

Action: Clerk to contact Councillor Healy and Mr Jennings (ERYC) thanking them for their continued efforts and support to ensure appropriate and continued provision for the Scouts/ATC in the Parish is secured.

2079. Correspondence

The Clerk presented a range of correspondence items received since Council last convened on the 15th November 2018. These items were for information, action, consultation and response. The Clerk advised that where possible responses had been provided to the residents in question. Resident concerns regarding the McCarthy and Stone development were highlighted to Council as were continued concerns regarding ongoing development in and around 50 Warwick Drive. Discussion followed. Councillor Hildyard indicated that he had previously contacted the Planning Officer in relation to the McCarthy and Stone development and that whilst some minor adjustment in roof height had been agreed, this was considered not to impact negatively on the overlooking impact of the build on neighbouring properties.

Action: Clerk to correspond again with ERYC Enforcement Officers in relation to the concerns regarding 50 Warwick Drive. Councillor D Healy to be advised also.

Action: Clerk to update concerned residents in relation the McCarthy Stone Development following Council discussion.

2080. Planning Applications/Decisions

The Clerk presented the current planning applications and advised that all comments regarding applications to 19th December 2018 had been made to ERYC via the Planning Portal within agreed timescales.

Application Address	Proposed Works	Comments
103b Woodhall Way	Extension and Conversion	No objections but suggested planning condition be imposed to guard against future use as domestic building
209 Woodhall Way	Extension and Conversion	No issues
10 Molescroft Park	Extension and Conversion	No issues

2081. Local Plan Consultation

Councillor Hildyard advised that he had attended the Planning Forward event held by ERYC and in doing so had drafted a response on behalf of the Council specifically in relation to future local plan development within the Parish. A discussion was held as to the need to consider sites for new settlements with appropriate infrastructure as opposed to the continued growth of established settlements with few and or reduced public amenities. The Councillors supported the draft response prepared and agreed this should be submitted to ERYC.

Action: Clerk to ensure the Council response to forwarded to ERYC by 21st December 2018.

2082. Payment of Accounts

The Clerk updated Council regarding current payments for the month of December 2018. Payments made for December were £3733.86. The Clerk highlighted the utility costs and confirmed that a new supplier had been agreed in February 2018 to commence October 2018. The accounts were agreed for payment and are attached to the minutes for review.

Action: Clerk to continue close budget monitoring to year end.

2083. Budget Setting 2019/2020

The Clerk introduced this item and presented confidential reports previously circulated for Council consideration namely: i) Year to Date Financial Summary Report ii) Draft Revenue Budget Proposals iii) Precept Setting 2019/20 discussion paper and iv) Fees and Charges Review 2019/20.

Councillor Hildyard requested the Clerk work through the documents, presenting a summary of key issues for consideration in determining budget and precept levels for 2019/2020. In doing so the Clerk advised that spending to date is largely as planned but that additional financial commitments mid year in areas of staffing and communication induce a level of overspend. The Clerk indicated that this is off set by passive income levels into the Council (Pavilion hire) and that a small projected net surplus is projected for year end March 2019. The Clerk advised however that this is subject to income levels being sustained for the last quarter and also receipts from HMRC. The Clerk also indicated that the monies allocated for capital projects had yet to be drawn down for 2018/19. A discussion followed as to the priority capital projects for 2019/20. It was agreed that the key priority for capital projects for 2019/20 should be enhancements to the Pavilion building subject to detailed scoping and discussion as to funding.

The Clerk presented a draft budget for 2019/20 and confirmed that this had been trimmed where possible and inflated to reflect actual known costs. Moving forward, the Clerk advised that in order to sustain current agreed spending for 2019/20 an additional increase in revenue budget was required as outlined unless the Council preferred to run with overspends in year. A detailed discussion was held and Councillors agreed the budget should be set at £61311.20 for 2019/20.

Councillor Hildyard commented on the level of detailed information provided by the Clerk and that the reports and analysis were extremely useful in helping inform budget discussions and decisions.

Action: Clerk to continue to monitor and present outturn information in April 2019.

2084. Scale of Fees and Charges

Building on previous discussions regarding Revenue spending for 2019/20, the Clerk presented an outline of Fees and Charges for 2019/20. A discussion was held as to the current levels and the potential for additional income generation should a modest increase be levied. It was agreed that all Fees and Charges should be increased by 3% from 1 April 2019 reflecting increased costs to the Council and associated inflationary rises. All increases would help offset increased operational costs for 2019/20.

Action: Clerk to produce a revised schedule and publish as required.

2085. Precept Setting 2019/20

The Clerk presented papers previously circulated detailing an outline of precept calculations; scale of increase/income generated and a draft budget for 2019/20 which had been agreed at £61311.20. The Clerk advised that the tax base for the Parish had increased on previous years and based on information received from ERYC the tax base for 2019/20 is 3029.1. The Clerk further advised that

against a backdrop of increased operational costs the precept is intended to generate an appropriate level of income necessary to sustain the effective running of the Parish. Having considered the budget requirements for 2019/20, Councillor M Jackson proposed that the precept be increased by 3% for 2019/20 on the revised tax base. This was seconded by Councillor J Heffer. On a show of hands, it was agreed unanimously that the Parish Precept be increased by 3% for a Band D property. This equates to £12.35 and is an increase of 23p on previous years. The Chairman Councillor M Hildyard and Clerk signed the Precept Demand form in accordance with the decision taken.

Action: Clerk to ensure all necessary documentation is signed and issued to ERYC by 18th January 2019.

2086. Bank Update

The Clerk advised that contact with Barclays Bank continues in relation to the bank mandate and associated signing rules. The Clerk was able to confirm that two documents had now been received from Barclays namely i) Simple Mandate Form ii) Complex Mandate Form. The Clerk outlined the differences in these and the options these presented to the Council. A discussion was held as to the options available. Councillor Hildyard proposed that the simple mandate form should be adopted enabling more efficient and effective business management. Councillor Jackson opposed this suggestion with a proposal for a continued use of the complex mandate system. A vote was cast with six (6) in favour of the simple mandate and three (3) voting against this option, namely Councillors M Jackson, J Heffer and D Boynton. The proposal was carried subject to safeguards being in place and revised processes agreed.

Action: Clerk to update the Financial Regulations and develop a clear governance process to support this change.

Action: Clerk to progress with Barclays Bank enabling changes as soon as possible.

2087. Staffing Update

The Clerk advised Council that a recruitment exercise had taken place to secure a suitable candidate for the Assistant Activities and Pavilion Manager post. A suitable candidate had been selected and satisfactory references had been received. Mr Peter Wiles will support Andrew Saint in the running of the Pavilion, providing planned cover and additional capacity for the Council. Peter was introduced to the Councillors and welcomed to the team.

2088. Website Development Update

The Clerk advised Council that work continues to develop the new website with a planned go live date of February 2019. The Clerk presented the draft home page for consideration and sign off. Initial feedback was positive and the Chairman indicated this was an excellent way forward/development for the Council. The Clerk requested that all comments/feedback be received by 30th December 2018 to enable project completion to time and budget.

Action: Councillors to provide feedback by 30th December 2018

Action: Clerk to update Indicoll on comments and seek updated time scales for product launch.

2089. Feedback from Meetings

Councillor Hanneman advised that she had met with the Molescroft Primary School and plans were in process to develop a wildflower meadow adjacent to St Leonards Church. This is in conjunction with the Royal Horticultural Society.

Councillor Hildyard advised that he had been in contact with ERYC Transport Officer regarding the placing of signs on Bus Shelters within the Parish indicating each location. A discussion was held as to the value of this initiative and it was agreed to purchase the signage from ERYC.

Action: Clerk to raise Purchase Order and progress with Graham Benfield/ERYC.

2090. Items for next agenda
Financial Regulations Review 2019/20
Scout Award & Presentation

Date of next meeting
For noting, 17th January 2019
The Chairman closed the meeting 9.00pm

Minutes produced by: Eve Williams, Clerk. Date: 4th January 2019.

Signed.....(Chairman)

Agreed