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**Minutes of the Molescroft Parish Council meeting held on Thursday 21st November 2024 at 7.00 pm in the Pavilion, Molescroft.**

**Procedural Note:** Chair to welcome and formally instate into office, new Councillors, Mr Adrian Costello, Mr Phil Briggs, and Mr Paul Brayford

**Present**

**Councillors:** Cllr Mike Hildyard (Chairman), Cllr Malcom Fleming, Cllr Chris Coates, Cllr Pam Lockyer, Cllr Elaine Aird, Cllr Adrian Costello and Cllr Phil Briggs.

**Clerk to Council:** Andrew Crabbe (Locum)

**Ward Councillor:** David Boyton

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**2960 Apologies**

Clerk advised he had received apologies from Cllrs Chris Burrows, Margaret Pinder, and Paul Brayford

**Resolved** Chair confirmed the meeting was quorate and welcomed Cllrs and visitors to the meeting.

**2961 Declarations of Interest (All) - *To receive declarations under consideration on this agenda in accordance with the Localism Act 2011 s32 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.***

**Resolved** Chair asked Cllrs if they had any interests to be declared relevant to the meeting - none were raised.

**2962 Approval of the Minutes of the Previous Meeting - *To receive and sign as a true record, the Minutes of the previous Parish Council meeting.***

Chair asked Cllrs if they had received and read the minutes of the last meeting – Cllrs in attendance confirmed this was the case and no amendments were requested

**Resolved** Chair signed the minutes as true and correct.

**2963 Action Log (All) - *To review progress on actions/provide updates.***

Please see *appendix 1*

**2964 Molescroft Wildlife Network - *A member of Molescroft Wildlife Network in attendance to provide update on progress of projects***

Karen Murby from the MWN addressed Cllrs and advised she was keen to firm up on the admin structures of the group and the role of the Parish Council in channelling funding.

In response, Chair noted that whilst the Parish council was keen to support the MWN, it was important to note the group were not part of the Parish Council and the two bodies had to be kept separate – any admin support had to be conscious that the Clerk had finite time and should not be spending too much of their time in admin support for the MWN.

**Resolved** Cllrs discussed how the Parish Council could support admin and costs for the MWN and Cllr Coates agreed that he would provide future printing and laminating.

**Resolved** Cllrs also agreed to form a sub-committee which would report back to the Parish Council going forwards – Cllr Costello advised he was happy to organise this.

**2965 Update from Ward Councillor - *Ward Councillor to update on current issues and discuss any concerns raised by the Parish Council.***

Chair welcomed Chris Boyton to the meeting who addressed Cllrs advising the Ward Cllrs were continuing to focus on the ongoing issue with the situation at Weele Refuse Site and efforts to ensure that ERYC consulted properly regarding any alternative sites - there was a consensus that this was not the case previously (when looking at the site of a new recycling centre). It was suggested that Cllr Boyton recommend that in future ERYC let residents know exactly what happens at the recycling sites as lack of information led to residents getting the wrong idea.

**2966 Correspondence Received/Actioned (Clerk) - *To discuss and agree actions for correspondence received.***

Clerk referred Cllrs to outstanding correspondence which had been previously sent to them which need Cllr input or approval - all other correspondence had been dealt with - the summary points of the outstanding correspondence is as follows:

No.1 Request for installation of a powered accessible door - Cllrs noted a communication from a resident requesting that the Parish Council installs powered doors to the pavilion to allow access for disabled users

**Ongoing** Clerk was asked to obtain costs for such a project

No.2 Annual Snapshot of Rough Sleepers in the East Riding of Yorkshire: 2024 - Cllrs noted a communication from ERYC to report any KNOWN rough sleeping in the Parish as of evening of 21st November

**Resolved** Cllrs advised they were not aware of any KNOWN rough sleeping and the Clerk was instructed to communicate this to ERYC

Post Meeting Note - this is now completed

No.3 ERYC consultation on a draft Pavement Licencing Policy

**Resolved** Cllrs agreed unanimously that this did not impact on the Parish but the Parish Council was keen to support local business and as such felt businesses should be allowed to advertise and place dining facilities outside of their premises unless this proved to be an obstruction

No.4 ERYC have advised that the current signs at the Pavilion are not legal and need replacing - Cllrs noted that the signage had been issued by ERYC themselves so they were confused as to the decision

**Resolved** Cllrs agreed that ERYC should be left to remove the signs and new signage would be discussed and agreed at the point

No.5 Molescroft pavilion activities - Cllrs noted a suggestion the Parish Council provide a leaflet advertising the Pavilion as it was felt lots of residents are not aware of what was on offer

**Resolved** Cllrs agreed that the Clerk should draft a leaflet and provide for approval

**2967 Payment of Accounts (Clerk) - *To agree and authorise the payment of accounts for October and show payments made in August to September with bank reconciliations***

Clerk presented Cllrs with accounts report, bank reconciliation and a list of payments to be approved at the November meeting.

**Resolved** Cllrs approved the list of payments to be made at the November meeting and the accounts can be found as *Appendix 2*

**2968 Finance Committee Report - *To provide updates following any meetings of the Finance Sub-Committee.***

**Resolved** No meeting had taken place

**2969 Planning Applications (Clerk)**

**Resolved** Planning applications had been previously sent to Cllrs and Clerk confirmed he was now sending all the planning documentation as requested. The Planning Application and formal observation(s) made by the Parish Council can be found as *appendix 3*.

## Matters Arising

### Ongoing Matters

**2970** Proposals for a Freedom of the Parish Award to recognise and celebrate volunteers in the Molescroft Parish - *Cllrs to discuss if the Parish Council should introduce an award which will recognise the efforts of individuals to improve or enhance the local community - item deferred from October meeting to allow the attendance and involvement of more Cllrs.*

**Ongoing** Cllrs discussed and agreed that they should explore the Freedom of the Parish scrolls which could be used in addition to other forms of recognition of volunteers in the community - Clerk to re-issue the template scrolls and Cllrs to discuss further at next meeting

**2971** Consultation on suggested changes to barriers in snickets - Beverley & Molescroft area - *Cllrs to discuss recent proposals from ERYC to remove barriers and any update from the site visit with the ERYC project officer. item deferred from October meeting to allow the attendance and involvement of more Cllrs.*

Cllrs noted that a meeting had taken place with the responsible ERYC Officer and Cllrs Hildyard and Pinner and in summary it was advised that adaptations to the barriers were required to allow more universal access... the concern expressed by Cllrs at the site meeting was that this also allowed greater access for bike and scooters resulting in engaging in anti-social behaviour.

**Resolved** At this point the matter was closed but the ERYC Officer would ensure the Parish Council was kept up to date with any changes.

**2972** Annual Return for 2023-24 - *Clerk to update on addressing the exemptions outlined in the final audit report - also plans for an interim audit.*

Clerk provided Cllrs with a project plan which listed the exemptions by the external Auditor PK Littlejohn and his proposed actions to resolve these - the plan can be found as **Appendix 4** - in summary Clerk felt that none of the exemptions were insurmountable and unless otherwise instructed, he proposed to continue with the actions and advise Cllrs as he went on.

The only concern was relating to an account held for what were known as the Parish rooms at the school. At the previous meeting he understood the Parish Council had some involvement in the accounts for these rooms - however, during and post meeting, it was duly clarified that although the Parish Council was consulted on spending, it had no control or authority over the accounts which were under the name of the school and audited as such.

Cllrs discussed the exemption relating to the website - Cllrs noted that information was input by the website company - Clerk noted that this was taking a considerable number of days and he had asked if he could do this himself - no response had been received to-date.

Cllrs noted that it had been previously agreed that the Clerk should input new information onto the website, but various factors including Covid and illness had prevented this - it was now time to revisit this issue.

**Ongoing** Clerk was instructed to contact the website provider and ask for training on inputting information onto the website.

**Ongoing** Clerk advised he was planning to look at the contracts / job description exemption first and would look to meet with Andrew Saint and Paul Betts

**Ongoing** Clerk to update Cllrs regularly on progress of the resolution of the exemptions.

### New matters

**2973** Cllrs to discuss Emergency Plan for Molescroft *In light of communication from ERYC that the current plan is more than four years old, Council to decide if to update plan or adopt plan provided by ERYC*

**Resolved** Cllrs duly discussed and agreed to the Clerks recommendation to adopt the ERYC model and the Clerk was instructed to proceed and report back to Council when this was completed.

**2974** Condition of Notice Boards in the Parish - *In light of Cllr Hildyard identifying the noticeboard outside of the shops needs replacing, and following audit of noticeboards in Parish, Cllrs to consider if any further need replacement*

Cllrs were referred to an audit of the noticeboards which can be found as **Appendix 5** to these minutes. The findings of the report were discussed by Cllrs and it was noted that only one of the boards (Copendale Road) was not letting in water. Questions were also asked over the small board opposite Molescroft Arms as there was no path there and it was reasonable to suggest no one ever looked at this.

However main concern was the board outside of the doctor's surgery on Lockwood Road, which the Clerk felt was unsafe and a safety risk – the board only opened halfway frontways, which meant access had to be gained by 'stooping under' and there was a real risk of head injury. Clerk recommended that this board be decommissioned immediately.

**Resolved** Cllrs unanimously agreed that the board on Lockwood Road should no longer be used and the Clerk should post a notice on the board to this effect.

**Ongoing** Longer term, Cllrs agreed to consider the locations and condition of the other boards at forthcoming meetings, starting with the board outside of the shops – Cllr Hildyard felt that this could be replaced with a double board which could feature one of the new history boards

**2975 Amenity Area Woodhall Park - Cllrs to be updated on progress of this project and discuss Parish Council financial contribution previously agreed in principle but now requiring formal approval**

Cllrs duly discussed and Chair noted for the new Cllrs this was a piece of land in the parish which had seen encroachment from adjacent properties and discussions had been ongoing for several years with ERYC to plant up the area to prevent any further damage / encroachment. The matter was now nearing implementation and the Parish Council had previously agreed to contribute £1,300 (from earmarked reserves) for the planting. Cllrs were now being asked to approve this payment.

**Resolved** Cllrs unanimously agreed to the contribution as above – the Clerk was instructed to draft a letter advising ERYC of this decision

**2980 Feedback from Meetings Attended (All)**

No meetings attended

**2981 Items for Next Agenda (All)**

None listed, however Cllrs agreed to move the December meeting to the 12<sup>th</sup> December as the scheduled date was so close to the Christmas week. The meeting would be immediately followed by festive drinks and the Clerk was asked to ensure the Pavilion Manager and his Deputy were invited.

As a point of procedure, the meeting was extended by two 15-minute periods and there being no further business, the Chair closed the meeting at 2121

Signed *Mike Hildyard* (Chair)

Date *December 2024*

Item	Update	Notes
<b>VE Day 80 - 8th May 2025</b> Cllrs noted that there were planned celebrations / commemorations for the 80 <sup>th</sup> anniversary of Victory in Europe Day in May of next year	Ongoing - Cllrs agreed the Annual Jolly should be moved to move and be part of this celebration - Cllrs also discussed a possible beacon to enable the Parish to take part in national celebrations - Clerk to provide details	
<b>Request for grant funding from the Chair of the Friends of Longcroft school</b> Cllrs noted the above request which would be put towards a creative writing project called the first story project. Cllrs confirmed the Parish Council had a grant budget.	Ongoing Clerk waiting for further information	
<b>Peartree Hill Solar Farm Targeted Consultation</b> Cllrs were referred to correspondence from the developer of a proposed solar farm at Peartree Hill farm as part of a consultation process - Clerk advised he was unsure if the proposed solar farm was within the Parish, however even if the immediate solar farm was not, then the infrastructure may be (cables, battery storage)	Ongoing Cllrs waiting for further information in so far as how the project might impact upon the Parish of Molescroft	
<b>Proposals for a Freedom of the Parish Award to recognise and celebrate volunteers in the Molescroft Parish -</b> Cllrs to discuss if the Parish Council should introduce an award which will recognise the efforts of individuals to improve or enhance the local community	Ongoing. Matter dealt with in minutes	
<b>2954 Annual Return for 2023-24 - Cllrs to discuss outcome of audit and exemptions listed on final report. Clerk to update on addressing the exemptions and plans for an interim audit.</b> Cllrs discussed in length and the key	Ongoing Matter dealt with in minutes -	
<b>History Boards</b> Cllr Hildyard advised that the new history boards have arrived - one was available at the meeting for Cllrs to view. It is considered one could be fixed on the security fence facing Woodhall Way near the notice board, one in the foyer or in each of the rooms and the head teacher would like one for Molescroft School	Ongoing Boards to be installed over the next few weeks as above	
<b>Noticeboards</b>	Ongoing Item to be discussed in further detail at November meeting	

<p>Cllr Hildyard noted that board at the shops needs to be replaced. The plexiglass is scratched and the plywood at the rear is peeling. Cllr Hildyard suggested the PC investigate a new ‘double notice board’ accommodating notices and a history board in this prominent position. Clerk noted that he had noticed quite a few of the boards were leaking water into the boards and making notices illegible. He proposed to carry out an audit prior to the next meeting and report formally back to Cllrs.</p>		
<p><b>Pighill Buffer strip.</b> Cllr Hildyard advised he was aware of correspondence in which it was advised ERYC officers are presenting a report to the Chief Executive re future action.</p>	<p><b>Ongoing</b> To be discussed again when further information was available</p>	

Molescroft Parish Council				
Accounts for the Month of October.24 - presented at the November24 Meeting				
Table 1: Bank Reconciliation for month end of September 2024 (Reconciled with Statement dated 30th Sept.24)			Table 4 Payments to approved at the November.24 Meeting	
Community Account ****2871	£973.67		4.1 Salaries	
Earmarked Reserve ****2535	£75,118.31			
General Reserve ****2898	£18,194.61			
Total Funds held by the Parish Council as of 1st October 2024 - reconciled with bank statement 30th Sept.24 =		£94,286.59		
Table 2 : Transactions in October 2024 (Community Account Only)			4.2 General Spend	
Total Spend	£6,881.24			Total
Total Income	£13,021.15			VAT
New Balance of as 31st October 2024 =		£7,113.58	MKM Building Supplies	£12.24
Reconciles with Bank Statement dated 1st November 2024			Starboard System (Scribe) INV-7619	£42.00 £7.00
Table 3: Bank Reconciliation for month end of October 2024 (Reconciled with Statement dated 1st November.24)			Kcom - Voicemail Services BUS1842569	£9.99 £1.66
Community Account ****2871	£7,113.58		Andrew Saint- Expenses for October	£14.30
Earmarked Reserve ****2535	£75,118.31		Paul Betts - Expenses for October	£9.10
General Reserve ****2898	£8,194.61			
Note - £10,000 was transferred from the General Reserve to the Community Account was showing less than £2,387 - shown on Bank Statement and Receipt in Account Folder				
Total Funds held by the Parish Council as of 1st November 2024 - reconciled with bank statement 1st November =		£90,426.50		

## Planning Applications for Molescroft Parish Council for the November.24 Meeting

REF. NO.	LOCATION	PROPOSAL	STATUS	Obs Date and PC Comments
24/02968/TPO	1 The Lawns Molescroft HU17 7LS Applicant: Dr Joshua Griffith	TPO - MOLESCROFT HALL, MOLESCROFT - 1968 (REF 105) W1 - Crown lift 1 no. Cherry tree (T5) by 1 metre and side reduce by 1 metre as it is overhanging a public road, has suffered damage from passing vehicles, and is becoming difficult to walk under	Works to Protected Trees	The Parish Council are not aware of any grounds for objecting to this application
24/02957/PLF	43 Nornabell Drive Molescroft East Riding Of Yorkshire HU17 9GJ Applicant: Mr And Mrs Dyer	Erection of a single storey extension to rear	Full Planning Permission	The Parish Council are not aware of any grounds for objecting to this application

Cllrs may view the applications on the planning portal using the link

<https://newplanningaccess.eastriding.gov.uk/newplanningaccess/search.do?action=simple&searchType=Application>

and the reference no. below

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## 2972 Annual Return for 2023-24

Clerk to update on addressing the exemptions outlined in the final audit report – also plans for an interim audit.

Issue raised by the AGAR Report – Exemptions Listed in final report	Financial Officer Recommended Actions to address the issues
<p>Section 1, Assertion 1 has been incorrectly completed, as it has come to our attention that the Authority did not undertake periodic bank reconciliations in 2023/24. This is consistent with the Internal Auditor's response to Internal Control Objective I.</p>	<p>I have recommended a format to be used for the monthly accounts report which now show monthly reconciliations with the bank statements – these should be provided to Cllrs to allow them to verify and cross reference the accounts report to the bank statements.</p> <p>It is recommended a full bank reconciliation is carried out quarterly as a minimum using the bank reconciliation form template provided by Littlejohn as part of their AGAR</p>
<p>Section 1, Assertion 5 has been incorrectly completed, as it has come to our attention that the Authority did not conduct a risk assessment in 2023/24. This is consistent with the Internal Auditor's response to Internal Control Objectives C and H.</p>	<p>Not entirely sure what this means – do they mean a general risk assessment or a financial risk assessment – assuming it is the latter, but will speak to internal auditor to understand this</p>
<p>The smaller authority did not arrange for an independent internal auditor to review the internal controls and give their conclusion in the Annual Internal Audit Report during 2023/24 and did not disclose this by answering 'No' to Section 1, Box 6. It has also disclosed that it took appropriate action on all matters raised in reports from internal and external audit, by answering 'Yes' to Section 1, Assertion 7, which is not correct.</p>	<p>This is an historical exemption and cannot be rectified beyond making sure it does not happen again.</p> <p>The Parish Council has agreed to an interim internal review alongside the main year end review as part of the annual AGAR audit Would recommend that quarterly financial reports are provided to Cllrs – this means that issues are identified and dealt with early on, but also the framework for the year end report is already in place. The Parish Council may already do this, but I am not aware of this.</p>
<p>The AGAR was not accurately completed before submission for review. Please ensure that amendments are corrected in the prior year comparatives when completing next year's AGAR. Information received from the smaller authority indicates that assets purchased during the year have not been included in Section 2, Box 9.</p>	<p>This is an historical exemption and cannot be rectified beyond making sure it does not happen again.</p> <p>All recent purchases (laptop, printer, leaf blower) have been added to audit list. Suggest this is formally reviewed at a forthcoming meeting as an agenda item</p>
<p>The smaller authority has confirmed that it has not complied with the governance Assertions in Section 1, Boxes 2 &amp; 8, but it has provided the</p>	<p>This is an historical exemption and cannot be rectified beyond making sure it does not happen again.</p>

appointed auditor with an adequate explanation for non-compliance and details of the actions necessary to address weaknesses identified.	
In the completion of the Annual Internal Audit Report, the internal auditor has drawn attention to weaknesses in relation to employee contracts and publishing information on a website. In their interim internal audit report the internal auditor has highlighted a number of weaknesses. As we have not been provided with a copy of the final internal audit report, we are unable to assess the progress against the recommendations made. The smaller authority must ensure that action is taken to address these areas of weakness in a timely manner.	<p>As a retired HR Director I am more than happy and capable to carry out this review with the employees of the Parish Council.</p> <p>An issue identified in the latest JNC Payreview is that there is uncertainty as to pay grades and how these fit it with the JNC grades – the payroll provider is unable to provide this and employees do not know what grade they are on</p>
The smaller authority has not provided an adequate explanation for the variance between the prior and current year values in Box 6 of Section	This is an historical exemption and cannot be rectified beyond making sure it does not happen again.

**No.1 Woodhall Way – outside of shops - Minutes and general notices**

Screen is damaged to point no notices are visible.... water is coming into the board – already identified by Chairman as needing to be replaced.



**No.2 Molescroft Avenue, outside of school – minutes and other notice**

Although it looks relatively new, the board is clearly letting in water – number of the notices were not legible





**No.3 Copandale Road - Minutes and other notices.**

Large board, no evident water ingress – all notices are visible and clear. Only minor issue is one of the locks does not work. Also, large bush in front of the board



**No.4 Woodhall Way, side of bus shelter - meeting dates and other notices – no minutes**

Narrow board. only really allowing two sheets of paper – good location but severely water logged and notices in were illegible. Photo to right shows just how wet the cork is – we to the touch and not had any rain recently. Old gentleman at bus stop asked what I was doing and commented “no bugger reads the notices cos cant see them”



**No.5 Molescroft Road, opposite side of road to Molescroft Arms - meeting dates and other notices – no minutes**

On grass bank, no footpath – would question location as not sure who will see this. Very small and limited to two sheets of A4. Was covered in rose bush and is letting water in badly and notices are illegible



## No.6 Lockwood Road, outside of doctors - minutes and other information

Letting in water badly and photos show just how bad this is

Also, it is my view (as a qualified Rpii playground and Park Inspector) that the board is not fit for purpose and a safety risk. It only opens so far as the photos show and means have to duck under and stopping to put the notices on. This is extremely difficult for anyone with any height with a risk of hitting their head

