



Molescroft

Parish Council

MINUTES OF THE MOLESCROFT PARISH COUNCIL MEETING HELD AT 7.00 PM, THURSDAY 18th April 2019 AT THE MOLESCROFT PAVILION.

Present

Councillors: M. Hildyard, (Chairman), M. Fleming (left the meeting at 8pm), C. Linthwaite, D. Boynton, J. Heffer, B. Gregory, B. Hanneman and C. Coates.

Clerk to Council: Eve Williams.

2134. Apologies

Apologies were received from Parish Councillors M Smith, P Lockyer, P Ranson and Ward Councillor D Healy. The Clerk advised that Councillor P. Ranson had requested a note of thanks be expressed to the Council and that he wished it to be known that he had enjoyed serving the Molescroft Community. He wished the Council well for the future. Councillor D Healy also expressed his thanks to the Council for the support offered in the past four years and wished the Council well.

2135. Declarations of Interest.

No interests were declared.

2136. Approval of Minutes of the previous meeting

The minutes of the 21st March 2019 meeting had been circulated and were approved as a true record of proceedings.

2137. Matters arising from the Parish Council meeting on the of 21st March 2019

The matters arising from the 21st March 2019 meeting were recorded and presented as an Action Log. This approach continues to enable visibility and tracking of work to date to progress all actions raised by the Parish Council. Good progress was noted overall with a total of 167 actions subject to follow up year to date. Updates were provided and work continues in all areas. Councillors Hildyard and Coates advised that actions 21/02/146 (Hayride Fencing) and 21/02/155 (display of Longcroft School banner) have been progressed and the action log is to be updated accordingly.

Action: Clerk to continue to progress actions as required.

2138. Update from Ward Councillor

Councillor Healy had previously advised he was unable to attend the meeting and therefore no update was available from Ward Councillors.

2139. Correspondence received/actioned

The Clerk presented a range of correspondence items received since Council last convened on the 21st March 2019. These items were for information, action, consultation and response. The Clerk advised that where possible responses had been provided to the agencies/people in question. A discussion took place in relation to the items of key correspondence received and direction given by Council. Correspondence from the external Auditor PKF Littlejohn was noted and specifically the key

dates for financial returns and the exercise of public rights. The Clerk advised that meetings had already taken place and work was in progress with the Accountant to finalise end of year accounts which will be presented at the May meeting of the Parish Council. Of note was a request from a local resident for additional litter bin provision in the vicinity of the Driffield Road West Bus Stop. Councillors discussed the options for this including costs which are estimated at an approximate £500. Councillors agreed that a bin should be considered and installed when procuring similar items for installation at the Pavilion. Councillor Coates shared concerns regarding use of the pavilion grounds after dark by groups of Youths in the Parish and specifically shared concerns regarding suspected drug/alcohol use. A discussion took place regarding what the Council could do beyond the existing health and safety/public liability provisions. It was suggested that an additional approach to the Police be made to further express Council concerns and that My Community Alert links via Councillor Heffer should be further exploited.

Action: Clerk to explore options for the provision of additional litter bins in the location outlined. Action: Clerk to finalise end of year accounts and present at 16th May 2019 meeting including the Annual Governance and Audit Return (AGAR).

Action: Councillor Heffer to liaise with Inspector P Hinch regarding Council concerns re drug/alcohol misuse and to update Council on the 16th May 2019.

2140. Planning Applications/Decisions

The Clerk presented the current planning applications and advised that all comments regarding applications to 18th April 2019 had been made to ERYC via the Planning Portal within agreed timescales.

A discussion took place regarding the loss of established trees within the Parish and the concerns expressed in parallel by some local residents. The Clerk advised that in responding to the application to carry out works to protected oak trees in Savile Close, Molescroft, she had commented on behalf of the Council that there continues to be significant loss of such established trees as a result of poor/lack of planned tree conservation and management. This being an area of concern for the Parish Council and a prompt to ERYC to consider.

Application Address	Proposed Works	Comments
Savile Close, Molescroft.	Work to protected trees (felling)	No objections given state of tree health. Site visit carried out by Councillor Linthwaite. However, Council concerns stated given recent loss of established trees within the Parish due to lack of planned management.
Copandale Road, Molescroft.	2 storey and single storey extension following demolition.	No objections/concerns noted.
Geneva, Woodhall Way, Molescroft.	Single storey extension and detached garage.	No objections/concerns noted.

2141. Payment of Accounts

The Clerk updated Council regarding current payments for the month of April 2019. Payments made for April 2019 were £4619.07. The Clerk highlighted additional expenditure in a number of areas namely staffing; audit and governance and annual membership of professional organizations. The accounts were agreed for payment and the Chairman and Clerk (Responsible Financial Officer) signed the payment schedule as correct and for authorisation.

Action: Clerk to continue close budget monitoring in year.

2142: Year-end Outturn

The Clerk presented reports circulated previously to Councillors detailing the current year end financial position for the Council. In doing so the Clerk highlighted that despite variable spending and some overspends in year the end of year revenue budget position presented a small surplus against the original budget set of £51432.92. Revenue spending had been largely as planned with the exception of additional staffing costs, project costs and additional expenditure attributed to audit and payroll services. The reports presented a detailed summary of spending against budget enabled by close budget monitoring and reconciliations throughout the year. Moving forward for 2019/20 the Clerk indicated that the budget may be better profiled ensuring funds were in the right place when needed thereby guarding against in year overspends. The Chairman noted the report contents and value in helping the Council make informed decisions and thanked the Clerk for the work completed. The range of recommendations presented in the reports were agreed.

Action: Clerk to implement recommendations outlined in report item 2142.

2143. Income and Account Balances

The Clerk presented a report previously shared with Councillors regarding income generated for 2018/19 and the end of year bank balances for the Council. The Clerk explained the different types of accounts held and how the balances in each relate to key areas of spending for the Council namely i) business account ii) community account (capital & revenue) iii) reserve account (precept). Income balances to year end were positive with an increase on previous income generated from the hire of Council assets (Pavilion and Grounds). Moving forward, the Clerk recommended that all future Council decisions regarding planned expenditure for Capital schemes should be considered in this wider financial context and also suggested that appropriate contingency funds should be agreed for all major schemes. The Chairman noted the increased income levels and thanked the Clerk for the detailed report presented.

2144. Capital Programme

The Clerk presented the current Capital Programme for review. A discussion was held as to the current and potential future priorities including suggestions for improved play provision in the Grove Park/Rosemary Walk areas of the Parish. Councillors considered that the suggestions were useful and that the programme should be formally reviewed later in the year.

Action: Clerk to present Capital Programme at the June 2019 meeting of the Parish Council to consider options, priorities and allocation of funds to the agreed schemes.

2145. Pavilion Build Project Update

Councillor Hildyard updated Council on progress with attaining quotes for the proposed works to extend and enhance the facilities at the Pavilion. Three written quotes were now available and had been shared with the Clerk. An outline of costs had been provided indicating a broad provisional capital cost of £16,000 for the internal works and an additional £10,000 for work to construct an outside toilet. A discussion was held as to the viability of the proposals and specifically the option of delaying the external works (outside toilet provision) until 2020. Councillor opinion was varied in relation to the proposed schemes specifically in relation to the self-funding of the works as opposed to financial support being secured from ERYC commuted sums fund. The Clerk shared an email

indicating that that recent communication from ERYC Commuted Sums Officer indicated that funding would be unlikely given it was not enabling sport and play with the Parish. A discussion took place regarding the conditions attached to commuted sums monies and some disappointment was expressed by Councillors that this option appeared closed to the Council. Councillor B Gregory proposed that the scheme should be delayed given the costs detailed. This was seconded by Councillor D Boynton. Councillor Coates proposed a counter motion to proceed with the scheme as detailed (internal and external) works thereby enabling the Council to improve the facilities on offer to the local community and specifically offer a varied room hire/use thus generating additional income. This was seconded by Councillor C Linthwaite. A vote was held and the motion carried (4 to 2) to proceed with the works as a self-funded capital scheme for the Council.

Action: Clerk to schedule site meeting with interested parties to progress scheme of works and to update staff on plans and timescales once known.

2146. Petanque at Molescroft

The Clerk advised that the bid to the ERYC Commuted Sums fund had been successful. Councillors considered this a positive step and an opportunity for the Council to further enhance the sport and play facilities offered within the Parish. The Clerk explained that a further site visit would be needed and revised quotes given the lapsed time since submission of the original application to ERYC. The Clerk further advised that it is expected ground works will commence Summer 2019.

Action: Clerk to schedule site visit with preferred contractor to review specification and rework quote and to ensure ERYC are kept updated on progress.

2147. Website Update

The Clerk advised Council of progress with the development of the new website both in terms of content written and timescales for launch and associated issues in relation to the server access to effect the changes. After concerted effort by the Clerk, KCOM and the Developer the new website was launched and presented. The Clerk advised that the new website is structured around four key feeds i) Latest News ii) Parish Projects iii) Corporate information for example minutes, audit reports for example and iv) meet the team and what's on at the Pavilion. Gallery pictures have been added in addition to copy. The Clerk advised that the Website will be updated at fortnightly intervals (subject to new content) or sooner if needed. Councillor Hildyard commented that the new site is an excellent step forward and Councillors concurred in their recognition of the work involved and progress made. The Clerk further advised that the new email provision would be expected to come on stream within the next two weeks. Councillors will be required to access the new accounts and change passwords to ensure account security is maintained.

Action: Clerk to manage the new website as required.

Action: Councillors to access new email accounts and change password as soon as possible with support from the Clerk as required.

2148. Elections

The Clerk advised that a Notice of Uncontested Election had been received from ERYC indicating that those nominated were duly elected. The notice is displayed in the Parish Centre notice board. A discussion was held as to the need to co-opt Councillors given the current number of vacancies. Councillor Heffer had been approached by a resident in this regard. The Clerk advised of key dates for the return of election expenses claims. She also suggested that an Induction process for all

Councillors taking office may be useful enabling all necessary documentation to be shared and signed at this meeting. The Chairman advised that this had not happened previously but Council considered this a useful suggestion especially if co-opting new councillors.

Action: Clerk to further discuss co-option process and timescales including scheduling of planned induction session.

2149. Drop Boxes

The Clerk advised that despite repeated contact with Royal Mail personnel there had been no progress on the removal of the drop boxes within the Parish. Councillor Heffer expressed frustration and concern at the lack of progress. A discussion was held as to the options available and it was suggested that a direct approach be made to the CEO of Royal Mail.

Action: Councillor Heffer/Clerk to progress.

2150. Feedback from Meetings Attended

Councillor Hildyard updated the meeting regarding continued discussions with ERYC in relation to ongoing concerns of encroachment onto community land at 50 Warwick Drive, Molescroft. He explained that the works carried out initially did not require planning approval from ERYC but rather required Building Control approval. Councillor Hildyard also advised that the plans/works for the initial extension were completed by a private architect in 2013 and as such the Council (ERYC and Molescroft) have no right of review, as the plans are not publicly available. ERYC are then unable to advise what the building regulations permission is actually for as they have no public record. ERYC have also indicated that potentially this type of encroachment is a growing problem within the County. Councillor Hildyard reported that ERYC are considering their approach regarding this issue at 50 Warwick Drive and have engaged with their Legal team. However, they also indicate that they may consider issuing a licence for the use of the land rather than pursue enforcement options. A discussion was held and Council considered this unacceptable. Councillor Hildyard indicated that one option open to the Parish Council may be to formally lodge an official complaint with ERYC.

Action: Clerk and Councillor Hildyard to draft further letter of complaint to ERYC in relation to current encroachment at 50 Warwick Drive.

Councillor Hildyard updated the meeting that positive comments had been received from some residents regarding the new Bus Shelter signage and suggested that an additional sign be provided for the shelter near the shops in the Parish. A discussion was held as to what the sign should say. It was agreed that this should read "Woodhall Way Shops". He also advised that new contact number signage will be installed by ERYC week commencing 22nd April 2019.

In closing the meeting, Councillor Hildyard formally thanked all Councillors for their service and wished them well for the future.

Action: Councillor Hildyard to liaise with ERYC regarding additional sign provision.

2151. Items for next agenda

Pavilion build/enhancement update (Cllr Hildyard)
Petanque project update (Clerk)
End of Year Accounts (Clerk)

AGAR signing (Clerk and Chairman)

Date of next meeting

For noting, 16th May 2019

The Chairman closed the meeting 9.10pm

Minutes produced by: Eve Williams, Clerk. Date: 29th April 2019.

Signed.....(Chairman)

Agreed