



Molescroft

Parish Council

MINUTES OF THE MOLESCROFT PARISH COUNCIL MEETING HELD AT 7.00 PM, THURSDAY 16th May 2019 AT THE MOLESCROFT PAVILION.

Present

Councillors: M. Hildyard, (Chairman), C. Linthwaite, J. Heffer, B. Hanneman, P. Lockyer.

Clerk to Council: Eve Williams. One member of the public.

2152. Taking of Office and Signing of Declaration

The Clerk opened the meeting and welcomed Councillors elect to the meeting. The Clerk subsequently shared key documentation for signing enabling formal acceptance of office. The Declaration of Pecuniary Interest forms were also completed and signed. The Clerk signed and accepted the forms and wished the new Council body a successful term.

2153. Election of Chairman and Vice Chairman

The Clerk advised that it was necessary for a Chairman and Vice Chair to be elected. Councillor J Heffer proposed Councillor Hildyard for Chairman and Councillor Fleming for Vice Chair. This was seconded by Councillor Hanneman and carried.

2154. Apologies

Apologies were received from Councillor M Fleming and Ward Councillor D Boynton

2155. Declarations of Interest.

No interests were declared.

2156. Nominations of Councillors as representatives to the following roles and/or committees

Organisation/Committee	Current Representative
Chairman	Councillor Hildyard
Vice Chairman	Councillor Fleming
Sub Committees	
Assets (to include allotments; play areas and bus shelters)	Councillor Heffer
Information Management (to include Data Protection)	Councillor Linthwaite & Mrs E Williams (Clerk).
Pavilion (to include Building, site, health & safety and usage)	Councillors Fleming and Hanneman
Planning	Councillors Hildyard and Linthwaite
Policy (to include Finance)	Councillors Hildyard and Mrs E Williams (Clerk)
Web Site & external Communications	Councillors Hildyard, Fleming, Lockyer, Heffer

Personnel, Equality and Human Rights	Councillors Hildyard; Heffer and Lockyer
Partner/External Liaison	
Police Liaison	Councillors Heffer
Press Liaison	Councillor Hildyard and Mrs Eve Williams (Clerk)
School Liaison	Councillor Fleming and Heffer
Beverley Renaissance	Councillor Hildyard
Parish Centre Representatives	Councillors Hanneman and Lockyer
Beverley Braves	Councillor Linthwaite

Councillor Hildyard indicated that the membership of the committees detailed would need to be further reviewed following any additional changes to the Council body at the June 2019 meeting.

2157. Meeting dates 2019/20

The clerk presented proposed meeting dates for 2019/20. These were agreed.

Action: Clerk to circulate dates to all Councillors. In addition, schedule of meeting dates to be posted to the website and in Parish noticeboards.

2158. Approval of Minutes of the previous meeting

The minutes of the 18th April 2019 meeting had been circulated and were approved as a true record of proceedings.

2159. Matters arising from the Parish Council meeting on the of 18th April 2019

The matters arising from the 18th April 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 179 actions subject to follow up year to date with a total of 86% completed. Updates were provided and work continues in the remaining areas.

Action: Clerk to continue to progress actions as required.

2160. Update from Ward Councillor

Councillor Healy introduced Councillor L Johnson newly elected to the St Marys Ward and updated the meeting regarding the local election results. Councillor Healy reiterated the role of Ward Councillors in helping to facilitate solutions to community issues and escalate contact with ERYC where needed. He also indicated that Ward Councillors are committed to attend every Parish Council meeting and in doing so wished to adopt a 'case work' approach ensuring all actions raised were recorded, monitored and capable of being shared with partner agencies. He asked if the Clerk could share the current approach adopted by Molescroft Parish Council. A discussion was held in relation to longstanding concerns relating to the development (and linked enforcement issues) at 50 Warwick Drive, Molescroft. Councillor Healy advised that he is a member of the Eastern Area Planning Committee and Councillor Hildyard requested he look at the issues again raised in relation to this development. The ongoing issue of the removal of drop boxes within the Parish was highlighted and a question raised as to the wider impact within Beverley Town and Woodmansey. Councillor Linthwaite informed the meeting that local residents have raised concerns regarding the removal of a bench by ERYC in the vicinity of Manor/Copandale Road. Councillor Healy committed to look into this issue given the lack of seating for those residents walking from Beverley to Molescroft.

Action: Clerk to share the Action Log template with Ward Councillors

Action: Ward Councillor Healy to look at the issues raised in relation to i) 50 Warwick Drive enforcement concerns ii) Reinstatement of the bench.

2161. Correspondence received/actioned

The Clerk presented a range of correspondence items received since Council last convened on the 18th April 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. A letter received from Mrs Tullock was shared with the meeting regarding concerns in relation to the perimeter/boundary garden fence abutting the Pavilion field. Councillor Hildyard agreed that he would visit the site and meet with Mrs Tullock to discuss concerns arranging for the reinstatement of appropriate boundary fencing where possible. The Clerk advised that the final order relating to traffic regulation changes in the Parish had been received from ERYC which had previously been circulated and commented on. The Clerk further advised of an email correspondence item regarding the possibility of holding children's football practice on the Pavilion field during summer time. A discussion was held as to the practicalities of this and how this may affect fee paying clients.

Action: Councillor Hildyard to visit Mrs Tullock to discuss concerns re boundary fence and agree a suitable solution.

Action: Clerk to contact K Jagger to establish if this group is a volunteer led activity.

2162. Planning

Application Address	Proposed Works	Comments
Old College Drive	Work to protected trees	No issues/objections
Molescroft Carr Farm	Work to protected trees	No Issues/objections
Thurlow Drive	Extension	No issues/objections but comment of possible overdevelopment
Malton Road	Ménage/Business (retrospective)	No issues/objections

The Clerk advised that all applications had been commented in within the required timescales and updates to the ERYC planning portal had been provided.

2163. Payment of Accounts

The Clerk updated Council regarding current payments for the month of May 2019. Payments made for May 2019 were £7775.78. The Clerk highlighted expenditure in a number of areas namely utilities; operational and project costs and explained where and why additional expenditure had been incurred on previous years. The Clerk also highlighted the Insurance renewal costs which had been negotiated to enable appropriate cover for less cost over the term of the insurance. 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.

2164: Year-end Accounts 2018/19

The Clerk presented a copy of the Accounts produced by the independent Accountant Dutton Moore. The accounts were consistent with in year budget monitoring and indicated a small surplus at year end with continued income generation from the hire of the Pavilion facilities. The Clerk

explained in detail how the accounts related to the current bank balance information also presented. She also informed Council of feedback received from the auditor commending the work in year to ensure effective and robust budget management and financial controls. A discussion was held as to expenditure and income of the Council and the accounts were agreed.

Action: Clerk to ensure appropriate and continued budget management and to publish the necessary financial information in accordance with the AGAR requirements.

2165. Audit and Governance Annual Return (AGAR)

The Clerk presented the completed AGAR for signing by the Chairman and Clerk. She explained that this return is completed by the independent accountant using detailed financial information and end of year accounts. The AGAR is a statutory requirement and will be shared with the external auditor PKF Littlejohn alongside detailed supporting documentation by 1st July 2019. In addition, the AGAR must be published for a statutory period enabling local residents to review the audited accounting statements of the Council. A discussion was held as to these requirements. The Clerk confirmed that in addition the Council this year are subject to additional scrutiny by way of an 'intermediary review'. In practice this means sharing additional documentation to demonstrate key decision-making processes relating to financial and audit requirements and continuity. The AGAR was agreed and signed by the Chairman and Clerk.

Action: Clerk to ensure all onward Audit requirements are met submitting all necessary paperwork by the 1st July 2019.

2166. Pavilion Build Project Update

Councillor Hildyard updated Council on general progress and timescales regarding the project and specifically with additional cost information for the installation of windows to the rear of the new accommodation. The project is scheduled to commence 29th July 2019 with a completion expected within four (4) weeks. The proposed additional costs for windows were £2400. A discussion was held as to the need for the windows and security shutters at this time. It was agreed that if needed (dependent on use etc) this work could be completed at a later date and costs would not be incurred at this time. Councillor Hildyard advised that a meeting had been held with the contractor and that the Clerk had requested a detailed schedule of works with costings. Thus, enabling an assessment of project delivery and appropriate payments to be made for works completed. Councillor Hildyard indicated that given the works will take place into the summer months financial delegation would be needed to enable staged payments to be made to the contractor. Council agreed that Councillors Hildyard and Fleming should have delegated authority to make payments when required. Councillor Linthwaite suggested that the Planning subcommittee could support the overall governance/monitoring of works as they progress. This was agreed and seconded by Councillor Heffer.

Action: Councillors Hildyard and Fleming and Clerk to ensure appropriate payments for works completed in accordance with schedule of works

Action: Planning sub committee members to convene as required to ensure appropriate project oversight and due diligence.

2167. Petanque at Molescroft Project Update

Councillor Hildyard and the Clerk updated the meeting on progress since Council last met. A site visit with the preferred contractor to firm up Council requirements including finishes to paths, seating

and terrain size had taken place on the 1st May 2019. Councillors Hildyard, Fleming, the Clerk and Andrew Saint were in attendance. A revised quote and drawing of the site/works had been received which falls within the original costings submitted and award granted by ERYC. The project is scheduled to commence 22nd July 2019 with works completed within 2 weeks. Councillor Hildyard indicated that storage containers would be needed on site for this time and that residents would be advised of planned works ahead of commencement.

Action: Clerk to progress project plans/delivery with the contractor and ensure Council are kept informed

Action: Clerk to draft a letter of update to residents for signing by Chairman and subsequent issue.

Action: Clerk to update ERYC Commuted Sums Officer on progress and timescales.

2168. Managing People Performance policy

The Clerk introduced this item explaining how a formal objective setting and appraisal process is integral to good people management and wider business planning. A discussion was held regarding the process outlined and it was agreed that the policy and proposed framework was a positive step forward and necessary. The policy was agreed. Councillor Hildyard raised the wider issue of objective setting for the Council and the opportunity to do so in this next year, reviewing key objectives and targets. The Clerk indicated that this would be a useful way forward, aligning targets to budgets in the form of a business plan.

Action: Clerk to publish policy as agreed.

Action: Clerk to facilitate a business planning workshop as required to align with key budget setting processes in year proposed for Quarter 3).

2169. Feedback from Meetings Attended

No further updates/reports were provided.

2170. New Councillor Photographs

Photographs were taken by the Clerk of the new Council body for posting to the Council website.

2171. Items for next agenda

Pavilion build/enhancement update (Cllr Hildyard)

Petanque project update (Clerk)

Quarter 1 Budget monitoring (Clerk)

Councillor Co-option (Clerk)

2172. Date of next meeting

For noting, 20th June 2019

The Chairman closed the meeting 9.10pm

Minutes produced by: Eve Williams, Clerk. Date: 23rd May 2019.

Signed.....(Chairman)