



Molescroft

Parish Council

MINUTES OF THE MOLESCROFT PARISH COUNCIL MEETING HELD AT 7.00 PM, THURSDAY 17th May 2018 AT THE MOLESCROFT PAVILION.

Present

Councillors: M. Hildyard, (Chairman), M. Fleming, P. Ranson, J. Heffer, C. Linthwaite, M. Smith, P. Lockyer, C. Coates, M. Jackson, D. Boynton, B. Gregory, B. Hanneman,
Clerk to Council: Brian Clarvis (retiring) & Eve Williams (new appointee). Ward Councillors Denis Healy and Elaine Aird.

1876. Election of Chairman

The role of Chairman and Vice Chairman for 2018/19 was discussed. Councillor Gregory nominated Councillor M Hildyard to the role as Chairman and Councillor M Fleming to the role of Vice Chairman. This was seconded by Councillor J Heffer and the vote carried.

1877. Apologies

No apologies were received.

1878. Declarations of Interest.

No declarations of interest were declared.

1879. Nomination of Councillors as representatives to Council Sub-Committees

In support of Council governance further consideration was given to the current committee structures and councillor representatives to these committees. Councillor Gregory suggested that the nominations be taken on block and agreed as outlined below. This was seconded by Councillor M Jackson. The vote was carried.

Organisation/Committee	2018/19 Representative
Chairman	Councillor Hildyard
Vice Chairman	Councillor Fleming
Sub Committees	
Pavilion Sub Committee	Councillors Coates, Hanneman & Ranson
Planning Sub-Committee	Councillors Hildyard, Gregory and Linthwaite
Web Site Sub-Committee	Councillors Hildyard, Fleming, Lockyer, Heffer
Information Management (to include Data Protection)	Councillor Linthwaite & Mrs E Williams (Clerk).
Personnel, Equality and Human Rights	Councillors Hildyard; Gregory, Ranson & Heffer.
Partner/External Liaison	
Police Liaison	Councillors Heffer and Jackson
Press Liaison	Councillor Hildyard and Mrs Eve Williams (Clerk)
Beverley Renaissance	Councillor Hildyard and Councillor Fleming
Parish Centre Representatives	Councillors Hanneman, Ranson & Smith
Beverley Braves	Councillor Boynton

1880. Chairman's Report

Councillor M Hildyard reviewed achievements for 2017/18 and noted that this year had seen continued progress within the Council. A number of proposed projects were delivered which both enhance the Pavilion and the grounds for continued community use whilst ensuring value for money for local residents. For example, the Pavilion building extension was completed enabling additional storage. Two wooden bus shelters on Driffield Road were replaced with brick-built shelters. The Pavilion car park was white lined and a new mower purchased. A long standing financial and contractual issue with ADT was resolved enabling improved services from an alternative provider. The Commemorative World War 1 plaque was restored and new signs directing visitors to the Pavilion were erected. In preparation for the retirement of the Clerk, Eve Williams was appointed to the role of Clerk and Responsible Financial Officer.

1881. Meeting Dates 2018/19

A schedule of meetings was tabled and agreed.

Action: Clerk to circulate to Councillors for noting.

1882. Approval of Minutes of the previous meeting

The minutes of the meeting of 19th April 2018 had been circulated and were approved as a true record of proceedings. Councillor Jackson commented regarding the length of the minutes produced and suggested that these be reduced in future to enable ease of posting on the noticeboards.

1883. Matters arising from the Parish Council meeting on the of 19th April 2018

Matters arising and updated actions were discussed. Councillor Fleming indicated he was unable to attend the Festival of St John as he did not receive any formal documentation. Councillor Fleming also indicated that he had approached the Hull School of Art regarding support in drafting a sketch plan for improvements to the Pavilion building but to no avail. Brian Clarvis provided an update regarding cost of Tree Guards and bare rooted oak trees for planting at the Pavilion. Provisional costs for the purchase of trees and guards was an approximate £1500. Councillor Heffer advised of her continued efforts to ensure the removal of drop boxes within the parish. The Clerk confirmed that Royal Mail had emailed to confirm this would be done.

Action: Cllrs Fleming & Hildyard to work up a sketch plan of potential changes to build lay out at the Pavilion.

1884. Adjourn for Annual Parish Meeting

1885. Update from Ward Councillor

Councillor Healy advised that the planning application previously received and commented on (Dog Walking field) had been considered by the area planning committee and was recommended for approval. He confirmed that at the meeting objections were raised regarding the security of the site and specifically the fencing. Councillor Healy further advised that due to resident concerns it was agreed that a final decision would be deferred to allow a site visit and a second hearing, scheduled for 21st May 2018. In addition, Councillor Healy advised of resident concerns regarding the provision of waste bins around the Parish, specifically in the areas of Beech Tree Close, Grange Way through to Swine Moor Lane. A discussion took place regarding the cost and emptying schedule for any additional bins.

Action: Councillor J Heffer to liaise with residents in these areas to establish what exactly is required prior to further investment/provision.

Councillor Aird raised the issue of the Gallows lane development and specifically access arrangements in relation to the Kissing Gate. A discussion was held regarding the need for continued closure of this route and progress with the sale/occupancy of this site. Councillor Aird advised she had asked for an official response from ERYC planning officers. Councillor Hildyard advised that he had spoken with P Ward developments who confirmed that the route remains closed to general public access to ensure health and safety risks are minimised. The road currently is unadopted and continues to be used for construction traffic. The road will be prepared for a final topcoat dressing and will be adopted. At this point it is anticipated that the road and access will be fully open.

1886. Correspondence

The Clerk advised that there had been a range of correspondence items received since 19th April 2018. These items were for information, action, consultation and response. Councillor Hildyard advised that in correspondence with the ERYC, an opportunity had arisen to improve signage within the Parish and specifically the provision of historic road signs at a reasonable cost to the Council of £2212.17. It was agreed that an order should be placed and new signs replaced by 8th June 2018.

Action: Clerk to raise PO and place with ERYC to enable replacement signs to be installed
Action: Clerk to contact Mr Bowden regarding an update on the Gallows Lane development and access issues.

1887. Payment of Accounts

The Clerk updated the Council regarding current payments and income for the month of May 2018. Payments made for May were £4879.93. This included additional one off annual costs (previously agreed) for membership of the Society of Local Council Clerks and Zurich Insurance. Accounts due for payment were approved in accordance with the schedule presented and are attached to these minutes.

1888. Annual Return and Audit 2017/18.

The Clerk presented i) draft accounts for 2017/18 prepared by the Auditor, Dutton Moore and ii) the completed Annual Governance and Accountability Review 2017/18 (part 3) and advised that all completed documentation and evidence needed to be circulated to the appointed independent auditor PKF Littlejohn by 11th June 2018. A discussion took place regarding the separation for accounting purposes of the Councils finances (specifically the need for a 40% reserve account) and bank balances as of 31st March 2018. The accounts were accepted and the Chairman and the Clerk signed the AGAR as a true statement of the Councils financial accounts for 2017/18.

Action: The Clerk to forward all audited account information and supporting evidence to PKF Littlejohn by the 11th June 2018.

Action: The Clerk to ensure adequate notice is given (statutory common period) to allow the inspection of accounts in accordance with legislative requirements.

1889. Planning Applications/Decisions

The Clerk presented an overview of Planning Applications received and commented on since 19th April 2018 detailed below. No issues or objections were noted; however, a general observation was that the Council prefers to see pitched roofs in plans where possible.

Application Address	Proposed Works	Comments
23 Rowan Avenue	Erection of single storey extension to rear following removal of existing	No issues (14/5/18)
4 Molescroft Park	Alterations & extensions including first floor extension	No issues but MPC prefer pitched roofs where possible
8 The Croft, Molescroft	Alterations & extensions – first floor, single extension to rear & garage conversion	No Issues

1890. Managing Information – General Data Protection Regulations 2018

The Clerk presented a series of papers regarding planned changes (from 25th May 2018) in relation to how personal data is managed. These included a report outlining required actions and timescales; a draft policy statement; an overview of information held and retention schedules and an assessment of business risk. Discussion was held regarding these changes which whilst acknowledged it was considered that the risk/demand on the Council as a consequence would be small. The Clerk advised that it is necessary to put in place a number of changes (as detailed in the reports previously circulated) to ensure compliance but also good housekeeping. The legal changes enable improved ways of working and better information management across the council. The report, policy framework and actions were agreed.

Action: Clerk to update documents (retention schedules to be revised where necessary) and to circulate as final and to ensure timely publishing to website. In addition, Clerk to place Privacy Notice on Pavilion notice board.

Action: Councillors and staff to read and ensure compliance with policy outlined.

1891. Capital Works Programme

The programme previously circulated (v15) was discussed. This included new projects from the 19th April 2018 meeting. The Clerk asked that these projects were further considered both in terms of scope and viability and that they are prioritised for action/investment. The Council agreed three priority projects for 2018/19 namely:

- A review of and investment in playparks within the Parish
- The development of the Lockwood Park Amenity area
- The provision of a Petanque facility on the Pavilion Field

Action: Clerk to update the Works Programme (V16) and circulate

Action: Clerk to support Councillors in defining project scope including timescales and costs and to ensure effective liaison with ERYC Commuted Sums Officer throughout.

1892. Clerks Update Report

The clerk presented a report previously circulated detailing key updates on a range of work areas namely; GDPR, Website development, ERYC liaison, Staffing, IT and meetings attended. Councillor Fleming raised a concern regarding progress with the provision of shelving previously discussed with Brian Clarvis. The Clerk advised that she had corresponded further with the supplier to ensure this was provided as soon as possible with a provisional timescale of three weeks.

Action: Clerk to monitor progress with supply of Dexion shelving.

1893. Dog Fouling and Public Spaces Orders

The Public Spaces Protection Act 2018 was discussed. This Act enables a space to be designated with specific conditions, for example no alcohol. It also allows financial penalties to be applied in the event the order is breached. Councillor Jackson and Heffer advised of a provision within the Public Spaces Protection Act 2018 specifically in relation to Dogs and the application of specific conditions, for example all dogs to be walked on a lead whilst in Pavilion grounds. These conditions would be enforced by ERYC. A discussion took place regarding the feasibility of such conditions and possible enforcement options, for example being carried out by a private contractor.

Action: The Clerk to monitor progress with this legislation and to clarify the current provision/expectations of ERYC under the act.

1894. Hillcrest Drive – Neighbour Complaint

An item of correspondence received by Councillor Hildyard was discussed in relation to sporting activity on the Pavilion field in the evening and to the gathering of Youths at certain locations around the picnic benches. The concerned resident indicated that both these activities were causing disturbances. A lengthy discussion took place regarding the resident concerns and possible solutions. Council agreed that the situation should be kept under review and that additional signs would be placed in key locations advising of the use of CCTV recording and that CCTV images would be reviewed where necessary to monitor the situation. It was also agreed that the matter would be raised with the local Police Inspector at the next joint meeting.

Action: The Clerk to contact the resident and advise of Council decision

Action: The Clerk to progress a suitable meeting date with the Policing Team

1895. Rosemary Walk

A discussion took place regarding antisocial behaviour and resident concerns. Councillor Linthwaite advised that this matter has become more prominent since recent works by ERYC by way of grass/hedge cutting which appears to have highlighted certain types of antisocial behaviour in the locality (for example drug use).

Action: Councillor Linthwaite to monitor and update Council as required.

1896. Feedback from Meetings attended

Councillor Fleming advised that a positive meeting was held in the 24th April 2018 regarding the provision of a Petanque Court at the Pavilion. This work is moving forward and a further meeting to assess progress and next steps is planned for the 23rd May 2018.

The Clerk advised of a positive meeting with ERYC Commuted Sums Officer on the 1st May 2018 where

possible projects were discussed. This included the provision of the Petanque Court and the development of the Lockwood Park amenity area. The Clerk advised that all commuted sums applications must be carefully scoped and ensure open access and amenity criterion are met.

Action: The Clerk to continue to liaise with ERYC regarding commuted sums applications as necessary
Action: Councillor Fleming to update on progress with the Petanque project.

1897. Photograph and Presentation

In recognition of his commitment and hard work, the Chairman presented Brian Clarvis with a gift and card to mark his retirement from the role of Clerk. Councillor Hildyard recounted the nine years spent working with Brian and the progress made in this time. He wished him a wonderful retirement and on behalf of the Council thanked him sincerely.

1898. Items for next agenda

- Provision of additional bins within the Parish (Councillor Heffer)
- Beverley Braves update (Councillor Boynton)
- Quarterly Budget and Income Monitoring (Clerk)
- Priority Projects – next steps (Clerk)
- Pavilion Update (Clerk)

Date of next meeting

For noting, 21st June 2018

The Chairman closed the meeting 9.30pm

Minutes produced by: Eve Williams, Clerk.

Signed.....(Chairman)

Date: 21st May 2018