



**Minutes of the Molescroft Parish Council meeting held on Thursday 17<sup>th</sup> April 2025  
at 7.00 pm in the Pavilion, Molescroft.**

**Note:** As a matter of record, the April meeting was preceded by a formal presentation of 'Freedom of the Parish' to Mr Michael Lancaster for services to the local community

**3012 Present:** Cllr Mike Hildyard (Chairman), Cllr Pam Lockyer, Cllr Adrian Costello, Cllr Malcom Fleming, Cllr Phil Briggs, and Cllr Elaine Aird, Cllr Chris Burrows

**3013 Apologies:** Cllr Chris Coates - Clerk noted no apology had been received from Cllr Margaret Pinder who was not in attendance

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

**Resolved** It was duly noted that Cllr Fleming resigned from the Parish Council on grounds of retirement - Chair advised that on behalf of himself, all Cllrs, and the community that he wished to thank Cllr Fleming for his long service to the parish Council and his contributions and knowledge would be missed in the future

**3014 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.

**3015 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 and these would now be placed in the public domain.

**3016 Action Log (All)**

**Resolved** An updated log can be found as Appendix 1

**3017 Update from Ward Councillor - *Ward Councillor to update on current issues and discuss any concerns raised by the Parish Council.***

Chair noted no Ward Cllrs in attendance

**3018 Correspondence Received/Actioned (Clerk)**

**Resolved** Cllrs noted and discussed several correspondences received and details of these can be found as *Appendix 2*.

**3019 Payment of Accounts (Clerk) *To agree and authorise the payment of accounts for the March.25 meeting and show payments made in February.25 with bank reconciliations for all three accounts***

Cllrs noted the accounts report and Financial Officer report which had previously been sent to them by the Clerk along with copies of the respective bank statements which Cllrs should use to cross reference and reconcile with the Clerks accounts.

**Resolved** Cllrs approved the list of payments presented at the April.25 meeting and the accounts can be found as *Appendix 3*

**3020 Finance Committee Report - *To provide feedback from the meeting of 15<sup>th</sup> April***

**Resolved** Cllrs noted a meeting held by the Finance Sub-committee held on 15<sup>th</sup> April, and a number of recommendations with regards to the accounts – these can be found as Appendix 3 and as a point of record it is duly noted that all the recommendations were discussed and unanimously agreed

**3021 Planning Applications (Clerk) - *To review/update on applications received.***

**Resolved** Several applications had been received and these can be found as Appendix 4 along with the observations made by the Parish Council

**Matters Arising**

**1 Ongoing Matters to be discussed, resolved or further actions required**

**3022 Condition of Notice Boards in the Parish - *Cllrs to be updated on programme of replacement noticeboards which are no longer fit for purpose***

**Resolved** Cllrs noted that a replacement board had been purchased and arrived at the Pavilion – a discussion took place as to if permission needed to be sought from ErYC as to installing the board, however it was felt that as the replacement was ‘one for one’ (replacing an existing board) it was felt this was not required. Clerk was instructed to proceed with the installation

**3023 Capital Projects Programme - *Cllrs to continue to discuss the programme of capital projects in the Parish, review the current draft and continue to prioritise projects for rollout***

**Ongoing** Cllrs were referred to the recommendation made to the Finance Committee regarding the capital projects programme – in summary that Cllrs needed to give serious consideration as to what was necessary at this stage, and the real consequences if not actioned.

**3024 Budget for the financial year of 2025-26 - *Cllrs to agree and sign off the budget for the new financial year of 2025-26***

**Resolved** Cllrs noted the updated budget considering the recommendations from the Finance Sub-Committee and this was agreed and approved

**3025 Bus Shelter Scheme - *Cllrs to be advised of any update from ERYC on applications for new shelters under scheme***

**Ongoing** Clerk advised he had not received any information on the Parish Council’s application – Cllrs noted that Ward Cllr Johnson had been asked to investigate this matter and hopefully she would provide an update at the next meeting

**3026 Pighill Amenity Site - *Cllrs to be advised of any update following the Parish Council issuing a formal complaint to ERYC regarding the advised decision by the Planning Officer in this matter***

Cllrs noted that a response had been received from ERYC regarding the above matter and in summary it was advised that the Authority felt it was not in the public interest to pursue the matter any further. Cllr Hildyard expressed disappointment at this outcome and after due discussion, Cllrs agreed that the response did not address the issues raised by the Parish Council nor did it provide any way forward or solution as to what would happen with the strip of land. In addition, it did not deal with the issue of two residents encroaching onto the land without permission. Cllr Hildyard felt this alone set a precedent for future and opened the door for potential encroachments in similar situations.

**Ongoing** After due discussion Cllrs agreed that a further letter should be sent to ErYC advising that the Parish Council did not accept the response given and asking that the matter was referred onto the next stage of the complaint’s procedure

**3027 Front Doors to the Pavilion - *Cllrs to be advised of any update on the replacement of front doors***

**Resolved** Cllrs noted that the new doors had now been installed and these were working excellently.

**3028 VE Day Celebrations - *Cllrs to continue to discuss arrangements for a celebratory lunch as part of the national commemorations in May 2025***

**Resolved** Cllrs noted the final arrangements for the planned event were now in place and all was ready. Cllr Hildyard advised that the commemorative coasters had been received.

**3029 Community Speed Watch Programme** - *Cllrs to discuss possible introduction of scheme into the Parish*

**Ongoing** Noting that Cllr Coates was the lead on this matter and was not in attendance, Cllrs agreed to defer this item to the next meeting

## **2 Any new Matters to be discussed**

**3030 Website** - *Cllrs to discuss transfer to a new provider in light of current provider advising they will not service the Parish Council in three months' time*

Cllrs discussed at length and referred to a document provided by Cllr Burrows comparing the website provision of several Parish Councils across the area. Cllrs discussed the link between the website and emails and agreed that it was felt best if Cllrs could continue to use google mail and workspace. Clerk advised that he was recommending Netwise not least because he had used this website for many years and could manage the migration and help the permanent Clerk to use the new website.

**Ongoing** Cllr Burrows advised he had several technical questions which he felt needed answering - Clerk advised he was not a technical person and if Cllr Burrow could send these to him, he would forward to Netwise.

**Ongoing** Clerk advised that there was not much time left now and this matter needed to be progressed otherwise the Council would not have a website, which was a legal requirement not least from the perspective of the annual return.

**3031 Community Grant Scheme** - *Cllrs to discuss and consider applications received under the new grant scheme - due to the confidential nature of information discussed, this item is closed to the public.*

Cllrs noted two applications under the new Community Grant Scheme and the following decisions were reached

**Resolved** Application from Molescroft Scouts - Cllrs felt that this application met the criteria for the scheme and unanimously agreed to proceed with the award - Clerk to action accordingly and invite representatives to attend the May meeting to be presented with the grant

**Ongoing** Application from Molescroft Wildlife Network - Cllrs noted a recommendation from the Clerk that the purpose of the new scheme was to ensure as many bodies in the community benefited from the scheme - with this in mind and noting the amount budgeted was finite, as MWN had benefitted from financial support for many years, Clerk recommended that this application was deferred for three months to give other bodies the opportunity to apply. Cllrs unanimously agreed to the recommendation and asked the Clerk to action accordingly.

**3032 Defibrillator at the shops** - *Cllrs to discuss a vandalised AED unit at Woodhall Shops and possible approach to owners for the parish Council to adopt the unit*

Cllrs were referred to a previous email from the Ambulance Service concerning an AED unit which was placed at the back of the shops on Woodhall Way and was not currently operational.

**Resolved** Cllrs discussed at length and in summary as there was no information as to who owned the unit and the unit had been out of service for some time it was proposed that the Parish Council should look at adopt the unit for the community and ensure it was functional and registered with the Circuit

**Ongoing** Cllrs agreed to post notice on the unit that it was proposing to relocate the unit and look to place somewhere more prominent and accessible - Clerk to action

**3033 Feedback from Meetings Attended**

**Resolved** No meetings had been attended

**Closure of Meeting** There being no further business, the Chair closed the meeting at 2115 9following a 15-minute extension

Approved by Councillors as a correct and true document

Signed *Mike Hildyard*  
Mike Hildyard (Chairman)

Date *May 2025*

**Molescroft Parish Council**  
**Correspondence for the April Meeting**

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**Cleaning of Parish Rooms – Molescroft School has sent an invoice of £3000 in March**

Following on from the previous meeting, Clerk noted that three emails have been sent to the School Manager asking for more information on the invoice for cleaning - no response had been received.

**Ongoing** Cllrs agreed that no payment should be made until a response had been received from the school providing information on this demand. Cllrs noted that a meeting was scheduled shortly with the school and Cllr Lockyer and the matter would be raised then.

**Resident complaint of trees damaging drains on his property and now his**

Cllrs noted further correspondence from a resident adjacent to the Pavilion field where there is a line of trees, advising he felt the tree roots were damaging his drains. Resident has most recently written to say the trees are damaging his fence and were in danger of falling over into his garden

**Ongoing** Cllrs agreed that the Clerk should ask for evidence of the latest claims and report back to Cllrs accordingly

**Correspondence From Graham Stuart regarding a person whose wife was a wheelchair user, asking that the front doors was automated to allow access**

Clerk noted correspondence from Graham Stuart regarding a user of the pavilion advising they were unhappy that the doors had not been automated. Cllrs discussed at length and reiterated previous decisions on this, in summary there was already a reasonable adjustment in place to allow disability access in so as the Pavilion Manager or his assistant were always on site and able to fully open the doors to allow access.

The Pavilion Manager had already advised this was always the case with the specific user and his disabled wife. When considering the above, Cllrs noted that the cost of automating the doors was considerable

**Resolved** Cllrs agreed a response to Mr Stuart, noting the above

## Molescroft Parish Council - Action Log

Action List as of April.25 Meeting		Status
Condition of Notice Boards in the Parish - <i>Cllrs to look at a programme of new boards prioritising rollout</i>	All	<b>Completed / Ongoing</b> - New Board ordered for outside of shops on Woodhall Way - Cllrs to continue to look at replacements elsewhere in the Parish but keeping a close eye on costs
Proposed Resignation from Office of Chair and Deputy Chair - <i>in light of proposed resignation from office of Chair and Dep Chair, transparent process needs to ensure all Cllrs are invited to apply for role and if more than one applies, a due process is followed</i>	All	<b>Completed / Ongoing - Replacement of Chair and Deputy Chair</b> referred to the Annual Meeting of the Parish Council at which time formal appointments will be made Two further resignations from Office to be advised to ERYC and formal process implemented
Capital Projects Programme - <i>Cllrs to review draft capital project and recommendations of Clerk</i>	All	<b>Ongoing</b> - Cllrs have agreed some project priority and will continue to provide details (costing) of the identified projects
Pighill Amenity Land - <i>Cllrs to continue to discuss PC involvement in the matter in light of new correspondence in Dec/Jan.</i>	All	<b>Ongoing</b> - Pending outcome of meeting with Ward Cllr Boyton and Alan Menzies
Policy and Procedure Review - <i>Clerk recommending that the Parish Council carries out a review of its current policies and procedures and ensure that the PC has the required policies in accordance with NALC recommendations</i>		<b>Ongoing</b> - Recommendation to be put to Cllrs and current policies compared with NALC list of recommended policies
Cllr Hildyard to investigate purchase of PA system.	MH	<b>Ongoing</b> - added to the Capital Project Programme
Cllr Lockyer to investigate the purchase of trolley.		<b>Completed</b> - Cllr Lockyer has purchased trolley and handed over to facilities team
Proposals for a Freedom of the Parish Award to recognise and celebrate volunteers in the Molescroft Parish - <i>Cllrs to select template for scroll</i>	All	<b>Completed</b> - first award made and nominee invited to the April meeting for presentation
Annual Return for 2023-24 - <i>Clerk to update on recommendations to address concerns from the AGAR</i>	All	<b>Completed</b> - recommendations made and implemented - steps of the AGAR process to be strictly observed in 2025
Allotments - <i>Cllrs to confirm any increase in rent</i>	All	<b>Completed</b> - increase applied and rent process and renewals ongoing with letters issued
Website - <i>Cllrs to discuss concerns for website</i>	All	<b>Completed</b> - website provider now more responsive

		and inputting info on the website so at Jan.25 agreed to continue with current arrangement however Cllrs will monitor situation
<b>Molescroft Parish Council Facebook page</b> - <i>Cllrs to consider recommendation from Clerk that this is used for informal comms.</i>	<b>All</b>	<b>Completed</b> - Molescroft Parish Council Facebook is now up and running and updated regularly with key information
<b>Listing of Meetings in 2025</b> - <i>Cllrs to approve Calendar of Dates</i>	<b>All</b>	<b>Completed</b> - agreed and approved by Cllrs at the Jan.25 meeting, now listed on website
<b>Community Grant Scheme</b> - <i>Cllrs to review recommendation that a policy is introduced for distribution of grants - model provided</i>	<b>All</b>	<b>Completed</b> - scheme agreed at the Jan.25 meeting and the scheme is now up and running and posted on the website and noticeboards

Molescroft Parish Council					
a) Accounts and Bank Reconciliations for the Month of March.25 - presented at the April.25 Meeting					
b) Payments to be approved at the April.2025 Meeting					
Table 1: Bank Reconciliation for month end of February.25 (Reconciled with Statement dated 28th Feb.25)			Table 4 Payments to approved at the April.25 Meeting		
Community Account ****2871		£11,788.66	4.1 Salaries		
Earmarked Reserve ****2535		£53,369.80			
General Reserve ****2898		£239.81			
Total Funds held by the Parish Council as of 28th Feb.25 - reconciled with bank statement 28th Feb.25		£65,398.27	4.2 General Spend		
Table 2 : Transactions in March.25 (Community Account Only)			Total	VAT	
Total Spend		£7,937.28	Starboard systems - Scribe software -inv-8209	£42.00	£7.00
Total Income		£2,231.51	ERYC - Removal of Commercial Waster from Pavilion - 99056606	£263.02	
New Balance of as 28th Febuary.25 - Reconciles with Bank Statement dated 28th February 2025		£6,082.89	Indicoll - website and emails - invoice - 21288	£118.60	£9.80
			ERYC Supplies - consumables for the Pavilion - eri1676004	£118.22	£19.70
			ERYC Supplies - consumables for the Pavilion - eri1676609	£9.23	£1.54
			ERYC Supplies - consumables for the Pavilion - eri1678550	£67.28	£11.21
			John E Wright Signage - 100 VE Day Coasters	£180.00	
			IT Forward - Payroll for the year of 2024-25 : Inv No. 267215 ARB/13813/LC	£630.00	£105.00
			4.3 Expenses		
Table 3: Bank Reconciliation for month end of March.25 (Reconciled with Statement dated 31st March.25)			Ream of paper - reimburse Andrew Crabbe	£6.25	£126.55
Community Account ****2871		£6,082.89	Travel Expenses - Andrew Crabbe x 4 Meeting with DT Doors: Noticeboard update: Personnel and Finance subcommittees	£75.60	
Earmarked Reserve ****2535		£53,592.02	Pavilion Consumable from Arco - Invoice 8983 - Reimburse Andrew Crabbe	£44.70	
General Reserve ****2898		£240.66	Consumables for the Pavilion - Reimburse Andrew Saint	£9.80	
			Repair of Blind in Pavilion - Reimburse Paul Betts	£42.00	
Total Funds held by the Parish Council as of 31st March.25 - reconciled with bank statement 31st March.25 -		£59,915.57	Total Salaries to be Approved at the Apr.25 Meeting -		£4,120.33
			Total General Spend to be Approved at the Apr.25 Meeting -		£1,606.70
					£5,727.03

## Planning Applications for Molescroft Parish Council for the April.25 Meeting

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

REF. NO.	LOCATION	PROPOSAL	STATUS	Obs Date and PC Comments
25/00910/PLF	Grid Ref: 502998440881 27 Alpha Avenue Molescroft HU17 7JD Applicant: Mr & Mrs K Carver	Erection of a single storey side and front extension	Full Planning Permission	Noting no objections from residents or consultees, the Parish Council has not grounds to object to the application
25/00815/PLF	Grid Ref: 502077440636 47 Molescroft Road Molescroft HU17 7EG Applicant: Mr & Mrs M Dixon	Erection of single storey and first floor extension to rear, and construction of terrace with balustrade over existing flat roof to rear	Full Planning Permission	Noting no objections from residents or consultees, the Parish Council has not grounds to object to the application

## Completed Applications

REF. NO.	LOCATION	PROPOSAL	STATUS



## Molescroft Parish Council

### Year-end Report to Councillors– Observations and Recommendations

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The following report is made with the waiver and understanding that I have only acted as Financial Officer from October 2024, and prior to that month information is based on assumption and consideration of the bank statements April – September.

#### **Observation No.1      Budget v Actual Spend**

The agreed budget for 2024-25 was £92,037.46, however this was exceeded with a final spend of £99,338.92 – see Report No.1 Month End Spends and Credits. When you also look at Report No.3 Spend v Budget, you will note that there are a considerable number of budget units which have not been spent (the creditor has not issued a payment demand by the end of the financial year), meaning if they had, the (negative) variance between the budget and actual spend would have been much higher

Looking at Budget v Spend, there are several areas which greatly exceed the agreed amount (shown in red on the report. One such unit is the consumable spend for the Pavilion which was massively exceeded. Also, donations, which was exceeded by over £12,000.

**Recommendation**      The budget for 2025-26 needs adjusting to reflect the correct spend and Cllrs need to stick to the agreed budget except in emergency situations.

Finally, there are three areas of spend which were not included in the 2024-25 budget – ERNLLCA, Scribe Software, and Bank Interest, totally £2,658 – see report no.3 Budget v Spend. I am assuming these were agreed post Budget.

**Recommendation**      These need adding to the budget for 2025-26, although Cllrs will already be aware of a standing recommendation from myself as FO that Scribe is an unnecessary cost to the Parish Council, and good excel spreadsheet more than provide the same outcome. However, it is further recommended that the view of the permanent Clerk, Laura is taken into account as she is the one who will have to manage and admin the accounts going forwards

#### **Observation No.2      Bank Reconciliation**

At the beginning of the Financial Year, the Parish Council had four accounts – see Report No.3.

However, account ending \*\*\*\*9206 was emptied in July.24 – I am assuming this was transferred to the main community account \*\*\*\*2871

As previously mentioned, this will need explaining to the auditor. I have also previously noted that there are two ‘reserve’ accounts and am not sure why this is.

**Recommendation**      It is a standing recommendation that the Parish Council only maintains two accounts, the Community Account \*\*\*\*2871 and High Interest \*\*\*\*2535

#### **Observation No.3      The Precept Payment and Transfers from the Reserve**

The Parish Council’s precept is paid into the General Reserve account, that is why the reserve seems so high at certain times of the financial year. Last year £54,000 was paid into the reserve, ‘artificially’ raising the reserve and, in my view, causing several issues

It is my understanding that in the past residents and auditors have asked why the reserve is so high.

However, the reality is that it a regular necessity to transfer funds from the reserve account into the community account in order to meet the financial obligations of the Parish Council. In 2024-25 a total of £59,137 was transferred to the community account, as almost on a bi monthly basis this was required to prevent the account from going into deficit - see Report No.5 All Receipts

**Recommendation** – unless there is an explanation as to why the precept is paid into the reserve, it is my recommendation that in future it is placed in the community account. A reserve account should be maintained for emergency situations but also in some cases to finance capital projects.

It is my view that it is not effective financial management to deposit the precept into one account only to transfer it back out again as the financial year proceeds. It is reasonable to suggest unless the account is monitored closely it is entirely possible the fact the account can go into deficit – I can see no mention of an arranged overdraft

The recommendation also removes the perception that the Parish Council is sitting on a large reserve and also removes the additional admin duty of regularly having to transfer funds to meet the financial obligations of the Parish Council.

If you look at the monthly spend v income you can clearly see without the regular transfers the parish Council has considerably more outgoings than incomings

**Recommendation** Finally, an added issue is that Cllrs have an ambitious Capital Projects programme based on the belief that the reserve has earmarked amounts for such projects... however it is obvious to me that this is not the case and I would strongly recommend that the Council puts the Capital Projects on hold in order to assess what is absolutely needed.

#### **Observation No.4 Internal Audit**

As previously mentioned, having reviewed the internal audit report for 2023-24, it is my view this is excessive with a very high bar, and more tailored for a large public body or Town Council. Having looked at the profile of the internal auditor, it is evident their main business is with such bodies. Whilst there is absolutely nothing wrong with having such a high bar, and Cllrs may ultimately wish to retain this, in my experience the external auditor will pick up points from the internal auditor, and it is my view this explains at least some of the general report and the impression that the governance and accounts of the Parish Council were in a poor state.

**Recommendation** It is my recommendation that the Parish council engages an internal auditor more appropriate for assessing a Parish Council account. I have used Rackham's Accountants in North Ferriby for 15 years – they are specialist auditors of Parish Council accounts and I would strongly recommend that they are engaged for the 2024-25 internal audit, at least on a trial basis in order to compare the two internal audits

Andrew Crabbe  
Interim Financial Officer  
April 2025