



## Molescroft Parish Council

### Minutes of the Molescroft Parish Council meeting held on Thursday 16<sup>th</sup> January 2025 at 7.00 pm in the Pavilion, Molescroft.

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

**2982 Apologies:** Cllr Malcom Fleming, Cllr Paul Brayford, and Cllr Chris Coates

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

**2983 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.

**2984 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.

**2985 Action Log (All)**

**Resolved** A new Action Log was provided to Cllrs which listed outstanding items and new items in accordance with business to be transaction in the agenda. This Log can be seen as Appendix 1

**2986 Update from Ward Councillor** - *Ward Councillor to update on current issues and discuss any concerns raised by the Parish Council.*

Chair noted Ward Cllr Linda Johnson in attendance who advised Cllrs on several points, in summary as follows:

- She was dealing with resident complaints about state of tarmac on recently resurfaced pavement which is already breaking up
- Alan Menzies, as interim Chief Executive has promised to investigate the Pighill Amenity Land issue – Chair asked if the Ward Cllrs could instigate a referral to the Ombudsman on this matter explaining there was real frustration at how long this had been going on for, with no resolution in sight.
- There is current funding for up to 22 organisations to sign up to Community Visions training for increasing awareness of violence against women and girls

**2987 Correspondence Received/Actioned (Clerk)** - *To discuss and agree actions for correspondence received.*

**Resolved** Correspondence received and not dealt with, along with approved actions, can be found as Appendix 2 to these minutes.

**2988 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*

Cllrs noted the accounts 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.

Clerk reiterated his recommendation as part of the AGAR review, that the Parish Council should have one reserve, which would have clearly defined 'earmarked' amounts for capital reserves, as well as an amount to be kept if needed for any emergency requirement. Clerk advised he believed this needed to be quite high acknowledging the potential risk associated with the Council managing the Pavilion – ie if facilities broke down and needed repair.

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

**2989 Finance Committee Report - *To provide updates following any meetings of the Finance Sub-Committee.***

**Resolved** No meeting had been held

**2990 Planning Applications (Clerk)**

**Resolved** Clerk noted no planning applications had been received since the last meeting

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### **Matters Arising - Ongoing Matters to be discussed, resolved or further actions required**

**2964 Proposals for a Freedom of the Parish Award to recognise and celebrate volunteers in the Molescroft Parish - *Cllrs to approve template for first Freedom of the Parish Award and agree how this will be handed to the recipient***

Following the decision at the December meeting, where Cllrs agreed to implement a Freedom of the Parish Award to a member of the community who had served the local community with distinction, Cllrs discussed and reviewed the templates of scrolls available

**Resolved** Cllrs unanimously agreed on an appropriate template which they felt recognized the contribution of the individual concerned to the community, and the Clerk was instructed to action accordingly with the approved wording (as advised previously) in time for the February meeting. Arrangements could then be made to award the scroll to the individual.

**2965 Annual Return for 2023-24 - *Clerk to continue to update on addressing the exemptions outlined in the final audit report - Clerk will confirm that he believes he has resolved all the issues raised***

Cllrs were referred to an update on addressing the exemptions listed by the external auditor – in summary, Clerk advised that he believed most of the concerns had been addressed as described in the report however there were some work to be done with regards to contracts of employment which he agreed with the auditor needed addressing. Cllrs also noted that the budget for 2025 – 26 need to be agreed and approved in time for the new financial year.

**Ongoing** Cllrs agreed that a meeting of the Personnel Committee and the Finance Committee should be held, with regard to the respective issues and arrangements for this were made for meetings on the 10<sup>th</sup> February, with remits as follows –

Personnel Committee - purpose of the meeting is to discuss staff contracts and salaries and ensure all are up to date and legal

Finance Committee - purpose of meeting is to discuss proposed budget for the financial year of 2025-26

**2966 Condition of Notice Boards in the Parish - *Cllrs to continue discussions on a replacement programme for noticeboards which are no longer fit for purpose and agree a way forward / priority replacement***

**Resolved** Cllrs agreed that the noticeboard outside of the shops should be the first to be replaced as it was impossible to see notices due to the state of the glass. Clerk was instructed to obtain costs for a double board – one side to feature the new History Boards and the other side to hold notices

**Ongoing** Clerk to provide costings of new boards in advance of February meeting to enable this to be signed off by Cllrs and actioned accordingly

### **New matters to be raised and discussed**

**2967 Allotments - *Cllrs to confirm annual increase of rent to the allotments and discuss any related matters concerning the allotments to allow the Clerk to commence the annual rent payment and renewal process***

Cllrs noted the current list of tenants and waiting list – Clerk advised that he understood that the process for notifying tenants of their rent commenced in January with a view to all rents being submitted by April – he also noted that part of the process was asking tenants to confirm their continued tenancy (all tenants were on a renewable annual lease agreement - Clerk advised he understood that a number may not renew the tenancy lease, however there was a long waiting list. Chair advised that the issue of the hedge needed looking into as it was overgrown.

**Ongoing** Clerk to commence the annual rent collection process

**Resolved** Cllrs agreed to a CPI increase on all rents

**Resolved** Clerk to speak to team at Pavilion with regard to the hedge at the allotments

**2968 Website - Cllrs to discuss how information is input onto the website, following concerns that updates are not being placed in a timely manner**

Cllrs discussed concerns that the website was not being updated quickly enough by the provider, and this was an issue where notices had to be posted in a timely manner, i.e. the notice for meetings, which was a legal requirement and had to be posted with three clear days' notice. However, following the Chair approaching the provider, response times had greatly improved. Previously it had been suggested that the Clerk took over posting of notices, however in light of the improved service Cllrs agreed that this was not necessary as long as the provider continued to keep up with timely posting of notices and articles. Cllrs also discussed and agreed that the Parish Council should request an addendum to the Contract in so far as that a stipulation be included as to an agreed period for posting notices once received.

**Resolved** Cllrs agreed to continue with the current arrangement that the provider updated the website, however this was subject to the condition the provider continued to update in a timely manner – this would be monitored by the Clerk and Cllrs updated accordingly

**Ongoing** Clerk to approach website provider with proposal to introduce an addendum to contract stipulating a two day maximum for updating the website

**2969 Molescroft Parish Council Facebook page - Cllrs to discuss recommendation that this is used for informal communications and to improve timely communications for residents.**

Cllrs discussed the advantages and disadvantages of using social media as a means of informal communications – concerns were expressed that this could lead to undue criticism and even abusive comments – Cllrs also discussed who should be responsible for updating social media. Cllrs heard that other Parish Councils actively used social media to update residents on issues which might affect them, from traffic news / road closures, ERYC updates, good news stories, links to the website and Parish Council documentation – Clerk advised that in his experience there could be the odd inappropriate comment but these were easily dealt with and outweighed by the benefits of improved communications between the Parish Council and residents.

**Resolved** Cllrs unanimously agreed that the Parish Council should actively use social media (Facebook) as a means of informal communications for residents

**Resolved** It was unanimously agreed that the Clerk as paid official should update the social media feeds, with a designated Cllr who would act as moderator. Clerk to draft a social media Policy for approval at the February meeting

**2970 Proposed Resignation from Office of Chair and Deputy Chair - In light of previous meeting in which the current Chair and Deputy Chair advised they wished to resign from their respective Office(s), Cllrs to discuss timeframe and confirm process for any Cllrs wishing to stand for these roles and to formally record these changes in the minutes**

Following on from the last meeting at which Cllr Hildyard and Cllr Pinder advised they would be stepping down from their offices of Chair and Deputy Chair, the latter with immediate effect, Cllrs were asked if any of them wished to take the office of Deputy Chair – no Cllrs put themselves forward

**Resolved** It was duly noted that the Chair had nominated Cllr Costello to act as Deputy Chair, and as this was unopposed this was approved until the Annual Meeting of the Parish Council at which time all Cllrs would be given the opportunity to put themselves forward for both offices.

**2971 Listing of Meetings in 2025 - Cllrs to discuss and approve a listing of all meetings to be held in 2025, including the Annual Parish Meeting and the Annual Meeting of the Parish Council**

**Resolved** Cllrs unanimously agreed to the draft listing of meetings to be held in the new year of 2025 and that the Clerk should now publish these in the public domain

**2972 Capital Projects Programme - Cllrs to discuss a five-year programme of capital projects in the Parish, review the current draft and commence to prioritise project for rollout**

Cllrs reviewed a draft programme which can be found as Appendix 4 and Cllrs were invited to submit thoughts on what should be prioritised and also provide information and approximate costings on the respective items. It was suggested that this should be in place for the new financial year.

**Resolved** Cllrs also noted and agreed to a new capital project which was to support the Molescroft Wildlife Network in the development of a Millenium Garden, and a budget of £3000 was allocated to this.

**Ongoing** Cllrs to proceed as above

**2973 Community Grant Scheme - Cllrs to discuss formalising the Community Grant scheme and agree a policy and application process**

Following on from the December meeting and after due discussion, Cllrs agreed to introduce a formal community grant scheme, which would be open to any community / voluntary group or body within the Parish who could apply for funds which would be used to benefit the local community – as part of the application process, the applicant would need to demonstrate this benefit.

**Resolved** Cllrs unanimously agreed the draft 'Community Grant Scheme' and application form which the Clerk would update with the agreed figures (below) and uphold to the website.

**Resolved** Cllrs unanimously agreed on a set budget of £5000 per annum for the scheme and a maximum application amount per applicant per annum would be £500. This would be reviewed in January 2026 with a view to ascertaining if the amounts were fit for purpose in time for the new financial year of 2026-27.

**Resolved** The Community Scheme Grant would be added to the Molescroft PC budget and monitored in accordance with the Financial Regulations.

**2974 Feedback from Meetings Attended (All)**

Cllr Costello advised Cllrs of updates from recent meetings with the Molescroft Wildlife Network, in summary as follows:

- The application process for DIFEY grants was now open – previous applications had for various reasons not proceeded. The Parish Council would need to instigate the application on behalf of the MWN. Views were expressed that this was not appropriate and the Parish Council could not apply or hold monies for third parties. Cllrs agreed that there was no reason why the Parish Council could not however apply for the grant as most of the projects the money would be used for were fully supported by the Parish Council.
- Cllr Costello advised that the MWN was looking to approach the Parish Council for an additional donation of £3,000 on top of earlier amount of £12,000 to develop the Millenium Garden. Cllrs discussed if it was appropriate that the Parish Council continued to put large sums of money into the activities of the MWN. It was noted that the Parish Council had agreed to a community grant scheme and going forwards, any grants to the MWN would need to come via this scheme. However, with regard to the Millenium Garden, Cllrs agreed to add this project to the Capital Spend list as the project was one supported by the Parish Council as a benefit to the community

**2975 Items for Next Agenda (All)**

Clerk asked if Cllrs would consider the current areas covered by Public Space Protection Orders and if these needed any changes or if there were additional areas Cllrs wanted to be covered. This was in light of the advised ERYC review of PSPO's for Parish Councils. Cllrs agreed this item should be added to the agenda for February.

There being no further business, the Chair closed the meeting at 2114 after the Chair had agreed a 15-minute extension in accordance with the Standing Order

Signed *Mike Hildyard* (Chairman)

Date of Signing *February 2025*

## Action Log from August 2024

18/01/813	Clerk to provide feedback regarding the Hull & East Yorkshire Devolution Consultation.	LG	Completed.	
21/03/843	Clerk to contact Internal Audit Yorkshire to arrange meeting with whole PC to discuss interim report.	LG	Completed.	
21/03/844	Clerk to complete ERNLLCA membership.	LG	Completed.	
21/03/846	Cllr Hildyard to investigate purchase of PA system.	MH	Ongoing.	
21/03/846	Cllr Lockyer to investigate the purchase of trolley.	PL	Ongoing – item purchased but arrived damaged. Awaiting alternative replacement.	
21/03/849	Clerk to advertise councillor vacancies through ERYC.	LG	Completed.	
16/05/879	Clerk to contact Explorer Scouts to arrange suitable activities in return for a donation from the PC.	LG	Completed.	
<b>Action List as of Jan.25 Meeting</b>			<b>Status</b>	
<b>Proposals for a Freedom of the Parish Award to recognise and celebrate volunteers in the Molescroft Parish – Cllrs to select template for scroll</b>		<b>All</b>		
<b>Annual Return for 2023-24 – Clerk to update on recommendations to address concerns from the AGAR</b>		<b>All</b>		
<b>Condition of Notice Boards in the Parish – Cllrs to look at a programme of new boards prioritising rollout</b>		<b>All</b>		
<b>Allotments – Cllrs to confirm any increase in rent</b>		<b>All</b>		
<b>Website – Cllrs to discuss concerns for website</b>		<b>All</b>		
<b>Molescroft Parish Council Facebook page – Cllrs to consider recommendation from Clerk that this is used for informal comms.</b>		<b>All</b>		
<b>Proposed Resignation from Office of Chair and Deputy Chair – 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</b>		<b>All</b>		
<b>Listing of Meetings in 2025 – Cllrs to approve Calendar of Dates</b>		<b>All</b>		
<b>Capital Projects Programme – Cllrs to review draft capital project and recommendations of Clerk</b>		<b>All</b>		
<b>Community Grant Scheme – Cllrs to review recommendation that a policy is introduced for distribution of grants – model provided</b>		<b>All</b>		
<b>Pighill Amenity Land – Cllrs to continue to discuss PC involvement in the matter in light of new correspondence in Dec/Jan.</b>		<b>All</b>		

## **Appendix 2 Correspondence for the January 2025 Meeting**

### **No.1 Missing Dog Bins in Molescroft**

Cllrs noted correspondence from a resident reported three bins were missing from around the primary school. The Clerk advised he had contacted ERYC to report this who subsequently advised no bins had been removed by them. However, further investigation identified that bins were missing

**Ongoing** Clerk had return to ERYC to report the missing bin and would advise Cllrs when a reply had been received

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### **No.2 Community Governance Review - Confirmation of Final Recommendations**

Cllrs noted correspondence from ERYCN with regard to the Governance Review of Parish Council boundaries. It was noted that there were no major changes to Molescroft Parish, but there was a recommendation of an increase from 12 to 14 Cllrs.

**Resolved** No further action required

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### **No.3 Pighill amenity land**

**Sent** 10 Jan, 11:06

Cllr Hildyard advised the meeting with a summary of the history of the issue and the relating concerns, the summary points are as follows:

- Pighill Amenity land is a strip of land along Woodhall Way which was not included in a housing development, and is owned by a body, The Los Trustees, who as part of the planning permission for the new housing development were meant to gift to the Parish Council who would then tend the land on behalf of the Parish.
- This has never happened and over the years there has been encroachment onto the strip by some households adjoining the land - there had in fact being enforcement notices against one such household, but no follow up or action when the notices were not heeded.
- There have been several bodies involved, including ERYC Planning, Land Agents (representing and advising the Los Trustees) and individual households which face onto the strip of land.
- The matter has been ongoing for nearly ten years with no resolution in sight.

**Ongoing** It was suggested that in the immediate term, the Parish Council should refer the matter to ERNLLCA for any advice they might have - it was understood they had access to specialist advisors - Clerk action ASAP

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### **No.4 Offer of introductory briefing on Orsted's proposed Kingfisher Solar Farm**

**Sent** Tue 14 Jan, 18:32 (2 days ago)

Cllrs noted a correspondence from the developers of a proposed Solar Farm - at this time it was unsure exactly where this would be located so it was difficult to comment on if it would impact on the Parish. The Clerk confirmed he had asked for details of location, but the response was vague - approximately 3km north of Beverley - a map was promised shortly.

**Ongoing** Clerk to update Cllrs when further information was received.

Molescroft Parish Council				
a) Accounts and Bank Reconciliations for the Month of December.24 - presented at the January.25 Meeting				
b) Payments to be approved at the January 2025 Meeting				
<b>November 2024 (Reconciled with Statement dated 29th Nov.24)</b>		<b>Table 4 Payments to approved at the Jan.25Meeting</b>		
Community Account ****2871	£12,838.93	<b>4.1 Salaries</b>		To be paid on Thursday 16th Jan.25
Earmarked Reserve ****2535	£63,118.31			
General Reserve ****2898	£194.61			
<b>Novemberr 2024 - reconciled with bank statement 29th November.24</b>	<b>£76,151.85</b>	<b>4.2 General Spend</b>	<b>Total</b>	<b>VAT</b>
		Fire Protection Supplies - Alarm Maintenance	151.2	£25.20
		Starboard Systems - Invoice INV-8209	£42.00	£7.00
		Indicol - Website and Gmails - INVOICE 21215	£118.60	£9.80
<b>Table 2 : Transactions in December 2024 (Community Account Only)</b>				
Total Spend	£7,305.79			
Total Income	£2,149.00			
<b>New Balance of as 30 December 2024 - Rconciles with Bank Statement dated 2nd January 2025</b>	<b>£7,682.14</b>	<b>4.3 Expenses</b>		
		Andrew Saint (Paint) - receipt provided and filed	£27.00	
		Andrew Saint (Toilet Cleaner) - receipt provided and filed	£3.30	
		Paul Betts (Chainsaw Blade) - receipt provided and filed	£28.60	
		Paul Betts (Paint) - receipt provided and filed	£24.00	
		Andrew Crabbe 2 x travel expenses (Noticeboards & meeting with A Saint)	£37.80	
<b>Table 3: Bank Reconciliation for month end of Decemberr 2024 (Reconciled with Statement dated 2nd Jan.25)</b>				
Community Account ****2871	£7,682.14			
Earmarked Reserve ****2535	£63,369.80	<b>Total Salaries to be Approved at the Jan.25 Meeting -</b>	<b>£3,900.89</b>	
General Reserve ****2898	£239.00	<b>General Spend to be Approved at the Jan.25 Meeting -</b>	<b>£432.50</b>	
<b>Total Funds held by the Parish Council as of 1st December 2024 - reconciled with bank statement 2nd</b>	<b>£71,290.94</b>			