

GOODMANHAM PARISH COUNCIL

Minutes of the Annual Meeting held on 15th July 2020 at The Meeting Room, Manor Farm, Goodmanham

Attendance: Cllrs Chris Buswell, Sarah Gillard, Anita Greener, Fran Preston, Christine Sawyer, Merle Skinner, Liz Stephenson
 ERYC Cllr Rudd; :Parish Clerk Jeremy Sherlock
 5 members of the public

1. Appointment of Chair and Declaration of Acceptance of Office – Cllr Chris Buswell was nominated.
Resolved that Cllr Chris Buswell be elected as Chair
 Cllr Buswell signed the declaration
2. Appointment of vice Chair and Declaration of Acceptance of Office – Cllrs Liz Stephenson and Fran Preston were nominated
Resolved that Cllr Liz Stephenson be elected as vice Chair
 Cllr Stephenson signed the declaration
3. Apologies, Dispensations and Declarations
 None
4. Public Session
 Cllr Rudd reported that East Yorkshire seems to be getting on top of Covid-19. He appreciates what local people have done. Funds are still available to help businesses in East Riding deal with its impact. He also reported that the hearing relating to the path on the former railway line is scheduled.
5. Minutes of the Last Meeting held on 4th March 2020
Resolved that the minutes of the meeting of 4th March 2020 be approved
6. Matters Arising
 It was proposed that the churchyard would be a better location for a Christmas Tree, so the car park will not be pursued
7. Annual Return 2019-20 – the Annual Return documentation was considered. No issues had been raised by the Internal Auditor.
Resolved that:
 1. **The Chair and Clerk be authorised to sign the Certificate of Exemption**
 2. **The Annual Governance Statement be approved, and the Chair be authorised to sign.**
 3. **The Accounting Statements be approved and the Chair be authorised to sign**
8. Financial Regulations – the Clerk has circulated proposed Financial Regulations for the Council. These are based on NALC recommendations. It is a legal requirement to have these regulations, and to post them on the website.
Resolved that the Financial Regulations be approved
9. Council Vacancies – there are 2 unfilled vacancies. The Clerk advised that he had received 2 verbal expressions of interest. To ensure transparency it was agreed to have a formal process for inviting and considering expressions of interest to become a Councillor which can be considered at the next meeting.
Resolved that the Clerk develop a formal advertising and application process for the

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consideration of expressions of interest to be co-opted as a Councillor.

10. Planning Sub Committee – in recent years a number of additional meeting have been arranged which are identified as “Planning” meetings, though they have been arranged as extraordinary meetings. It was felt that the meeting frequency should be increased to bi-monthly which would largely remove the need to these “special” meetings. It was agreed to consider this formally at the next meeting.
11. Legal Requirements - there are a number of additional policies that the Council should have, and post on its website. It was agreed that the Clerk would develop these policies for consideration at future meetings.
12. Clerk’s Actions - There are a number of actions taken by the Clerk during the lock down in consultation with Councillors which require consideration.

Wire sculpture

A contribution of £200 was agreed towards a wire sculpture in Fleet Beck Lane. This would be of a roe deer and slightly larger roe stag with a total cost of £700.

Litter bin

The litter bin opposite the Goodmanham Arms was removed by ERYC as it was falling to bits. A new bin has been ordered at a cost of £472.05+VAT, and £120.00 installation.

Grass cutting, churchyard

A payment of £300 has been made to the PCC for grass cutting at the churchyard which is a long-term Council commitment. Contractual responsibility lies with the PCC.

Mapping

The Council has a licence which allows it to access Ordnance Survey mapping. This is free for Council purposes. Software is needed to access this data. The most cost effective is Parish Online which has an annual charge which is £36+VAT this year. This also provides access to other public sector mapping data.

Back up Drive

There has been no arrangement to back up data on the laptop. A back up hard disk drive has been acquired to do this at a cost of £41.99+VAT. This is part of a larger stationery order including printer ink and stamps as there were none in stock.

Resolved that the following actions by the Clerk be endorsed:

1. **A contribution of £200 towards a wire sculpture in Fleet Beck Lane (Cllrs Stephenson and Sawyer voted against this)**
 2. **Replacement of the Litter Bin opposite the Goodmanham Arms at a cost of £472.05+VAT and £120.00 installation.**
 3. **Payment to the PCC of £300.00 for grass cutting of the churchyard**
 4. **Subscription of £36+VAT for Parish Online**
 5. **Acquisition of a back up drive at a cost of £41.99+VAT.**
13. Clerk Appointment – Jeremy Sherlock started in post as the new Parish Clerk on 1st June 2020, with a contract of 12 hours per month. The agreed pay was £13.20 per hour, reviewable annually, together with a £26 per month working from home allowance which is not subject to tax. The Council is now registered with HMRC.

The Contract includes 12 hours holiday per year plus Bank Holidays. This translates to about 1hour 20 minutes per month, effectively reducing working hours to 10 hours 40 minutes per month. An alternative would be to agree to pay in lieu of holiday, which would cost the Council an additional £18.06 per month.

Resolved that:

1. **The appointment of Jeremy Sherlock on a contract of 12 hours per month at £13.20 per hour be endorsed.**
2. **Pay in lieu of leave be agreed, reviewable after 12 months**

14. General Power of Competence – the adoption of the General Power of Competence means that the Council no longer has to rely on a variety of legislation, as its actions are covered by a single power which allows the Council to do anything that could be reasonably done by an individual. This power can be adopted if a Council has a qualified Clerk, and elected Council (including unopposed). Once adopted the Power remains in place until the next full Election.

Resolved that the General Power of Competence be adopted.

15. Standing Orders – the Council has adopted the NALC model Standing Orders, though these have not been modified to meet the needs of this Parish Council. A revised version of the Standing Orders was circulated. These should be posted on the website.

Resolved that the revised Standing Orders be approved

16. Requests for Financial Assistance – the Clerk had received a request for financial assistance from a charity. It was agreed that there was a need to have a policy for future requests, based on the principle that any funding needs to benefit parishioners. In addition, it was agreed to consider a grants process and budget. These issues will be considered in more detail at the next meeting.
17. Model Code of Conduct - the Local Government Association is consulting on a new Model Code of Conduct. Whilst not part of the consultation NALC has asked Councils to consider submitting comments regarding the lack of sanctions. These have not been an issue for this Parish, and sanctions were reduced in 2011 to try to reduce malicious referrals to the Monitoring Officer. Councillors felt that they lacked the experience to comment on this issue.

Resolved that the revised Code of Conduct be supported

18. Picnic Area – a number of issues were discussed:
- a. The Council is legally responsible for the trees in the picnic area which should be regularly inspected by a qualified arboriculturist
 - b. The bin has struggled to cope with litter recently
 - c. There is a small amount of rot in one of the picnic tables

It was agreed to consider these issues in more detail at the next meeting

19. Dog Fouling – the Clerk had received a request to renew the dog fouling pavement markings using the existing stencils. There are signs on the lampposts. There were queries about whether this additional signage was necessary so it was agreed to take no immediate action, but to keep the issue under review,.
20. Bench etc opposite Goodmanham Arms – a request had been received from a resident for the removal of the bench and bin opposite the Goodmanham Arms on the following grounds:
- It is not possible to maintain social distancing when leaving the house
 - It is difficult to manoeuvre a vehicle from the driveway
 - The land is owned by the resident

The Council had received confirmation from ERYC that the seat and bench are sited on Highway Land. ERYC have also agreed to put a social distancing sticker on the site. It was also noted that there has been a bench on the site since 1969.

Councillors understood and were sympathetic to the concerns raised that have been caused by the current Coronavirus crisis. However, this should be a short-term issue, and the bench has been a well-used amenity for many years which has only recently been replaced. A replacement for the damaged bin has been ordered, with its removal likely to result in an increased litter problem.

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Resolved that the resident be advised that the bench and bin will not be removed

21. For Information - none

22. Planning

Applications for **Consideration**

20/00641/PLF | Erection of porch to front and conversion of existing garage into additional living accommodation | Newt House Church Side – (Additional issue regarding the adopted highway)

Councillors were concerned about encroachment onto the open green area

Resolved that an objection be raised about the erection of the porch onto the green area, and to any application to close the highway

20/00900/VAR | Removal of condition 3 (ancillary use) of planning reference 14/03990/PLF (Conversion of existing barn to annex, raise roof height and erection of single storey extension to side) to allow the use of the building as a separate dwelling | Springwold, Goodmanham Road

Application withdrawn

20/02180/TCA – Fell 1no Poplar Tree (T1) due to specimen having a large branch leaning over a new neighbouring property which has undertaken ground works likely to have impacted on tree roots, is leaning at a significant angle and will pose a threat to the new dwelling and has shed large branches in the recent past at Willow Garth, Goodmanham Road

Resolved that no objection be raised, but that the application should be required to plant a suitable native replacement tree

Applications **Approved** by ERYC:

19/03942/PLF Erection of an agricultural building for pig finishing and associated feed bins, hardstandings and vehicular access at Goodmanham Wold Farm, Cross Gate

23. Finance

a. Clerk's Finance Report:

Budget

The Clerk has prepared a budget below for 2020-21. This includes various budget headings which allow for commitments made (such as the bin and sculpture grant).

BUDGET 2020-21	Budget	To date			
				Budget Head	
				Revenue reserve	£1,000 £1,000
General Funds				Staffing	£2,400 £470
Carry Forward	£3,267	£3,267		Maintenance	£1,000 £870
Precept	£3,600	£3,600		Insurance	£332 £332
Interest	£50	£4		Administration	£850 £380
VAT Recovery	£400			Projects	£700
Grant	£10,000	£10,000		Projects reserve	£11,035
General Funds Total	£17,317	£16,871			£17,317

Financial Situation

The current balance is £14,817.87. A VAT recovery submission has been made but I have confirmation of the amount has not been received.

Small Business Grant

A payment of £10,000 has been received for Small Business Rates Relief. This needs to be

seen as a “windfall”. It was agreed that the use of these funds are considered in more detail at a future meeting with the community consulted on possible uses.

Regular Payments

The Financial Regulations allow for payments to be made between meetings for regular payments approved in advance by the Council. I have listed the current regular payments below. This should be reviewed each year as part of the Annual Meeting.

Payee	Purpose	Frequency
J Sherlock	Salary	Monthly
HMRC	Tax	Monthly
Fiddle Drill	Room Hire	Minimum quarterly
SLCC	Subscription	Annually
ERNLLCA	Subscription	Annually
All Hallows PCC	Grass cutting	Annually
Zurich Municipal	Insurance	Annually
Parish Online	Mapping	Annually

Resolved that:

- 1. The Budget for 2020-21 be approved**
- 2. The schedule of regular payments be approved**

b. Payments

ERNLLCA	Membership	£262.11
Angela Gleeson	Salary	£143.00
Wilson Services	Car Park works	£570.00
PCC David Bell	Churchyard maintenance	£300.00
ERC Community Accounting	Internal Audit	£75.00
Angela Gleeson	Salary	£143.00
Parish Online	Mapping	£43.20
Zurich Municipal	Insurance	£332.40
J Sherlock	Salary	£184.40

c. Income

ERYC	Small Business Relief	£10,000.00
TSB	Interest	£3.56
ERYC	Precept	£3,600.00

24. Councillors Reports - none

25. Clerks Report (for information) – the Clerk asked whether Councillors would like to use Goodmanham email addresses for Council business rather than their personal addresses. In addition, an outward facing Facebook page was discussed. It was agreed to explore this further and consider at future meetings.

26. Agenda Items for Next Meeting – Asset Register, Co-option, Grants policy, Car Park/ Picnic Area, Christmas Tree, meetings schedule, Small Business Grant, publicity

27. Date and time of next meeting – Wednesday 2nd September 2020 at 7:30 at the Fiddle Drill, Main Street, Goodmanham

..... Signature of Chair

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