

## GOODMANHAM PARISH COUNCIL

### Minutes of the Annual Meeting held on 19<sup>th</sup> May 2021 at The Meeting Room, Manor Farm, Goodmanham

Attendance: Cllrs Chris Buswell, Sarah Gillard, Anita Greener, Fran Preston, Christine Sawyer, Merle Skinner, Liz Stephenson, Claire Patton, Richard Cooper  
 ERYC Cllr Rudd; Parish Clerk Jeremy Sherlock  
 1 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 was 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:
  - A new PCC (Jonathan Evison) has been elected
  - There have been c 1M vaccinations in the Humber/ Coastal Vale area. 38 year old's have now been invited for vaccinations.
  - Covid figures remain low in Wolds Weighton
  - A number of roads will be surface dressed, though none are planned in Goodmanham
  - A request was made for anti scam information to be posted on the website
  - ERYC have a new leadership team with Cllr Jonathan Owens as Leader, and Cllr John Holtby as Deputy Leader
  - Highways have not yet responded to the concerns regarding Red Lane
5. Minutes of the Last Meeting held on 3<sup>rd</sup> March 2021  
**Resolved that the minutes of the meeting of 3<sup>rd</sup> March 2021 be approved**
6. Matters Arising - None
7. Standing Orders and Financial Regulations – these were amended in July so further amendments are not proposed.  
**Resolved that the Standing Orders and Financial Regulations be readopted**
8. Asset Register – the Clerk reported that he had made some minor updates to the Asset Register and was now satisfied that it was accurate. A query was raised as to why valuations are at purchase price rather than current value. The Clerk explained that Audit Regulations require this approach as it allows changes each financial year to be easily identified.  
**Resolved that the revised Asset Register be approved**
9. ERNLLCA representative  
**Resolved that Cllr Stephenson be the ERNLLCA representative**

10. Annual Return 2020-21 – the Annual Return documentation was considered. Total income in 2020-21 was £14,134 and expenditure was £7,154. The income includes a £10,000 Small Business Recovery Grant. Carry forward is £10,247 which is lower than was forecast when the precept was set. A budget review is included elsewhere on this agenda.

A review of the Internal Audit service was carried out in 2020-21, and this audit has been satisfactory. I would therefore recommend reappointing Martin Crossland for 2021-22

**Recommended that for 2020-21:**

1. **The Exemption Certificate is signed by the Chair and Clerk**
  2. **The Annual Governance Statement be approved and the Chair and Clerk be authorised to sign**
  3. **The Accounting Statements be approved and the Chair and Clerk be authorised to sign.**
  4. **The Internal Auditor (Martin Crossland) be reappointed for 2021-22.**
11. Use of Windfall Funds – it was agreed to hold an Extraordinary Meeting in June to discuss the options further. The long list circulated by the Clerk was indicatively categorised as follows:
- Priority – Precept management; Car Park Litter Bin; Lease fees
- Further discussion – Parish Pit; Parish Maps; History and Heritage; Footpath map; Picnic Area;
- Longer term consideration – Community Allotment; Plant additional trees; Planting boxes; no parking cones
- Discuss with Highways – rail line path; parking; speeding; highway infrastructure; footway under railway bridge;
- Not to progress – People’s Pantry; Free wifi and laptop for children; car park drainage; car park boundary treatment; support for Goodmanham Arms; Hanging baskets;

12. Car Park and picnic area

**Lease** - the Car Park and Picnic Area is currently held by the Parish Council on an Annual Licence from ERYC which costs £5 per year. This provides no security of tenure so an enquiry was made with ERYC regarding some form of Asset Transfer. Following this ERYC have offered the Parish Council a 99 year lease at a peppercorn rent. The Heads of Terms proposed by ERYC were discussed at the last meeting. ERYC would require a fee of £700 (no VAT). A number of queries were raised, and it was agreed to seek independent legal advice.

The Clerk circulated questions which had been raised with ERYC together with their responses. On the whole they had agreed to amendments where concerns had been raised.

Legal Advice has been sought from the Legal Adviser at NALC who has commented as follows:

“The proposed heads of terms are fairly standard and may not be negotiable if they are ones set by ERYC policy. The main points to consider are that the Parish Council will be responsible for maintaining and insuring the car park; and it will not be able to charge for car park use and must not allow overnight use or storage of caravans, etc., in the car park.

If the Parish Council decides to go ahead with the lease it will need to employ its own solicitor to complete and register the lease as well as to pay the legal costs of ERYC.”

The Clerk has received a quotes from a Solicitors of £750+VAT (£900) and £400+VAT (£480) to complete and register the lease, plus a £40 registration charge.

A lease would ensure that the Car Park/ Picnic Area is retained as an asset for the village. The Car Park is well used both by locals and visitors and its loss would create a major parking problem. The lease would ensure that historic investment is justified, and it would allow improvements to be made without the potential of loss. It would be easier to secure grant aid with this security of tenure.

The terms and conditions proposed by ERYC match the conditions in the Licence so would not

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Chair’s initials

create any additional burdens. The legal advice is that the terms are fairly standard.

A 99 year lease would create a long-term commitment for the Parish Council. It would only be possible to “hand the site back” with the agreement of the freeholder. This gives long term liabilities. There will be fees of c £1.2 K associated with taking out the lease. Conversely the Council would no longer have to pay the £5pa licence cost. The lease would be a long term commitment for the Council with associated costs.

Councillors had concerns about the initial costs and long term liability, particularly as it is mainly used by non-villagers. However the impact of the possible loss of the facility was recognised.

**Car Park Issues** - there have been a number of recent issues relating to the car park/ picnic area that are separate from the lease: There have been episodes of anti-social behaviour including use of the area behind the picnic area as an unofficial toilet. The tree and shrub pruning has made this area more visible.

The Clerk has been contacted by 2 separate visitors who have been told by local residents that they can't park or move their vehicle. The Clerk has been contacted by a local resident whose car was damaged and not reported.

It was commented that the Council lacks a complaints policy. The Clerk advised that this was one of the missing policies that will be reported to Council shortly.

It was commented that the car park had initially been created for local residents as a car park and garden. It was agreed that an area of the car park should be restricted to resident use, though there needs to be further discussion as to how this is done.

**Resolved that:**

1. **The Council agree a 99 year peppercorn lease with East Riding of Yorkshire Council for the car park and picnic area, and Councillors be authorised to sign the documentation.**
2. **A budget of £1,180 be approved for the legal fees**
3. **An area of the car park be restricted for resident use.**

13. Community Recovery Grant – ERYC have approved a fund of £250K for post COVID community events. This will be formally launched in May. Applications can be submitted by Parish Councils and local community organisations. This can be considered further when details are available.
14. Assets of Community Value/ Community Right to Buy – following the submission by the Council ERYC have formally designated the Goodmanham Arms as an Asset of Community Value which gives the community an opportunity to bid should it be put up for sale at some time in the future. The second submission, for the Car Park and Picnic Area, was not approved on the basis that ERYC have offered a 99 year lease on the site. The Clerk advised that he considered this to be an error in law, and that this has been confirmed by the legal expert at NALC. This will be raised further with ERYC.
15. Flooding - The Clerk, Cllr Sawyer and Cllr Preston met with Cllr Peter Hemmerman from Market Weighton Town Council to discuss the recent flooding that affected Goodmanham Road. Cllr Hemmerman has been involved over a number of years with the Environment Agency regarding the flood management scheme that primarily aims to protect Market Weighton.

The football pitches area is designed as a “reservoir” to store water and prevent flooding in Market Weighton. This however filled more and more rapidly in previous years which leads to questions as to whether more water could have been released into Market Weighton beck during this period.

A major pinch point is the culvert under Market Weighton which has a limited capacity. It is possible that this would benefit from being cleared. However there appears to be some dispute as to who is responsible for the culvert.

It was agreed to continue to liaise with Market Weighton Town Council on this issue, and report progress to the Council.

16. Dispensations – arrangements for Dispensations are set out in Section 13 of the Standing Orders

approved in July 2020. This report set out the procedures for dispensation requests. Under the current Standards regime the principal record of Interests are Disclosable Pecuniary Interests (DPI) which are set out by statute and included on the form filled in by Councillors on election, updated as necessary. Failure to declare an interest is a criminal offence. Normally if a Councillor had a DPI they would need to withdraw from the meeting and not vote. However there may be circumstances where this is not appropriate and would prevent decision making by the Council – for example if the Council was not quorate due to DPIs. In these circumstances a Dispensation can be requested for the reasons and using the procedure circulated. This process ensures that dispensations and the reason for the dispensation are recorded.

Councillors may wish to declare other interests that are not included as a DPI. These are discretionary and Councillors can choose what action to take at meetings. These are not covered by dispensations.

Whilst the Clerk can advise on Interests it is the responsibility of individual Councillors to ensure that they are adhering to the Code of Conduct.

### **Resolved that the Dispensation Policy and Procedure be approved**

17. Training Session – the Clerk had proposed holding a training session for Councillors. It was agreed that dates would be circulated for this.
18. Items for Newsletter – it was agreed that the Clerk would circulate a draft Newsletter primarily including items discussed on this agenda.
19. Planning

#### **Applications for consideration**

21/00612/PLF - Alterations to and change of use of former stables to form a dwelling for holiday let including erection of a single storey extension and 2.0m high fence at rear, installation of door, windows and roof lights and associated parking area at Goodmanham Wold Farm, Cross Gate

The Clerk reported that this application has been approved by ERYC

21/01289/PLF - Erection of two storey extension to front with extended roof line to form first floor balcony and open porch, erection of two storey extension to rear, erection of new retaining wall, raised garden access and new patio area to rear and side following demolition of existing workshop at Springfield Goodmanham Road

#### **Resolved that no objections be made to the 2 applications**

20. Finance

##### **a. Financial Situation**

The current balance is £13,226.73. The balance includes the £10,000 Small Business Rates Relief and the Precept

##### **b. Budget Review**

The year-end for 2020-21 has been finalised so the 2021-22 budget has been reviewed. The proposal below retains approved expenditure, but allows a lower than forecast carry forward.

<b>BUDGET 2021-22</b>	<b>Approved Budget 2021-22</b>	<b>Revised Budget 2021-22</b>		<b>Approved Budget 2021-22</b>	<b>Revised Budget 2021-22</b>
<b>Income</b>			<b>Expenditure</b>		
Carry forward	£11,000	£10,247	Revenue Reserve	£1,000	£1,000
Precept	£3,750	£3,750	Staffing	£2,500	£2,500
VAT Recovery	£300	£300	Maintenance	£500	£500
Interest	£75	£75	Administration	£795	£795
Grant			Insurance	£342	£342
Newsletter refund			Projects		
			Project Reserve	£9,988	£9,235
<b>General Funds Total</b>	<b>£15,125</b>	<b>£14,372</b>			
				<b>£15,125</b>	<b>£14,372</b>

### c. Regular Payments

The regular payments schedule has been reviewed. Financial Regulations allow these payments to be made between meetings. A request was made for costs to be included which the Clerk advised he would do for the next meeting.

<b>Payee</b>	<b>Purpose</b>	<b>Frequency</b>
J Sherlock	Salary	Monthly
HMRC	Tax	Monthly
Fiddle Drill	Room Hire	Minimum quarterly
ERYC	Rent (car park)	Annually
SLCC	Subscription	Annually
ERNLLCA	Subscription	Annually
All Hallows PCC	Grass cutting	Annually
Zurich Municipal	Insurance	Annually
Parish Online	Mapping	Annually
Information Commissioner	Registration	Annually (Direct Debit)

### **Resolved that:**

- 1. The Financial Situation be noted**
- 2. The revised budget be approved**
- 3. The Schedule of Regular Payments be approved**

### d. Payments

J Sherlock	Salary	£167.26
HMRC	Tax	£35.20
J Sherlock	Line marking spray	£13.81
The Safety Supply Company	Dog Fouling Stencils	£78.30
J Sherlock	Salary	£167.26
HMRC	Tax	£35.20
ERNLLCA	Subscription	£269.17

J Sherlock	Expenses	£5.24
J Sherlock	Salary	£167.26
HMRC	Tax	£35.20
All Hallows Church	Grass cutting contribution	£300.00

**e. Income**

TSB	Interest	£2.49
East Riding of Yorkshire	Precept	£3,750.00
TSB	Interest	£2.64
TSB	Interest	£2.72

21. Councillors Reports - none

22. Clerks Report (for information)

- the maintenance register was circulated and initialled as appropriate.
- Litter pick equipment is now available having been provided by ERYC.
- A walkabout with highways will be held in June. It was agreed to discuss maintenance of the bench near Red Lane as part of this meeting.
- The railway footpath will be formally designated in June. At the moment it is partly blocked by fences.
- There has been no response to the letter regarding the noticeboard
- The clerk reminded Councillors that their interests should be updated when necessary

23. Agenda Items for Next Meeting – car park, issues arising from Extraordinary Meeting

24. Date and time of next meeting – Wednesday 21<sup>st</sup> July 2021 at 7:00pm at the Fiddle Drill, Main Street, Goodmanham

..... Signature of Chair

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Chair's initials