

GOODMANHAM PARISH COUNCIL

Minutes of the Annual Meeting held on 4th May 2022 at The Fiddle Drill, Manor Farm, Goodmanham

Attendance: Cllrs Chris Buswell, Sarah Gillard, Christine Sawyer, Liz Stephenson, Richard Cooper, John Stephenson, Mary Rook
Parish Clerk Jeremy Sherlock

Cllr Buswell in the Chair

1. Appointment of Chair and Declaration of Acceptance of Office – Cllr Chris Buswell felt that after 3 years it was appropriate for him to stand down. Cllr Liz Stephenson was nominated and seconded.
Resolved that Cllr Liz Stephenson be elected as Chair
Cllr Stephenson signed the declaration and took the Chair.
2. Appointment of vice Chair and Declaration of Acceptance of Office – Cllr Sarah Gillard was nominated
Resolved that Cllr Sarah Gillard be elected as vice Chair
Cllr Gillard signed the declaration
3. Apologies, Dispensations and Declarations
Apologies received from Cllr Anita Greener, Cllr Fran Preston, and ERYC Cllr David Rudd. It was agreed that the absences by Cllr Preston for this and the last meeting should be approved so that they do not result in a 6-month absence.
Resolved that the reason for the absence provided by Cllr Preston for this and the last meeting be accepted with the 6 month absence period starting from this meeting
Cllr Gillard declared an interest in part of item 16.
4. Presentation by ERYC on devolution proposals in East Riding – this item was deferred as it felt that it would take up too much meeting time. Cllr Leo Hammond has suggested a separate meeting. Councillors suggested that a written presentation may be appropriate as other pressures at the moment limit time available to Councillors.
5. Public Session
None
6. Minutes of the Last Meeting held on 2nd March 2022
Resolved that the minutes of the meeting of 2nd March 2022 be approved
7. Matters Arising - None
8. Standing Orders and Financial Regulations – no amendments have been proposed by NALC.
Resolved that the Standing Orders and Financial Regulations be readopted
9. Asset Register – it was noted that one of the picnic benches is irreparable, and tghat the Asset Register should be amended to note this.
Resolved that the revised Asset Register be approved
10. ERNLLCA representative
It was felt that there was no need to nominate a representative as the Council will still be able to access information and support when needed.

11. Annual Return 2020-21 – the Annual Return documentation was considered. The Annual Return for 2020-21 is attached. The Internal Audit has been completed and no issues have been raised. As the Council has an income and expenditure of less than £25K there is no longer a requirement for an External Audit, but the Council needs to certify this exemption. The Council must consider the Governance Statement before considering the Accounting Statements. An updated Council Risk Assessment will be prepared for the next meeting.

Total income in 2021-22 was £4,627 and expenditure was £9,385. The main variances are the £10,000 grant which was received in 2020-21 which the Council has begun to spend. Expenditure other than grant usage on projects was £4,202.48. Carry forward is £5,488.94 which is close to the forecast when the precept was set. A budget review is included elsewhere on this agenda.

Once approved the Annual Return is advertised for 30 days to allow public scrutiny.

This audit has been satisfactory. I would therefore recommend reappointing Martin Crossland as Internal Auditor for 2022-23

There was a discussion about how income and expenditure is monitored on regular basis as the Council uses electronic banking payments. The Clerk reported that he had recently held a meeting with Cllr Buswell who had been appointed as lead Councillor for finance. It was agreed that these meetings should place every 6 months. The Clerk also advised that any Councillor can request a spot check.

Resolved that for 2021-22:

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 2022-23.**

12. Jubilee Event – about 130 tickets have been issued to date. As there is strong interest it was agreed that there is no need for a ticket cut off date, and their further availability will be publicised on Facebook and on the website. It was agreed to hold a further meeting of the organising group to finalise the event.

The Council have been awarded a £500 grant from ERYC for the event. This is felt to be adequate to cover costs.

The Clerk will prepare a and circulate a Risk Assessment.

Resolved that expenditure of up to £500 for the Jubilee event be approved, funded through the ERYC grant.

13. Highways and Parking – Cllr Stephenson had prepared a paper on the current issues regarding parking in the village which is causing increasing access as well as creating a hazard. The paper concentrated on the problems that vehicles servicing local farms are having in passing through the village. This has resulted in significant damage to the verge next to the Church, and there are concerns that more permanent damage will occur. Any changes will need to be supported by ERYC as Highway Authority.

Other safety issues were raised. It was noted that in the past ERYC have not considered these to be a priority as there is no accident record. However they should take notice if the problems are resulting in access to businesses being blocked.

Resolved that Cllr Stephenson write to ERYC Cllr Hammond to ask for a meeting with ERYC Highways to discuss potential solutions to the access issues.

14. Car Park – at the last meeting it was agreed to hold a site meeting in the car park to discuss a number of issues. This meeting was held on 23rd March 2022. The following issues were considered.

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Chair's initials

Car Park Extension and Relocation/ Erection of Signboards – the Clerk had been requested to explore the costs of extending the Car Park. A quotation of £3,600+VAT has been received for the extension of the car park by relocating the logs and providing additional hardcore surface, relocation of the existing sign, and erection of the new footpaths map. This would create a minimum of 2 additional parking spaces. These costs were not seen as value for money.

Car Park Space markings - more capacity could be achieved by use of space markings. A car park recently constructed in Sancton uses a mesh layer which includes space markings. This cost c £25,000. This is about half the size of the Goodmanham Car Park. This was unaffordable even with grant support. It was agreed to acquire some line marking spray and hold a working party to create spaces.

Resident Parking – it was agreed that the 4 resident parking spaces should be identified when the line markings are done. A previous contractor quote for wooden dividers had not been supported. An alternative of concrete lintels was suggested which will be explored prior to the next meeting. It was agreed to acquire signage for the residents parking.

The Council had agreed to reserve spaces for 17-20 Edwins Garth. The Council have been approached by a resident from 11 Edwins Garth requesting a reserved space. It was agreed that reserved spaces would be limited to the 4 properties listed as other properties have the potential of creating off street spaces.

Drainage - there has been a problem of water on the site draining through the garden of 15, Edwins Garth. A quote of £420+VAT has been received for the installation of a land drain and soakaway to mitigate this problem.

Trees - a further reminder has been sent to ERYC about the removal of the trees along the northern boundary. It was agreed that the overhanging vegetation would be removed by the Parish Council if there is no action on this before October.

Resolved that a budget of £650 be approved from the Projects Reserve for the drainage and line making spray

15. Annual Pay Award 2020-21 – the Clerk’s pay is directly linked to Scpt 20 in the JNC rates. The JNC pay rates have been adjusted from 1st April 2021 to take account of a recent pay increase of 1.75%. Using NALC published pay rates this hourly rate has increased from £13.52 to £13.75 (£0.23 per hour). The monthly implication is shown in the table below:

Payments	Units	CURRENT		NEW	
		Rate	Amount	Rate	Amount
Salary	12	£13.52	£162.24	£13.75	£165.00
Holiday Pay	1.368	£13.52	£18.50	£13.75	£18.81
Home Office allowance	1	£26.00	£26.00	£26.00	£26.00
TOTAL			£206.74		£209.81

This results in an increase of £3.07 per month (£36.84 per year) giving an annual cost to the Council of £2,517.72. The award is backdated to 1.4.21 which means that backpay of £36.84 needs to be made to cover 2021-22. This gives a total cost for 2022-23 of £2,554.56. The budget provision for 2022-23 is £2,650. It should be noted that a pay claim has been submitted for 2022-23.

Resolved that the pay award of £3.07 per month be confirmed, backdated to 1st April 2021.

16. Planning**Applications for consideration**

22/00685/PLF - Erection of first floor extension to rear over existing single story extension, erection of single storey extension to rear to create additional living space and installation of roof lights to rear at Hollyhock Cottage Church Side

This application has been approved by ERYC

22/00926/PLF - Erection of two storey extension and porch to front, conversion of existing integral garage into habitable accommodation and erection of single storey detached garage at Beeches, Goodmanham Road

Resolved that comments be submitted to raise concerns about the impact of the garage on the adjacent large tree, and of issues relating to the clay soils and prevalence of springs.

22/01275/TCA - GOODMANHAM CONSERVATION AREA - Remove 1 no. Sycamore tree at Hall Garth Goodmanham Road

Resolved that no objections be made

17. Finance

a. Financial Situation - the current balance is £8,802.89. The Jubilee Grant has not yet been received. A copy of the accounts and reconciliation has been circulated.

A revised budget below was considered which provides an accurate carry forward figure and includes the approved grant.

BUDGET 2022-23	Approved Budget 2022-23	Proposed Budget 2022-23
General Funds		
Carry forward	£5,200	£5,489
Precept	£4,100	£4,100
VAT Recovery	£300	£300
Interest	£35	£35
Grant		£500
General Funds Total	£9,635	£10,424
Budget Head		
Revenue Reserve	£1,000	£1,000
Staffing	£2,650	£2,650
Maintenance	£750	£750
Administration	£900	£900
Insurance	£350	£350
Projects	£500	£500
Project Reserve	£3,485	£4,274
	£9,635	£10,424

An updated regular payments schedule was circulated.:

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Chair's initials

Resolved that

1. **The Financial Situation be noted**
2. **The revised budget be approved**
3. **The regular payments schedule be approved**

b. Payments

J Sherlock	Salary	£170.74
HMRC	Tax	£36.00
PCC Goodmanham	Grass Cutting	£300.00
J Sherlock	Salary	£170.74
HMRC	Tax	£36.00
J Sherlock	Expenses	£9.15
ERNLLCA	Subscription	£279.31

c. Income

TSB	Interest	£1.10
TSB	Interest	1.42
ERYC	Precept	£4,100.00

18. Councillors Reports – Cllr Rook raised the appearance of the site at the end of Red Lane and the culvert under the road. The Clerk has raised the site issue with ERYC and has not had a response. He will raise the issue again.

Cllr Sawyer advised that a young resident had carried out a litter pick as part of his Duke of Edinburgh's Awards and suggested a letter of thanks. The Clerk will send this.

Cllr Stephenson advised that the planting boxes will be put in place shortly. Some daffodils will need to be moved.

19. Clerks Report (for information) – the Clerk has contacted ERYUC about the daffodils and has not received a response
20. Agenda Items for Next Meeting – Highways, Car Park, Risk Assessment
21. Date and time of next meeting –Wednesday 6th July at 7:00pm at the Fiddle Drill, Main Street, Goodmanham

..... Signature of Chair