**EAST COTTINGWITH PARISH COUNCIL**

**Minutes of the Parish Council Meeting held in the Village Hall, East Cottingwith at**

**8.00pm on Thursday 14th March 2019**

**Present:** Councillors P. Rhodes (Chairman), N. Hobbs (Vice-Chairman), S. Ashton,

 D. Morter, J. Harrison

**In Attendance:** D. Cornmell (Acting Parish Clerk)

**Members of the Public:** 1

1. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors C. Cornmell and D. Griffith

1. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

1. **PUBLIC PARTICIPATION**

The member of the public raised the issue of a motor vehicle which was parked on the road in a dangerous position, the vehicle in question not having moved for a considerable period of time and was posing a danger to children who were having to walk into the carriageway when going to meet the school bus. Members expressed mixed views as to the legitimacy of the vehicle in question being parked on the road, the matter having already been referred to Humberside Police and East Riding of Yorkshire Council(ERYC) who had declined to take action. After considerable debate, it was agreed that Councillor Harrison would speak to the party concerned with a view to resolving the matter.

**Action: Councillor Harrison**

1. **MINUTES OF THE LAST ORDINARY/EXTRAORDINARYMEETINGS**

Proposed by the Vice-Chairman, seconded by Councillor Ashton, and agreed that the minutes of the Ordinary Meeting held on 10th January 2019 and the Extraordinary Meeting held on 17th January 2019, be accepted as a true record.

1. **ONGOING ITEMS**
2. **Sewage pipe**

Members heard that work was on-going and considerable care was being taken by the contractor to minimise disruption within the village.

1. **Neighbourhood Watch**

Councillor Ashton confirmed that he was pursuing the matter and had placed details on the website. To date, there were no offers to take on the role of co-ordinator.

**Action: Councillor Ashton**

1. **Tenancy of Council land**

The Chairman reported that a representative from Clubleys had been in touch with the tenant and arrangements were in hand to complete the rent review and Farm Business Tenancy Agreement.

**Action: Chairman**

1. **Standing Orders and Governance**
2. **Action Plan**

The Clerk reported that, as agreed at the last Ordinary Meeting, an Action Plan had been completed identifying those areas within the various policy papers that required attention. The plan had been circulated to members prior to the meeting. Councillor Ashton confirmed that he had updated the Council’s website. All other actions were in hand.

1. **Data Breach Policy**

The Clerk presented a further paper, ‘Data Breach Policy’, that had been identified as being required in the Action Plan.

**Resolved –** that the ‘Data Breach Policy’ be formally adopted.

**Action:** **Acting Clerk**

1. **JUBILEE WOOD: ITS STATUS WITHIN THE PARISH COUNCIL**

In the absence of Councillor Griffith, Councillor Ashton reported on proposals to strengthen the position of Jubilee Wood within the Council. He sought approval to

form a Working Group, made up of members and non-members of the Council, to manage the Wood and also agreement for the purchase of fencing, which was estimated to cost in the region of £1,500 to £1,750. It was understood that there was budgetary provision allocated for Jubilee Wood, i.e.£500.00 in the 2018/2019 budget and £500.00 in the 2019/2020 budget, the shortfall to be made up from donations already in existence and the Council’s reserve.

The Clerk confirmed that it was permissible under Standing Orders for such a Group to be established and suggested the following terms of reference:

Jubilee Wood Working Group

‘ To undertake, on the Council’s behalf, the management of land known as Jubilee Wood. Membership to comprise of members and non-members of the Council. The quorum shall be 50% , save no decision may be made by a single member. Approval of full Council to be sought prior to the purchase of any item(s) needed to fulfil the Group’s remit’

The Chairman expressed agreement with the proposals and recommended that a further sum of £500 be allocated for the purchase of Christmas Trees.

**Resolved –** that (i) a Working Group be established to manage Jubilee Wood under the terms of reference suggested; (ii) fencing be purchased at the estimated cost;

 (iii) Christmas trees be purchased, of such size and number, for the present and subsequent years, to the value of £500.00.

**Action: Councillors Ashton and Griffith**

1. **PARISH COUNCIL ELECTIONS**

It was confirmed that five of the present members would be seeking re-election and that Councillors Harrison and Morter were to stand down. It was agreed to actively seek candidates to fill the two vacancies.

The Chairman thanked Councillors Harrison and Morter for their valuable contribution to the Council. It was agreed that Councillor Harrison would continue to administer the Cemetery on the Council’s behalf.

**Action: All Councillors**

1. **RISK ASSESSMENT/ASSETS REVIEW**

Members gave consideration to a paper previously circulated addressing the risks facing the Council and actions to mitigate those risks.

**Resolved** – that the Annual Risk Assessment be accepted.

**Action: Acting Clerk**

Further consideration was given to reviewing assets owned by the Council.

**Resolved-** thatthe Annual Assets Review be accepted.

**Action: Acting Clerk**

1. **FINANCE**
2. Bank reconciliation

Balance at 1/4/2018 £10,084.13

+ Receipts to date £ 7,138.93

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 £17,223.06

-Payments to date £ 7,654.40

Current Account Balance at 14/3/2019. £ 9,568.66

1. Payments

Proposed by the Vice-Chairman seconded by Councillor Harrison and r**esolved** that the following payments be made:

Npower – Street lighting £ 68.10

R & J Henley (Henleys Nurseries) £ 337.20

-trees (Jubilee Wood)

David Cornmell – Clerk’s travelling/ £ 47.70

stationery

ERYC – Playground lease £ 92.00

H Beevers & Sons – Xmas tree £ 240.00

**Total: £ 785.00**

1. Receipts

T L Hockey – Donation £ 150.00

(in memory of Marjorie Norton)

1. Financial Report

The Acting Clerk and Responsible Financial Officer (RFO)presented a report on the current financial position in readiness for the Annual Return.

1. Appointment of Auditor

It was confirmed that a parishioner had agreed to undertake an audit of the Council’s year-end accounts.

**STANDING ORDERS WERE SUSPENDED AND THE COUNCIL WENT INTO CLOSED SESSION TO CONSIDER A MATTER THAT WAS COMMERCIALY SENSITIVE**

The member of the public left the meeting.

1. Grass-cutting Contract

The Clerk reported that a tender document had been forwarded to four contractors, two of which had returned sealed bids.

**Resolved -** that the Council’s grass-cutting contract for the period 2019/2020; 2020/2021 and 2021/2022 be awarded to George Fillingham.

**Action:** **Acting Clerk/RFO**

**STANDING ORDERS WERE RE-INSTATED AND THE COUNCIL RETURNED TO OPEN SESSION**

1. **PLANNING**
2. Applications
3. Tree Preservation Order (TPO) East Cottingwith No.4 -2006(Ref:1013) at East Cottingwith Conservation Area: 6 sycamore and 4 Ash trees; remove 15-35% of the crown on a tree-by-tree basis reducing wind resistance, re-balancing uneven growth and improving light, overhanging branches encroaching property will be managed as part of the crown lifting

process, overall height should not be affected outside the removal of decaying timber, any reduction will be less than 2m: Parnall House, Middleton Farm, Main Street, East Cottingwith YO42 4TN

**Resolved**- that there be no objection to the proposal.

1. 18/03530/PLF (Revised Scheme): Meadow Cottage, Main Street, East Cottingwith YO42 4TN: Erection of porch to front and single storey extension to rear following demolition of existing conservatory.

R**esolved** – that there be no objection to the proposal.

1. 19/00682/TCA: Prune and re-balance 2 Ash trees, reducing overhanging limbs by 3m and thinning the crown: Rose Garth, Main Street, East Cottingwith YO42 4TN

**Resolved** – that there be no objection to the proposal.

1. 19/00761/PLF: Conversion of existing stable building to provide ancillary accommodation for the host dwelling and associated works including raising the eves and ridge height and erection of a single storey extension: Sycamore Bungalow, Main Street, East Cottingwith YO42 4TN

**Resolved** – that there be no objection to the proposal.

**Action: Acting Clerk**

1. Permission
2. 19/00032/PLF: Erection of single storey extension to side and rear: Rose Cottage, Main Street, East Cottingwith YO42 4TN
3. **CORRESPONDENCE**

A list of correspondence received since the last Ordinary Meeting was noted.

The following was considered:

ERYC: ( Jim McGivern) Village Task Force Walkabout 31st May 2019. It was agreed that Councillor Griffith accompany ERYC’s official.

**Action: Councillor Griffith**

1. **MEMBERS REPORTS**

The Chairman indicated that he still had a supply of road salt, should weather conditions necessitate its use.

1. **DATE OF NEXT MEETINGS**

**Annual Parish Meeting:** 7.30pm Thursday 9th May 2019

**Annual Meeting:** To follow on

**Ordinary Meeting :** To follow on

1. There being no further business, the meeting closed at 9.25pm.