

Melbourne Parish Council
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Minutes of the meeting of Melbourne Parish Council held in the village hall at 7pm on Monday 12 May 2025.

Present: Councillors Tomalin (in the chair), Thomas, Johnson, Downes, Lee, Rollason and Kemp.

- 25/1 Apologies** – Cllrs Cooper and Breeze
- 25/2 Members of the public present** – 0
- 25/3 Declarations of interest** – None.
- 25/4 Minutes of the Parish Council meetings held on 10 March 2025 – Agreed – that the minutes of the meeting be approved as a correct record and be signed by the Chairman.**
- 25/5 Ward Councillors Update:**
- a. Main Street – the report on Main Street and whether the remedial work should be paid for and carried out by East Riding of Yorkshire Council (ERYC) or Yorkshire Water was soon to be released. Cllr Hammond would update the Parish Council when it became available; **Noted**
 - b. Allerthorpe Triathlon – this was due to take place on Saturday 21 June 2025. The triathlon organisers had submitted two proposals to ERYC and the Police with regard to the cycle route and any associated road closures but they had been refused by both organisation. Any proposal would have to be agreed six weeks before the date of the triathlon and so time was now limited for the organisers to submit an acceptable proposal. The Parish Council noted that there had been resistance to the triathlon in previous years because of the road closures, poor marshalling and some cyclists' attitude to other road users and so there was likely to be some support for it not taking place; **Noted**
 - c. The Do It For East Yorkshire grant scheme would shortly open for 2025; **Noted**
 - d. Increase in Policing – 58 new police officers would be appointed in Humberside over the next two years; **Noted**
 - e. SOAY Grants – these would reopen shortly for 2025/26. **Noted.**
- 25/6 Matters arising from the minutes:**
- **24/27 Boundary Farm Junction/Ash Lane-** ward councillors were pushing for the agreed work to be completed but had no update at present. **Agreed that the Clerk would ask Cllr Hammond for an update.**
- 25/7 Parish Council's current financial position - £18,684.06 – Noted.**
- 25/8 Requests for payment – Approved:**
- a. VH Hire - £22.00
 - b. Ink cartridges - £18.28 (repayable to the Clerk)
- 25/9 Annual Finance Governance Statement – The Parish Council completed and agreed the annual finance governance statement confirming there was a sound system of internal control, including the preparation of the accounting statements.**
- 25/10 Submission of Annual Accounts – the Parish Council agreed the accounts had been properly prepared on an income and expenditure basis following the appropriate governance and accountability guidelines and approved the exemption certificate.**
- 25/11 Budget report including the Clerk's salary and back payments, a budget for minor maintenance works and making emergency/extraordinary payments for items not on the agenda –**

Finance Sub-Committee

It was agreed that:

- a. A finance sub-committee would be set up comprising of three councillors. Generally, its role would be to oversee and approve financial outlay which was required between parish council meetings, to consider setting a limit by which the Clerk could make purchases without the prior approval of the Parish Council or Financial Sub-Committee and to look in greater detail at projects or items requiring larger expenditure;
- b. The Sub-Committee would comprise Cllrs Cooper, Downes and Rollason and members would be elected annually;
- c. The Clerk and Cllr Downes would draw up draft terms of reference for consideration at the next Parish Council meeting.

Maintenance Payment

It was agreed that:

- d. A provisional sum of £900 would be used annually where required for minor maintenance or improvements in the village.

Clerk's Salary

The clerk had not had a pay rise since 2017 and since then the pay scales had increased annually from £10.36 to the current rate of £13.47 for their local government scale point. The Parish Council received a report outlining back pay of £3,670 which the Clerk was owed. It also considered the Clerk's salary going forward.

It was agreed that:

- e. The Clerk would receive two payments of £1,026 annually to cover some of the back pay;
- f. The Clerk's local government scale point would be increased to scale point 16 which would be an hourly rate of £15.38 from 1 April 2025. Increases would be in line with any national pay awards;
- g. The Finance Sub-Committee would annually review the Clerk's salary in January of each year.

25/12 Parish Newsletter – The Clerk informed the Parish Council that a new editor had been appointed for the parish newsletter.

25/13 Allerthorpe Triathlon – considered under the ward councillor update at Minute 25/5.

25/14 Brickwork to the East End Planter – it was reported maintenance work was also needed to the planter at the west end of the village. **Agreed that that Clerk would obtain a quote for consideration by the Finance Sub-Committee for both planters.**

25/15 Greener Pocklington Application – The grant application had been submitted. This requested £1,500 for an ecological survey of the three sites owned by the parish and 30 bird/bat boxes. This covered the full cost of the proposals. The Parish Council raised concerns about installing nesting boxes on the Kidd Lane plot because of the large numbers of squirrels which would kill any fledglings. Cllr Thomas also stated she would be applying for a grant to buy daffodil bulbs to cover the Kidd Lane plot. This would mean the scouts could pick and sell them in future years to raise money. **Agreed that:**

- a. The Parish Council thanked Greener Pocklington for its work on the grant;
- b. The Clerk would email councillors a copy of the grant application;
- c. The Clerk would inform Greener Pocklington of Cllr Thomas' proposed application;
- d. The Clerk would ensure that all councillors had sight of any future grant proposals to enable them to provide feedback and ensure any plans were in line with its own plans and those of other voluntary groups in the parish.

25/16 Winter maintenance – After discussing options and costs it was **agreed that the Clerk would apply to ERYC to take over maintenance of the salt bin at the end of Campey Lane.** ERYC charged £55 a year to check and fill a salt bin which was considerably less expensive than if the Parish Council purchased road salt and also meant that storage for any leftover salt would not need to be found.

25/17 Solar Developments – None requiring an update.

25/18 Planning applications:

- a. 24/00726/PLF – Erection of no 2 replacement wind turbines – Grove Farm, Main Street, Melbourne, YO42 4SX. **Agreed no comments.**

25/19 Planning notices – None.

25/20 Correspondence since the last meeting – Already circulated. **Noted**

25/20 Councillor Forum

- a. Cllr Kemp had spoken to a resident of Campey Lane who had expressed an interest in helping to improve the village. It was suggested that bulbs could be planted by the Campey Lane and Kidd Lane village signs. **Agreed that Cllr Kemp would follow-up with the resident.**
- b. Cllr Tomalin would attend the online Parish Liaison meeting on behalf of the Parish Council.

The meeting closed at 8.40pm

The date of the next meeting of the Parish Council will be 6:30pm on **Monday 14 July 2025.**

All agenda items for the May 2025 meeting must be with the Clerk by Friday 4 July 2025.