

Minutes of the meeting of Melbourne Parish Council held at 7.00pm on 14 November 2016 in The Chapel, Melbourne.

Present: Councillors Lewin (in the chair), Braidley, Cooper, Hawley, Johnson, Kemp and Lee.

Councillor Rudd was also in attendance.

Members of the public present: **2**

- 1. Apologies** - Apologies were received from Councillors King and Spence.
- 2. Declarations of interest** – Councillor Lee declared a pecuniary interest in Item 16 as he was a relative of the newsletter’s compiler and printer and took no part in the discussions or voting on the matter.
- 3. Minutes of the meeting held on 12 September 2016 - Agreed** – that the minutes of the meeting held on 12 September 2016 be approved as a correct record and be signed by the Chairman.
- 4. Matters arising from the minutes** – it was agreed outstanding items would be raised under the relevant items on the agenda.
- 5. Grant applications** – the following grant applications had been received by the Parish Council:
  - a) Melbourne Sports and Playing Fields Association - crockery £250.00
  - b) Melbourne Sports and Playing Fields Association - grass cutting £850.00
  - c) 1st Melbourne Guides £554.97 – camping equipment
  - d) 1st Melbourne Brownies £123.64 – miscellaneous items
  - e) Village Hall £500.00 – contribution towards new uPVC doors
  - f) Cricket Club £500.00 – new rubber mat for the batting cage
  - g) Bowls Club £500.00 – wooden upstands around the green
  - h) Thornton Church £1,246 – grass cutting

In addition to the above, the Melbourne Sports and Playing Fields Association had submitted a further bid for a contribution to new playground equipment. Two members of Melbourne Sports and Playing Fields Association addressed the meeting on this matter.

They informed members the Association aimed to raise approximately £25,000 for new playground equipment. The scheme had been broken down into two phases, with Phase One catering for younger children and Phase Two for older children. Additional funding would enable them to create a pathway from the entrance gateway to give easy access for wheelchairs and pushchairs.

Since September 2015, the Association had raised £3,000 through community events and donations from the local community.

In order to reach the amount required for Phase One of the project, the Association needed further contributions of £4,140.

The importance of ensuring the grant process was consistent, transparent and easy for organisations to use was discussed. It was agreed to draft an application form and guidance notes for organisations to use in future years.

- Agreed that** – (a) the above grants a) to g) are approved;
- (b) Councillor Lee ask Thornton Church to provide details of the costs of grass cutting for the previous year;
  - (c) Melbourne Sports and Playing Fields Association is granted £4,140 towards the purchase of new playground equipment; and
  - (d) a grant application form and guidance notes are drafted for future bidding rounds.

- 6. Cuadrilla Update** – the slides and Q&As from the Cuadrilla presentation on 12 September were available on the website and village noticeboard.

Cuadrilla and the Department for Environment and Climate Change had signed a contract assigning the licence for Melbourne and the surrounding area the day after its presentation to the Parish Council. Members expressed their disappointment that Cuadrilla had not informed them this was due to take place.

- Agreed that** - (a) the Council write to Cuadrilla expressing its disappointment in not being informed the licence for this area was due to be assigned to Cuadrilla; and
- (b) Seaton Ross is informed of the news about the licence for this area.

- 7. HGVs through the village and public meeting** – the Chairman had visited most of the local businesses and discussed the issue of HGVs using the village instead of Ash Lane. She had received a positive response and felt the companies were doing what they could to help alleviate the situation.

Yorkshire Water had declined the Council's invitation to attend a public meeting. However, ERYC was willing to attend and Sir Greg Knight MP had also offered his support.

A letter had now been received from the school which was supportive of the Parish Council's efforts, one of the aims of which was to improve safety in the village by reducing the number of HGVs.

The Parish Council recognised the major issue was the state of the road which caused the vibrations and noise from the HGVs. This was a matter for Yorkshire Water because the drains required significant work before the road could be improved. However, the company had made it clear it would not engage with the village. It was hoped ERYC would engage with Yorkshire Water on the village's behalf following the public meeting and Sir Greg Knight would also agree to put pressure on Yorkshire Water.

Until the issues were resolved, the Parish Council felt that improved signage directing HGVs away from the village and towards Ash Lane could prove beneficial.

- Agreed that** - (a) the Chairman and Clerk liaise with ERYC for a suitable date for the public meeting;
- (b) the possibility of erecting signage directing HGVs away from the village is discussed with ERYC; and
- (c) the priorities will be to:
1. divert as many vehicles as possible to Kidd Lane
  2. have the sewage system repaired
  3. have the main street road re-surfaced

- 8. Litter on verges** – the Clerk had received a phone call from a parishioner complaining about the amount of litter on the grass verges of the roads into Melbourne, particularly the road from the Rossmoor side of the village. The Clerk had reported the problem to ERYC.

**Agreed** - the Clerk look into the possibility of the community payback scheme to help clear the litter along the verges.

- 9. Membership of Humber and Wolds Rural Community Council (HWRCC)** – the Clerk had received a letter from HWRCC asking whether the Parish Council wished to renew its membership for 2016/17.

**Agreed** – the Clerk establish how much the annual membership will cost for 2016/17.

- 10. Standing Orders** - the Clerk presented the draft Standing Orders for the Parish Council. These were discussed and a number of amendments made.

**Agreed** – that the Standing Orders for Melbourne Parish Council be approved, subject to the amendments made at the meeting, and a copy placed on the Parish Council website.

- 11. Grievance Policy** - the Clerk presented the draft Grievance Policy for discussion by the Parish Council

**Agreed** – that the Grievance Policy for Melbourne Parish Council be approved and a copy placed on the Parish Council website.

- 12. Disciplinary Policy** - the Clerk presented the draft Disciplinary Policy for consideration by the Parish Council.

**Agreed** – that the Disciplinary Policy for Melbourne Parish Council be approved and a copy placed on the Parish Council website.

- 13. Complaints Procedure** - the Clerk presented the draft Complaints Procedure for consideration by the Parish Council.

**Agreed** – that the Complaints Procedure for Melbourne Parish Council be approved and a copy placed on the Parish Council website.

- 14. Financial Regulations** - the Clerk presented the draft Financial Regulations for consideration by the Parish Council.

**Agreed** – that the Financial Regulations for Melbourne Parish Council be approved and a copy placed on the Parish Council website.

- 15. Month end financial report** - the Clerk informed members the bank statements were not yet being sent directly to her. However, the previous clerk had redirected the latest statement which showed the current balance stood at £20,295.03.

**Agreed** – that the update be noted.

- 16. Proposal for budget of the village newsletter** - having declared a prejudicial interest, Councillor Lee left the room and took no part in the discussion or voting on this item.

The newsletter was produced by Mrs Lee who had paid for all costs herself until recently, when the Council had started to reimburse her for the costs of printing. A proposal had been put forward by the Parish Council to pay an amount towards the time it took her to compile, print and fold each issue of the newsletter.

The repayment put forward for each newsletter was:

- Paper - £15.00
- Ink - £15.00
- Time - £87.60

This totalled £117.60 per newsletter.

**Agreed** – that from the next edition of the village newsletter, Mrs Lee be paid the sum of £117.60 for the compilation, printing and folding of each newsletter.

- 17. Barclays Bank forms for signature** - following the submission of a request to add additional signatories (Councillors Lewin, Cooper and Spence) to the account, the bank had recently issued further forms for completion.

**Agreed** – that the forms be completed at the end of the meeting and returned by the Clerk to the bank.

- 18. Purchase of a new laptop** - the Clerk had submitted a bid under the transparency fund to pay for a new parish council laptop. A bid had also been made to cover the costs of bringing the website into line with the transparency code legislation and for the time required to keep the website up to date between November 2016 and the end of March 2017.

The sum of £249.50 had been requested for staffing, £283.33 (excluding VAT) for the cost of a new laptop and £89.00 (excluding VAT) for a one year licence for Microsoft Office. The bid was for **£622.82** (excluding VAT) in total.

**Agreed** – that the submission of the bid to the transparency fund is approved.

- 19. Approval of cheques paid and for payment** - the following cheques had been issued since the last meeting:

11/07/16	100722	Val Lakey Payroll	£294
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**Agreed** – that the above payment is approved.

- 20. Draft welcome pack** - Councillor Cooper presented a draft welcome letter for consideration by the Parish Council. This was to be sent by the Clerk to new people moving into the village. The Clerk informed members she had requested the monthly Alterations of Notice go to her in future so she could send the letters out. She would provide a copy of the Notice to Councillor Lee who was charged with ensuring the Emergency Boxes in the village contained up-to-date details of all inhabitants.

The Chapel had also prepared a welcome pack which had now gone to print. It was agreed if possible, it would be best to co-ordinate work on this.

**Agreed** – that Councillor Johnson gather further information on the pack prepared by the Chapel and feed back to the next meeting of the Parish Council.

- 21. Neighbourhood Plan** - members discussed the viability of drawing up a neighbourhood plan for the village.

**Agreed** – that a neighbourhood plan is not drawn up at present for the parish but the situation is monitored.

- 22. Street naming** - ERYC had asked if the Parish Council would consider naming the road leading to Pasture Farm.

Members recommended putting forward the name Floyd Close after a resident of the parish who had lived all her life in the village and had recently passed away at the age of 104.

**Agreed – that the Clerk write to the family of Mrs Floyd to ask for their approval to name the road Floyd Close.**

- 23. Melbourne telephone box** - it had been proposed by BT to remove the Melbourne public telephone due to lack of use. Only one call had been made from the box over the previous 12 month period. ERYC had proposed the telephone box could be adopted by the Parish Council for the sum of £1.

Members discussed whether to adopt the telephone box and the possible uses for it once the phone had been removed. The preferred use was for the defibrillator to be placed in the telephone box although the issues around an electricity source would have to be explored.

**Approved – that ERYC is informed the Parish Council will adopt the public telephone box for the sum of £1.**

- 24. Footpaths contract** - the Clerk informed the Parish Council the grant for the footpath contract had been paid into the Council's bank account. The current contract lasted until 2017 with the option to renew until March 2018.

**Agreed – that the update be noted.**

- 25. Planning notices** - five planning notices had been received by the Parish Council:

- a. Rose Thorpe Park, Common Road, Melbourne (16/02461/PLF) - **Refused**
- b. Rose Thorpe Park Common Road (16/02353/PLF) - **Approved**
- c. Ryedale Farm Seaton Common Lane (16/01625/PLF) - **Approved**
- d. 3 Jubilee Terrace Main Street (16/02252/PLF) - **Approved**
- e. Willow Glade Farm, General Lane (16/02994/PLF) – **Approved**

**Agreed – that the update be noted.**

- 26. Planning application consultations** - one application had been received prior to the publication of the Council agenda:

- a. **16/03471/REG3 Melbourne Primary School** - Installation of 2 biomass boilers, biomass storage facility and installation of door to existing boiler room.

**Agreed** – that the Council give its approval to the planning application.

- 27. Council email account and correspondence** – Councillor Cooper provided an update on administrative matters which he and the Clerk had discussed.

- 28. Clerk's role and training** – the Clerk informed members she had gone to the new clerk's induction training held by ERNLLA and had found it very useful.

- 29. Council tax referendum principles** – the Clerk informed members the Government was proposing to introduce a mandatory requirement for a referendum for some town and parish councils wishing to increase their precept by more than £5 or 2%.

**30. Correspondence received by the Council** – the Council discussed the correspondence it had received since its last meeting.

- Agreed that** - (a) the Clerk submit the response from the Parish Council to the rough sleepers estimate; and
- (b) Councillor Cooper complete and submit the Landscape Character Assessment.

**31. Councillor forum** – the following matters were noted:

- a. the speed sign at the Pocklington end of the village was not working correctly. This had been reported by Councillor Spence;
- b. the library service consultation had been completed and Pocklington Library would have its hours reduced. The mobile library would still operate but also on reduced hours;
- c. the number of minor injuries units were reduced. A consultation was currently underway. A drop in session was due to be held at Market Weighton Community Hall on 28 November from 1pm – 4pm. All members of the public were welcome to attend;
- d. the end of Graves Lane had been tarmacked to a high standard
- e. on the 17 November, the Canal and River Trust was holding an open day in Melbourne Village Hall;
- f. the fly-tipping on Church Road had been reported and the rubbish removed by ERYC.

**32. Urgent item – Planning application 16/03596/PLF - 4 Forge Close – erection of a first floor extension** - the Chairman agreed to take this item as urgent because the deadline for submitting comments would have passed by the date of the next parish council meeting.

**Agreed** – that the Parish Council not submit comments.

**33. Date and time of next meeting**

The next meeting would be held at 7.00pm on **9 January 2017**.

The meeting finished at 9.40pm.