

Minutes of a Meeting held in the Village Hall on

Thursday, 3rd May 2018.

Present: Mr. B. Warcup (Chairman)
Mr. S. Rhodes (Vice-Chairman)
Mr. P. Wood
Mrs. S. Tompkin
Mr. R. Overfield
Mr P. Pennock
Mr. S. Shanks
Ms. J. Hobson (Clerk)
Cllr J Owen
PC 0680 Martin Phillips
PCSO 7568 Steven Sharp

1. Apologies: Apologies were received from Mr Watson, Mr Smallwood and Mrs Starkey.

2. Minutes of Previous Meeting

The minutes of the meeting 28th March 2018 were agreed and signed as a true record.

3. Election of Chairman and Vice-Chairman

The Clerk confirmed that Mr Neil Watson (the Chairman) had formally resigned from the Parish Council. A vacancy notice would be issued to ERYC accordingly.

Mr Pennock proposed that Mr Warcup be the chairman, seconded by Mr Wood. All agreed and Mr Warcup agreed to take on the role. Mr Pennock proposed that Mr Rhodes continue as vice-chairman, seconded by Mr Warcup. All agreed and Mr Rhodes agreed to take on the role.

4. Declarations of Interest

There were no declarations of interest.

5. Public Representations

The Chairman invited PC Martin Phillips and PCSO Steven Sharp to speak. Mr Sharp introduced himself to the Parish Council as their new local PCSO. Mr Phillips spoke to the council about the current local issue of off-road bikers. Mr Sharp advised the council of a new free messaging alert system called "My Community Alert" and expressed his desire that Parish Councils adopt the system and also advertise it. He left some posters and business cards with further information. Mrs Tompkin agreed to put the information in the next village newsletter. Mr. Shanks and the Clerk would display the posters within the village noticeboards.

Mr Sharp then reminded the council about the Probe scheme which provided funding to vulnerable people to help secure their homes.

The Chairman and Parish Council thanked Mr Phillips and Mr Sharp for coming along, they then left the meeting at 8.00pm.

6. Matters Arising:

(i) Emergency Plan Cupboard

The Clerk had handed out Emergency Plan Cupboard keys to the 5 Village Hall key holders and had attached the sign to the cupboard as agreed at the last meeting. There was still the question over there being a suitable box/cupboard at the Church for the second copy of the Emergency Plan and contents to be stored as detailed within the plan. Mr. Shanks agreed to speak with the vicar about this and report back.

(ii) Defibrillator Project No 2

The Clerk confirmed that she had met with Mr Jackson from ERYC at Rudston to discuss the possibility of using Lamp Post No 3 on Eastgate as a source of power for the defibrillator. Mr Jackson had confirmed that Lamp Post No 3 was not a viable option as it was fed by overhead cables. Mr Jackson had proposed instead to use Lamp Post No 4 on Eastgate, and had suggested that a separate post be installed just next to the Lamp Post which would be set back as far as possible to allow the defibrillator to be installed without protruding onto the footpath too much. It was agreed by all to go with Mr Jackson's suggestion. The Clerk would go ahead and organise this.

(iii) Corner Garden/Caythorpe Environmental Fund

The Clerk reminded the council that back in November 2017 it had been confirmed that a grant of £345 had been approved by the Caythorpe Environmental Support Fund to allow the Parish Council to procure and install bird feeders in the Corner Garden. It was noted that the money from this grant had still not yet been received. Meanwhile Mr Smallwood had presented an itemised list of purchases of bird feed which he had made personally between 24th August 2017 and 10th March 2018 which amounted to £250. It was noted that this cost did not include monies spent on squirrel proof feeders. Further, Mr Smallwood had pointed out that it would cost an average of £25 per month to continue to supply bird feed. It was agreed by all that Mr Smallwood should be reimbursed immediately with £250 despite the cash not yet actually being received. The Clerk would organise this with Mr Smallwood. It was further agreed that the Clerk would speak further with Mr Smallwood about how to proceed with future purchases and reimbursements and would report back in due course.

(iv) Contested Land

The Clerk confirmed that she had not found any record of the contested small piece of land on South Side Lane within the Parish Council records she held. The Clerk had spoken with Mr Crossland (Parish Clerk Emeritus) about the matter but Mr Crossland was unable to answer the question and had suggested speaking with Mr Ezard (an ex-chairman of the Parish Council). Mr Pennock confirmed that he had spoken with Mr Macdonald who had stated that this piece of land did belong to himself. Mr Rhodes and Mr Warcup agreed to speak with Mr Ezard.

7. Matters Arising from Previous Minutes:

(i) War Memorial Maintenance

It was reported that the Parish Council had discussed previously the subject of maintenance of the War Memorial. Since then Mr Smallwood had kindly completed an assessment of the work required. This was to be a wash/scrub with an algae solution prior to repainting with exterior grade emulsion. Mr Shanks agreed to look into getting the work done either by himself or obtaining a quote for the work and would report back.

8. Town & Parish Council Communication Survey

A survey received from ERYC regarding communications from ERYC to Parish Councils was read out and completed by the Clerk. The Clerk would submit the answers online as per the instructions enclosed.

Mr Owen gave the Parish Council some background information as to how the survey had come about and the kind of feedback they were hoping for. He then asked if there was anything else on the agenda he might help with before leaving. The Chairman thanked Mr Owen for coming along, Mr Owen then left the meeting at 8.20pm.

9. Planning Applications

Applications considered since last meeting:

18/00897/PLF – Erection of a dwelling following demolition of existing annexe and retention of outbuilding (Revised scheme of 17/04157/PLF).

The Parish Council had dealt with this application via e-mail out of committee and had submitted a comment online accordingly.

10. GDPR

The Clerk had distributed copies of various policies prior to the meeting.

- (i) The Clerk summarised the main points of the new data protection regulation to make the council aware of their obligations towards it.
- (ii) It was agreed by all that the Clerk be appointed as the DPO.
- (iii) The previously distributed policies were all agreed and adopted: Information & Data Protection Policy, Electronic Communication Policy, Privacy Notice.

The Clerk would publish the necessary documentation on the website.

11. Approval of Annual Accounts

Copies of the Year End 2017/18 Accounts and Asset Register had been distributed to the members prior to the meeting.

- (i) The Clerk confirmed that Mr Mackie had kindly undertaken the Internal Audit for the Parish Council accounts. There were no issues reported.
- (ii) The Certificate of Exemption was duly signed by both the Clerk and the Chairman.
- (iii) The Annual Governance Statement 2017/18 was approved by all and duly signed by both the Clerk and the Chairman.
- (iv) The Accounting Statements 2017/18 were approved by all and duly signed by both the Clerk and the Chairman.
- (v) It was requested that there be one amendment made to the Asset Register to increase the value of the Playground Equipment to £60,000. This was then approved.
- (vi) It was noted that the banking signatories would need to be updated following the resignation of Mr Watson. The Clerk would organise this. Mr Warcup and Mr Overfield were to remain as signatories and Mr Watson was to be replaced by Mr Rhodes.
- (vii) The Clerk reported that two electricity invoices had been received from nPower – one for £9.57 and one for £840.14. It was agreed by all that the Clerk should go ahead and pay these via internet banking.
- (viii) The Clerk reported that the insurance renewal was due on 1st June 2018 and that the current Long Term Agreement with Aon was due to expire this year. A quotation had been received

from Zurich Municipal Insurance for the amount of £977.27. If the Parish Council wished to enter into another Long Term Agreement for three years the first year premium would be reduced to £911.74. As last year's Aon renewal had been in excess of either of these two amounts it was anticipated that Zurich may well be the cheapest option. Mr Rhodes questioned the amount of Public Liability Insurance covered by the Zurich policy. The Clerk agreed to find out and report back. As the renewal was due before the next meeting it was agreed that the Clerk and Chairman opt for the cheapest quotation acquired by the time of the renewal assuming the cover was deemed to be sufficient. The Clerk would liaise via e-mail if any further decisions were required before the renewal date.

12. Payment of Accounts

Rudston Parish Council Transactions and Finance Statement for April

<u>Description</u>	<u>Current A/C</u>	<u>Deposit A/C</u>	<u>Total</u>
Opening Balance	£2090.45	£3033.91	£5124.36
LCWWF Grant for Defibrillator No 2		£1650.00	
SLCC Membership Contribution	(£33.00)		
Play Inspection Re-imburement	£78.00		
Precept		£3750.00	
Closing Balance	£2135.45	£8433.91	£10569.36

The above transactions were received and approved by the members.

13. Correspondence

The Clerk reminded the members about the forthcoming Cluster meeting to be held at Hutton Cranswick Sports Club on 16th May at 6.30pm. No members present were available to attend.

The Clerk reminded the members about the Joint Minerals Local Plan Proposed Submission Consultation as previously distributed via e-mail. This was available online if anyone wished to respond.

14. Members Village Issues

Mr Warcup questioned the insurance cover for the Playground Equipment given that the value of this had just been raised significantly on the Asset Register. The Clerk would liaise with the Chairman over this before renewing the insurance to ensure adequate cover was obtained.

Mr Warcup reported that he had been approached by a local man requesting that he be considered for any future grass cutting work required by the council.

Mr Rhodes reported that he would look into getting the playground cleaned up in the near future.

Mr Overfield proposed that a Thank You letter be sent to Mr Watson for his years of service to the Parish Council. This was agreed by all and the Clerk would send the letter accordingly.

15. Date, Time & Place of Next Meeting

The next meeting is to be held in the Village Hall on Wednesday 27th June 2018, at 7.30 p.m.

There being no further business the meeting closed at 8.45pm