

NORTH CAVE PARISH COUNCIL

MINUTES

Full Parish Council Meeting

North Cave Village Hall, 60 Westgate, HU15 2NH

19:00, 19 July 2022

PUBLIC FORUM:

To receive parishioners' comments prior to the meeting:

AGENDA:

1. **Apologies for absence:**

Present - Cllr Pile (Chair) Cllr Ellis (Vice Chair) Cllrs Davison, Robson, Bayram, North, Elliott, Hubbard
Apologies - Cllr Mathers

2. **Declarations of interest:**

Interest declared by Cllr North item: 8.4 Queen's Jubilee Event

3. **Approval of full council meeting minutes:** The minutes of the full council meeting held on 21 June 2022 were signed as a true record proposed by Cllr Pile (Chair) and seconded by Cllr Robson, resolved by a unanimous decision

4. **Planning applications for consideration by NCPC:**

22/01748/STPLF Proposal: Erection of a building and associated works in connection with floral bouquet production and distribution. Location: Dianthus House Common Lane North Cave East Riding Of Yorkshire. Applicant: Newport Buildings LLP. Application type: Strategic - Full Planning Permission. Decision: Approved (Subject to the inclusion of the "Public Protection Conditions)

22/01869/PLF Proposal: Erection of single storey extension to rear and erection of single storey garage extension to rear following demolition of conservatory. Location: Kumasi 20 Newport Road North Cave East Riding Of Yorkshire HU15 2NY. Applicant: Mr James Sherman. Application type: Full Planning Permission. Decision: Approved

22/01843/PLF Proposal: Siting of a portable building for use as a cafe in connection with existing business. Location: Malton Transport Services Limited Jet Park Business Centre Jet Park Way Newport East Riding Of Yorkshire HU15 2JU. Applicant: Mr Paul Scatcherd. Application type: Full Planning Permission. Decision: Approved

22/01763/STVAR Proposal: Variation of Condition 10 (use of building) and Condition 13 (approved plans) of planning permission 20/01569/STVAR (Variation of approved plans following 19/00371/STPLF - Erection of a storage building and associated works in connection with floral bouquet production and distribution). Location: Lemkes Limited Unit 4 Dianthus Business Park Common Lane North Cave East Riding Of Yorkshire HU15 2FT. Applicant: Newport Buildings LLP. Application type: Strategic - Variation of Condition(s). Decision: Approved (Subject to the inclusion of the Public Protection Conditions)

22/01201/PAD Proposal: Display of 3 non-illuminated fascia signs. Location: Ouse And Humber Drainage Board 24 Innovation Drive Newport East Riding Of Yorkshire HU15 2AW. Applicant: Liam Plater. Application type: Consent to Display an Advertisement. Decision: Approved



22/02043/STVAR Proposal: Variation of Condition 2 (Use of Development) and Condition 12 (Hours of Operation) of planning permission 10/04218/STPLF - Erection of an extension to an existing building and erection of a new building with associated works in connection with a flower packing and distribution facility to allow for alterations for the use of the development and hours of operation Location: The Flower Outlet Unit 3 Dianthus Business Park Common Lane North Cave East Riding Of Yorkshire HU15 2FT Applicant: Newport Buildings LLP Application Type: Strategic - Variation of Condition(s). Decision: Approved

22/01571/PLF Proposal: Erection of an attached warehouse extension with external canopy and erection of a single storey extension to front Location: Everard Unit 1 Green Park Road Newport East Riding Of Yorkshire HU15 2FX Applicant: Everard Group Limited Application Type: Full Planning Permission. Decision: Approved

5. Planning application decisions by ERYC:

21/02638/PLF Proposal: Erection of extension to agricultural storage shed and upgrade of existing access. Location: Land South Of 20 Wallingfen Lane Newport East Riding Of Yorkshire. Decision: Approved

22/01102/VAR Proposal: Variation of condition 20 (approved plans) of planning permission 21/04363/VAR (which varied planning permission 19/00797/OUT - Outline - Erection of 3 dwellings and 2 free standing carport structures following demolition of existing storage building) to allow amendments to Plot 3. Location: Land South Of 37 Westgate North Cave East Riding Of Yorkshire HU15 2NG. Decision: Approved

21/03532/VAR Proposal: Variation of Condition 3 (approved plans) of planning permissions 20/02825/PLF (Construction of limestone terrace, balustrades, plinths and urns to front (north elevation) Location: Hotham Hall Main Street Hotham East Riding Of Yorkshire YO43 4UA Applicant: Hotham Hall Estates Ltd Application Type: Variation of Condition(s) Decision: Withdrawn

6. Tree works for consideration:

22/02057/TCA Proposal: North Cave Conservation Area - Cut back 1 no Lawson Cypress (T1) to a height of approximately 3 metres, cut back 6 no (T2 to T7) Leyland Cypress to a height of approximately 3.5 metres. Location: Pear Tree Cottage 14 Nordham North Cave East Riding Of Yorkshire HU15 2LT. Applicant: Mr Rex Smith. Application type: Tree Works in Conservation Areas. Decision: Approved

22/02179/TCA Proposal: NORTH CAVE CONSERVATION AREA - Fell 1 no. Conifer tree (T1) Location: Sundowner 32 Nordham North Cave East Riding Of Yorkshire HU15 2LT Applicant: Irene Dudley Application Type: Tree Works in Conservation Areas. Decision: Approved

7. Tree works decisions made by ERYC:

22/01538/TCA Proposal: NORTH CAVE CONSERVATION AREA - Fell 1 no. Spruce tree (T1) as it has outgrown its location and is in a tight space between buildings; Crown reduce 1 no. Ash tree (T2) by removing 2-3 no. branches to allow more light into garden area. Decision: Approved

8. Matters arising from previous meetings minutes: To receive information on the following ongoing issues and to decide further action where necessary:

1. Highway and traffic matters

Blanshards Lane; Cllr Pile read out the latest communication he'd received from ERYC giving a status update on the work in progress. **Action:** Clerk to obtain email and share with all Cllrs

Station Road / Sands Lane has been marked out for road repairs to be undertaken in September

Pot hole repairs have been carried out on Denmark Rise, Blanshards Lane and Church Street

2. Management of the Millennium Walk – Bulbs have been planted to replace those stolen. Pea shingle has been laid. Breedon has kindly offered to donate an additional 6 tonnes of pea shingle. **Action:** Cllr Pile (Chair) / Cllr Robson
 3. Senior exercise equipment / children's play area – Cllr Pile (Chair) is in discussions re: location, layout of equipment and costs. **Action:** Cllr Pile (Chair)
 4. Queen's Jubilee Event, Sunday 5 June 2022, NC Playing Fields, debrief / event close – Cllr North noted a good event and budget reconciliation all round. She was delighted to obtain pre-event media coverage from BBC Look North and BBC Radio Humberside and post event editorial in the Village Link. Vendors happy to re-book re: future events
 5. War memorial – Cllr Pile (Chair) has been informed by ERYC they are in recess period and will follow up in due course
 6. Paving for Everthorpe stone planters – **Action:** Cllr Pile (Chair) to obtain quote
 7. NCPC Path Sweeper and initiative for a cleaner village
 - a. Path sweeper's duties, days / times of work and route reiterated by Clerk
 - b. Path sweeper's repairs / replacement cart (email ref: Tue 07/06/2022 14:48) – New cart (x2 bins) at a cost of £1019+VAT maximum was proposed by Cllr Pile (Chair), seconded by Cllr Davison and resolved by a unanimous decision. Old cart to be disposed of. **Action:** Cllr Pile (Chair) to discuss with Path Sweeper / Clerk to place order and to obtain quote for regular cleaning going forward
 - c. NCPC bus shelters x2 maintenance (one to be cleaned / one to be painted) supplier / costs. (email ref: Tue 07/06/2022 14:48) = **Action:** Cllr North to share contact she has with Clerk / Clerk to arrange for work to be undertaken
 8. Allotments – **Action:** Clerk to undertake site inspection with Cllrs Mathers / Robson and address tenancy vacancies
- 9. Matters arising from new correspondence requiring a decision, or for information only:**
1. Howdenshire Police – June Newsletter (email ref: Thu 30/06/2022 19:48) – Noted for information
 2. National Highways and Transport (NHT) Public Satisfaction Survey (email ref: Wed 06/07/2022 13:02) – Cllr Pile (Chair) noted: Completed and sent
 3. ASB data (email ref: Wed 06/07/2022 13:45) – Noted for information
 4. Recording and slides from Code of Conduct Training for all T&PCs (via Zoom) from 19:00 Wed 22 June (email ref: Wed 06/07/2022 16:53) – Clerk noted meeting follow up had been circulated to all Cllrs i.e. slides and video recording. Clerk recommended Cllrs to review. ERYC new 'Code of Conduct' expected to be issued following a meeting, 26 July 2022
- 10. Items under notice to the Clerk:**
1. Emergency plan for the village – **Action:** Clerk to follow up with ERYC re: progression of latest emergency plan template document to populate
 2. White Hart public house car park (asset of community value) – Missed deadline for re-submission due to NCPC human resource shortage. Further application / evidence can be re-presented in 5-years 2027
 3. Free trees for 2022-2023 tree planting season – **Action:** Clerk / Chair to follow up
- 11. Items raised by Councillors:**
1. Cllr Pile: NCPC salt spreader disposal – Noted: The salt spreader was donated to NCPC. NCPC does not provide salt spreading services, which aligns with other T&Parish Councils and recommended by ERYC owing to human resources and the expected undertaking of this by residents when it is not possible, which then becomes a danger to residents / liability to the Council. **Action:** Clerk / Cllr Ellis to provide editorial in the Village Link (Q4) to communicate awareness of this matter

2. Cllr Pile: Flood Warden required – **Action:** Cllr Robson to email Clerk with a known contact who may be interested / Cllr Ellis to place advert in the Village Link with all correspondence to be directed to the Clerk

12. Matters arising from previous minutes not on the agenda: None

13. Councillors' items:

1. Cllr Davison requested ERYC's follow up to the T&PC Annual Planning Liaison meeting (i.e. minutes / slides) he'd attended with other NCPC representatives on 22 June 2022, to which had been circulated by the Clerk, therefore there is no need to carry forward to the next meeting agenda

14. Confidential and financial matters:

Clerk presented all Cllrs with an accountancy pack, which included documents re: financial year end 2021/22, summary of bank accounts / account statements, finances for end of May / June 2022 (income, expenditure and salaries) to note / to approve. It was noted that the bank account containing what has previously been referred to as 'emergency' funds should now be known as 'general' reserve funds. Also banking / accounting is to be simplified by account consolidation i.e. 4 bank accounts to become 2. Clerk confirmed bank account mandate changes have taken effect. Clerk has signatory permissions and Cllr Pile (Chair) Cllr Ellis are named on all accounts

1. Financial year end 31 March 2022 / audit (internal and external) 2021/22:
 - a. Receipts and payments – Approved. Proposed by Cllr Pile (Chair) seconded by Cllr Robson, resolved by a unanimous decision
 - b. Bank reconciliation – Approved. Proposed by Cllr Pile (Chair) seconded by Cllr Robson, resolved by a unanimous decision
 - c. Internal auditors report – Cllr's noted Clerk's signed copy
 - d. AGAR Section 1 Annual Governance Statement – Approved and form signed by Cllr Pile (Chair) and Clerk. Proposed by Cllr Pile (Chair) seconded by Cllr Robson, resolved by a unanimous decision
 - e. AGAR Section 2 Accountancy Statements – Approved and form signed by Cllr Pile (Chair) and Clerk. Proposed by Cllr Pile (Chair) seconded by Cllr Robson, resolved by a unanimous decision

Action: Clerk to submit all relevant and signed documents re: financial year end to the external auditors PKF for final approval, publicise sections 1 & 2 of the signed AGAR forms with the Notice of Public Rights – NCPC notice board and www.northcavepc.gov.uk

2. VAT reclaim submission – Noted: Completed, sent, awaiting receipt of reclaim
3. To note items for payment, including salaries, overtime and Clerk's telecommunication services: Current employees' salaries, including overtime undertaken in June / July was presented. Clerk authorised to transfer by BACS payments into the employees' bank accounts, contributions to HMRC and ERYC re: pension payment. Proposed by Cllr Pile (Chair) seconded by Cllr Ellis, resolved by a unanimous decision

A contribution to Clerk's telecommunications expenses at £400 per annum (x2 expense payments of £200 to be claimed and paid every 6 months) was proposed by Cllr Pile (Chair), seconded by Cllr North, resolved by a majority decision

Previous Clerk's unapproved and accrued overtime for April / May was discussed. Cllr's felt an offer should be made in the form of an ex-gratia payment, as the overtime had not been pre-approved. Cllr Pile (Chair) proposed 75% of the total overtime claim, however 50% was agreed by a majority vote as a full and final offer. Proposed by Cllr North, seconded by Cllr Pile, resolved by a majority decision. **Action:** Cllr Pile (Chair) to draft offer / Cllrs to review prior to sending



Finances for the end of May / June were presented and all the relevant paperwork was signed by two Councillors. Proposed by Cllr Pile (Chair) seconded by Cllr Robson, resolved by a unanimous decision

4. Proposal of fees for accountancy services – £275 fee for services in August to include x4 2-hours accountancy / software sessions to be undertaken with Clerk. To be reviewed thereafter. Financial year end audit was kindly carried out free of charge, with a token gift being offered by NCPC, however, the accountant has requested that this be given in the form of a donation to a charity of NCPC's choice. **Action:** Cllrs to agree on donation amount and charity at the next meeting. Proposed by Cllr Pile (Chair), seconded by Cllr Ellis, resolved by a unanimous decision
5. Proposal of fee for accountancy software – £496.50 one off fee > £129 per annum licence fee x1 user. Proposed by Cllr Pile (Chair), seconded by Cllr Davison, resolved by a unanimous decision

15. Meeting close: 21:15

16. Next monthly meeting: 19:00 Tuesday 16 August 2022, North Cave Village Hall

MRS WARD – NORTH CAVE PARISH COUNCIL

Clerk & Proper Officer of the Council (RFO)

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Hours: Tues / Wed 09:00-14:30 & Thurs 09:00-14:00 (Out of hours please email / leave a voicemail)

