**PARISH COUNCIL OF BISHOP WILTON**

**Minutes of a Meeting of the Parish Council held online**

**Monday 16th November 2020 at 7.30 PM**

Sadie Rothwell-Inch (contact: 07810 260 702)

Clerk to the Parish Council

Present: Cllrs: Stewart Berry (7.38PM), Pat Black, Leo Hammond (7.43PM), Ingrid Haywood (Chair), Sue King (7.43PM), Iain Rickatson, Paul Rigby, Roy Sumpner and Ward Cllr David Rudd

Three members of the Public were in attendance.

**The Meeting**

1. **Welcome & Apologies:** Cllr Haywood welcomed everyone to the online Zoom meeting, explaining this was the first of its kind she had chaired for the PC and asking for understanding and patience for any teething troubles. For the sake of clarity and order she also requested that anyone wishing to address the meeting do so by raising their hand.

Cllr Hammond may be late due to commitments in another parish.

Meeting temporarily suspended to allow input from members of the public.

**Open Forum:** A member of the public expressed sincere thanks to Cllr Hammond for his

efforts to secure the works done to the road surface in Vicarage Lane.

1. **Declarations of Interest:** Cllr Haywood declared a non-pecuniary interest in Item 12 – The Shop Bench. Cllr Hammond declared non-pecuniary interest in the planning applications as he is a Ward Councillor saying he will provide any advice but refrain from any voting.
2. **Approval of Minutes from meeting of 19th October 2020:** The clerk received one correction point from Cllr Black and amended the minutes accordingly. Cllr Sumpner submitted 11 items of concern, some of which were amended but others required consultation with and clarification from other councillors. A particular concern for Cllr Sumpner focused on the clerk being given access to bank accounts and making bank payments online. Clerk assured council that all approval procedures remain in place as for written cheques, and no unauthorised payments can be made online. It also gives a snap in time picture of the bottom line in that payments are immediate and there is no room for confusion due to unpresented cheques.

**Resolved:** Clerk, as Responsible Finance Officer, to be given full access to bank accounts and other financial means to fulfil her role with full transparency upheld. Clerk also to update the minutes of 19th October 2020 to reflect the additions and amendments agreed by council. *Proposed by Cllr Haywood and seconded by Cllr Black*.

1. **Ward Councillors Reports**

**Cllr Hammond:**

* Footpath at Youlthorpe – now cut and cleared with photographic proof from ERYC
* Kirklands Lane Passing Place Signs – The bent and fallen signs are due to be replaced with possible new ones being erected at Braygate and Awnhams Lane. He will also chase up a leaning sign, near the A166, at Youlthorpe. As far as Cllr Hammond is aware ERYC have ordered the necessary signage but there is a backlog at the sign producers due to the Covid-19 Lockdown.
* Thorny Lane – ERYC Highways & Drainage have no recollection or records of any previous works being done. Going forward they will be clearing the ditch and implementing drainage grips to allow for effective drainage.
* Junction Mirrors – These are being phased out by Highways. Having inspected the junction of Pocklington Lane and Park Lane, the location does not meet the requirements with the recorded incidents of the last five years insufficient for justification of installing said mirrors. Citing a limited budget, the Government is not prioritising mirrors.
* Pocklington Lane – Cllr Hammond has been told this area of problematic potholes will be inspected by ERYC. Another councillor confirmed that, to the best of their knowledge, hitherto nothing had been done.
* Traffic Survey – Bishop Wilton Parish has been added to the ERYC list for 2021.
* Snake Lane and Bolton Lane – will be inspected by ERYC. Currently only major potholes are being prioritised. Cyclist safety has made this such but next year might bring further scope to repair more.

*The issue of mud on the roads from tractors was raised at this point. Cllr Rudd interjected to explain that excessive spillage on roads is a safety hazard and where no other option is available the police should be contacted and they are obliged to have a polite word to remind a farmer that it must be removed.*

**Cllr Rudd: addressed the meeting with the following information that he later submitted to the clerk for minutes, as agreed in the meeting:**

1. Campaign by the East Riding to find 100 new foster carers:- for information visit [www.eastriding.gov.uk/fostering](http://www.eastriding.gov.uk/fostering) or to receive an electronic information pack [FISH@eastriding.gov.uk](mailto:FISH@eastriding.gov.uk)

2. A chance to contribute to the covid-19 Collection in the East Riding. East Riding Archives are asking residents to share their memories of the Covid-19 lockdown period- photographs of people's daily lives, pictures of the empty streets, pictures of "clap for carers" on Thursday evenings, stories relating to their lockdown experiences, and any written poetry.The links given are archives.service@eastrding,gov,uk for queries or to book an appointment with an Archivest go to <https://eastridingarchives.blog/2020/08/19/your-east-riding-covid-19-experiences/>

3. **Emergency Cash is still available for residents affected financially by Covid-19.**Residents are urged to apply for funds to help them pay for essentials. Eligible applicants must have experienced a reduction in income of at least 20% which is a result of covid-19 and do not have savings available. Emergency assistance may be awarded to an applicant who is over 16, has their main residence within the East Riding of Yorkshire and does not have the resources to meet their family's immediate short-term needs.

4. **Covid-19** - Visit the website [www.eastriding.gov.uk/living](http://www.eastriding.gov.uk/living) or call the council's benefits Contact Centre on 01482 394799. Also for any issues regarding Covid-19 call The Contact Centre on 01482 393919. This is open from 9.00am- 5.00pm on weekdays. Emergency Calls at weekends will be dealt with by the Lifeline Service on this number.

*It was mentioned that, in March this year, the vicar co-ordinated welfare activities. Cllr Rigby proposed that this might be pertinent information to revive such activity for community benefit.* **Action:** Vicar to be contacted and involvement feedback brought to December meeting (PR)

Cllr Hammond added that the Emergency Grant Fund – for food and other essential items – is paid by central government and matched by ERYC. Other funding available is a Business Grant awarded to businesses struggling due to enforced closure [through Lockdown and Tier restrictions]. Anyone with reason to apply for such grants should contact the parish council, a ward councillor or ERYC for further instruction.

1. **Matters Arising: Cllr Black:** related to Item 9 of the October minutes concerning the public right of way across a parishioner’s property and safety issues thereof. A site visit from ERYC is being arranged to see if anything further can be done to enhance safety.

**Cllr King:** had reported a faulty streetlight on the corner of Main Street and Garrowby Road. There is another light not working, on the corner facing the pub, where the bulb is completely out.

**Action:** Report to ERYC (Clerk)

**Cllr Rickatson:** thanks residents for all their hard work in clearing the beck. The necessary enquiries have been made about clearing spreading Butterbur, from the surrounding areas. Subsequently a detailed form was sent by the Environment Agency to obtain permission to use approved chemicals, for removal and to deter further invasion.

**Action:** Examine and, if feasible, populate said form to present at a future meeting. (IH)

**Clerk:** had communications with Garrowby Estate about containment of newts. They will consider providing such measures once it is clear what they are. ERYC are yet to address the issue raised by the clerk.

**Action:** Chase information and relay to Garrowby Estate (Clerk).

1. **Accounts:**  Current account balance - £13,430.25

Savings account balance - £3,406.25

The Following payments were approved - *Proposed by Cllr Rickatson, Seconded by Cllr Sumpner:*

Dave Lee Inv: 3329 £488.80

ERYC Street Lighting Inv: 66076261 £2252.87

1. NS&I Savings Account – address needs changing from previous acting clerk to current clerk.

**Action:** copy of latest NS&I correspondence to be sent to Cllr Sumpner to make official changes (Clerk).

1. A short discussion ensued around the financial aspects of the council. All were reassured that it stands in a healthy position. The new budget will be presented at the next meeting in time to set the annual precept.

Dave Lee’s invoice was unavailable for presentation to the council as it was sent to the chair who agreed to forward to the clerk and arrange further invoices to be sent there directly.

**Action:** forward invoice (IH)

1. No payments were made to the clerk. HMRC Tools needs to be accessed to allow for payment and nil returns to be submitted but the clerk has been unable to do this due to access restraints. Further attempts will be made for access.

**Action:** Access to be attempted by previous acting clerk to enter nil returns for the period there was no official clerk, and to reset passwords to facilitate current clerk (RS).

1. Budget for 2021/22 – Clerk invited input from members for proposals.

Cllr Sumpner suggested a sum of £3,000 in reserves is on the low side and possibly needs increasing.

Cllr Hammond would like to see enough funds for a core reserve and to facilitate any community projects.

1. Asset Register – (suspended to allow Cllr King to reconnect online and resumed during Item 8 of this agenda). The asset register was approved by all councillors, in its current form, with agreement that it is subject to change with particular reference to the phone box and AA box. There is ongoing confusion as to ownership of each. Records are sparse but both boxes were Grade Two listed some years ago. Both boxes need to be refurbished but this is the responsibility of the owners. It is possible that BWPC could adopt but further enquiries must be made.

**Agreed:** Telephone Box and AA box to be removed from BWPC asset list until ownership is established.  *Proposed by Cllr Haywood and seconded by Cllr Sumpner.*

**Action:** BT and AA to be contacted to establish ownership and responsibility for maintenance. (SK)

**Action:** Remove boxes from BWPC asset list (Clerk)

Online Meetings – **Resolved:** Sharing an online account, such as Zoom or Teams to be negotiated with Yapham Cum Meltonby Parish Council to ratify dialogue between Cllr Hammond and Cllr Bradley, chair of YCM PC. Costs are approximately £120.00 annually. *Proposed by Cllr Rigby, seconded by Cllr Berry.*

**Action:** As clerk acts the same for YCM PC, Agenda item to be added to Yapham agenda to resolve (Clerk).

1. **Planning:**

20/03397/VAR Thistle Hill Belthorpe Lane Bishop Wilton East Riding of Yorkshire YO42 1SB –

**Resolved:** No objections.

20/03340/STPLF Land to the West of HM Prison Full Sutton Moor Lane Full Sutton East Riding of Yorkshire YO41 1PS. **Resolved:** No objections.

20/03204/PLF 1 Pocklington Lane Bishop Wilton East Riding Of Yorkshire YO42 1TF

**Resolved:** No objections.

To receive notice of decision on: 20/01169/PLF Albanwise Limited The Airfield Common Lane Full Sutton East Riding Of Yorkshire YO41 1HS: **Noted**

1. **Code of Conduct – Councillors’ Understanding:** Discourse centred on ensuring there is an understanding among all council members of relevant etiquette with particular emphasis on verbal exchange and email content. Points should be made concisely and delivered with common courtesy so that decisions can be reached quickly and efficiently.

Three councillors are able to attend the online Code of Conduct course, provided by ERYC, with a downloadable recording made available on the website for any interested member, unable to attend.

1. **Committees – Understanding the Terms of Reference (TOR):** It was suggested that the TOR should be fully defined and adopted to become part of the operating procedures. Governance should be used as a template for Communications and Open Spaces Committee. A review of the TOR and endorsement of such would mitigate any confusion of interpretation of what is supposed to be done within the parameters of committees. The Chair confirmed they will be referred to as committees and not sub-committees. In future recommendations made at said committees will be made and brought to a full council meeting agenda.
2. **A) Open Spaces:** Cllr King assured that the beck is now cleared and the final grass-cut concluded. She recommended the first meeting to take place in early 2021 to address objectives and TOR for that particular committee. **Agreed:** First meeting to be set in January 2021.

**B) Communications:** First meeting has been held – **Deferred:** to December agenda.

**C) Personnel: Deferred**: to December agenda.

1. **Christmas Tree:** Garrowby Estate is donating a tree, with lighting, to the village. This will be a temporary feature with any resulting disturbance to the green made good again. The location does not need to be near an electricity outlet because the lights are battery operated and will be set to automatically operate, switching on at 4.30PM and off again at 10.30PM. The most likely spot for the tree will be across the road from the pub where it will reside in a substantial stand. It was recommended that residents be consulted in the matter as a matter of courtesy and the timing of the lights agreed with the organisers.

**Agreed:** The Christmas tree donation will go ahead with the recommendations.

*Proposed by Cllr Rickatson and seconded by Cllr King.*

1. **Shop Bench:** Negotiations are ongoing with the village shop concerning the siting of their new bench. Issues addressed were:

* Health & safety re access (slopes and slippery areas) and disability access (whether enabling equipment such as wheelchair access must be considered).
* Grass-cutting (will it be possible for the grass area around the bench to be kept neat?)
* Insurance and who is responsible for the bench if it is owned by one body yet sits on parish council land where members of the public have a right of access.
* Public nuisance – will users of the bench be close to a residence where sound might be an intrusion?

Motion to accept, in principal, that the shop fixes the bench in situ with the following conditions: Parish council to check all access and insurance requirements No fixing to be done without satisfying all acceptable and lawful requirements. When the bench is fixed in place it should sit on a concrete base. The shop should also consult with residents about the area of fixture. If it is decided the bench will sit close to the road then ERYC Highways should also be consulted. Once all is complete the shop will handover the bench to BWPC for ongoing insurance and maintenance purposes.

**Motion** **Agreed:** *Proposed by Cllr Haywood and seconded by Cllr Rickatson.*

**Action:** Contact ERYC to enquire re disabled access. (Clerk)

1. **Quarry:** Councillors have identified possible dangers associated with the quarry/chalk pit and agreed to examine certain issues further, namely:

* Increasing signage
* Securing the area with sturdier/higher fencing
* Ensuring adequate insurance measures are in place

**Agreed:** Action to be taken to ensure responsible measures for public safety are in place.

**Action:** Speak with insurance to define cover (Clerk)

**Action:** Research safety and damage limitation measures with known, local contractors (PR)

**Action:** Obtain three quotes for fencing and signage through Open Spaces Committee (SK)

1. **Vicarage Lane (VL):** Discussions around maintenance and resurfacing remain ongoing. Letters were sent, by the Communications Committee, to residents of VL as a precursor to this agenda item so that they had the opportunity to attend. Concerns were raised by some council members who said they disagreed with certain wording. The Communications Committee members acknowledged the reasons for concern, adding they had the best interest of VL residents in mind, and agreed that all future correspondence from Committees will be ratified at a full council meeting before any action is taken. Further discourse to take place and subsequent decisions made.

**Deferred:** place on next agenda.

1. **Correspondence:** Received and noted.
2. **Community Issues:**
3. Communications – An offer has been made to develop and maintain the website without charge. Cllr Rigby will be pursuing the matter to relay at future meetings.
4. Speeding Motorbikes – BWPC area is on the ERYC Highways list for temporary speed cameras with statistics to support. Further updates in December meeting.
5. Cllr Rigby agreed to keep adding items of interest and agendas on the Bishop Wilton News Chat.
6. **Date of Next Meeting:** Monday 21st December 2020

**BWPC Standing Orders state: a meeting shall not exceed a period of 2.5 hours’. Councillors unanimously agreed to extend this by 15 minutes for the purpose of this meeting.**

**Meeting closed: 10.22PM**