

## **GILBERDYKE PARISH COUNCIL**

### **Summary Notes of the (Ordinary) Meeting of the Parish Council Tuesday 25<sup>th</sup> August 2020 at 7.00pm**

As a point of procedure, it is noted that the August meeting of Gilberdyke Parish Council was held as a remote meeting managed by Zoom, due to ongoing restrictions as a result of the Covid-19 pandemic.

**In Attendance** Cllr N Norris (Chair): Cllr P Bryan (V-Chair) Cllr C Newsome: Cllr E Morrison: Cllr P Robinson:  
Cllr D Mansell: Cllr P Buckle: Cllr K Woollass  
Clerk: Andrew Crabbe  
Meeting was also joined by Ward Cllr, Victoria Aitkin

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#### **1. Apologies and Chair to confirm Quorum**

Cllrs noted apologies from Cllr Jessop and Cooper. No apology was received from Cllr Bates.

#### **2. Approval of Previous Month's Minutes and Signing by Chair**

Cllrs confirmed they had received a copy of the Minutes from the Clerk and all agreed they were a true (summary) record.

#### **3. Any declarations of interests or letters requesting dispensation to be agreed by the Clerk**

None beyond previously advised. Cllr Robinson noted that his property neighboured that of one of the planning applications to be discussed at tonight's meeting. This was duly noted and Cllr Robinson did not take part in decision making in this application.

#### **4. Financial Report and Accounts**

Clerk presented the financial report for July and forecast for end of August. Clerk confirmed there were no concerns with the accounts and finances and the Parish Council remained solvent and stable.

A copy of this report can be found as appendix 1 to these minutes

#### **5. Public participation (15 mins max, or 3 mins per person/topic)**

Cllrs noted no members of the public in attendance

#### **6. Any correspondence requiring discussing**

Clerk advised there was nothing beyond matters being discussed in the meeting.

Cllr Robinson noted he had received an email from a resident advising she had written to the Clerk regarding an overgrown bush outside her property. Clerk advised he had not received this but would check his spam mail. Cllr Newsome would attend the property and provide further information to the Clerk.

#### **7. Planning Applications to be considered**

A copy of the planning report can be found as Appendix 2 to these minutes, however Cllrs discussed the following application in detail:

## Lyndhurst Main Road Gilberdyke (Applicant: Mr Gary Richardson)

Clerk reminded Cllrs this related to the complaint received by the Parish Council in July re: the removal of a hedgerow – the matter was being dealt with ERYC Wildlife Team who had reported two issues, one was the removal of the hedgerow without planning permission and the other was a police matter relating to possible offences under wildlife protection legislation

Chair commented that he felt that there were too many instances of people doing what they wanted and only putting in planning applications when they were found out. Chair continued that he felt that the PC should insist that the hedgerow be replaced.

Cllrs discussed a point detailed by the applicant that the hedgerow had only been there less than 12 years..... Cllrs agreed this was incorrect and that the hedgerow had been in place for approximately 30 years – supported by photographic evidence. Cllr Newsome commented he came to the village 25 years ago and the hedgerow was there then – Cllr Newsome continued he fully supported Chair's proposal that the hedgerow should be replaced.

Clerk reminded Cllrs that during the earlier investigation the applicant had advised the reason he was removing the hedgerow was because the Drainage Board were asking him to clear a dyke.... However, Cllrs heard that the dyke in question drained in the opposite direction – it was also duly noted that the applicant had not provided any evidence to support his claim that the Drainage Board had instructed him to remove the hedgerow.

Chair recommended that the Parish Council contact ERYC and advise they were aware that the hedgerow had been in place for 30 years, and Cllrs were concerned at the fact that the hedgerow had been removed without permission – Cllrs agreed that the Clerk should put a form of words to Cllrs for approval before the closing date.

### **8. Matters arising – to consider new and on-going issues and decide further action if necessary:**

#### **Ongoing**

#### **8.1 Update and discussion on Youth Project (All)**

Cllrs discussed the ongoing project of establishing a youth service (following the dissolving of the joint Youth Project by Newport PC) at length - the following are the main points from these discussions:

- Chair formally proposed a six-month trial of the Youth Project. This was seconded by Cllr Robinson and Cllrs in attendance unanimously agreed to this.
- Cllrs agreed that a subcommittee would be formed to agree strategy / aims / objectives of the Youth Project. Cllrs also agreed the appointment of Cllrs Norris, Bryan, Robinson, Woollass and Mansell to the sub-committee.
- Cllrs discussed the purpose of the (six months) timeframe of the project and agreed that within this period decisions would be made with regard to the employment of the three Youth Workers, purpose / aims / objectives and the viability of the whole project - all Cllrs agreed the importance of involving the Youth Workers in the latter.
- Cllr Byran proposed and Cllr Woollass seconded the draft Contracts of Employment, Job Descriptions and Budget and which had been sent to Cllrs earlier for approval – the Clerk was duly authorised to progress with issuing the Contracts and JDs..... all Cllrs in attendance unanimously agreed to this,
- Referring to an earlier email from ERYC with regard to specific roles and responsibilities with the Youth Project, Cllr Robinson commented that he felt this was a priority - Cllrs agreed that roles would be determined and recommended by the sub-committee as one of their first actions.

Cllr Robinson advised that he felt it was important to set up the role of Safeguarding Officer immediately and put himself forward for the role – all Cllrs agreed to this.

- Cllr Newsome commented that he felt the Parish Council should explore the possibility of the project being managed by an external body such as a charity – Cllr Newsome believed this was something which was in place with other Parish Councils. Cllrs agreed that the purpose of the six-month trial was to look at the various options available, one of which might indeed be to pass over management of the project to an external body, but at this point to continue with the Parish Council managing the project.
- Cllrs discussed the outcome of a recent Zoom meeting with ERYC and Smile Foundation which those in attendance felt was very positive, especially in terms of the amount of support from these bodies. The Clerk reported that they were offering procedural and framework templates which meant that the PC didn't have to 'reinvent the wheel'.... The meeting had also provided some bullet point areas which could form the basis of an agenda for the new sub-committee.
- Cllr Robinson proposed that the Parish Council agreed to increase the Clerks hours of work by 10 hours per week in acknowledgement of the extra work involved – Clerk suggested this should be part of the trial and on temporary basis for the 6 months. Proposal seconded by Cllr Woollass and unanimously agreed by Cllrs in attendance.
- Chair and Cllr Robinson advised that a draft press release had been created with regard to the Youth Project..... it was agreed that this draft would be circulated by the Chair to all Cllrs and the Clerk for any suggested amendments.

### **8.2 Update and discussion on repairs to pond (All)**

Carried over from the previous meeting in which concerns had been raised with regard to outstanding work at the village pond: Cllrs Morrison / Buckle confirmed that this work was now largely completed (although Cllr Buckle had had to do some of the structural work himself).

Some of the greenery work had been completed but an overhanging branch on the willow tree had not been done and the hedge had not been cut. Clerk reminded Cllrs that the contractor had declined to cut the hedge back to the level Cllrs had voted on, and therefore an alternative contractor was needed.

Cllr Buckle advised that he was prepared to cut the hedge but needed somewhere to dispose of the cuttings. Cllr Robinson advised that he was prepared to deal with this.

Cllrs agreed that the Clerk should co-ordinate this happening.

### **8.3 Update and discussion on proposal for resident only fishing permits scheme (All)**

Carried on from the previous meeting at which Cllrs were considering implementing a resident only fishing permit scheme for the pond, due to concerns for overfishing and inappropriate fishing by what was believed to be persons from outside of the village

Cllr Morrison commented that he felt that excluding children from other areas was limiting and unfair.... Cllr Robinson agreed and proposed that any 'residents only' permit should be only for adults and young people under 16 should be allowed to fish there no matter where they came from.

Cllr Newsome proposed that this matter should be looked into by two Cllrs who would make recommendations with regard to a scheme – he felt that the Parish Council should seek the advice of the Angling Trust's

representative, Mark Gregory. Clerk advised that he had tried on several occasions to contact Mr Gregory by email and telephone but had received no response.

Cllrs discussed the matter at length and agreed that the Clerk should prepare a draft scheme to be presented at the next meeting for their approval

#### **8.4 Update and discussion on allotments (All)**

Carried over from the previous meeting, Cllrs discussed a report produced by Cllr Newsome and the Clerk on the allotment following complaints that the plots were in a state of 'unkempt' and residents were asking if they were vacant. The report made recommendations that the current tenants should be approached and asked their intentions – also that if they wished to continue it was suggested that they release one plot each in order for new tenants to take over. Going forward that all plots should be kept in reasonable condition in line with tenancy agreements.

Cllrs unanimously agreed to the recommendations and instructed the Clerk to proceed.

#### **New**

#### **8.4 Request for dog bins / general bins in Sandholme (All)**

Clerk referred Cllrs to an email he had forwarded relating in which a resident had asked the Parish Council to consider placement of bins in the Sandholme area as there had been an increase in dog walkers / walkers in general.

Clerk confirmed there was money in the budget to finance this and Cllrs agreed this was a reasonable request - Cllr Newsome suggested a bin at either end of Sandholme and Cllr Robinson suggested Cllrs who had previously been involved in bridleways / pavement matters look at this and bring back proposals to the next meeting.

#### **8.5 Discussion on September format of Parish Meeting (All)**

Clerk noted that some Parish Councils were holding physical meetings again although the majority were still holding remote meetings – his concern was that both ERNLLCA and NALC were advising to continue with remote meetings – if Parish Councils wanted to hold physical meetings then a risk assessment would be necessary to ensure social distancing and other safety measures. Clerk continued that in light of the above his recommendation was that the Parish Council should continue with remote meetings

Clerk acknowledged remote meetings were not without problem and two Cllrs had not been able to attend, but this had to be balanced against the risk of infection..... no matter how effective a risk assessment was, the risk could not be entirely removed. Clerk would contact Cllrs Jessop and Cooper to ask if there was any support they required to enable them to take part in the remote meetings - as the Government had recently passed legislation legalising remote meetings until April 2021, he believed this would be a long-term arrangement for the foreseeable future. Chair noted that several of GPC were considered to be vulnerable and therefore he agreed the risk of holding face to face meetings was too high.

Cllrs agreed unanimously that future meetings should be held remotely and monitored each month, keeping an eye on Government / ERNLLCA guidance.

#### **9. Reports: (Cllrs may wish to submit a written update prior to the meeting in order to facilitate the remote meeting)**

### **9.1 GDLA**

Cllr Cooper provided the following report to Cllrs in his absence

- New pavilion finished
- New bar completed and new furniture on site
- We have about £1000 for new patio furniture.
- CCTV ,1 new cam. 1 cam moved to cover new area and 5 new indoor cams in pavilion.
- £11200 spent on fertilizer and field dressing as recommended by FF senior groundsman who as been and looked at the field.The recommendation is to spend £10000 a year for the next 5 years .( Some grant and some gdla money)
- Working towards a grant for £30000 to replace containers with a purpose build 3 shutter door building.
- In the process of applying for a bar license.
- Problems with rabbits so we have pest control in to get rid. We may have to start culling pigeons as we're getting overrun.
- On 20<sup>th</sup> July we held our AGM (all covid rules adhered to ). Main point is that Dave Brandon has taken over secretaries job to replace Jeannie who has many other things going on, many thanks for all your past work Jeannie.
- Finally will you consider getting the hedge cut ,( not done for more than 2 years) Can't use a blade so has to be flailed ,this raises health and safety issues ,ie. Thorns and children playing.

Cllrs noted and agreed to the request for cutting hedges back - Clerk was instructed to obtain quotes alongside other green work required in the village.

### **9.2 War Memorial Hall**

Cllr Bryam advised that the Hall was open to limited access and subject to guidance from various bodies, however it would be a long time before social events would be undertaken as it would be difficult to break even due to restriction on numbers

### **9.3 Jubilee Pond**

Cllrs agreed that this matter had been covered earlier in the meeting

### **9.4 Orchard Paddock**

Cllrs agreed that this matter had been covered in the meeting

### **9.5 Youth Project**

Cllrs agreed that this matter had been covered in the meeting

### **9.6 Burial Committee**

Carried on from previous meetings and The Clerk reminded Cllrs that in February of this year Newport PC had written to dissolve the joint arrangements for burials – however some progress had been made in resolving issues but had stopped at the point of the Covid-19 pandemic taking hold. Cllrs discussed this matter at length, and the main points are as follows:

- In light of the current situation Cllrs discussed if the Parish Council should instruct the Clerk to write to Newport to clarify where they stood in terms of the joint arrangements however it was agreed that at this point there was no need for this.

- Cllr Byran noted that he felt it was important to identify if the joint arrangements were to continue however regardless of this, within 10 years there would be a need for a cemetery site, and so it was important the Parish Council looked at available land for this purpose.
- Cllr Buckle reported that he had informally discussed the purchase of available land near Strawberry Fields with the landowner, as a possible alternative site for a cemetery. Discussions are ongoing.
- Cllr Robinson commented that he still felt there was scope for the joint arrangements to continue and he felt a couple of Newport PC Cllrs wanted this to happen.... However, in the meantime he felt it was sensible to explore purchasing a new site / any issues with planning legislation.
- Chair commented that he agreed with Cllrs Robinson and Byran but wondered if this should be explored with Newport PC, for two reasons, one to improve the relationship between the two parishes but also the costs which would be considerably higher than the actual purchase.

**As a point of procedure, Chair noted that the meeting had now passed its finish time and agreed that the meeting was extended by 10 mins**

Chair commented that he felt it was important to clearly identify the two issues in this matter going forward:

- 1 the possible purchase of land for a new cemetery and if Newport PC should be included in this purchase. Cllrs agreed that the existing GPC members of the Joint Burial Committee (Cllrs Norris, Bryan and Robinson) should continue to explore this possibility and report back to the Parish Council.
- 2 linked to the above, if the joint arrangements with NPC for a burial committee still stood – Cllrs to consider when to approach Newport PC on this matter.

**There being no more business, the Chair closed he meeting at 2110**

**The next meeting will be held September 8<sup>th</sup> 2020**

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**Date of Next Meeting and if it will be held remotely will be advised in due course**

**Signed as a true record ..... Date .....**

**Cllr Nick Norris**

## Appendix 1: Financial Report for July 2020 (presented at August Meeting)

Gilberdyke Parish Council			
Presented at August 2020 Meeting For the Month of			<b>July</b>
From:	Parish Clerk		
To:	Parish Councillors		
<b>Box 1</b>			
Current Account (923)			
Opening Balance as of 2nd July 2020 (Statement No. 406)			<b>£65,344.22</b>
Transactions in June 2020			
<b>Debits</b>			
Date Cashed	Cheque No.	Paid to and Reason	Amount
10-Jul-20	2717	ERNNLCA - Annual Membership Subscription	£859.25
16-Jul-20	2729	Terry Wilcox - Salary for July 2020	£483.59
16-Jul-20	2732	Cheque to Peter Coates for Grasscutting (2 x Cuts in June)	£480.00
17-Jul-20	2730	Christopher Johnson - Salary for July 2020	£483.59
20-Jul-20	2728	Netwise UK - payment for new website set up and first year maintenance	£899.00
20-Jul-20	2733	Andrew Crabbe - Salary for July 2020	£420.30
29-Jul-20	2731	Autela Payroll Services - (three employees) - Q2	£54.00
<b>Credits</b>			
Date of Credit	Reason		Amount
Summary of bank transactions = Balance as of end June 20 (2nd July) =			£65,344.22
Total spend in July (presented) =			£3,679.73
Credit Received in July 2020 =			£0.00
<b>*Total balance in bank as of end of July 2020=</b>			<b>£61,664.49</b>
* as per Bank Statement 406			
<b>Box 3</b>			
<b>New Cheques Issued at August 2020 Meeting</b>			<b>Amount</b>
Terry Wilcox - Salary for August 2020			£483.79
Cheque to Peter Coates for Grasscutting (2 x Cuts in July)			£480.00
Christopher Johnson - Salary for August 2020			£483.79
Andrew Crabbe - Salary for August 2020			£420.10
Remiburse A Crabbe for monthly purchase of Zoom (July Meeting)			£14.39
Remiburse A Crabbe for purchase of stamps (12x1st & 12x2nd)			£16.92
Reimburse A Crabbe for purchase of 'Men Working' Signs for street cleaners			£89.98
Remiburse A Crabbe for purchase of defib electrode pads for Paul Buck			£33.60
<b>Total cheques to be issued at the August 2020 Meeting =</b>			<b>£2,022.57</b>
<b>Box 5</b>			
<b>Business Reserve Accounts</b>			
<b>Account No.1 -958</b>		<b>Balances</b>	
Balance as of 3rd July 2020		<b>£121,496.04</b>	
Interest		£1.03	
Balance as of 5th Aug 2020		<b>£121,497.07</b>	
<b>Account No.2 - 294</b>		<b>Balances</b>	
Balance as of 3rd July 2020		<b>£51,183.20</b>	
Interest		£0.43	
Balance as of 5th Aug 2020		<b>£51,183.63</b>	
<b>Box 2</b>			
<b>Outstanding Cheques</b>			<b>Amount</b>
Cheques uncashed at point of Bank Statement issue			<b>£0.00</b>
<b>Box 4</b>			
<b>Summary of PC Accounts until end of August 2020 (Actuals &amp; Forecasts)</b>			
<b>No.1 Account: Current Account (923)</b>			
a	<b>(Actual) Bank Balance at end of June (verified by Statement 406) =</b>		<b>£65,344.22</b>
b	(Actual) Total Spend in July 20 (cashed) =		£3,679.73
c	(Actual) Uncashed Cheques from July 2020		£0.00
d	(Actual) New Cheques issued at August 2020 meeting		£2,022.57
e	<b>Forecast Spending for end of August 2020 (which is box b, c and d added) =</b>		<b>£5,702.30</b>
f	(Actual) Credit Payments made in July 2020		£0.00
g	<b>Forecast of Balance for end of August 2020 (which is box e deducted from box a, added to box f) =</b>		<b>£59,641.92</b>

## Gilberdyke Parish Council

### Planning Application Report for August 2020 (Final Version, with Cllr comments)

For full details of applications, use the public planning portal at ERYC

<https://newplanningaccess.eastriding.gov.uk/newplanningaccess/>

Type in 'Gilberdyke' for the location and 'current' applications

Location & Applicant:	Planning Ref:	Proposal:	Status:	Observations / Comments:
Milton House Main Road Gilberdyke Applicant: Mr And Mrs S Holt	20/02234/P LF Grid Ref.: 482822 429359	Erection of a single storey extension to rear	Full Planning Permission	 Milton House Main Road Gilberdyke ufm "Gilberdyke Parish Council supports this application, it is sympathetic to, and in keeping with the overall design of the building and will neither be overlooked by, nor overlook any neighboring property" <b>Obs Date – 19th August</b>
Station House Staddlethorpe Broad Lane Gilberdyke Applicant: Mr & Mrs T Culkin	20/02283/P LF	Erection of single storey extension to rear	Full Planning Permission	 Station House Staddlethorpe Broad <b>Obs Date – 21<sup>st</sup> August</b>
Lyndhurst Main Road Gilberdyke Applicant: Mr Gary Richardson	20/02486/H EDGE	Removal of a self-seeded hedgerow from a drainage ditch to prevent flooding	Hedgerow Removal Notice	 Lyndhurst Main Road Gilberdyke.pdf <b>Obs Date – 28th August</b>  The Parish Council wish to strongly oppose this application. It understands the removal of the hedge has actually already happened and was in fact the subject of an investigation by the Nature Conservation Team from ERYC in July 2020 for unlawful removal at a time wildlife was still active / nesting under the Hedgerow Regulations 1997. The Parish Council also questions if the reasons for removal of the hedgerow are valid and has yet to see evidence of this - in communications with ERYC, the Parish Council understands the Officer concerned also questioned this explanation. Finally, the Parish Council disputes the applicants point that the hedgerow is less than 12 years old, and believe

				it has stood for more than 30 years. In noting that the hedgerow has been removed the Parish Council is seeking for a new hedgerow to be grown and for ERYC to pursue the appropriate and necessary legal action in this matter
7 Hawthorn Way Gilberdyke Applicant: Mr And Mrs Copley	20/02067/P LF	Erection of a conservatory to side and rear	Full Planning Permission	 7 Hawthorn Way Gilberdyke.pdf <b>Obs Date – 1<sup>st</sup> Sept</b>
<b>Completed Applications (Granted or Refused)</b>				

# GILBERDYKE PARISH COUNCIL

## Summary Notes of the (Ordinary) Meeting of the Parish Council Tuesday 21<sup>st</sup> July 2020 at 7.00pm

As a point of procedure, it is noted that the July meeting of Gilberdyke Parish Council was held as a remote meeting managed by Zoom, due to ongoing restrictions as a result of the Covid-19 pandemic.

### **In Attendance**

Cllr N Norris (Chair)  
Cllr P Byran (V-Chair)  
Cllr E Morrison  
Cllr P Robinson  
Clerk: Andrew Crabbe

### **Apology**

Cllr C Newsome  
Cllr J Jessop  
Cllr K Cooper  
Cllr P Buckle  
Cllr D Mansell  
Cllr K Woollass

Meeting was also joined by Ward Cllr, Victoria Aitkin

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#### **1. Apologies – to receive, note and agree**

Clerk noted apologies were received from Cllrs Jessop, Cooper, Mansell and Newsome.

**Meeting Note:** It was subsequently identified that Cllrs Buckle and Woollass had struggled to access Zoom although this was resolved at a later meeting in the week.

#### **2. Confirmation of previous Parish Council meeting minutes**

Cllrs noted that the last physical meeting was held in February 2020 – since then the Clerk had been issuing periodical updates on the Action Plan and outcomes.

#### **3. Any declarations of interests or letters requesting dispensation to be agreed by the Clerk**

None beyond those previously declared and noted – also see Planning Application Item.

#### **4. Financial Report and Accounts**

Clerk noted that the PC accounts remained solvent and stable – Cllrs had been sent a copy of the monthly report prior to the meeting and were asked if they had any questions / queries. None were asked. The monthly report can be found as Appendix 1.

#### **5. Public participation (15 mins max, or 3 mins per person/topic)**

No members of the public were in attendance

#### **6. Correspondence (a) For noting (b) For action**

Clerk noted correspondence would be raised in other parts of the meeting

## **7. Planning Applications to be considered**

Clerk confirmed receipt of three applications – he had received no comments or observations from Cllrs. As a point of procedure meeting noted the declaration of Cllr Robinson with regard to 20/01844/PLF (Sunny Croft). Clerk confirmed that he had advised ERYC of this and that the correct procedure had been observed with regard to this declaration. The Planning Report can be found as Appendix 2.

## **8. Matters arising – to consider new and on-going issues and decide further action if necessary:**

### **Ongoing**

#### **8.1 Cllrs will be given an opportunity to review and discuss the current Action / Project Log (All)**

Clerk had previously emailed this to Cllrs – several matters were ongoing / outstanding and Cllrs would continue to be updated by email in-between meetings. Cllrs had no comments on the current action plan beyond those listed below

### **New**

#### **8.2 Discussion on decision to end the Joint Working arrangement with Newport PC with regard to the Youth Project and for Cllrs to determine way forward (All).**

Cllr Norris provided a summary update of the current situation with regard to the Youth Project, in so far as the Parish Council had issued notification to Newport PC of the proposed ending of the Joint Working arrangements and for Gilberdyke PC to seek the agreement of Newport PC for the former to take over the management and administration of the Youth Project. If Newport PC were not in agreement to this proposal, then Gilberdyke would seek to establish its own Youth Project.

Cllr Norris continued that Newport PC had subsequently advised of their conditional agreement to the proposal subject to the setting up of a Joint Working Party (JWP) to determine the strategy and future of the Youth Project.

Cllrs discussed at length – several agreed with a statement read out from Cllr Cooper in his absence, that he felt that the recent Cllr vote meant that Gilberdyke would break away from Newport and he felt this should be honoured. Several Cllrs agreed with this statement and Ward Cllr Aitkin commented that although she agreed to chair any Joint Working Party, she felt that the current relationship with Newport could make matters quite difficult. Concerns were also raised about the number of ‘meetings outside of meeting’s and emails exchanged between individual Cllrs of both Parishes and Cllrs agreed that going forward matters had to be more formal and through proper channels, ensuring all Cllrs were informed and involved and decisions were only made as a voting consensus of Cllrs and duly recorded as such.

In light of the strength of feeling amongst Cllrs, it was agreed that it would be appropriate to include more Cllrs in the decision making for such an important matter, and therefore it was agreed to hold a further meeting on Thursday, 23<sup>rd</sup> July

**Meeting Note** – this meeting was subsequently held (remotely) and attended by all Cllrs except for Cllrs Jessop, Newsome and Cooper. A summary of the outcome / decision of this meeting follows:

Cllrs noted a new development in the matter was that the Clerk had been informed of the resignation of all three Youth Workers employed by Newport PC due to advised issues of concern with their management. Cllrs expressed concern over this and it was agreed that the Clerk should speak to the Youth Project Leader and advise her of proposals for the future of the Youth Project in an attempt to reassure the team.

Cllrs considered the situation with the Youth Club and discussed at length. In summary Cllrs agreed unanimously that prior to any Joint Working Party, to seek agreement from Newport PC to a number of points of understanding on which the JWP would be held and these points were subsequently sent to Newport in the form of a letter (dated 24<sup>th</sup> July) with a request that a response to the points of understanding was received by the Clerk by close of business on Friday 31<sup>st</sup> July.

The points requiring agreement are as follows:

1. that Gilberdyke PC will take over sole management and admin of the Youth Project from a mutually agreed date (to be decided)
2. that all current finances relating to the Youth Project will be transferred to Gilberdyke, with associated records by a mutually agreed date (to be decided).
3. that all procedural and framework documentation will be transferred to Gilberdyke PC by a mutually agreed date (to be decided) – we would note Gilberdyke PC currently have no records at all
4. that the Youth Project will be open to young people from Newport as well as other local villages
5. Gilberdyke PC accept the establishment of an advisory / consultative ‘Youth Project Committee’ to which Newport PC will be invited to send representatives - this Committee will also invite attendees from other possible stakeholders such as the police, ERYC, and the Youth Project employees themselves.

The purpose of the Committee will be to discuss and advise on matters relating to the Youth Project, however Gilberdyke PC reserve the right (through majority vote of Cllrs in a public forum) to make all final decisions and strategy relating to the Project.

6. That the three Youth Workers employed by Newport PC will transfer their employment to Gilberdyke PC by means of a TUPE process. This will be subject to full (individual) consultation with those affected, at a date to be mutually agreed by both Newport PC and Gilberdyke PC.

7. Gilberdyke PC will seek a financial contribution from Newport PC to the Youth Project, the details of which to be discussed and agreed by both Parish Councils.

### **7.3 Proposal by Cllr Jessop for inspection of drainage and pipes**

Cllrs agreed that it was about the right time of year to have the drains inspected and instructed the Clerk to contact the Drainage Board and request that this was carried out. Decision was proposed by Cllr Robinson and seconded unanimously.

### **7.4 Grass Cutting and Hedges (Cllr Morrison)**

Cllr Morrison raised concerns with how the grassed areas of the village looked following grass cutting, especially on windy days where the cuttings went over pavements and roads. At moment the contractor was appointed only to cut the grass and not collect cuttings.

Cllrs discussed and agreed to instruct Clerk to contact Peter Coates and see if this was something, he was able to do and to provide a cost for doing so. Cllr Robinson noted that collecting of grass cuttings may require additional equipment which needed to be borne in mind.

## **8. Reports: (Cllrs may wish to submit a written update prior to the meeting in order to facilitate the remote meeting)**

### **8.1 GDLA**

Cllrs noted the absence of Cllr Ken and therefore this report would be moved to the next meeting

### **8.2 War Memorial Hall**

Cllr Bryan updated Cllrs that following guidance from their insurers, the Memorial Hall Committee was in the process of carrying out a risk assessment with a view to opening in early August.

### **8.3 Jubilee Pond**

Cllrs noted that there was work outstanding on damaged slats on the pond which were still under warranty and also bench which the contractor had promised had not been installed yet.

Cllrs also noted that many of the caps were either loose or had been removed although it was uncertain if this was as a result of vandalism and therefore not covered under warranty. Clerk confirmed he had spoken to Contractor, Kitchens who had promised to complete the outstanding work by Friday 24<sup>th</sup> July – Clerk was instructed to bring up the issue of the missing caps as well.

Cllr Morrison noted that there were also issues with some of the trees which neighbours were complaining of overgrowth and restricting light in their homes – a large weeping willow was a particular issue. Cllr Morrison continued that the hedges also needed cutting back.

Clerk advised he had spoken to Cllr Buckle on this matter who had advised he was not getting anywhere in having these addressed. Clerk had left messages on several occasions for Peter Coates but had received no response. Clerk had subsequently advised that he was on the point of contacting other contractors when Danny Naburn had contacted him and it was agreed that Mr Naburn would contact Cllr Buckle and arrange to visit site and look at what needed to be done.

At the time of these notes being submitted it is understood that a meeting between Cllr Buckle and Mr Naburn has taken place and the Clerk is waiting for a quote to be submitted.

#### **8.4 Orchard Paddock**

Clerk noted that reports continued with regard to the poor state of the allotments and he was proposing to go have a look himself. Cllr Norris asked the Clerk to ensure Cllr Newsome was involved in this visit as he had been instrumental in setting up the allotments.

Clerk to provide a report for Cllrs to consider and discuss via email and at the next meeting in August.

#### **8.5 Youth Project**

As above

#### **8.6 Burial Committee**

Cllrs discussed that this matter remained as prior to the Covid-19 Pandemic (March 2020) when Newport had written to Gilberdyke PC to advise that they were proposing to dissolve the Joint Burial Committee and arrangements between the two parishes. Clerk confirmed that at the time Gilberdyke had sought a meeting to understand why this was, and also the two Clerks had met and appeared to make progress in resolving perceived issues, mainly with the settlement of an outstanding cheque. It was noted that the Newport Clerk had since left and no further communications had taken place (largely due to the pandemic).

Cllr Robinson advised that he believed there was still opportunity to continue to work with Newport and he was aware that a number of Newport Cllrs were keen to do this. Cllr Robinson continued that the arrangement between the two parishes had been in place successfully for many years and it would be shame to end this.

Cllr Norris suggested that steps should be taken to revisit the situation with Newport and the matter should be discussed in greater detail at the August meeting

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**Date of Next Meeting and if it will be held remotely will be advised in due course**

**Signed as a true record ..... Date .....**

**Cllr Nick Norris**

## Appendix 1: Financial Report for June 2020 (presented at July Meeting)

Gilberdyke Parish Council			
Presented at July 2020 Meeting For the Month of			June
From:	Parish Clerk		
To:	Parish Councillors		
<b>Box 1</b>			
<b>Current Account (923)</b>			
Opening Balance as of end of May 2020 (Statement No. 405)			£68,526.82
Transactions in June 2020			
<b>Debits</b>			
Date Cashed	Cheque No.	Paid to and Reason	Amount
12-Jun-20	2726	Terry Wilcox - Salary for June 2020	£483.79
15-Jun-20	2725	Christopher Johnson - Salary for June 2020	£483.79
16-Jun-20	2716	Cheque to Peter Coates for Grasscutting (2 x Cuts in May)	£480.00
24-Jun-20	2718	Nu Lawn Landscapes (Payment for Green Lane)	£3,300.00
26-Jun-20	2724	Andrew Crabbe - Salary for June 2020	£420.10
26-Jun-20	2727	Andrew Crabbe - Reimbursement for Stamps (12x1st Class & 12x2nd Class)	£16.92
<b>Credits</b>			
Date of Credit	Reason		Amount
17-Jun	Network Raid Payment - contribution to Green Lane Project		£2.00
26-Jun-20	Network Raid Payment - contribution to Green Lane Project		£2,000.00
Summary of bank transactions = Balance as of end May 2020 =			£68,526.82
Total spend in June (presented) =			£5,184.60
Credit Received in June 2020 =			£2,002.00
<b>*Total balance in bank as of end of June 2020=</b>			<b>£65,344.22</b>
* as per Bank Statement 405			
<b>Box 3</b>			
<b>New Cheques Issued at July 2020 Meeting</b>			<b>Amount</b>
Cheque to Peter Coates for Grasscutting (2 x Cuts in June)			£480.00
Terry Wilcox - Salary for July 2020			£483.59
Christopher Johnson - Salary for July 2020			£483.59
Andrew Crabbe - Salary for July 2020			£420.30
Netwise UK - payment for new website set up and first year maintenance			£899.00
Autela Payroll Services - (three employees) - Q2			£54.00
<b>Total cheques to be issued at the July 2020 Meeting =</b>			<b>£2,820.48</b>
<b>Box 5</b>			
<b>Business Reserve Accounts</b>			
<b>Account No.1 -958</b>		<b>Balances</b>	
Balance as of 5th June 2020		£121,494.97	
Interest		£1.07	
Balance as of 30th June 2020		£121,496.04	
<b>Account No.2 - 294</b>		<b>Balances</b>	
Balance as of 5th June 2020		£51,182.75	
Interest		£0.45	
Balance as of 30th June 2020		£51,183.20	
<b>Box 2</b>			
<b>Outstanding Cheques</b>			<b>Amount</b>
ERNNLCA - Annual Membership Subscription			£859.25
<b>Cheques uncashed at point of Bank Statement issue</b>			<b>£859.25</b>
<b>Box 4</b>			
<b>Summary of PC Accounts until end of July 2020 (Actuals &amp; Forecasts)</b>			
<b>No.1 Account: Current Account (923)</b>			
<b>a</b>	<b>Bank Balance at end of May (verified by Statement 405) =</b>		<b>£68,526.82</b>
<b>b</b>	Total Spend in June 20 (cashed) =		£5,184.60
<b>c</b>	Uncashed Cheques from June 2020		£483.79
<b>d</b>	New Cheques issued at July 2020 meeting		£2,820.48
<b>e</b>	<b>Forecast Spending for end of July 2020 (which is box b, c and d added) =</b>		<b>£8,488.87</b>
<b>f</b>	Credit Payments made in June 2020		£2,002.00
<b>g</b>	<b>Forecast of Balance for end of July 2020 (which is box e deducted from box a, added to box f) =</b>		<b>£62,039.95</b>

## Appendix 2: Planning Report for July Meeting

### Gilberdyke Parish Council

#### Planning Application Report for July 2020 (updated as of 3<sup>rd</sup> July 2020)

For full details of applications, use the public planning portal at ERYC

<https://newplanningaccess.eastriding.gov.uk/newplanningaccess/>

Type in 'Gilberdyke' for the location and 'current' applications

Location & Applicant:	Planning Ref:	Proposal:	Status:	Observations / Comments:
Wood View Anserdam Lane Sandholme Mr Paul Leighton	20/01511/PLF	Change of use of land to residential curtilage for Wood View, erection of extension and covered seating area to existing garage/storage building and alterations and extension to means of access including piping of dyke	Full Planning Permission	 Wood View Anserdam Lane Sandf <b>Obs Date -16<sup>th</sup> July</b> <b>Clrs noted no objections subject to there been none from neighbours / anyone effected by the planning application</b>
Sunny Croft Clementhorpe Road Gilberdyke Mr Paul Robinson	20/01844/PLF	Erection of a 3.3 metre high BBQ chimney Flue with High Facing Brickwork Piers and approval for new and metal railing infill between existing brickwork piers	Full Planning Permission	 Sunny Croft Clementhorpe Road C <b>Obs Date - 20<sup>th</sup> July</b> <b>Clrs noted no objections subject to there been none from neighbours / anyone effected by the planning application</b>
Old Butchers Shop Main Road Scalby Mr Craig Tate	20/01739/PLF	Proposal: Erection of a two-storey extension to the rear	Full Planning Permission	 Old Butchers Shop Main Road Scalby ufn <b>Obs Date – 24<sup>th</sup> July</b> <b>Clrs noted no objections subject to there been none from neighbours / anyone effected by the planning application</b>
<b>Completed Applications (Granted or Refused)</b>				





# GILBERDYKE PARISH COUNCIL

## Summary Notes of Parish Business (May & June 2020) during the Covid-19 Emergency (in the absence of Parish Meetings)

**Cllrs:** Cllr N Norris (Chair), Cllr P Byran (V-Chair), Cllr P Buckle, Cllr J Jessop, Cllr K Cooper, Cllr C Newsome, Cllr D Mansell, Cllr E Morrison, Cllr K Woollass

**Clerk:** Andrew Crabbe

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### 1 Points of Procedure

#### 1.1 Parish Council (PC) Meetings

Following on from the meetings of March, April and May, it is duly noted that in accordance with current legislation, the PC would not meet 'face to face' in June 2020 due to the ongoing restrictions on public gatherings. In accordance with the PC's Emergency Procedures, (and how the PC has responded to the emergency), the current arrangements are to be reviewed at the beginning of June, and Cllrs are duly considering

- 1 if to continue with the current arrangements, or
- 2 to introduce remote meetings, or
- 3 to delegate all decision-making authority to the Chair / Deputy Chair.

A decision will be duly advised in time for what would be the July meeting date of 14<sup>th</sup> July

#### 1.2 Annual General Meeting

Also following on from the previous meeting and with regard to the Annual General Meeting (which is a statutory requirement needed for Cllrs to reaffirm their intention to continue in their Office(s) and allow any Cllrs who wish to put themselves forward for the role(s) of Chair and Dep Chair ) - as this meeting was also not permissible under current legislation, (the Government confirming there was no requirement to hold an AGM in 2020) the Clerk had arranged for Cllrs to confirm their intent by completion of a Declaration of Intent Form.

As a point of record, it is hereby noted that all Cllrs have returned their forms, confirming that they intend to remain in Office for a further year. It is also duly noted that no submissions were made to be considered for the Office(s) of Chairman / Deputy Chair and therefore Cllrs Norris and Byram will continue in the respective Office(s) for a further year.

### 2 April / May Summary of Actions / Business Carried out by the PC

A report of actions / business carried out the PC during the April / May period (in substitution of formal minutes) has been presented to Cllrs by the Clerk for their approval. No requests for amendments were made by Cllrs and therefore these stand as true record in the absence of normal procedures for signing off by the Chairman and are duly published as a public document.

### 3 Financial Report for April / May

Following legal advice from ERNLLCA, the salaries of the Clerk and Street Cleaners are redacted from the public version of these minutes / summary notes. Cllrs were however sent a full report.

### 4 Planning Matters

Planning Applications received in May / June are detailed in the Planning Application Report for May 2020 and which can be found as **Appendix 1**. Any comments / observations made by Cllrs can be found in the end column.

## 5 Police Matters

Cllrs noted an email from Pocklington Police re a number of incidents whereby cars for sale have been stolen. Police reported that suspects arrange to view a car for sale via Gumtree or Auto Trader. The suspects insist on seeing the inside of the vehicle and the seller is unable to accompany them due to social distancing rules. It is believed the suspects swap the key at this time in order to return later in the day to steal the vehicle. Residents should be cautious if they are currently looking to sell their cars privately

### 5 Matters arising – to consider new and on-going issues and decide further action if necessary:

#### 5.1 Requested changes to the tenancy agreement between the GDLA and the Parish Council

Following on from previous meetings, a Cllr vote has now taken place as to if the Parish Council would accept the changes requested by the GDLA to the tenancy agreement between the two parties. The outcome of the vote is shown below.

a) Do you agree to the requested changes to the GDLA Tenancy Agreement with the Parish Council?	Yes = 4: No = 2: Abstain = 3: - (Cllr Cooper not able to vote due to conflict of interest). Technically the motion <b>IS PASSED</b> by majority vote - however 4 Cllrs (2= No & 2= abstain) noted they required more legal advice. Clerk has written to Solicitor asking if he had seen the lease and all the points of amendment requested, (and has provided copies). Clerk has asked if solicitor has any further advice and also for a indication of costs. Beyond this, if Cllrs feel they need legal advice, please instruct the Clerk what this is as a matter of urgency.
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Clerk has duly contacted the solicitor appointed to advise the PC, who subsequently has advised there was no further legal advice he could add. A draft variation of deed has now been created for Cllrs to vote on and at such time as the solicitor provide this, the draft will be put to the Cllrs for a final vote. The outcome of the vote will be advised in the next summary notes / minutes (June)

#### 5.2 Requested removal of hedgerow on the Ings Road (GDLA) football field

Following on from previous meetings, Cllrs had considered a request by the GDLA to remove the hedgerow around the football field and replace with a 'fit for purpose fence' – Cllrs voted on this issue and the outcome is shown below.

c) Do you agree to the GDLA request to remove the hedgerow on the football field and replace with a	Yes = 3: No = 6: - (Cllr Cooper not able to vote due to conflict of interest). The motion is <b>NOT PASSED</b> by majority vote. Unless instructed otherwise, Clerk will advise GDLA of the decision
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Therefore, the decision has been taken not to remove the hedgerow fence and the Clerk has duly advised the GDLA of this decision. Matter resolved and closed.

#### 5.3 Jubilee Pond

Several issues have arisen during May into June with regard to the Jubilee Pond

Cllrs noted there were long standing issues on the pond / surrounding area, of anti-social behaviour and complaints from residents – Cllrs are currently looking into appropriate signage for discouraging anti-social behaviour and also for warning vehicles of the presence of wildfowl in the area. Clerk has contacted ERYC Wildlife Team for further advice and is waiting for a response. Clerk has also contacted the local PCSO and asked for advice and increased police activity in the area.

Longer term, it is also noted that an outstanding matter is a quote from Northern Grid with regard to electricity supply to the pond area to facilitate possible CCTV.

Cllrs also agreed to and actioned improved ramps for the pond.

Cllrs also noted a no. of complaints / requests with regard to fishing at the pond, around overfishing / endangering wildlife and wildfowl / aggressive behaviour of some people fishing and Cllrs are currently considering a proposal to restrict fishing at the pond to residents only managed by means of a permit system. Clerk to contact the Environment Agency and ERYC for advice and it is expected that a decision will be advised in June.

#### 5.4 Street Cleaning

Following on from concerns raised by the Street Cleaners with regard to speeding vehicles on the B1230 whilst they were cleaning the verges (having to cross back and forth over the road) Cllrs have agreed to provide the Street Cleaners with road signs warning drivers that they are working on the road. Currently on order.

Clerk also noted that the street cleaners had reported damaged bins outside of the shops and he had duly reported these to ERYC, who had replied these would be repaired at such a time as permitted as resources were currently diverted to dealing with Covid-19.

The Street Cleaners had also reported a bin near the pond was being used to dispose of pet waste which was causing difficulty when it came to emptying the bin in question. Cllrs agreed this was inappropriate however it has since transpired the bin in question is not the responsibility of the PC, rather ERYC. The Clerk has now advised the Street Cleaners not to empty this bin and reported the matter to ERYC. He has also requested an itinerary of bins in the village in order to be clear on who is responsible for emptying them.

#### 5.5 Replacement Railway Bridge

Following on from the notification that that the project to replace the railway bridge by Network Rail had been postponed due to the current Covid-19 emergency, there was no further update on this issue.

#### 5.6 Bus stop and Car-parking

Following on from complaints of vehicle parking at the bus-stop on Clementhrope Road, and the Clerk contacting East Riding Buses and Highways, there are no further update and the matter remains ongoing at this time.

#### 5.7 GDLA – (Dyke and Overhanging Tree)

Following on from a recent communication from the GDLA re: two issues (a blockage in Northfield Drain and what was considered to be an unsafe tree), Cllrs had considered that the two matters were not the responsibility of the Parish Council, both not being on PC land. The Clerk had duly advised the GDLA of this outcome.

#### 5.8 Cycle Path – Gilberdyke to Howden

Following on from Cllr Newsome's request to re-visit a possible cycle track from Gilberdyke to Howden on the south-side of the B1230, the Clerk had written to ERYC on the matter and was currently awaiting a response. New developments are following further discussions with Cllr Newsome, the Clerk has contacted Newport PC and Easttrington PC in order to ascertain if they would be interested in taking part in any application for a cycle path with a view a joint application is likely to be stronger.

### **6 Important Correspondence or Matters Raised by Cllrs**

#### 6.1 Gilberdyke / Newport Landfill Site

Cllrs noted a letter from a resident expressing concern that the Gilberdyke / Newport refuse site was being used again. Cllrs duly instructed the Clerk to contact the Environment Agency and Local Ward Cllrs – this was actioned and interim reports suggest that the work on the site is to cap it. However, the situation is being monitored and it is anticipated further updates will follow.

#### 6.2 Trees in the Village

Cllrs noted a request from a resident for the removal of a tree in Flaxmill Walk - Cllr Newsome reported that he had spoken to the resident who had a young family and had reported the tree was dropping poisonous berries into garden / leaves blocking guttering / dirtying windows.

A second (separate) request had been made by another resident with regard to (cutting back) another tree near the pond. Both these issues were currently being looked at.

#### 6.3 Green Lane - Condition of road

Cllrs noted that this project was nearly completed (having being delayed in early Spring due to the poor weather) and the aggregate had now been placed on the road. Clerk advised Cllrs that he had received an email from a resident expressing concern that vehicles were still using the road, and the agreed signage / gate to prevent vehicular access needed to be put in place asap.

Clerk to contact ERYC accordingly and report back to Cllrs.

#### 6.4 Bishopsoil Dyke

Clerk advised Cllrs that he had received an email from a resident reporting the above dyke is overgrown with vegetation and trees and needed clearing – matter is ongoing with Clerk clarifying responsibility for clearing the dyke

# GILBERDYKE PARISH COUNCIL

## Summary Notes of Parish Business (April & May 2020) during the Covid-19 Emergency (in the absence of Parish Meetings)

**Cllrs:** Cllr N Norris (Chair), Cllr P Byran (V-Chair), Cllr P Buckle, Cllr J Jessop, Cllr K Cooper, Cllr C Newsome, Cllr D Mansell, Cllr E Morrison, Cllr K Woollass

**Clerk:** Andrew Crabbe

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### 1 Points of Procedure

Cllrs noted that the PC would not meet face to face in May 2020 due to the ongoing restrictions on public gatherings. In accordance with the emergency procedures, this position would be reviewed at the end of May and if restrictions continued then Cllrs may look at remote meeting technology as it was understood some PC's were currently doing.

Clerk had also noted that the May Annual General Meeting would not be held for the same reasons and emergency measures would also be invoked to ensure the intent of the AGM was observed. The Clerk would be submitting paperwork to the Chairman for approval for Cllrs to confirm their intention to continue in their respective roles for another year – this was particularly important for the Chair and Deputy Chair – and also to allow any Cllrs to express an interest in standing for these roles. Clerk was proposing that the AGM paperwork was returned by the end of May with a view to formal noting of outcomes in the June Meeting notes

### 2 March / April Summary of Actions / Business Carried out by the PC

A report of actions / business carried out the PC during the March / April period (in substitution of formal minutes) had been presented to Cllrs by the Clerk for their approval. No requests for amendments were made by Cllrs and therefore these stand as true record in the absence of normal procedures for signing off by the Chairman.

### 3 Financial Report for April

Clerk advised Cllrs that he had assumed responsibility for financial matters as of April following agreement that the previous Clerk, Nicci Robinson should temporarily manage the accounts until the financial year end. Clerk was currently waiting for confirmation from bank that they had changed their records to show he should now receive monthly statements of the PC's accounts. To date he had not received the bank statement for the April / May period.

Cheques listed for payment in May are detailed below:

Cheques for Payment in May 2020	
Cheque to Peter Coates for Grasscutting (2 x Cuts in April)	£480.00
Terry Wilcox - Salary for May 2020	
Christopher Johnson - Salary for May 2020	
Andrew Crabbe - Salary for May 2020	
Information Commissioner Office - Renewal of DP Certificate	£40.00
	£520.00

Pay roll Issues

Clerk noted that the payroll difficulties advised in the March / April Minutes / Summary Notes were finally resolved on Monday, 27<sup>th</sup> April which was two weeks after the date the payroll was usually run. The new payroll Company, Autela Payroll had apologised and assured the Clerk that in future the payroll would be run around the 10<sup>th</sup> of each month, in time for the Parish Meeting which occurred on the 2<sup>nd</sup> Tuesday of each month.

#### **4 Planning Matters**

Planning Applications received in April / May are detailed in the Planning Application Report for May 2020 and which can be found as **Appendix 1**. Any comments / observations made by Cllrs can be found in the end column.

#### **5 Matters arising – to consider new and on-going issues and decide further action if necessary:**

##### 5.1 Donation made to Gilberdyke Volunteers

Following a majority vote of Cllrs and as a point of record it is noted that the Parish Council made a £500 donation to the Gilberdyke Volunteers to purchase supplies and PPE. This donation was made in the understanding that Mr Andrew Hirst of the Volunteers would provide a breakdown of what the donation was used for.

##### 5.2 Allotments

Following on from the previous minutes / summary notes, Clerk advised Cllrs he had contacted the current tenants and requesting that they bring their respective plots to good state within a two-month period.

##### 5.3 Village Defibrators (Defib)

Clerk confirmed that new electro pads had been purchased for the defib on the Memorial Hall, and he had ordered replacements for the defib in the Health Centre. For future reference Clerk noted that Paul Buck was the Guardian for the Memorial Hall Defib and that Cllr Cooper was the Guardian for the Health Centre. The defib at the Health Centre had been activated on Sunday, 10<sup>th</sup> May 2020 and an ambulance was involved. The pads in this machine were used and replaced. Cllr Cooper has recommended a spare set of pads are kept as the machine was out of service for several days until new ones were received.

##### 4.4 Hanging Baskets for the Village

Cllrs noted that they did not feel the costs of such a project could be justified at this time, however several Cllrs suggested that the current community spirit shown in the Gilberdyke Volunteer Group could be harnessed to manage such a project in the future when the current emergency had ended. The matter would therefore be visited again in 2021.

Following on from a report of standing water on Main Road by a resident, this had been reported to Yorkshire Water – resident had subsequently reported that workmen had attended to repair the leak and the matter was now closed.

##### 4.5 Street Cleaning

Clerk advised that he had spoken to one of the Street Cleaners on two issues – the first related to a bin at the pond where an unknown local resident is putting large bags of rabbit sawdust / droppings - mixed in with the bags of dog mess.

The second issue was that the Street Cleaner advised that he was feeling vulnerable whilst working on Slipper Bridge due to the speeding traffic "flying across the bridge" (both ways) when he was crossing over the road to

work on the other side. Clerk had suggested that the PC look at a couple of 'men working signs' to be put on the road whilst he is working.

Cllrs are currently voting on these issues and the outcome will be detailed in the next notes.

#### 4.6 Requested changes to the tenancy agreement between the GDLA and the Parish Council

Following on from the previous meetings, Cllrs had now received clarification on two points of the requested changes to the tenancy agreement and were currently voting on if to accept the requested changes. It is noted that some Cllrs feel that further legal advice is required on the matter and have therefore abstained from voting. The outcome of the vote will be advised in the next summary notes / minutes (June)

#### 4.7 Requested removal of hedgerow on the Ings Road (GDLA) football field

Following on from previous meetings, Cllrs had considered a request by the GDLA to remove the hedgerow around the football field and replace with a purpose fence – Cllrs are currently voting on this issue and the outcome will be advised in the next summary notes / minutes (June)

## 5 **Important Correspondence or Matters Raised by Cllrs**

### 5.1 Replacement Railway Bridge

Cllr Newsome noted that he had received notification from Blacktoft PC that that the project to replace the railway bridge by Network Rail had been postponed due to the current Covid-19 emergency.

### 5.2 Bus stop and Car-parking

Cllr Mansell noted that she had received complaints from elderly residents down St Stephens crest saying the bus can't stop where it's supposed to because of parked cars where it is (2 there most of the time) and then cars are all parked at opposite side so sometimes it has to go right up to the village hall before they can board it.

Cllr Mansell suggested that this may be resolved by having appropriate bus stop / no waiting markings on the road where the bus stop was.

Clerk has contacted East Riding Buses and Highways and is currently awaiting a response.

### 5.3 Renewal of the PC Data Protection Certificate

Clerk advised Cllrs that he had received a forwarded notification from the Information Commissioners Office (ICO) regarding renewal of the PC's Data Protection Renewal which required paying – Clerk would present a cheque for authorisation in the pay run for May.

### 5.4 GDLA

Clerk advised Cllrs that he had received an email from David Brayton of the GDLA who advised of two issues he wanted to make the Parish Council aware of. The first was a blockage in Northfield Drain which runs parallel with the sports field - This blockage is sited behind the football stand.

The second issue was what Mr Brayton thought was an unsafe tree overhanging the track down to the sports field. Cllrs are currently voting on these issues and the outcome will be detailed in the next summary notes / minutes (June).

#### 5.5 Gilberdyke Landfill Restoration Project

Clerk advised Cllrs of a letter from Richard Todd Managing Director of a Company called Allium Engery who were responsible for the Gilberdyke Landfill restoration. A copy of the letter sent to the Parish Council can be found as Appendix 2

#### 5.6 Cemeteries during the Covid-19 Emergency

Cllr Donna noted that she had seen on Facebook that the rules regarding closure of cemeteries had apparently changed and asked the Clerk to check this. Clerk subsequently advised that he had contacted ERNLLCA who had confirmed the restrictions had been lifted and people were free to visit cemeteries again.

#### 5.7 Cycle Path – Gilberdyke to Howden

Cllr Newsome had contacted the Clerk to ask him to re-visit a possible cycle track from Gilberdyke to Howden on the south-side of the B1230. This has previously been discussed by the Parish Council but other priorities had overtaken. In light of the ongoing emergency and probable focus on more travel by cycle, Cllr Newsome thought it would be an opportune time to revisit the issue.

## Appendix 1

### Gilberdyke Parish Council

#### Planning Application Report for April 2020 (updated as of 12<sup>th</sup> May 2020)

For full details of applications, use the public planning portal at ERYC

<https://newplanningaccess.eastriding.gov.uk/newplanningaccess/>

Type in 'Gilberdyke' for the location and 'current' applications

Location & Applicant:	Planning Ref:	Proposal:	Status:	Observations / Comments:
Land West Of Craig House 56 Station Road Gilberdyke  Miss Candy Day	20/00937/VAR	Variation of Condition 23 (approved plans) of planning permission granted on appeal decision APP/E2001/W/18/3202853 following refusal of 17/02453/VAR - Erection of 29 dwellings and associated access road - to allow for design alterations to the roof of the Wharfe housetypes and renaming to the Wharfedale Location	Variation of Condition(s)	Obs Date – 7 <sup>th</sup> May 2020   Land West of Craig HHouse 56 Station Roa
Land East Of Ashcroft Thornton Dam Lane Gilberdyke  Neil Wetherell	20/01229/PLF	Erection of 3 detached dwellings	Full Planning Permission	Obs Date – 27 <sup>th</sup> May 2020   Land East of Ashcoroft Thornton D
Rose Farm Hive Lane Hive Mr Steven And Gill Askem	20/01232/PLF	Erection of a replacement dwelling following demolition of two dwellings and part demolition of existing outbuildings	Full Planning Permission	Obs Date – 29 <sup>th</sup> May 2020   Rose Farm Hive Lane Hive ufm3 (10).pdf
Land And Buildings North And East Of Laxton Grange Main Road  Mrs Sarah Peacock	20/01421/VAR	Variation of condition 17 (approved plans) of planning permission 18/03190/PLF	Variation of Condition(s)	Obs Date – 30 <sup>th</sup> May 2020   Land And Buildings North And East Of La
Agricultural Building At Poplar House Farm Old Trough Lane Sandholme  J G Evison	20/01406/CL E	Certificate of lawfulness for use of existing agricultural building as a dwelling Location	Cert of Lawful Development - Existing	Obs Date – 2 June 2020   Agricultural Building At Poplar House Farm

Completed Applications (Granted or Refused)				
Land South Of Wades Bungalow Staddlethorpe Broad Lane Gilberdyke  B & C Bradley	19/04228/PLF	Erection of 2 dwellings	Refused	 Land South Of Wades Bungalow Stac
Land West Of Yokefleet Grange Anserdam Lane Sandholme  A W Kay Farming Ltd	20/00540/PLF	Erection of a livestock building	Granted (8 <sup>th</sup> April)	 Land West Of Yokefleet Grange Ansi

## **Appendix 2**

30 April 2020

Gilberdyke Parish Council

27 Willow Garth

Eastrington

Howden

DN17 2UD

For the attention of: Mr N Norris

GILBERDYKE LANDFILL RESTORATION

I am writing to introduce ourselves and update the parish on our involvement for the restoration of Gilberdyke Landfill site.

Over the last three years we have been working behind the scenes with both the Environment Agency and Ouse & Humber Drainage Board, to adopt a scheme to restore the former landfill site.

We fully appreciate that the landfill has been subject to historical concern, so we would like to be upfront with the scope of the work which has been agreed.

The landfill site was capped with a plastic and textile liner once waste input finished, with a minimal cover of small grit placed on the liner to stop it being damaged by wind. This capping stage allowed for the capture of the methane gas and the management of the liquid generated from the waste decomposition. This is managed by the specialist gas landfill gas company.

As the site is capped, there is a requirement to restore the site, both in planning and environmental terms. This involves the importing of clean subsoil from construction sites, to create a subsoil layer. At the end of this import, we mix a quantity of compost into the top layer to create a bed of topsoil.

Once the topsoil layer has been created, we will plant and manage the land consistent with the agreed restoration plan. We have attached the current restoration plan, whilst this is dated 2013, it has been significantly revised to include a 10 year planting aftercare plan. We are happy to have this information translated into a site plan if preferred.

The work will be phased and will be a low level activity. Whilst we received consent in March to commence the work, we will not be commencing any work until the Covid-19 restrictions are lifted and all stakeholders are aware of the details of the work.

As a company, our background is land restoration (including planting and land husbandry), composting and energy production. We have completed the restoration of three other landfill sites locally, so have the knowledge and expertise to complete the agreed restoration of the landfill site at Gilberdyke.

We appreciate that we cannot meet face to face at present, though we are more than happy to arrange a Zoom and call to introduce ourselves.

Yours sincerely

Richard Todd

Managing Director

# GILBERDYKE PARISH COUNCIL

## Summary Notes of Parish Business (March and April 2020) during the Covid-19 Emergency (in the absence of Parish Meetings)

**Cllrs:** Cllr N Norris (Chair), Cllr P Byran (V-Chair), Cllr P Buckle, Cllr J Jessop, Cllr K Cooper, Cllr C Newsome, Cllr D Mansell, Cllr E Morrison, Cllr K Woollass

**Clerk:** Andrew Crabbe

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### 1 Points of Procedure

#### Parish Meetings during the Covid-19 Emergency

As a point of record, and due to the current Covid-19 emergency, as of Monday 9<sup>th</sup> March, Cllrs agreed that further physical meetings of the Parish Council should be suspended / cancelled until further notice, due to Government advice regarding public gatherings – it was understood that most other Parish Councils were also cancelling their meetings. Cllr Norris as Chair and Cllr Byran as Deputy Chair agreed with Clerk's recommendation that this was necessary and appropriate as several Cllrs would be considered to be vulnerable persons and therefore at higher risk of infection.

Clerk duly issued emergency procedures to ensure key services of the Parish Council were implemented / actioned and allow Cllrs to consider and vote on matters raised during any period physical meetings were not held. These can be found as *Appendix 1*. Cllrs agreed to monitor the situation and if there was no lifting of restrictions by end May, then the PC would look into holding remote (on-line) meetings.

As a point of procedure, Clerk issued notices of cancellation for the April Meeting which was posted on the website and noticeboards and can be found attached as *Appendix 2*. **The Parish Council is keen to ensure that residents still had access to their Parish Cllrs and can still contact the PC via the website [gilberdyke.org.uk](http://gilberdyke.org.uk) or [gilberdykeparishclerk@yahoo.com](mailto:gilberdykeparishclerk@yahoo.com)**

#### Annual General Meeting

In addition, the Clerk advised to Cllrs that the Annual General Meeting was due in May, and that it was a statutorily / legal requirement that this was held annually and it required a statutory instrument to allow Parish Council(s) not to hold such a meeting – Clerk noted this was now issued, and in light of the current restrictions, particularly on public gatherings, the AGM of Gilberdyke would not be held in May.

Clerk advised Cllrs he had drafted emergency procedures for the intent of the meeting to still be implemented in May – these are attached as *Appendix 3* – Cllrs duly approved the procedures which the Clerk would implement in May.

## February 2020 Minutes

No requests for amendments were made by Cllrs to the February minutes and therefore these stand as true record in the absence of normal procedures for signing off by the Chairman.

### **2 Financial Report for April**

Clerk advised Cllrs that he would be assuming responsibility for financial matters as of April following agreement that the previous Clerk, Nicci Robinson should temporarily manage the accounts until the financial year end. Cheques listed for payment in April are detailed below:

<b>Cheques for Payment in April 2020</b>	
Cheque to Peter Coates for Grasscutting	£240.00
Cheque to Newport PC for the Burial Committee	£2,022.50
Cheque to Excell for new CCTV	£499.00
Playground Inspection by MPS	£179.40
Terry Wilcox - Salary for April 2020	
Christopher Johnson - Salary for April 2020	
Andrew Crabbe - Salary for April 2020	
Andrew Crabbe - Rembursement for Defib Pads	£67.20
	£3,008.10

Clerk also advised Cllrs of problems with the new payroll provider, who had suffered staffing issues due to the Coronavirus and had not submitted the payroll to the PC as yet, therefore the two street Cleaners had not been paid on their normal pay date. Clerk was hoping this would be resolved ASAP and had apologised to the two Cleaners for the delay.

### **3 Planning Applications**

Clerk advised Cllrs of one application received for their consideration - the closing date for observations was 7<sup>th</sup> May and if Cllrs could submit any comments to him by 30<sup>th</sup> April, he would ensure that these were sent to ERYC:

**Proposal:** Variation of Condition 23 (approved plans) of planning permission granted on appeal decision APP/E2001/W/18/3202853 following refusal of 17/02453/VAR - Erection of 29 dwellings and associated access road - to allow for design alterations to the roof of the Wharfe house-types and renaming to the Wharfedale

**Location:** Land West Of Craig House 56 Station Road Gilberdyke

Clerk also noted the following Planning Decision advised by ERYC

**Proposal:** Erection of a livestock building  
**Location:** Land West Of Yokefleet Grange Anserdam Lane Sandholme  
**Applicant:** A W Kay Farming Ltd  
**Decision:** Accepted with conditions  
**Proposal:** Erection of 2 dwellings  
**Location:** Land South Of Wades Bungalow Staddlethorpe Broad Lane Gilberdyke  
**Applicant:** B & C Bradley  
**Decision:** Refusal

For full details of applications, use the public planning portal at ERYC

<https://newplanningaccess.eastriding.gov.uk/newplanningaccess/>

Type in 'Gilberdyke' for the location and chose 'current' applications

#### **4 Matters arising – to consider new and on-going issues and decide further action if necessary:**

##### **1 Newport Parish Council and Joint Burial Committee**

Following a meeting held with Catherine Train, Parish Clerk for Newport PC to discuss various matters of joint interest between the two Parish Councils, Clerk submitted a report to Cllrs concerning the Joint Burial Committee (and cumulating in a correspondence from Newport PC that they wished to end the joint arrangements). In summary Clerk advised that the meeting with Ms Train had been very constructive and he was optimistic that any issues and mis-understanding could be resolved. Both Clerks continue to work with their respective Cllrs to achieve this end for the benefit of both communities.

##### **2 Gilberdyke Volunteers Support Group**

(20<sup>th</sup> March) Clerk advised Cllrs that he had received correspondence from a Mr Andy Hirst in the village who was arranging for the creation of a group of volunteers (Gilberdyke Volunteers) who would help vulnerable and elderly people who were struggling during the current emergency – Mr Hirst forwarded a copy of a poster explaining the role of the Volunteers and Cllrs agreed to support the Group - a number of the posters were subsequently printed, laminated and posted around the village.

The Parish Council also offered and received a request from the Volunteers for financial support and Cllrs have subsequently agreed to a donation of £500 towards PPE and emergency supplies – this was agreed strictly subject to the Group being able to provide explanation of how the donation was spent in acknowledgement that this was public money and needed to be auditable and accounted for.

### Street-Cleaning during the lockdown period

Cllrs considered if the two street cleaners employed by the Parish Council should continue with their duties during the current emergency. (23<sup>rd</sup> March) Cllr Norris, as Chairman advised that the two should be placed on temporary leave whilst the PC considered the situation and how best to ensure the wellbeing and safety of the two street cleaners and residents in general

At the end of the three-week period, Cllrs agreed to request the Cleaners return to their duties. This decision was based on an acknowledgement that the Cleaners were able to work by themselves and ensure social distancing was maintained.

Cllrs also noted that the PC had received a number of comments about rubbish in the village and felt that this might lead to increased anxiety and worry amongst residents during this difficult time. Clerk drafted a Risk Assessment to ensure the continue well being and safety of the two employees, which were duly authorised by Cllrs and sent to the two employees.

The two street cleaners returned to work as of w/c 13<sup>th</sup> April and the Parish Council would like to thank Chris Johnson and Terry Wilcox for their efforts in keeping the village clean and tidy at such a difficult time.

### Orchard Paddock Allotments

(5<sup>th</sup> April) Clerk advised Cllrs that he had received correspondence from a number of residents asking about the allotments noting that these seemed to be unoccupied at this time due to their current state of overgrowth. Clerk recommended that he contact the current tenants and ask with regard to their intentions and if they are to continue with their tenancies then they commence to bring the plots back to a reasonable standard.

Clerk to contact current tenants as above.

### Village Defibrators

(9<sup>th</sup> April) Clerk advised Cllrs that he had received a request from Paul Buck of the village who advised he was the appointed Guardian for the defibrator on the village hall, and was requesting new electrode pads for the machine in the understanding that the Parish Council purchased these. Cllrs duly confirmed this was the case and Clerk ordered the pads which were subsequently sent to Mr Buck direct.

Cllr Cooper advised that he was the Guardian for the defib in the Health Centre and requested that new pads be purchased for this machine as well – pads had to be replaced every two years.

### Fishing at the Village Pond

(18<sup>th</sup> April) Clerk advised Cllrs that he had receive advice that fishing was still being carried out at the village pond and Cllrs discussed if a notice was necessary, specifically forbidding this during the current emergency. Clerk sought the advice of ERYC Countryside Team who duly confirmed that the Authority had suspended all fishing at its lakes and ponds for the duration of the emergency – this was in line with Government advice which specifically stated that fishing was not considered to be one of the accepted forms of exercise.

Notices were duly posted following a Cllr vote on the matter suspending fishing at the pond until further notice. Any person seen in breach of this should be reported to the designated Humberside Covid-19 Police

<https://www.reportingcrime.uk/HPBreachOfCovid19Guidance/index.html>

#### Annual Financial Audit

Clerk advised that the PC auditors Littlejohn had written to all PC's at the beginning of March advising that they would not be issuing their instructions with regard to the Annual Return until they had received clarification from the Government as to unclear aspects of this year's return.

As of 24<sup>th</sup> April, PKF Littlejohn have now issued their instructions and the Parish Council will need to commence their annual return submission – deadlines had been extended in the current circumstances until November 2020.

#### Changes to the GDLA Tenancy Agreement / Contract

Clerk advised Cllrs that he had at last received a response to an email he had sent to the solicitors in early March concerning the requested changes to the Tenancy Agreement between the Parish Council and the GDLA: Cllrs were reminded that the requested changes were due to the GDLA pursuing a grant from the Football Foundation who had specifically requested a number of changes. These can be found attached as **Appendix 4**. Clerk advised that the solicitor had apologised for the delay in responding to the March email which was due to changes in staff at the Goole offices.

The solicitor duly provided an explanation to the requested clauses which Cllrs are currently considering with a view to taking a vote in early May as to if the Parish Council will accept the requested changes.

#### ERYC funding for planting of Native Trees

(23<sup>rd</sup> April) Clerk advised Cllrs of a project by ERYC to plant native trees in the East Riding and the Authority were offering funding of up to £3,000 for local projects to do this..... criteria and conditions were duly issue to Cllrs, several of whom responded and thought it was a good project and something the PC should undertake. Cllrs are currently considering this matter and more details will follow in the subsequent weeks. Closing date for applications is 31st July of this year.

### Flower Baskets for the Village

Clerk advised Cllrs of a local Company offering to hang flower baskets in village high streets – at this difficult time for residents this could be seen to improve the look of the village and raise spirits and morale. Total cost for 20 baskets, to be hung on lamp-posts would be in the region of £2,000.

Cllrs are currently considering this proposal and a decision will be advised in May.

### 2020/21 Precept

As a point of record and duly noted in this document, (27<sup>th</sup> April) Clerk advised Cllrs of the notification of the first precept instalment for the forthcoming financial year for the amount of £33,175.00, which should be listed in the May financial report and Bank Statement.

## **5 Important Correspondence and Matters raised by Cllrs**

5.1 Clerk advised that he had received a complaint from a resident in Hansard Drive with regard to a rat infestation – the resident was concerned as the rats were coming into her house and she dare not leave her doors open. Resident also advised that the garden of a property in the street was extremely overgrown and in a poor state and she believed the rats were coming from there.

Clerk has reported the matter to ERYC and is currently awaiting response.

5.2 Cllr Mansell advised that a resident had approached her concerning the bus stop on St Stephens Crescent and the difficulties the bus had in stopping there due to parked cars and double parking, meaning bus travellers had to walk a considerable distance before they could board the bus. The resident had requested if the Parish Council could look into bus stop no waiting markings on the road.

Clerk had contacted East Yorkshire Buses and ERYC (Highways) with regard to the matter and is awaiting a response.

5.3 Clerk advised that he had received an email from a resident on Main Road to report standing water on the road outside her property. Clerk had tried to report this but Yorkshire Water were currently only taking emergency calls relating to sewage and domestic supplies – matter remains open.

**Appendix 1**  
**Gilberdyke Parish Council**  
**Cllrs Decision Making During the Coronavirus Emergency**

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**Introduction**

Following Government instruction banning public gatherings / meetings and in line with current guidelines for social distancing, the following **temporary measures** are to be put in place to ensure essential decision making is carried out by the Parish Council, in particular the payment of invoices received to ensure essential services are maintained (ie street lighting).

These measures will be reviewed by the Chair and the Parish Clerk on a monthly basis and if they are to be maintained for a further month, Cllrs will be duly advised by email by the Clerk.

The measures are designed to avoid physical contact between Cllrs / the Clerk / the public, wherever possible. In exceptional circumstances where face to face contact is required, social distancing rules need to be observed (2 metre at least and washing hands thoroughly after contact).

Where the Chair is not able to carry out their role due to illness, authority will be immediately delegated to the Deputy Chair. Where the Clerk is not able to carry out their role due to illness, the Chair will request a volunteer from Cllrs to stand in.

Members of the public should be encouraged and directed to use the Parish Council Website as much as possible to keep up to date with communications and also advise the Parish Council of urgent matters they wish to bring to the attention of Cllrs.

Cllrs should check their emails at least once a day and unless already provided, provide their telephone number to the Clerk and Chair.

- 1 Outstanding matters or new matters arising may be instigated by any Cllr or the Clerk and should be sent to the Clerk in the first instance who will ensure the full details of the matter are emailed to all Cllrs.
- 2 The Clerk will provide a timeframe for email or (if possible) conference call discussion between the Cllrs, (as agreed with the Parish Chair). The Clerk will ensure all Cllrs are engaged and given the opportunity to provide relevant comments and observations.
- 3 At the end of the discussion timeframe, the Clerk will request Cllr email approval for the matter to be carried / actioned. The number of approvals will depend on the matter in question, but should be a minimum of two Cllrs, and a maximum of three.

- 4 The Clerk will seek the instruction of the Chair to determine the approval number needed depending on the matter in question. If Cllr approval is not provided in the timeframe, then the Chair will determine if it is necessary to delegate authority to the Clerk to action.

### **Monthly Financial Reporting**

- 5 The Clerk will provide a monthly financial report as normal to Cllrs via email giving Cllrs the opportunity to question and query the finances.
- 6 Financial transactions (cheques) requiring signing will be sent by post or hand delivered in an envelope (subject to Government instructions on mobility) to one signatory who will then repeat to the second signatory, who will then post back to the Clerk for actioning. Face to face contact should be avoided where possible.

### **Planning Matters**

- 7 Where planning applications are received during the emergency period, the Clerk should follow the same process of emailing applications to Cllrs allowing them a discussion timeframe as agreed with the Chair. At the end of the discussion period, the Chair will approve a final observation on each application which will be actioned in the normal way by the Clerk.

### **Monthly Minutes**

- 8 The monthly minutes will be temporarily suspended and replaced by a summary of matters arising, key points of Cllr's discussion, outcome and action, all maintained by the Clerk.
- 9 Financial Records and Planning Applications should be published as normal in the document.
- 10 The Clerk will maintain a separate record of matters arising detailing summary of matter, discussion, approval, action and outcome. Copies of the record should be made available to Cllrs at all times.

# Notice & Agenda

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LOCAL GOVERNMENT ACT 1972

## Gilberdyke Parish Council

**NOTICE IS HEREBY GIVEN THAT DUE TO THE CORONAVIRUS EMERGENCY, THE APRIL 2020 (ORDINARY) MEETING OF THE PARISH COUNCIL IS CANCELLED**

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The Parish Council has put 'Emergency Procedures' in place in order to deal with urgent and key issues, details of which can be found on the Parish Website and Noticeboards.

Residents are still encouraged to contact the Parish Council via the website or email [gilberdykeparishclerk@yahoo.com](mailto:gilberdykeparishclerk@yahoo.com); or 07749 387757 on any issues they need the Parish Council to be made aware of.

In addition, following the date of the above cancelled meeting, a log of any decisions and actions made by the Parish Council can be found on the website / notice boards in place of the normal minutes.

**STAY SAFE DURING THE CORONAVIRUS EMERGENCY  
SUPPORT OUR NHS AND OUR EMERGENCY SERVICES  
PLEASE STAY AT HOME**

## Appendix 3

### Gilberdyke Parish Council

#### Arrangements for the Annual General Meeting due to the Coronavirus Emergency

#### (STATUTORY INSTRUMENT 2020 No. 392 LOCAL GOVERNMENT, ENGLAND POLICE, ENGLAND AND WALES)

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### Introduction

Due to the current ban on public meetings and gatherings, the government have issued a statutory (instrument) legislation as of Saturday, 7<sup>th</sup> May, that in 2020 there will be no requirement to hold a statutory Annual General Meeting for Parish and Town Councils – the new legislation is in place only until May 2021 at which time an Annual General Meeting must be held.

In the absence of any AGM, Parish Councils are permitted to invoke a transparent procedure for allowing the intent of the AGM with regard to continuation or otherwise of roles within the Parish Council allowing Cllrs to advise if they wish to continue in the role and update their declarations of interest. Specifically, this means:

- To provide the opportunity for the Parish Chair to confirm (or otherwise) their intention to continue in the role for another year.
- To provide the opportunity for the Deputy Chair to confirm (or otherwise) their intention to continue in the role for another year.
- To allow Cllrs to a) vote their agreement to the above or b) to invite Cllrs to put themselves forward for the roles (Chair / Deputy Chair) in the event of either person wishing to resign.
- To provide the opportunity for all Parish Cllrs to confirm their intention to continue as Cllrs and for them to update their current Declarations of Interest.
- To provide the Parish Chair an opportunity to present a written End of Year Report / statement.
- To provide the Parish Clerk an opportunity to present a Financial End of Year report / statement.

The process for the above will be managed by the Parish Clerk who will distribute the necessary documentation (where possible this should be done electronically) with a date for return. Specifically, all Parish Cllrs will be issued with a 'Notification of Intent' for completion and return to the Parish Clerk no later than 31<sup>st</sup> May 2020.

The Parish Clerk will then provide a summary report to include the Chair's 'End of Year' Report and the 'Financial End of Year' Report, which will be published on the Parish website in substitution of the Annual General Meeting Minutes

**Appendix 4**  
**Gilberdyke Parish Council**  
**Issue of requested changes to the GDLA Lease**

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Summary of Issue

The GDLA are requesting changes to the current lease held with the Parish Council due to a funding application with the Football Foundation.

The FF have identified the following changes to the lease and the GDLA advise that 5% of the grant will be held until the changes are implemented. It is understood that the GDLA have been advised that it would require a 'Deed of Variation' to be entered into between the landlord and tenant to deal with the above.

Requested Variations

- 1 Permitted use** – the permitted user clause needs to be tweaked to include “community use” also.
- 2 Assignment** – assignment is permitted with consent but the consent is not stated to not be unreasonably withheld.
- 3 Charging** - the lease is silent on charging. We propose that it is amended to permit charging or the applicant will have to approach the landlord for consent for the grant of the charge in favour of the FF.
- 4 Insurance** – the lease is silent on insurance. Who is responsible for insuring the premises?
- 5 Forfeiture** – the landlord can forfeit the lease on tenant insolvency. This clause needs to be removed from the lease for it to be suitable as security for the FF. Insolvency is an irremediable breach and so even if the FF had notice of it, it would not be able to step in to help the FF to remedy the breach before the lease was forfeited and the FF legal charge lost.
- 6 Mortgagee protection clause** - the lease does not contain a mortgagee protection provision. In order for the lease to be suitable as security for the FF, the following clause should be added:

*“PROVIDED THAT before exercising any right of re-entry under this clause the landlord shall give 60 days written notice to the Football Foundation or any other mortgagee of this lease for which notice has been given to the landlord (together “the Mortgagee”) and if within 60 days of the expiry of such notice the Mortgagee indicates in writing to the landlord that it wishes to remedy such breach the landlord shall allow the Mortgagee a period of three months or such longer time as may be reasonable (in view of the nature and extent of the breach) to remedy such breach or to procure that it is remedied.”*

to give the FF an opportunity to remedy a breach of the lease to prevent the lease being forfeited (and the FF's security lost).

- 7 Contracts (Rights of Third Parties Act)** - The lease does not contain this clause. This needs to be included and also in it reference needs to be made to the above mortgagee protection provision e.g. as follows: “Except as provided for in clause [being

# GILBERDYKE PARISH COUNCIL

**Summary Notes of the (Ordinary) Meeting of the Parish Council  
Tuesday 11<sup>th</sup> February 2020 at 7.00pm  
Held in the Gilberdyke War Memorial Hall, Gilberdyke**

**In Attendance**

Cllr N Norris (Chair)  
Cllr P Byran (V-Chair)  
Cllr P Buckle  
Cllr J Jessop  
Cllr K Cooper  
Cllr C Newsome  
Cllr D Mansell  
Cllr E Morrison

**Apology**

Cllr K Woollass

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**9. Apologies – to receive, note and agree**

Clerk noted an apology from Cllr Woollass. Cllrs noted non-attendance of Cllr J Bates and Chair advised he was aware Cllr Bates remained quite ill.... Cllrs expressed their wishes for a speedy recovery.

**10. Confirmation of previous Parish Council meeting minutes (January 2020) prop and sec**

Chair asked if all Cllrs had received a copy of the summary notes from January and if Cllrs agreed on content. Cllrs confirmed this was the case and Chair signed the notes as a true and correct record.

**11. Any declarations of interests or letters requesting dispensation to be agreed by the Clerk**

None beyond those previously declared and noted

**12. Financial Report and Accounts**

**13. Any outstanding items from previous meeting minutes – Review of new Parish Council Action Log**

Cllrs reviewed the new draft Action Plan which would detail actions from each meeting, allowing Cllrs to keep up to date on progress on matters being addressed by the Parish Council, as well as providing a historical record of actions taken and how the PC dealt with matters.

**14. Public participation (15 mins max, or 3 mins per person/topic)**

6.1 Cllr noted the attendance of Jeff Pinkerton from the War Memorial Hall Committee who updated Cllrs on the issue of the parking of Royal Mail vans on Clementhrope Road.

The Royal Mail had not responded to numerous communications from the Hall Committee attempting to resolve the matter / clarify misleading information with regard to costs of parking Royal Mail vehicles in the car-park. However, this was now superseded by new legal advice which warned against the charity allowing facilities to be used for commercial purpose - so, the offer of vans parking in the Memorial Hall carpark was no longer viable.

Other options had been presented to Royal, namely spreading the parking at various locations..... Mr Pinkerton would update the Parish Council when he had further information. Cllrs thanked Mr Pinkerton for his update, and Mr Pinkerton left the meeting.

- 6.2 Residents in attendance asked the meeting if there was any further development with regard to Green Lane as they remained concerned as to what the actual repair work would look like / what standard of repair would be carried out.

Cllrs discussed the budget was limited for this work and so the work would be the best for amount paid.... However, it was not a through road and signage at either end of the road would make this clear – large / commercial vehicles would not be allowed to use the road.

- 6.3 Meeting acknowledged the attendance of Ward Cllr Victoria Aitkin in attendance. Cllr Aitkin advised Cllrs of the following:

- *Railway Bridge...* everything running to plan with the public consultation ongoing - public meetings / drop-in sessions were planned with a leaflet drop to surrounding villages. No dates provided at the moment when this was happening and Network Rail would advise in due course, however if the replacement is not in place by Easter, the bridge will be condemned.
- Footpath outside of school – a meeting was scheduled on 12<sup>th</sup> February between ERYC, the school, and Cllr Atkins. Cllr Cooper from the Parish Council was also attending. A further update would be provided at the next meeting.
- Flaxmill Walk – concerns remained with regard to flooding / floodwater management – however as the road was not adopted / a private road, there was no real progress with anyone taking responsibility. Cllrs advised they recalled identifying potential flood issues with the road at the Planning Application stage..... Cllrs Aitkin requested copies of this which she would be able to use to progress the matter.
- **Action:** Clerk to locate relevant paperwork.

**15. Correspondence (a) For noting (b) For action**

Clerk noted correspondence would be raised in other parts of the meeting

**16. Planning Applications to be considered**

Clerk noted none received

**17. Matters arising – to consider new and on-going issues and decide further action if necessary:**

**Ongoing**

**9.1 Any update on Network Rail / bridge replacement**

Chair noted already covered in S.6 above

**9.2 Any update on New burial ground**

Chair noted this would be covered later in the meeting

**9.3 Any update on The Acorns – unadopted road**

Cllrs discussed concern there was no obvious progress on what was a long-standing issue.... Cllrs discussed if legal advice was an option, however agreed at this stage to refer to Cllr Aitkin / ERYC planning one final time, and also speak to ERNLLCA

**Action:** Clerk to action above.

**New**

**9.4 Discussion on New Emblem / Logo for Parish**

Cllrs discussed proposals put forward by Cllr Newsome with regard to above, in order to give the Parish Council a more professional look and forge a clearer identify..... copies can be found as Appendix 1 attached. Cllrs agreed that a design merging the current shield into the knight logo would serve purpose.

Cllr Newsome was thanked for his excellent work and was asked to draw the agreed design with a view to presenting to the March meeting for final sign-off by Cllrs.

**9.5 Discussions on Proposals for VE Celebrations**

Meeting noted that the Memorial Hall Committee was proposing to undertake events in May to commemorate the national Victory in Europe celebrations.... Chair encouraged any volunteers amongst Cllrs to contact the Committee and offer their support and to become involved.

**9.6 Discussion on Dog Fouling in Village – new signs and sale of dog waste bins**

Cllrs discussed proposal to post two new notices in areas of the village which were suffering increased levels of dog fouling. Cllrs agreed to post these notices and monitor in order to see if the situation improved.

**Action:** Clerk to implement as above.

### **9.7 Discussion on Proposals for ‘Men in Sheds’ Project**

Cllrs heard the project was established throughout the UK and sought to provide support, networking and workshops for men to address and avoid mental health issues. Cllrs agreed the project was highly commendable and confirmed full support of the Parish Council.

Cllrs noted that the organisers were looking to hold events on 2<sup>nd</sup> March 2020 (between 10am-1200) and 11<sup>th</sup> March (between 1.00pm and 3.00pm). Both events were open, drop in session

**Action:** Clerk to contact booking clerk for Memorial Hall and also post notices to market the events. Clerk to also contact organiser to offer any further support if required.

### **9.8 Discussion on requested changes to GDLA Lease**

Background – the GDLA had received funding from the Football Foundation, however the latter was with-holding 5% of the funding due to what they had identified as issues in the existing lease. Cllrs were provided with a summary of the requested changes to the GDLA lease..... these can be found as Appendix \*\*..... meeting heard that the GDLA had confirmed that legal costs would be met by themselves.

Cllrs agreed that legal confirmation of specific changes meant, particularly with regard to clauses 3 & 5

**Action:** Clerk to contact solicitors for clarification on points raised by Cllrs, as above

### **9.9 Discussion on requests for removal of Boundary Hedge and Fence**

Cllrs discussed the longstanding request from the GDLA to remove the hedgerow around the football pitches - Cllr Cooper advised the reason behind this was the cost of replacement footballs damaged due to going into the hedgerow, but also to give the site a more professional look.

Cllr Cooper confirmed the GDLA would meet the costs of the hedgerow removal and replacement fence – he continued that the GDLA had received a quote for £2,100 for the removal of the hedge.

Clerk confirmed he had contacted ERYC with regard to if there were any legal / environmental implications behind the removal of the hedgerow – ERYC advised there appeared to be none, however it was “regrettable to remove a living environment for wildlife”. Also the hedgerow would require a survey to be carried out to identify if wildlife used the hedgerow and the removal could not take place during the nesting season..... Cllrs discussed compromise suggestions including placing a fence or netting in front of the hedge and how long after the removal of the hedgerow would a fence be installed / if it would be appropriate to set a date for replacement of fence (if it was agreed to remove the hedgerow).

Cllrs agreed to request a report from the GDLA identifying the reason for removing the hedgerow, supported by appropriate evidence, alongside their actual proposals with regard to what would replace the hedgerow and a timeframe for all this happening.

Cllrs noted that the matter was now long standing and needed resolving one way or another – the GDLA should aim to provide the report via the Parish Clerk to the next Parish Meeting (March) and a final decision would then be made by Cllrs.

#### **9.10 Discussion on footpath outside of the school**

Discussed in S.6 above

#### **9.11 Discussion on concerns for grass verges in village**

Cllr Newsome raised concern for the state of grass verges due to vehicles parking on them and churning up the grass.... This was throughout the village, but particularly on Clementhrope Road (opposite the shops) and also the grassed areas opposite the health centre –.

Cllr Robinson advised that he was aware of an existing complaint with regard to the grass verges mentioned on Clementhrope Road which was ongoing. Cllrs agreed that a walkabout of the village was in order to assess the state of verges at which point the Clerk would be asked to contact ERYC with a separate complaint.

**Action:** Cllrs to carry out walkabouts and identify issues and report back to next meeting

### **18. Reports:**

10.1 *GDLA* – Cllr Cooper advised nothing to report

10.2 *War Memorial Hall* – Cllr Jessop noted:

- there was a new tenant in annexe
- Committee hoping to improve carpark surface when weather improves.
- Annual safety inspection has taken place on playground no major issues bolts and screws tightening up
- Ground in front of youth shelter had turned into a quagmire – needed some form of protective covering / waiting for a quote to come thro

10.3 *Jubilee Pond* – Cllr Buckle advised there had been some problems with people from outside the village carrying out unauthorised fishing at the pond and who threatened the Baliff when he approached them. Cllr Buckle continued that the Environment Agency were subsequently contacted who provided advice if there was a repeat of this incident. Cllrs noted that a representative from the EA was proposing to attend the March meeting to advise further with regard to this matter.

10.4 *Orchard Paddock* – Meeting was advised there was no update on this matter.

10.5 *Youth Project* – Meeting was advised there had been no further communication / correspondence / update despite numerous requests for an update meeting.

10.6 *Burial Committee* – Chair confirmed this item was closed to members of the public. Cllrs heard that the Parish Council had received a letter from Newport Parish Council advising that they intended to end the joint arrangements between the two Parishes as of 31<sup>st</sup> March 2020. This was discussed at length by Cllrs who questioned if this decision was in the public interest bearing in mind the two parishes had worked together with regard to burial matters for many generations.

Cllrs unanimously agreed to request copies of meeting notes in which matters pertaining to the Joint Burial Committee were discussed and an urgent meeting of the Joint Burial Committee with a remit of reviewing the following:

1. To understand the reason for the decision and most importantly, to understand how this decision is in the public interest (of both Gilberdyke and Newport residents).
2. To understand the process behind this decision and ensure it complies with expected standards with regard to decision making and transparency.
3. Finally, to attempt to resolve any perceived issues and continue with the joint arrangements under the Burial Committee which Gilberdyke Parish strongly believes benefits residents of both villages and has done so for many years.

**Action:** Clerk to draft a letter to Newport PC requesting an urgent meeting of the Joint Burial Committee to discuss the above.

There being no further business, the Chair closed the meeting at 2110

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**Date of Next Meeting was advised for Tuesday, 10<sup>th</sup> March 2020 at 7.00pm**

**Signed as a true record ..... Date .....**

**Cllr Nick Norris**

GPC/1.2020/1552

GILBERDYKE PARISH COUNCIL  
MINUTES OF THE MEETING HELD  
Tuesday 14 January 2020 at 7:00pm

Gilberdyke War Memorial Hall Meeting Room, Clementhorpe Road, Gilberdyke

**PRESENT**

Mr N Norris – Chair    Mr P Bryan                      Mr P Buckle                      Mr J Jessop                      Mr K Cooper  
Mr C Newsome            Ms D Mansell                      Mr E Morrison                      Mr K Woollass

2 members of the

public

**1. APOLOGIES** - Mrs J Bate Mr P Robinson

**2. CONFIRMATION OF PREVIOUS PARISH COUNCIL MEETING MINUTES**

It was resolved to sign 10 December 2019 minutes as a true record.

**3. DECLARATIONS OF INTERESTS OR LETTERS REQUESTING DISPENSATION TO BE AGREED BY THE CLERK.** Mr J Jessop & Mr P Bryan - GWMH, Mr K Cooper - GDLA

**4. ANY OUTSTANDING ITEMS FROM PREVIOUS PARISH COUNCIL MEETING MINUTES –**

Mr K Cooper, Mr J Jessop & Mr C Newsome met with Mr Russ Towse OHDB at the pumping station for an overview of the system since the heavy rainfall at the end of 2019, some improvements are required to the pumps and some dykes are to be cleared/deepened to maximise the flow.

**5. PUBLIC PARTICIPATION –**

Two Clementhorpe green lane residents requested an update on the lane repair - see Agenda item 8

**6. CORRESPONDENCE**

**For noting**

- Neighbourhood watch Co-ordinators – Christmas & New Year update – prev circ
- NALC Chairman’s open letter to all communities – prev circ
- Letter re Railway Bridge Safety Inspection is to take place 1/2/2020 – prev circ
- ERNNLCA – Being a Good Employer 2020 – training sessions – prev cir
- Message from GWMH enquiring about plans to commemorate VE 75<sup>th</sup> Anniversary

**For action**

- Letter received from resident regarding dog ban on GWMH & GDLA fields – Clerk to reply **AC**

**7. PLANNING**

19/04120/PLF Poplar House Farm Old Trough Lane Sandholme – no observations or objections.

**8. NETWORK RAIL**

- i) Bridge replacement: AMEY to carry out a safety inspection on the bridge will take place at 11am on Saturday 1<sup>st</sup> February 2020.

ii) **Green lane reinstatement:** The quote for Network Rail's donation was sent to ERYC as requested.

Residents reported that the barrier lights show red until the train gets to Saltmarshe but that pedestrians cross during that time, also that Network Rail have repaired gate buffers on the Clementhorpe Lane side but not at the Railway Cottages side, Clerk to forward on these concerns to Cllr Linda Bayram who had agreed to follow up Green lane issues with Network Rail. **NR**

**9. New Burial Ground** – nothing to report until potential sites can be identified

**10. The Acorns – unadopted road** – Cllr Bayram was going to look into this matter, Clerk to request an update. **NR**

GPC/1.2020/1553

**11. Ings View Sports Ground**

**a) Boundary Hedge & fence** – Due to ongoing maintenance costs it was resolved that the perimeter hedge be removed as long as there are no restrictions preventing it – Clerk to contact ERYC regarding any required permission. **AC**

The GDLA had a quote of £2100:00 for removing the hedge and all waste, GDLA will look into grant funding for fencing the perimeter in stages.

**b) Lease information required for funding** – It wasn't clear from the letter received just what questions needed answering by the Parish Council – Clerk to liaise with GDLA to see what information is required.

**NR**

**12. Reports:**

**GDLA** – Pavilion build still on track. The car park has been resurfaced. Annual peppercorn rent now due, and has been requested by the Clerk.

**GWMH** – CCTV covering the Play Area stopped working and is in need of repair, Mr J Jessop to request investigation. A recent incident of Dog trespass on the field was witnessed by Mr J Jessop.

**Jubilee Pond** – The Pond levels were high following the very wet autumn months, now dropped slightly. Mr E Morrison has installed the new signs at the pond. Mr P Buckle reported that some soil at the border of the perimeter shuttering has washed away and the island needs maintenance – these will be monitored.

Northern Powergrid application for electricity supply has been completed and can now be submitted.

**NR**

**Orchard Paddock** – Tenants have been contacted as annual rent £25/year is now due.

**Youth Project** – No dates for meetings have been received.

**Burial Committee** – Newport Parish Council sent a revised spreadsheet figure of £2022:50 for Gilberdyke’s contribution (April to November), this is to be queried as previous years was £1700:00 – Cheque was not signed and Clerk to seek clarification. **NR**

**13. Payroll/HMRC processing and handover** – The new Clerk has no payroll experience and therefore it was resolved that a quote of £15/month from Autela Payroll Company be accepted to carry out payroll duties on behalf of the Parish Council from 6<sup>th</sup> April 2020.

It was agreed that Mrs N Robinson be paid 10 hours/month for completion of payroll and accounts to end of financial year, submit required reporting to HMRC, Internal and External Auditors and to assist during handover period.

Mr A Crabbe signed his contract as new Clerk to Gilberdyke Parish Council with start date of 14 January 2020, his new email address was circulated to all Parish Councillors.

**Finance – accounts to pay**

January schedule of accounts for payment

Dec wages x3 & HMRC	£1830:60	Gilberdyke & District Bowling Club	£200:00
Newport PC Joint Burial C’ttee*	£2022.50	ACC Fabrications	£40:00

*\*querying amount - chq not signed*

**12. Date of the next meeting – Tuesday 11<sup>th</sup> February 2020 at 7pm**  
in The Meeting Room Gilberdyke War Memorial Hall.

There being no further business the meeting closed at 20.20 pm