

SOUTH FERRIBY PARISH COUNCIL

Unapproved Minutes of the Parish Council Meeting held on Monday 5th November, 2007 at 7.30pm in South Ferriby Village Hall.

Present

Cllr Alan Fisher (Chair) Cllr Sara Haddon
Cllr Roy Holloway Cllr Vic Leaning
Cllr Carol Smith

Ward Councillor John Berry and 2 members of the public

0711/1 Apologies

Apologies for absence were received from Cllr Cathy Logan, Cllr Dave Mouncey and Cllr Kate Smith, Ward Cllrs Carl and Nigel Sherwood and PC Robert Armstrong.

0711/2 Declaration of Interests

No Declarations of Interest were received.

0711/3 Minutes of Previous Meeting

The Minutes of the meeting held on 1st October, 2007 were examined and accepted as a true record and duly signed. Prop: RH, 2nd: CS

0711/4 Public Comment

a. A complaint was received regarding the flooding drain on Beulahland. **It was resolved** for the Clerk to contact Highways and determine if the drain was jetted or if the gully was solely cleaned out when work was recently undertaken and ask that the problem be looked into further. **ACTION: Clerk**

b. A complaint was received regarding poorly covered waste wagons in the village. It was resolved for the Clerk to write and put in a complaint. **ACTION: Clerk**

0711/5 Co-option of Councillors

The Clerk informed the Council that no applications have been received and **it was resolved** for the Clerk to re-advertise the vacancy. Cllr Kate Smith will also be asked to include details of the vacancy in both the Parish Council's newsletter and the next Low Villages newsletter. Dates of meetings to also be included. **ACTION: Clerk / KS**

0711/6 Report from Ward Councillors

a. Cllr Berry reported that free parking in Brigg has ended despite ongoing complaints.

b. Cllr Berry advised the Council that the next meeting regarding Fulsea's Drain is to be held on 14th November though it is not expected that anything further will be resolved until reports on hydrology and archaeology have been received. Cllr Berry to further report at December meeting.

c. Further to issues raised at the Low Villages Forum, Cllr Berry reported that a letter has been received from Simon Driver of NLC stating that response times will be looked into following complaints of un-answered letters, calls and emails.

d. Cllr Berry reported on a letter received from NLC stating that the Ferriby to Horkstow footpath currently lies 12th in NLC's prioritised list. As no more than one new footpath a year is being undertaken at present, progress on this matter is deemed unlikely. Cllr Haddon pointed out that maybe a new footpath would not be required, just repairs to the old one and it was agreed that this may prove a quicker route to follow.

- 0711/7 Police Matters
a. The Clerk reported that PC Robert Armstrong has temporarily taken over from PC Steve Wash due to his ankle injury. He has been provided with a list of meeting dates and is hoping to attend future meetings.
b. It was suggested that the Clerk contact PC Armstrong and ask that police contact details in the shop and noticeboards be updated. **ACTION: Clerk**
- 0711/8 Cemex Liaison Issues
a. APPENDIX C: Cemex Issues - report by Cllr Haddon. **It was resolved** for Cllr Haddon to undertake the actions listed in her report. **ACTION: SH**
b. **It was resolved that** should Cllr Haddon have sufficient time on her next visit to Switzerland, she could visit the Cemex Research Facility based there. Cllr Haddon to meet own costs.
c(i). Cllr Haddon explained that at the last Liaison Meeting, Cemex had offered to pay for an analysis of slag (a large component of the current village dust problem) to be obtained from various sites. **It was resolved** for the Clerk to liaise with Cemex to acquire the samples and for these to be passed for analysis. **ACTION: Clerk**
(ii) It was further suggested that a letter be written to NLC asking for their assistance with this matter as an unbiased party and **it was resolved** for the Clerk to write to the NLC Environment Team to request this. **ACTION: Clerk**
(iii) It was mentioned that data on health is available locally and may be worth studying should these issues continue.
(iv) Following complaints of ash deposits around the village, Cllr Haddon advised the Council that she had contacted John Whyatt and he had informed her that Cemex do not produce ash and therefore could not be held responsible. It was agreed for the situation to be monitored and reported on at the next meeting. **ACTION: SH**
d. Cllr Haddon reported on a discussion with Rob Cunningham, Cemex Transport Co-Ordinator at the last Liaison Meeting. He had informed her that drivers choose their own routes though these are expected to be the most direct and also that there is likely to be an increase in lorries travelling full, though not more journeys overall. Cllr Haddon requested that any Councillor with a transport question contact her and any issues could then be discussed with RC at the next Liaison Meeting. The issue of smoking whilst driving was raised and Cllr Haddon agreed to mention this to Cemex as it was still felt to be widely practised.
- 0711/9 Clerks Report
Appendix A attached to update Council on Clerk's work over the previous month.
a. The Clerk presented detailed information from ERNLLCA on holiday pay and **it was resolved** for this to be paid and back dated to April 2006. **It was resolved** for the Clerk to then claim an additional 3 hours 20 minutes per month in lieu of time off.
- 0711/10 Matters Arising from Previous Minutes
Appendix B attached for Councillors' updates on matters from previous minutes. It was requested that any Councillor not attending the meeting pass on any relevant information which may be required in order to conduct business. **ACTION: All**
- Ward Councillor Berry left the meeting.
- 0711/11 Playing Fields / Tennis Courts
a. To discuss tennis court lease:
(i) **It was resolved** for the Planning Application drawn up by Cllr Haddon to be submitted to NLC. **ACTION: Clerk**
(ii) Cllr Haddon informed the council that the lease for the tennis courts would be registered in due course. **ACTION: SH / Clerk**

- b. The Clerk informed the Council that the Playing Field lease had been held up due to the problems with the ash trees though this should be resolved shortly and the lease sent for signing.
ACTION: Clerk
- 0711/12 Website
The Clerk informed the Council that she had spoken with HUB Computers of Barton regarding them running the Parish website. This would involve an initial cost but would prove substantially more cost effective over time as the Clerk would be able to undertake most of the maintenance herself. Following discussion, **it was resolved** for the Clerk to contact them to undertake this at a cost of no more than £300 - this to be self-funded. Cllr Haddon agreed to speak to Pink Cactus and liaise with the Clerk regarding any issues arising from this. Prop: RH, 2nd: SH
ACTION: SH / Clerk
- 0711/13 Laptop Purchase
a. The Council considered three laptop purchase options provided by the Clerk and **it was resolved** for the Clerk to purchase an Asus from HUB Computers at a cost of £593.00. Prop: RH, 2nd:SH. It was added that a condition be that they provide a back up computer if required.
ACTION: Clerk
b. It was resolved to give the Clerk a software budget of up to £200 to purchase the relevant Microsoft Office. Clerk to discuss with ERNLLCA the possibility of purchase of an Academic version at a reduced cost.
ACTION: Clerk
- 0711/14 Risk Assessments
The Council approved the risk assessments drawn up by the Clerk. Clerk to follow up on a few points raised on her home office assessment. Cllr Haddon asked that a target date be set to sort archived material and it was agreed for the Clerk to see what work needed undertaking and check with ERNLLCA what must be kept officially and a date then be set for completion.
ACTION: Clerk
- 0711/15 Fulsea's Drain Outfall / Flooding
To be Agenda'd for next month following the IDB meeting on the 14th November.
- 0711/16 Footpaths
See Ward Councillor's report. Clerk to re-Agenda'd for December.
ACTION: Clerk
- 0711/17 Freelanding
It was resolved to pay a £12.00 Land Registry Fee to assist the claim. Clerk to re-Agenda for December. Prop: CS, 2nd: RH
ACTION: Clerk
- 0711/18 Beaulahland
a. Following discussion, **it was resolved** for the Clerk to draft a letter to Beaulahland residents informing them of NLC's concerns for future access for emergency vehicles etc. The draft letter to be forwarded to Councillors for their approval prior to sending.
ACTION: Clerk
b. The Clerk informed the Council that she had discussed the three problem ash trees with Paul Nicholson of NLC who believed NLC to be responsible for their maintenance. A meeting has been arranged for 7/11/07 to discuss this in more detail and the Clerk will report further at next meeting.
ACTION: Clerk
- 0711/19 Newsletter
Following discussion, it was agreed that more than one Councillor should be responsible for the publishing of the newsletter and Cllr Carol Smith offered to assist Cllr Kate Smith with this. It was asked that the Councillor vacancy be mentioned along with a request that the Parish Council be copied in to any objections to Planning Permission applications sent to NLC. This would enable the Parish Council to more fully represent the views of South Ferriby residents.
ACTION: KS / CS

0711/20 Benchmarks
Cllr Leaning advised the Council that the benchmarks project was now completed.

0711/21 Planning

a. To consider the following Planning Applications:

(i) 2007/1554 To erect detached 4 bed house, Skinner's Lane – Mr S Crabtree – The Parish Council objected to the application feeling that the proposal was excessive for the site and neighbours concerns were warranted. Clerk to inform Council of views.

ACTION: Clerk

(ii) 2007/1753 (received after publication of Agenda) To change use of barn to dwelling with associated alterations – The Parish Council offered no objections to the application and added that they were impressed with the design. Clerk to inform NLC.

ACTION: Clerk

b. The following Planning Permission has been granted:

PA/2007/1392, 3 Andrew's Road, 2 storey extension, Full Planning Permission

0711/22 Highways

a. The Clerk was advised that a light was out on the give-way sign on corner of High Street/Sluice Road and she was also requested to find out progress on new lamp-post on School Lane.

ACTION: Clerk

b. The Clerk informed the Council that she had met with a representative from Neighbourhood Services to discuss provision of two dog waste bins. She was informed that the cost would be £89.49 + VAT per bin to include installation and weekly emptying at no further cost. **It was resolved to purchase the bins and for the Clerk to contact NLC to arrange this.**

ACTION: Clerk

0711/23 Accounts

a. To present October paid accounts:

300071	Clerks salary and expenses	£268.77
300072	ERNLLCA Councillor & Clerk Training	£ 40.00
300073	Michael Masniuk – Gardening Services	£325.00
300074	Cllr Kate Smith – Freelancing expenses	£ 17.99
300075	Gavin Richards – bonfire donation	£100.00
300076	Cemex – Annual Tennis Court Lease	£100.00

To approve payment of:

General Account

Clerks Salary and Expenses. £763.69

(To include backdated holiday pay from 1/4/06 – 30/11/07)

NLC – Grass Cutting Contract £453.46

Planning Application Fee for tennis courts £135.00

Fee for Land Registry enquiry (Freelancing) £ 12.00

HUB Computers (laptop) £593.00

Microsoft Word software up to £200.00

Website Account

Website update fee approx.£300.00

b. The Clerk was asked to re-Agenda discussion on allocation of monies from Nat West Bank Account for December. **ACTION: Clerk**

c. Cheques received for web advertising from:

South Ferriby Post Office	£ 75.00
Cemex	£500.00
Hope & Anchor	£100.00
South Ferriby Garage	£ 75.00

- 0711/24 Correspondence
a. For discussion/decision:
 NLC – Housing Land Allocation, 1st stage – to discuss NLC’s draft plan for new housing in the village – It was resolved for the Clerk to contact NLC and state that the land on Skinner’s lane is deemed suitable by the Parish Council though the other two plots, being outside the existing development limit, are not. **ACTION: Clerk**
 NLC – Village Exercise Plan meeting 7th November at the Angel, Brigg – no representation
 NLC – Letter confirming appointment of Cllr Mashook Ali to South Ferriby Playing Field Committee – Clerk to write and inform of situation. **ACTION: Clerk**
 NLC Liaison Meeting Dates – Councillors receive individual notification. To decide nearer to dates given.
- b. For Information
 2 x bank statements
 DEFRA – Ways to tackle climate change leaflet
 Record Playground Equipment – Sales Literature
 NLC – Minutes and report on Flood Meeting
 Neighbourhood Action Team Minutes
 Barton Christmas Festival Posters
- 0711/25 Minor Items
 The following correspondence was received since the agenda was published:
 Playing Fields Association Newsletter – passed to RH
 HWRCC Newsletter
 Umbrella
 Training News
 Memorial Memories sales literature
 Invitation to Christmas Lights Switch on – Pass to CL **ACTION: Clerk**
 HMC&C – Employer Bulletin
 ERNLLCA Newsletter
 2 x Bank Statements
 Thank-you letter from Mrs Hamer of Hammamet re. new path
 SLCC – Training Strategy, Professional Development
- 0711/26 Agenda for next meeting
 No items for the Agenda were requested.
- 0711/27 Next Meeting
 To confirm the date and time of next meeting as

 7.30pm on Monday 3rd December, 2007 in South Ferriby Village Hall

Clerk's Report – Appendix A

Banking and Accounts

Have taken all info to bank and now awaiting confirmation that all account details have been changed.

Clerk's Telephone

New line to be installed. Will advise when completed.

Clerk's Annual Appraisal

It is required that the Clerk has an annual appraisal and with this in mind I am working through some model sheets. Will Agenda for next months meeting (December) to plan appraisal for each April.

Complaints Procedure

Have draft of complaints procedure and am in process of applying to our Council. Will Agenda for adoption at December meeting

Contact Sheets

Have updated and will email to all shortly

Dog Waste Bins

Have met with Neighbourhood Services to discuss proposed sites for dog waste bins. Received fitted price of £89.49 plus VAT each to include ongoing weekly collection. See agenda

ERNLLCA

ERNLLCA are looking for the longest serving Cllr in the area. Owston Ferry has a Cllr Fletcher who has served for 59 years – don't think we can beat that!!

Freelanding

Met with Kate to discuss furthering. Now need confirmation from Land Registry that land not currently owned nor attempting to be acquired. Have downloaded forms for next stage when hear back on above.

Fulsea's Drain

Info put up in noticeboards

Highways

Spoke to Wayne Hill re gullies and drains and he gave me a number in Neighbourhood Services which proved fruitless.... Then tried various other departments and eventually had to give up. Wayne has agreed to blow up map of village for us to mark drains on ourselves and am awaiting that. Spoke again on 2nd November and promised A3 map would be with us by end of next week.

Low Villages Forum

Attended meeting on 17th September. Minutes forwarded to Cllrs Holloway and Mouncey.

Parish Councillors and Elections

No response to ad for co-option as yet

Parish Plan

Agenda'd discussion on Parish Plan for Feb 08. In meantime will read plans from previous years passed on by Cllr K Smith

Planning

Telephoned Ron White in Planning asking for more time to discuss new house on Skinners Lane and he agreed to postpone NLC decision until after response at next PCM.

Playing Field

Am awaiting new amended lease from Mark Hudson for signing by Cllrs Logan and Fisher. Have sent THREE reminders to Mark Hudson and his boss Paul Nicholson but not heard anything as yet. Spoken on telephone to Paul again and agreed to sort. Also looking up path provision as land not owned by NLC.

Tennis Courts

Working with Cllr Haddon on Planning Permission for Tennis Courts. Cllrs Logan & Fisher have signed lease and is now with Cemex for their signatures. Liaising with Liz Bennett on Funding Applications.

Training

Have received passes/comments on first two WWYC modules, have another completed and ready to send off. Meeting with ERNLLCA chap monthly to complete further modules.

Website

Have received payment from the Post Office and Cemex for another year on the website and have agreement from garage. Hope and Anchor have paid for six months. Rather more interest from Asia this month with hits from Singapore, Oman, Philippines, Vietnam and Israel in just one week. Have dealt with enquiries from Lock-keepers phone numbers to pub opening hours to Christening requests.

DATE	POINT OF CONTACT	DESCRIPTION	REFERENCE	NOTES
March 07	Cllr Haddon	To draft inscription for new plaque in park		Passed to Cllr Holloway for completion. Clerk to email details
March 07	Cllr Mouncey / Clerk	Letter to Police regarding school parking		Acquiring more evidence now children back at school. Letter to follow
April 07	Cllr Haddon	Info on report given by Cemex Transport Co-ordinator	0704/7h	Completed – see Nov minutes
May 07	Cllr Holloway	To obtain quote for playing field gates	0705/10b	To be acquired after lease has been signed
May 07	Cllrs Holloway / Logan	To arrange painting of entrance to park rails	0705/19a(i)	To be completed shortly. Has bought paint
July 07	Cllr Haddon	Arrange signing of Tennis Court Lease	0707/8e	Ongoing
July 07	Cllr Holloway / Clerk	Arrange signing of Playing Field Lease	0707/8f	Ongoing
July 07	Cllr Holloway	Arrange visit by tree surgeon to house on Beulahland	0707/8g	Passed to NLC – see Nov minutes
July 07	Cllr Mouncey	Write letter to EA and Ian Cawsey updating them on matters relating to Fulsea's Drain	0707/20	Waiting until commencement of 28 day response period
Sep 07	Cllr Kate Smith	Contact info of Clerk in newsletter re Cemex dust	0709/7a(ii)	completed
Sep 07	Cllr Haddon	Contact Kevin Groombridge re smell near owl box on West Drain	0709/7(iv)	Reported to KG – Cllr Mouncey pursuing
Sep 07	Cllr Haddon / Clerk	Prepare Planning Permission application for tennis courts	0709/8a	Ongoing
Sep 07	Cllr Haddon	Arrange registration of Tennis Court Lease with Land Registry	0709/8b	Cllr Haddon taking private legal advice and will liaise with Clerk
Sep 07	Cllr Holloway / Kate Smith	To make list of village pumps. Enquiries also to be made through newsletter.	0709/13a	completed
Sep 07	Cllrs Haddon / Holloway	Floodplan boxes to be sited in P.O., homes of Chair and Vice Chair	0709/13c	Ongoing
Sep 07	Cllr Mouncey	To source and price supply of sandbags	0709/13e	
Sep 07	Cllr Kate Smith	Request for updated flood-plan information to be placed in Low Villages Newsletter twice yearly	0709/13f	
Sep 07	Cllr Kate Smith / Clerk	To further research Freelanding	0709/14	Ongoing – see Nov minutes

Sep 07	Cllr Logan	To contact Beaulahland residents re road planings and manpower to lay	0709/15b	Clerk to write letter – see Nov minutes
Oct 07	Clerk/Cllr Haddon	To collect analyses and discuss with E.A.	0710/4(i)	Passed to Clerk
Oct 07	Cllr Kate Smith	To resend photos to Cemex	0710/4(ii)	completed
Oct 07	Cllr Carol Smith	To undertake home office risk assessment with Clerk	0710/11c(i)	completed
Oct 07	Cllr Kate Smith	Reference to Fulsea's Drain to be placed in L.V.N.	0710/14a	completed
Oct 07	All	To ascertain state of gullies close to respective homes	0710/14b	Clerk to liaise with Cllr Leaning – awaiting map from Wayne Hill
Oct 07	Cllr Kate Smith	To walk village footpaths	0710/15	
Oct/Nov 07	Cllr Kate Smith	To draft newsletter for approval	0710/19 0711/19	Liaising with Cllr Carol Smith on final copy and add Cllr Vacancy and Planning App info
Nov 07	Cllr Haddon	Contact Pink Cactus re website	0711/12	