

SOUTH FERRIBY PARISH COUNCIL

**Approved Minutes of the Parish Council Meeting held on
Monday 8th September, 2008 at 7.30pm in South Ferriby Village Hall.**

Present

Cllr Roy Holloway (Chair)
Cllr Sara Haddon
Cllr Carol Smith

Cllr Alan Fisher
Cllr Dave Mouncey
Cllr Sally Yarrington

Ward Cllr John Berry, PCSO Rob Straker and one member of the public.

0809/1 Apologies

Apologies were received from Cllr Kate Smith, Ward Cllrs Carl and Nigel Sherwood and PC Rob Armstrong and team.

0809/2 Declaration of Interests

Cllr Haddon declared a personal interest in item 15 – the Sluice Road phone box.

0809/3 Minutes of Previous Meeting

The Minutes of the meeting held on 21st July, 2008 were approved and signed. Prop: CS, 2nd: SY, unanimous.

0809/4 Public Comment

The following issues were raised by members of the public:

a. It was reported that the Anglian Water sink on Sluice Road has not been attended to. The Clerk informed the Council that this was still ongoing and a site visit had been arranged for the following day. She agreed to keep the member of the public updated.

ACTION: Clerk

b. It was further reported that the problems with standing water at the bus stop on Sluice Road adjacent to Old Warp Lane have also not been addressed and it was resolved for this matter to be included in a letter to Geoff Popple (see Item 19 – Highways).

ACTION: Clerk

c. A member of the public reported that the drain close to the old school needs clearing of debris as it is again flooding. The Clerk agreed to inform Highways of this. Further to a letter written by the Clerk informing Jas Martins of vandalism at the school they have written back stating that the land has now been sold. Since the letter the windows have been boarded and the site made secure.

ACTION: Clerk

0809/5 Ward Councillors Report

- a. Cllr Berry informed the group that he had nothing further to report on Fulsea's Drain.
- b. He further reported that a meeting is to take place regarding the future of the Bath's Hall and he will let the Council know the outcome at the October meeting.
- c. Cllr Haddon asked if the NLC budget is coping in the current economic situation and Cllr Berry responded that there are emergency monies available to cover such circumstances should it become necessary.

0809/6 Police Matters

- a. (i) The Clerk read the police report:

Crime Reports

Theft from a motor vehicle – Suspect Unknown

Logs

Highway Disruption – BDV

Following discussion, it was asked that the Clerk contact PC Armstrong to ask about several other incidents in the village that are not listed on the log and also to clarify who is responsible for the damaged school railings. **ACTION: Clerk**

(ii) Cllr Mouncey reported that he had heard talk of a pressure group being formed to campaign for three zebra crossings on Sluice Road though no further details are known.

(iii) Cllr Carol Smith informed the Council that at the recent NLC/PC Liaison Meeting it was discussed that Parish Councils will shortly be asked their views on speed restrictions in the village.

b. Cllr Mouncey reported on his attendance at the Police Neighbourhood Action Team Meeting held in Worlaby on 23rd July, 2008. He informed the Council that this is a worthwhile meeting to attend, this month mainly focusing on the provision of a mobile van to try and help with youth issues, especially in Broughton, Brigg and Barnetby.

c. **It was resolved** for Cllr Mouncey to attend the next meeting of the Brigg Police Authority Neighbourhood Panel on 30th September. **ACTION: DM**

d. The Chair informed the Council of an 'Operation Lifestyle' funding campaign run over the summer by a group of children from South Ferriby. Money has been raised towards the purchase of a speed sign that they propose siting along the Low Villages to be moved on a suggested bi-monthly basis. A petition against speeding along Horkstow Road was also handed over. The scheme has the full backing of the police and NLC. The father of the children has attended a meeting of the Low Villages Forum to explain the proposal and it was well received. Each village has been asked to take the matter back to their respective Parish Councils for their initial consideration. Cllr Holloway asked the Council to consider donating money to the scheme along with the other Low Villages and following discussion the idea was approved in principle, exact figures to be Agenda'd and agreed at a later date. Consideration will also need to be given to ongoing calibration and other costs if not met by NLC/Police. The Clerk was further asked to contact South Ferriby School to discuss their thoughts on speed restrictions in the vicinity of the school. **ACTION: Clerk**

0809/7 Councillor Vacancy

a. The Council discussed the vacancy created under the LGA 1972 Sect. 85 (1). It was resolved to write to Cathy Logan and thank her for her time on the Council and express that her knowledge and expertise will be missed. **ACTION: Clerk**

b. The Clerk informed the Council that the legalities have been completed and no election has been called and that the position can now be advertised and **it was resolved** for the Clerk to arrange this. **ACTION: Clerk**

0809/8 Tennis Courts

a. Cllr Holloway explained the current situation with the set up of the tennis courts and the legal status of South Ferriby Amenity Land.

b. The Council considered the Tennis Court Report (Appendix A) and Cllr Holloway explained that the advice from ERNLLCA would be to set up a Management Committee with solely an advisory capacity. Following much discussion and debate **it was resolved** for an advisory Management Committee to be set up and for the Clerk to draft relevant Terms of Reference and Agenda the appointment of a Committee etc. for the October meeting.

Prop: CS, 2nd: DM, unanimous.

ACTION: Clerk

It was further resolved for Cllr Haddon to draft a letter to the Charity Commission asking if it would be possible to incorporate the Tennis Courts, Park Seating Area and Playing Field into our existing Children's Playground Charity. Once drafted this letter to be forwarded by the Clerk to ERNLLCA for their comments/advice and the matter to be Agenda'd for October. Prop: SH, 2nd: RH, unanimous. **ACTION: SH / Clerk**

Cllr Haddon asked that that it be minuted that she no longer felt she was able to take the tennis court project forward and the Chair acknowledged this.

c. The Clerk informed the Council that only two quotes have been received from MUGA suppliers with another two pending. She expressed concern that the tarmac base was in very poor condition and that extensive work may need to be taken before a top layer of tarmac

could be laid. The Clerk agreed to look further into this matter and also arrange an independent quote for the base.

ACTION: Clerk

It was also resolved for the Clerk to discuss the quotations and related issues with Liz Bennet and seek her expertise, confirm with ERNLLCA and then email Councillors with a proposal following this.

ACTION: Clerk

d. Following discussion, **it was resolved** to undertake a formal survey of the Tennis Court land and lease and arrange for the Commercial Manager of Paul Fox Estate Agents to carry this out at a cost of £100 plus VAT. Prop: SH, 2nd: AF, unanimous.

ACTION: Clerk

e. **It was further resolved** to write to Cemex to ask for them to agree to the Parish Council placing a valuation on the lease in any future funding applications. Cllr Haddon to draft.

ACTION: SH / Clerk

0809/9 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. Prop: SH, 2nd CS, unanimous.

ACTION: SH

Cllr Haddon further reported:

- (i) There was little to report from the recent Cemex Liaison Meeting which dealt mainly with the handover from Bob Perks to Lee Walker within the Environment Agency.
 - (ii) There has been a delay in installing the dust monitoring equipment at Cllr Holloway's house though this should be addressed shortly.
 - (iii) A new septic tank has been installed at the site which should alleviate any further 'drain' smells.
 - (iv) Cllr Holloway added that the tennis court lease is not yet registered though this should be undertaken shortly.
- b(i) Cllr Haddon informed the Council that Cemex have approached a company called Tangerine Design about the village map and are awaiting their proposal. She also added it was likely that other companies would be approached prior to a final choice of designer being made. It was further requested that the Clerk check if Planning Permission would be necessary for the map and also if there is a need to have reflectors etc.

ACTION: Clerk

(ii) The Clerk informed the Council that she has received a comprehensive file from NLC detailing replies from utility companies about any services at the map site.

0809/10 Clerks Report

The Clerk reported the following:

- a. The 2008 Annual Return has been submitted to the Charity Commission.
- b. The Clerk met with a representative of the E.A to discuss oxygen/algae problems at the pond on Sluice Road resulting in the death of many fish.
- c. During the recent bad weather updated communications from NLC were thought to be helpful.

0809/11 Matters Arising from Previous Minutes

Appendix B (attached) for Councillors' updates on matters from previous minutes.

0809/12 Playing Fields

The Clerk advised the Council that the lease will be registered prior to the October meeting.

ACTION: Clerk

0809/13 Ongoing Items

Nothing to report.

0809/14 Village Plaque

Due to Cllr Kate Smith's absence from the meeting, it was agreed to re-Agenda this item for October.

ACTION: Clerk

0809/15 Sluice Road Telephone Box

Cllr Carol Smith informed the Council of details of the schemes by which a Parish Council could adopt a BT telephone box that is scheduled to be removed. The options were agreed to be:

1. Do nothing – the box will then be removed by B.T. at no cost to the Council.
2. Adopt a kiosk – the telephone will be removed and the Council pay £1 and agree to pay upkeep of box etc.
[The Council would need to pay the cost of electricity disconnection and insurance as well as maintenance, painting costs etc.]
3. Sponsorship – the Council pay a fee of £500 per annum, the payphone and box are then maintained by B.T. [This would be a 15 year contract, i.e. £7500]

The above were then discussed at length with costs, risk assessments and benefit to the village all being considered. It was finally proposed that the box be adopted. Prop: RH, 2nd: SH, 3 for, 3 against (Cllr Mouncey requested his against vote be recorded). A deciding vote was cast by the Chair and the motion was **not carried**. It was requested that Listing of the High Street Phone Box be Agenda'd for October. **ACTION: Clerk**

0809/16 Gardening Contract

Cllr Holloway informed the Council of discussions he has had with the gardening contractor and confirmed his willingness to comply with any formalities and to undertake extra hours if required. Discussion followed on the possible provision of a mower and edge trimmer and the Clerk agreed to look at the legalities/risk assessment/insurance etc. regarding this. Following discussion, it was proposed that the current contract be extended and be formalised with a draft being ready for approval at the October meeting. Prop: RH, 2nd: SH, unanimous. **ACTION: Clerk**

0809/17 Training

Cllr Roy Holloway reported that he had attended a training session - Advanced Chairmanship – Challenging Meetings, with ERNLLCA and had found it informative. Another session on Chairmanship is booked for October.

0809/18 Planning

The Council considered the following Planning Application received after the Agenda was published:

2008/1265 4 Prospect Villas, Horkstow Road Mr & Mrs Christmas
Planning Permission for a loft extension

It was resolved to submit no objections to the proposal **ACTION: Clerk**

0809/19 Highways

a. Cllr Carol Smith informed the Council that at the recent NLC / PC Liaison Meeting she had been given the name Rob Beales – Head of Better Roads as a contact within the Highways Department.

b. The Clerk reported that several issues were still outstanding, some for a considerable amount of time, and **it was resolved** for the Clerk to write to Geoff Popple to inform him of this and ask that these matters be addressed. **ACTION: Clerk**

0809/20 Accounts

a. The July/August paid accounts were presented to Council:

General Account

300111	Clerk's Salary and Expenses (July)	£286.08
300112	British Telecom	£131.57
300113	Michael Masniuk	£325.00
300114	Keith Ready Solicitors	£ 25.00
300115	Clerk's Salary and Expenses (August)	£267.36

Website Account

400027	Clerk's Salary and Expenses (July)	£103.83
40002	Clerk's Salary and Expenses (August)	£ 66.34

b. The following accounts were approved for payment:

General Account

Clerks Salary and Expenses	£538.81
Audit Commission	£158.63
ICO – Data Protection Annual Fee	£ 35.00

Website Account

Clerks Salary and Expenses	£ 48.19
Fasthosts – additional 100mb of email space	£ 10.00
HUB Computers – monthly updates June-Aug	£ 25.00

c. APPENDICES D & F: Quarterly Accounts

The Council discussed and approved the quarterly accounts prepared by the Clerk. Cllr Carol Smith offered suggestions following her review of the procedures and presented draft plans for tighter budget control. **It was resolved** to Agenda a budget review annually in November in advance of the precept demand in December and adjust quarterly as necessary.

ACTION: CS / Clerk

d. APPENDIX E: Review of Internal Audit / External Auditors Report

Cllr Carol Smith and the Clerk informed the Council of matters for consideration arising from the Internal/External Audit:

(i) Asset Register – The Parish Council considered Cllr Carol Smith's draft register (still to be filled in) and agreed its format. It was agreed that all archive boxes need to be checked for written confirmation of assets and this to be completed before the end of the current financial year. Item to be Agenda'd for November.

ACTION: ALL / Clerk

(ii) After consideration **it was resolved** to purchase a Professional Risk Assessment from DMH Solutions at an approximate cost of £100 as recommended by the Audit Commission. Prop: AF, 2nd: DM, unanimous.

ACTION: Clerk

e. Clerk's Overtime

Following discussion **it was resolved** to pay the Clerk for an additional 25 hours worked since March 2008. Prop: SY, 2nd: AF, unanimous

0809/21

Correspondence

a. For discussion/decision:

NLC – Consultation on Local Air Quality Management. Available to view at www.nlincsair.info, click AQ Reports then Reports. - No comments made.

NLC – Consultation on Housing & Employment Land Allocations Development Plan for Gypsy and Traveller's Sites. Available to view at www.northlincs.gov.uk - No comments made.

HWRCC – Request for donation to Voluntary Car Service. Donation made in March 08, - Suggested that they approach the Council again in March 09.

HWRCC - Funding Info and invite to event on 14th October aimed at Management of Community Centres, Village/Church Halls etc. - Info passed to Village Hall Committee

NLC – info on House-proud scheme – funding for over 60's/Disabled home improvements

HWRCC – Community Led Planning. To consider attendance at Roadshow on either 25/10 or 29/10 – Cllr Carol Smith to attend

CiLCA Prospectus for Clerk's training. – WWYC not yet completed

NLC – Consultation Boats man/Pleasure Boats Licence Conditions. Available to view at www.northlincs.gov.uk then type Licensing Consultation in search box. – No comments made

NLC – Town & Parish Council Liaison Meetings – Cllr Carol Smith to attend

b. For Information

Website Annual Fees received from:

Cemex, Post Office. Hope & Anchor unable to continue with advertising at present – contact again in six months.

Nat West Bank mandate for completion by Cllr Holloway – passed to him 11/8/08

NLC – Info confirming no services in vicinity of proposed village plaque near Cemex Quarry.

NLC – Active Choices Active Futures Neighbourhood Plan, action plan for 2009. Available to view at www.lincs2leisure.co.uk

2 x Co-Op Bank Statements

Info on Led Walk in Ferriby – posted in noticeboard

The Clerk magazine

Sales Lit from Diary company

National Council for Voluntary Organisations – invitation to join

Cemex – Letter re management committee for Tennis Courts

Co-Op Bank – offer of Insurance policy, will file and review when policy is up for renewal

Playground Planet – Sales Lit

NLC – Highway maintenance contact details

ERNLLCA Newsletter x 2

HWRCC – Info re pensions

NLC – Forthcoming Meetings poster – placed in noticeboard

Russell Leisure – Sales Literature

Tour of Britain Cycle Race 2008 – passing through South Ferriby on 11/9/08

NLC – letter informing Playground Inspection price rise to £15.00

South Humber Bank Wildlife and Heritage Partnership Newsletter

0809/22 Minor Items

a. The following correspondence was received after the agenda was published:

The Clerk Magazine

2 x Co-op Bank Statements

b. The following points / items of interest were noted:

(i) It was requested that the Clerk attach Appendix B to the Agenda as well as the previous months minutes and this was agreed. **ACTION: Clerk**

0809/23 Agenda for next meeting

a. The Clerk asked if new signatories could be added to the Co-op Bank Accounts and it was agreed for the Clerk to obtain the necessary paperwork and Agenda for October.

ACTION: Clerk

b. Cllr Carol Smith asked that consideration of village speed limits be Agenda'd following discussions at the last NLC Liaison Meeting.

ACTION: Clerk

c. Village Newsletter – all Councillors to think of contributions and bring to October meeting.

ACTION: ALL / Clerk

0809/24 Next Meeting

Cllr Yarrington asked if it would be possible to amend the start time of meetings to 7pm and following discussion **this was resolved**. The date and time of the next Parish Council meeting was then confirmed as:

Monday 6th October, 2008 at 7.30pm in South Ferriby Village Hall*

* The date of the meeting has since been amended and will now be held on

Monday 13th October, 2008 at 7pm in South Ferriby Village Hall