

Minutes of the Beeford Annual Meeting & Parish Council Meeting

held on Monday 9th April 2018 at 7.00 pm At the Beeford Community Centre

Present: Presiding Chairman Keith McCloud, Presiding Vice Chairman Clark Robson, Councillors Brian Jackson, Ian Sawyer, Rita Scurr, Barbara Smithson, Alan Turner, Rosalind Turner, Colin Wilburn, Clerk to Beeford Parish Council Anne McCloud
County Councillor Paul Lisseter, Mr James Copeland NFU, Members of the Public

1. Apologies for Absence:

Councillors John Sowersby, County Councillors Jane Evison and Jonathan Owen

2. **Declarations of Interest** in matters on the agenda, or at any time during the meeting when it becomes apparent that they have an interest. Parish Councillors to declare any personal or prejudicial interests which they have with regards to matters before the Council.

3. **Chairman of the Council's Annual Report** - Chairman McCloud began the meeting with his annual report summarising items and events that the Council had been involved with over the past year, copy attached.

4. To elect a Chairman of Beeford Parish Council for the year 2017/18.

The election was conducted by ballott papers received from each Councillor present, the conclusion being that it was unanimously agreed that Cllr McCloud was to continue to be Chairman for the 2018/19. Proposed Cllr Robson Seconded Cllr Jackson

5. To elect a Vice- Chairman of Beeford Parish Council for the year 2017/18.

The election was conducted by ballott papers received from each Councillors present, the conclusion being that Cllr Alan Turner would be the new Vice Chairman to Beeford Parish Council for 2018/19. Proposed Cllr Robson Seconded Cllr Smithson

6. To appoint members as representatives on the following outside bodies.

- a) **Lissett Wind Farm** - Cllr Alan Turner to continue as representative for the Parish Council.
- b) **Community Centre** - Cllr Sawyer to continue as representative for the Parish Council.
- c) **Playing Fields Committee** - Cllr Smithson to continue as representative for the Parish Council.

The Chairman recommended that all Councillors should continue in their roles subject to their acceptance.

All Agreed

7. To appoint sub-committee members. (Chairman & Vice Chairman appointed to all Sub Committees).

- a) **Planning**:- Cllrs Robson, Scurr, Jackson, Sawyer. Wilburn
- b) **Children's Play Area**:- Cllrs R Turner, Smithson, Wilburn
- c) **BEEPART**:- All Councillors present to be involved
- d) **Footpaths**:- Cllrs Scurr, Jackson, Robson, Sowersby.
- e) **Transport Champion** - Cllr Jackson

All Agreed

8. To accept the minutes of the Parish Council Meeting held on Monday 12th March 2018.

Proposed Cllr A Turner

Seconded Cllr Smithson All Agreed

10. Matters arising

a. Shelter adjacent to Braemar Farm

Chairman provided an update regarding the bus shelter adjacent to Braemar Farm. He acknowledged the contents of the Audit report from the ERYCC and the recommendations therein namely the loss of visibility for a period of 3 seconds whilst sat in an Agricultural vehicle (Tractor) this being due to in their opinion the Apex roof containing the Beeford Parish Council decals. The Chairman also reminded everyone present that there is a duty of care and responsibility of the driver of any motorised vehicle to ensure that they are aware of all the conditions and environment whilst doing so.

The Parish Council have had the decals removed thereby giving a clear site through the Apex roof and the Chairman along with ERYCC Audit team revisited the site but due to the lack of an agricultural vehicle being present the ERYCC Audit team were not in a position to accurately review the problem thereby leaving them not able to provide an update at this time.

It is felt by the Parish Councillors that the Highway warning sign which ERYCC moved to its current location without advising the Parish Council may be a contributory factor and will be contacting ERYCC to request the reposition of this sign at which point a further audit will be required. After which a decision can be made by the Parish Council as to whether to follow the recommendations and should this be the case then this will bring the matter to a final conclusion with no further objections being raised or accepted by either the Parish Council or ERYCC.

James Copeland (NFU) was given an opportunity by the Chairman to read an email received from Debbie McGurn, Public Transport Officer stating:- The survey recommended that, if the shelter is to remain in situ, the vaulted roof should be removed and replaced with a flat roof to improve visibility. Whilst this is not enforceable it should be noted that if ignored any future incidents or accidents which can be proven to be the result of visibility issues would fall upon the Parish Council. . On this note, however, there is no reference to this point in the Safety Audit Report, only a recommendation to the alteration to the roof and no reference in the report that the Parish Council could be liable should an incident occur. Mr Copeland (NFU) also made an open request for further information which was duly acknowledged.

b. Councillors Sawyer to liaise between Beeford Community Centre and Beeford Playing Fields Association re the two street Parish Council Notice Boards regarding ownership and relocation.

c. Under the new Data Protection all documents held by the Parish Council Clerk will be held in secure storage at an approximate cost of 9p per week per box. Clerk to arrange secure storage. Proposed Cllr R Turner Seconded Cllr C Robson It is also advisable that a separate email address should be used by Councillors that relates to Parish Council business and not a personal email address. Clerk to be advised of new email addresses from Councillors that use email at the next PC meeting.

d. The Village walkabout was completed on the 20th March 2018 with Paula Parker ERYCC, Cllr Sawyer, the Clerk together with Cllrs Evison and Owen being present. The report has already been received and work by the ERYCC team has already commenced in the village relating to pot holes and painting. During the walkabout it was also noted that Church Lane is not a through road and that heavy goods vehicles are using this narrow road on a regular basis. ERYCC have taken this situation on board and will monitor the use of the road and advise the bin men/contractors accordingly.

Also during the village walkabout it was acknowledged by Paula Parker how nice the bus shelters were at which point the clerk mentioned there was an ongoing issue in relation to the shelter adjacent to Braemar Farm. Whilst walking past the location of this shelter the opportunity was taken to revisit the problem with both Paula Parker and Councillor Evison commenting that they could not see a problem but also mentioned that the Highways sign may be a contributory factor to the situation. This has been included in the Village Walkabout report by Paula Parker as a complaint regarding line of site when exiting Braemar Farm and has been referred back to Debbie McGurn.

e. Cllr Jackson attended ERNLLCA training course with regards to Councillors Financial Responsibilities the same course is to be attended on the 2nd May by the Clerk, Cllr R Turner and Cllr Sawyer.

11. Correspondence Received

a. AD Plant- email was received from Angela McKie advising that an AD Committee meeting was held in February. Each village has a representative on the committee and it was agreed to hold the funds for 5 years. The bank balance stands at £29,488.76p and is held in the AD current account. After a discussion the AD Committee agreed this was the best and safest place for the funds and agreed to hold the current account until further notice. This information has been placed on the Parish Council website.

b. Darby & Joan Club letter received regarding annual summer outing. Chairman read out the letter received from Mrs Duggleby applying for funding for their annual Summer Outing. It was agreed that a payment from the LWFF grant be awarded to the value of £150.00.

Proposed Cllr Robson

Seconded Cllr R Turner

12. Finance

a. Year End Accounts - Certificate of Exemption form to send to Littlejohn (External Auditors) confirming that during 2017/18 Beeford Parish Council had an annual turnover of **less than £25,000** and there will be no need to send the Annual Return to the External Auditor. The completed Year End Accounts will be sent internally to an independent **Qualified Accountant** namely Parker Hartley & Co. York. This being the case, should result in a **decrease** in year end audit costs. **All Agreed** Year End Acc. Balance @ 31st March 2018 £3,697.49p. VAT due to Beeford Parish Council £2119.10p.

b. Cheques raised and signed off:-

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| ERNLLCA Annual membership fee | £499.63 |
| ERNLLCA Training course | £ 22.50 |
| Shelutions Urban Furniture (final balance) | £4000.00 |
| ERYCC Salt Bins fill/maintenance | £240.00 |
| ERYCC Salt Bins | £96.00 |
| All signs - play area | £24.00 |
| Beeford Community Centre LWFF grant | £200.00 |

c. Clerks salary/paye approved.

13. Planning

a. All Councillors present were advised/updated regarding revised information of electronics pole and outline amendment regarding 39 Main Street.

14. Children's Play Area

a. New sign now on gates regarding litter issue.

15. Lissett Wind Farm

a. The Community Lissett Wind Farm Fund Grant is available to apply and the Councillors suggested that there is a need to replace the roundabout for the play area. Clerk to research.

Keith McCloud

Date and time of next meeting Monday 12th May 2018 @ 7.00 pm

There being no further business the Chairman closed the meeting at 8.10pm