

GREWELTHORPE PARISH COUNCIL

Minutes of Meeting 8th July 2020

This meeting was held in the Village Hall main room with social distancing.

1. **Present**
Cllr Dawson (Chair), Cllr Kerr (Vice Chair), Cllr Exelby, Cllr Lofthouse, Cllr Rhodes
Parish Clerk
No members of the public
2. **Apologies**
Received from Cllr Atkinson (County Councillor)
3. **Declaration of Interest**
None
- 4 **Minutes** of Annual Parish Council Meeting held on 13th May 2020 were approved and signed as a correct record
- 5.0 **Matters arising from the last meeting**
The following agenda items had been held over due to the current Covid position and were agreed to be held over to September meeting
 - 5.1 **Community Speed Watch**
 - 5.2 **Asset register – operational items and “walkround”**
 - 5.3 **Village Mobile Phone signal**
 - 5.4 **Public footpath signage**
- 6.0 **Finance**
 - 6.1 **Balance of Accounts**
The Clerk produced a financial pack providing a summary of receipts and payments.
The financial position as outlined below was reported as at 30th June 2020.
The Clerk also produced a Bank reconciliation report as at 30th June 2020.

Business Account statement £4323.22 (1st June 2020)
Cash Management Account £3077.12 (1st April 2020)

Resolved: That the position be noted.
 - 6.2 **Budget statement** – The Clerk outlined a budget projection statement for FY2019/20
Resolved: that the position be noted
 - 6.3 **Monies Received** - The Council noted the receipt of the following monies:
 - i) £50.00 – annual rental of Pinfold
 - ii) £2644.00 – first instalment of annual Precept
 - 6.4 **Authorisation of expenditure**
There were no items of non-budgeted spend
 - 6.5 **Payments to be recorded** - The Council recorded the following payments:
 - i) £156.80 – Clerk salary and allowance for April
 - ii) £387.47 – annual Insurance renewal
 - iii) £270.00 inc vat – grasscutting (Q2 2019 – late invoice)
 - iv) £149.05 – Clerk salary, allowance and expenses for May.
 - v) £105.60 – HMRC Paye/NIC Q2 2020
 - vi) £15.00 - YLCA Webinar Audit processes
 - vii) £36.00 – Yorkshire Accountants payroll services (Q1 2020)

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7.0 Correspondence

7.1 Hackfall Woods car parking

Council had received an email from a member of the public, highlighting the congestion issues created by overflow of cars from the Hackfall main car park. Cars had parked in potentially dangerous places on the brow of the hill and had also parked on both sides of the road near the village entrance to Hackfall, creating congestion and a potential road blockage.

Following contact by the Clerk, The Woodland Trust had confirmed that they intend to expand the parking at the main car park. Highways were also aware and are putting together a proposal to double yellow the road at the carpark and to protect the spaces for emergency vehicles.

Resolved: Clerk was asked to recontact both parties for an update. Council will review Highways proposals when submitted.

7.2 Traffic Safety – Crosshills/Kirkby road

Following a suggestion from a member of the public, the Clerk has contacted Highways Regarding the addition of a Traffic Safety Mirror at the Crosshills/Kirkby road corner.

Resolved: Clerk to update next meeting on Highways progress.

8.0 Decision on planning applications, appeals, enforcement investigations received

8.1 Hill Top Farm -planning application received to erect a lambing shed. Council have responded with no objections.

9.0 Quarry Field and allotment project

Clerk is awaiting a response from Land Registry, having applied for deeds to the field

Resolved: Clerk to update on Land Registry at next meeting

Reopening of village Play Area:

10.00 The Play Area equipment had been taped off and notices posted in accordance with Govt and HBC guidelines since the start of “lockdown”. Although these had recently been removed without approval, the Play Area continued to be formally closed. Council discussed recently issued guidelines and agreed that the Play Area could now be reopened. The Risk Assessment utilised by HBC was reviewed and a safety inspection has been carried out in line with the regular schedule.

The following conditions needed to be stressed to users:

Please do not enter the Play Area if you have any symptoms of Covid-19

Follow the latest Social Distancing guidelines.

Sanitise your hands before and after using each piece of equipment

(This is a personal responsibility)

Limit your play to one hour maximum to allow others to use the area

If the Play Area is busy, please come back later.

Do not eat or drink in the Play Area (including at the Play Area table)

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Resolved: The Clerk will arrange for appropriate signage to be displayed.

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11.0 Parish Council Risk Assessment 2020/21

The Council reviewed the Risk Assessment document in line with annual procedures and noted the additional process checks introduced in Finance. Governance policies are now fully in place and the Assessment wording needs updating.

Resolved: The Clerk will update and reissue for Chair signature.

- 12.0 **Tree works** – the Oak Tree on the village green opposite Davey Cottage had been damaged in high winds in May. Emergency tree surgery was carried out at the time, but advice from two sources is that the tree is damaged beyond repair. Quotations have been received from 2 Tree Surgeons (a 3rd quotation request was not received) and a quotation from David Blakey (Kirkby) was selected by the Parish Council. This work will entail the removal of the tree, with the wood being left for village use.
- Resolved:** Clerk to arrange removal. Council agreed to replace with another tree in the same area

- 13.0 **Website Accessibility** – new legislation requires that all Council websites be assessed for accessibility to people with various disabilities, including impaired vision, hearing, etc. The Clerk outlined the assessment process to be carried out and requested Council Approval to progress this work. Any indicated costs would be referred back to Council for approval. A Statement of Accessibility needs to be published by 23rd September .
- Resolved:** Council authorised the Clerk to proceed.

14.0 Councillors Reports

- 14.1 **Cllr Kerr** reported that she has been successful in securing the Mobile Postal Service to visit Grewelthorpe each Monday from 10.40 – 11.15 am from Monday 3rd August. The unit will park outside the Village Hall. The Post Office will review usage after 6 months so hopefully the local usage will justify that the service continues.
- Resolved :** Clerk to arrange publicity via noticeboards and WhatsOn.

- 15.0 **Questions or comments from members of the public**
None

- 16.0 **Agenda Items for next meeting –**
I.T. review

- 17.0 **Date of Next meeting-**
7.30pm Weds 9th September 2020 Village Hall Café.

Meeting closed at 8.30 pm
Signed as a correct record

Name:

Date:

