

# Kirby Grindalythe and Duggleby Parish Council

## Minutes of the Ordinary Parish Council Meeting held on

Monday 10 February 2020 at 7:15pm

Present	Apologies
Sylvia Collier (SC)(Chair)	Lisa Holden (LH)
Allen Andrews (AA)	
Roy Foster (RF)	
Kay Husband (KH)	
Emma McClean (EM) (Vice chair)	
Janice Robinson (JR) (Clerk)	

1.	To receive apologies and approve reasons for absence: Lisa Holden due to work commitments APPROVED.	
2.	To receive any declarations of Declaration of Interests not already declared under the Council's code of conduct or members Register of Disclosable Pecuniary Interests: KH confirmed she had submitted her declaration of interest form to Ryedale District Council	
3.	To confirm the minutes of the meeting held on ordinary meeting held on 11 November 2019 as true and correct records: Proposed SC; Seconded EM. RESOLVED	
4.	<p>To receive information on the following ongoing issues and decide further action where necessary:</p> <ul style="list-style-type: none"> <li>Unspent grant funds from 106 monies and National Lottery Fund</li> </ul> <p>KH, having an interest in this issue, took no part in the discussion or the voting.</p> <p>The Clerk reported that following successful applications to the National Lottery and Ryedale District Council (RDC) for the provision of a new surface and canopy for the village hall the following grant monies had been received; a National Lottery grant of £9,942 and 106 monies of £8,755 from RDC. The surface and canopy had been installed and the Parish Council had paid the contractor and donated the surface and canopy to the Village Hall Committee (VHC). HM Revenue and Customs had subsequently refunded the VAT on the supplier's invoice to the Parish Council leaving £3,097 of the grants unspent. VHC had made representations to the Parish Council in November 2019 that the 106 monies were intended for the enhancement and provision of open spaces in Kirby Grindalythe and that any unspent National Lottery grant should be returned. At the same time the VHC requested that further expenditure which had been incurred on fences, gates and lighting around the village hall should be funded from the unspent monies.</p> <p>The clerk had contacted RDC and was advised that the Parish Council could consider re - granting 106 monies towards further</p>	

	<p>expenditure on the village hall provided it was supported by proper invoices. RDC stated, however, that the money could not be put towards a project for replacement windows without two estimates and explanation of how all the cost would be funded. Any 106 money returned to RDC would be re-advertised as available for projects that met the 106 funding criteria</p> <p>The National Lottery had confirmed that the expenditure that the Parish Council had incurred on an external audit, required solely as a result of the amount of grant funds received, was eligible for its grant. EM stated that the Parish Council should not be giving further monies towards expenditure to which the Parish Council had never agreed as it had not been first discussed and agreed by the Parish Council, nor was it the role of the Parish Council to re-administer 106 monies on behalf of RDC as it does not have the scope to do so; SC stated that the Parish Council had originally been advised that the cost of lighting, gates, fencing etc was to be borne by the VHC.</p> <p>Proposed by SC that the unspent monies should be returned to the National Lottery fund and Ryedale District Council on a pro rata basis. Seconded by AA. APPROVED unanimously.</p> <ul style="list-style-type: none"> <li>• Arrangements for formal handover of Village Hall Canopy and Surface</li> </ul> <p>This was agreed to be carried forward to the next agenda</p> <ul style="list-style-type: none"> <li>• Defibrillator for Duggleby project</li> </ul> <p>EM had written to RDC who had advised that the Duggleby phone had not been on the last list submitted to it by BT for approval to remove; the Parish Council would therefore have to contact BT in the first instance. EM believed this was due to the fact that there had not been any mobile phone reception in the area until recently. EM then wrote to BT requesting that the Duggleby phone box be considered for decommissioning and sold to the Parish Council now that there was a mobile phone signal in the parish following the erection of a communication phone tower in the parish and the application for a further one by EE on tonight's agenda.</p> <p>BT had responded to EM that it had a number of applications to process. Proposed by EM that if BT would sell phone box to the Parish Council this should be purchased for future use for a defibrillator as this would save in the region of £3,000 on the original costing for the project which establishing a new electricity supply; BT was also likely to give 7 years free electricity. Seconded by KH RESOLVED.</p> <p>Parish Council to contact BT after decision on latest communications mast had been made.</p>	<p>JR</p> <p>JR/EM</p>
<p><b>5</b></p>	<p>To consider and decide upon the following planning applications:</p> <ul style="list-style-type: none"> <li>• 19/01362/FUL, APPLICANT: EE Ltd</li> </ul> <p>Erection of 17.5 metre telecommunications mast housing 2no. antennas, 2no. 0.6 metre dishes, 1no. 1.2 metre satellite dish on 2.6 metre high support pole and siting of 3no. equipment cabins, 1no. meter cabinet, generator &amp; ancillary development within a 1.8 metre high fenced compound with new associated access</p> <p>LOCATION: The Old Chalk Pit Duggleby.</p> <p>A discussion took place regarding the location (on the road to Sledmere) and ownership of the land (unknown).</p>	

	<p>AA proposed: NO COMMENT; Seconded by SC: RESOLVED</p> <ul style="list-style-type: none"> <li>19/01363/HOUSE, APPLICANT: Mr &amp; Mrs Crompton</li> </ul> <p>Erection of a single storey garden room side extension to the west elevation and erection of replacement porch to south elevation  LOCATION: The Old Vicarage Lightfoot Road Kirby Grindalythe  Proposed by EM: NO COMMENT; Seconded by RF: RESOLVED</p>	
6	To receive the following planning/decision information: NONE	
7	<p>Matters requested by councillors:</p> <ol style="list-style-type: none"> <li>Vehicle activated signs  Clerk had written to Wharram, Luttons, Weaverthorpe and Foxholes with Butterwick parish councils to ask if they were interested in sharing the use and the cost. Luttons and Foxholes with Butterwick were not interested in participating. Nothing as yet had been heard from Wharram or Weaverthorpe. NYCC had confirmed that it would not move the signs and trained volunteers would be required to do this. AA distributed details of a community fund to which application could be made to fund costs. AA undertook to further research to find out whether other parishes would need to participate to qualify for the community fund and whether all or part of the costs of a vehicle activated sign could be given by the fund. Once this had been established, other parishes could be contacted again to find out whether they would be interested should there be no cost.</li> <li>Capital grant application: process and procedures.  Clerk requested agreement to update the capital grant application form to require at least 2 estimates for any work applied for if the costs of the project exceeded £300. RESOLVED</li> <li>Parking in Salents Lane  A discussion took place regarding parking on the grass verges in Salents Lane which was ruining the verges and also potentially contributing to rainwater running down the road. There was concern that this rainwater might be contaminated as it had flowed through a cattleyard before draining into the Gypsy race. The owners of the parked vehicles were believed to be of the opinion that the amount of water was due to a broken farm drain. AGREED to contact RDC and NYCC and to write to the Birdsall estate to raise concerns.</li> </ol>	<p>AA</p> <p>JR</p>
8	<p>Financial Matters:</p> <ol style="list-style-type: none"> <li>To receive the budget position and bank reconciliation to 1 January <b>2020</b>. £6,446.03.77 was held in the bank at 31 January 2020 although this included the balance of the grant money of £2,897. The PC was currently on track with its budget. EM had investigated the expenditure in previous years on cutting the churchyard grass. The Local Government Act 1894 expressly prohibited Councils on spending any money on maintaining or improving church property. Section 137 of the Local Government Act 1972 gives Councils the power to incur expenditure for purposes not otherwise authorised but the cost must benefit some or all of the inhabitants of the parish. Expenditure and benefit must be balanced and no more than £8.12 per elector can be spent (in 2019/20). It was agreed that the Parochial Church Council (two members of which were present) should be advised to discuss at its next meeting whether it was seeking any assistance with the cost of cutting the churchyard grass and if so, how much it wished</li> </ol>	<p>KH/RF</p>

	<p>to request from the parish council.</p> <p>2. To note payments of £289.16 for Clerk's salary and £142.32 for annual insurance. NOTED</p> <p>3. To approve clerk's expenses. £18.63 for postage and stationery. APPROVED.</p> <p>4. To complete application to change authorised signatories for the current bank mandates for the business reserve account and the current account. Clerk had commenced work on this but advised councillors that more information was required from them which she requested be sent to her.</p>	SC/EM/ AA/JR
<b>9</b>	<p>To consider the following new correspondence received and decide action where necessary:</p> <ul style="list-style-type: none"> <li>• YLCA re VE Day Celebrations 8-10 May 2020: AGREED to hang bunting in the Duggleby All purpose shelter.</li> <li>• Letter from Friends of the Earth re climate change. LH being absent this item was deferred to the next meeting</li> </ul>	SC/EM LH/JR
<b>10</b>	<p>To notify the clerk of matters for inclusion on the agenda of the next ordinary meeting: Progress on adoption of phone box and acquisition of defibrillator for Duggleby; Arrangements for formal handover of village hall canopy and surface; Vehicle Activated Signs; Bank signatories; Climate change.</p>	
<b>11</b>	<p>Employment matters: Hours worked by the Clerk. Clerk reported that she had been keeping a time sheet as requested at the start of her employment. This had been submitted to the Chairperson on a regular basis. However despite best efforts to work only the contracted 2 hours a week this had proved impossible. A significant amount of extra hours had been worked in regard to the grant money from RDC and National Lottery including preparing extra documentation for an external audit required due to the income received by the Parish Council. The Clerk circulated a summary of hours worked from 24 September 2018 to 8 February 2020 These totalled 183.75 hours against contracted hours of 142 (71 weeks x 2) so an excess of 41.75 hours had been worked. Proposed by EM; seconded by SC that Clerk should be paid for additional hours worked and Clerk's hours contractual hours increased to 2.5 a week with a review of hours worked in November 2020 prior to setting the following year's precept. RESOLVED.</p>	
<b>12</b>	<p>1. To confirm the date and venue of the next scheduled meeting: 7:30 pm on 11 May 2020 at Village Hall, Kirby Grindalythe. It was agreed that the Parish Annual Meeting should be held first, followed by the Annual Parish Council Meeting. The Parish Annual Meeting to commence at 6.15 p.m. followed by the Annual Parish Council Meeting at 7pm and the Ordinary Parish Council meeting at 7.30 pm.</p> <p>2. To confirm the dates and venue for Annual Parish Council Meeting in May and Ordinary meetings in November 2020 and February 2021. Dates for 2020 had already been agreed up to 10 August 2020. Further dates were agreed as 2 November 2020 and 8 February 2021; all in the KG village hall</p>	