

# Kilham Parish Council

Minutes of the Annual Meeting held at the Kilham Village Hall on Monday 21<sup>st</sup> May, 2015 7.30pm

## **PRESENT:**

Councillors: Geoff Seward (Chairman), Mark Buckle (Vice-Chairman), Gerard Conlin, Christine Snowden, Denise Hayhurst, Sandra Van der Kooij, Caroline Barratt, Gerry Horner, John Girling.  
0 members of the public.

Clerk: Claire Boston

### **1. Election of the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office.**

Cllr Geoff Seward was nominated and accepted the position of Chairman for another term. The Declaration of Acceptance of Office form was signed. Proposed by Cllr Conlin and seconded by Cllr Buckle, all councillors in favour.

### **2. Election of the Vice Chairman of the Council and to receive the Vice-Chairman's Declaration of Acceptance of Office.**

Cllr Buckle was nominated and accepted the position of Vice-Chairman for another term. The Declaration of Acceptance of Office form was signed. Proposed by Cllr Conlin and seconded by Cllr Hayhurst, all councillors in favour.

### **3. Apologies:**

Cllr Price, Lucy Savile.

**Not in attendance** – Cllr Walker

### **4. Declarations of Interest by Members In Items on the Agenda.**

Cllr Barratt declared a pecuniary interest in the planning application 15/01300/PLF

### **5. Agreeing the Minutes of the Last Meeting.**

The minutes of the 13<sup>th</sup> April 2015 meeting were agreed to be a true record and duly signed by the Chairman. Proposed by Cllr Snowden and seconded by Cllr Van der Kooij.

The minutes of the 29<sup>th</sup> April 2015 meeting were agreed to be a true record and duly signed by the Chairman. Proposed by Cllr Van der Kooij and seconded by Cllr Conlin. All councillors were in favour.

### **5. Public Forum.**

There was no public present.

### **7. To review and adopt the Standing Orders for Kilham Parish Council**

A resolution was passed to adopt the existing Standing Orders.

Proposed by Cllr Buckle seconded by Cllr Van der Kooij.

### **8. To review and adopt the Financial Regulations for Kilham Parish Council**

One alteration was made, section 5.4 to include the use of Internet banking.

A resolution was passed to adopt the amended Financial Regulations. Proposed by Cllr Barratt, seconded by Cllr Buckle, all councillors were in favour.

**9. To appoint members to serve on working parties for this year.**

Administration/Finance/Personnel Working Group

Cllr Seward, Cllr Van der Kooij, Cllr Buckle, Cllr Barratt.

Asset list working group

Cllr Conlin, Cllr Snowden and Cllr Seward.

Newsletter working group

Cllr Buckle, Cllr Horner, Cllr Snowden

Information Board

Cllr Hayhurst, Cllr Horner, Cllr Girling, Cllr Seward, Clerk.

**10. To appoint representatives to liaise with other village organisations.**

The following councillors volunteered to be the representatives to the village organisations:-

Village Hall – Cllr Price (to agree)

Neighbourhood Watch - Cllr Seward

Youth Club – Cllr Price (to agree)

Transport – Cllr Hayhurst

KPFA – Cllr Buckle

School Governors – Cllr Buckle

WI – Cllr Snowden

All the above representatives were agreed by the councillors present.

**11. To fix the dates and times of ordinary meetings.**

A resolution was passed that the Kilham Parish Council meetings will be held on the second Monday of the month, excluding August, in Kilham Village hall, at 7.30pm. A full list was issued to all the councillors and will be placed onto the Parish website.

Proposed by Cllr Buckle and seconded by Cllr Hayhurst.

**12. To discuss the procedure to co-opt new councillors.**

Following a General Election, Councils have a 35 working day period, in which they can Co-opt a councillor into the council without following the procedure through ERYC. No member of the public has requested to be Co-opted therefore after the 35 days the clerk will contact ERYC to advertise the vacancy.

**13. Electronic working with the Planning Service – training dates.**

ERYC are introducing changes to the consultation process with planning applications. Lists of training dates have been issues for parishes to attend. The clerk, Cllr Seward and Cllr Horner are to attend the training on Wednesday the 17<sup>th</sup> June, 6pm at Bridlington Town Hall and report back to the council at a later meeting.

**14. Finance** - To approve payments of invoices received, per payment schedule.

It was proposed by Cllr Van der Kooij and seconded by Cllr Barratt that the following accounts be paid:

Clerks salary & Exp £404.26, Renewal of Web name £130.35, Npower £0.52, SLCC £65.50

Payments received:- VAT refund £2,397.68, the first instalment of the precept £10,000, Allotment rents( x2) £50.00.

**15. Lissett Community Wind Farm Fund.**

(a) To sign the award grant forms (new Information Board)

The parish have been successful in being awarded a grant from the Lissett Community Windfarm Fund for £1,620.00 to replace the previous Information Board which had to be removed on safety grounds.

The Chairman signed the two copies of the grant offer letter.

(b) To discuss and agree the proposal of a working group and arrange a meeting.

A working group was created, reference item 9 and it was agreed that it will be their task to discuss and propose a design to be placed onto the Information Board. This will then be brought to a future Parish Council meeting to be agreed by the all the Parish Councillors. A meeting date is to be advised.

**16. Planning.**

15/01284/PLF – Erection of single storey extension to front, Highfield North Back Lane Kilham YO25 4SD for Mr David Harrison

Application type: Full Planning Permission.

It was proposed by the councillors that this application should be approved. Proposed by Cllr Barratt and seconded by Cllr Hayhurst, all councillors in favour.

15/01092/PLF – Erection of single storey extension to rear of existing garage and car port to front (AMENDED PLAN) Beech House Middle Street Kilham YO25 4RL for Mr Ian Howard

Application type: Full Planning Permission

It was proposed by the councillors that this application should be approved. Proposed by Cllr Conlin and seconded by Cllr Snowden, all councillors in favour.

Cllr Barratt withdrew from the meeting.

15/01300/PLF – Erection of a general purpose agricultural building following demolition of existing, Ashby Dale Langtoft Road Kilham YO25 3TX for D& K Albutt

Application type: Full Planning Permission.

It was proposed by the councillors that this application should be approved. Proposed by Cllr Horner and seconded by Cllr Hayhurst, all councillors in favour.

Cllr Barratt returns to the meeting

The following planning application has been granted by ERYC

15/00830/PLF – Erection of conservatory to rear, Hall Farm East Street Kilham YO25 4RE for Mr Robert Hughes.

15/00831/PLB – Erection of conservatory to rear, Hall Farm East Street Kilham YO25 4RE for Mr Robert Hughes.

15/00727/VAR – Variation of condition 4 (submission of amended plans) of planning permission

14/02618/PLF – Installation of a 230kW fixed solar array and associated works and infrastructure, Land West of Dotterill Park Cottages Thwing Road Kilham for J & M Burdass.

**17. Driffield school & sixth form request for a donation**

The councillors requested that this be deferred and asked the clerk to enquire with the neighbouring parishes to their donated amount.

NAME ..... DATE ..... No .....

**18. Correspondence.**

- (a) BT Adopt a Kiosk
- (b) Code of Conduct training and the dates available
- (c) Lissett Wind Farm fund for security equipment.
- (d) Councillors have rec'd throughout the month relevant correspondence via email
- (e) ERYC Parish Council Photograph Survey

**19. Clerk's Report.**

Allotment holders have been sent their annual invoice.  
 I have been in touch with Gill regarding finding a new delivery person for the newsletter.  
 I delivered the accounts to the Internal Auditor and have been working with him closely in answering his queries. These have now been completed and I will agenda his report in June.

**20. Councillors' Reports.**

Cllr Seward – Following our conversation with the Ward Councillors during our AGM, I propose that we liaise with Gill and request that a transport survey is delivered along with the newsletter to each household. This was seconded by Cllr Buckle and all councillors were in agreement. A return date of the 30<sup>th</sup> June was agreed and that the completed forms are returned to the village shop. The Clerk was requested to add a note within the Council's report to be placed in the newsletter to explain the transport survey.

On Monday I attended a seminar in Skipsea in regard to the grant now available from the Lissett Wind Farm fund. This fund is open to every resident to apply for extra security for their home and outbuildings. Each parish is allocated £250 plus extra funding has been allocated per burglary reported, this has taken Kilham to around £600. This is a pilot scheme and the fund has to be claimed within 12 months. Any resident wishing to apply has to complete a consent form, this is then assessed by an independent body and they will carry out a survey and will make the recommendations. I have written an article to be placed within the next newsletter and on the parish website. The Clerk is to be the contact point for the residents.

Cllr Buckle – I have no further information from the school regarding the installation of a defibrillator but it is on my list. I have passed the contact details to the clerk with regard to the purchase of signs at KPFA.

Cllr Conlin – I am still on-going with the grave plans. I have noticed that grass is long around the grave stones, should this be cut by the grass contractor?  
 The clerk stated that this is within the grass contractors contract and should the grass remain long please let her know and she will speak with the contractor.

The date of the next parish Council meeting will be held on Monday 08<sup>th</sup> June 2015 at 7.30pm. There being no further business to discuss the Chairman closed the meeting at 9.36pm.