

# Kilham Parish Council

Minutes of the Meeting held at the Kilham Village Hall on Monday 13<sup>th</sup> May, 2019, 7.30pm

## **PRESENT:**

Councillors: Christine Snowden, Gerry Horner, David Tanner, Liz Sellers, Lucy Savile, Lorraine Scarth

1 member of the public attended, Ward Councillors Jane Evison and Jonathan Owen.

Clerk: Claire Boston

## **To elect the Chairman of the Council and to receive the Declaration of Acceptance of Office** **021/19**

A nomination of Christine Snowden was proposed by Cllr Horner and seconded by Cllr Savile. Cllr Snowden accepted the position and duly signed the acceptance form. All councillors were in favour.

## **To elect the Vice-Chairman of the Council** **022/19**

A nomination of Andrew Oxley was proposed by Cllr Scarth and seconded by Cllr Horner. To be confirmed at the next meeting.

## **To receive and note any apologies for absence.** **023/19**

Andy Oxley, Tracy Warrington.

## **All councillors to sign the Declaration of Acceptance of Office form and Data Protection form.** **024/19**

All forms were duly signed.

## **Declarations of Interest by Members in Items on the Agenda.** **025/19**

Cllr Tanner declared a non-pecuniary interest in item number 046/19.

## **Agreeing the Minutes of the Last Meetings.** **026/19**

The minutes of the 08<sup>th</sup> April 2019 meeting were agreed to be a true record and duly signed by the Chairman. Proposed by Cllr Tanner and seconded by Cllr Horner, all in favour.

## **Matters arising from the previous minutes** **027/19**

Item reference 018/19 – The bin outside the shop was removed by ERYC.

## **Public Forum.** **028/19**

No public present.

## **To review and adopt the Standing Orders for Kilham Parish Council** **029/19**

A resolution was passed to adopt the revised Standing Orders, proposed by Cllr Tanner and seconded by Cllr Scarth, all in favour.

## **To review and adopt the Financial Regulations for Kilham Parish Council** **030/19**

A resolution was passed to adopt the Financial Regulations, proposed by Cllr Savile and seconded by Cllr Sellers, all in favour.

## **To appoint members to serve on working parties** **031/19**

Admin/Finance/Personnel – Cllr Snowden, Cllr Oxley, Cllr Horner and Cllr Savile.

Asset List – Cllr Snowden, Cllr Horner, Cllr Scarth.

NAME: ..... DATE: ..... NUMBER: .....

Newsletter – Cllr Horner, Cllr Snowden  
IT/Website – Cllr Horner, Clerk

**To approve the bank signatories** **032/19**  
Cllr Snowden, Cllr Horner, Cllr Oxley, Mrs Boston

**To appoint representatives to liaise with other village organisations** **033/19**  
Village Hall – Cllr Horner  
Transport Champion – Cllr Scarth  
School – Cllr Savile  
WI – Cllr Snowden  
Defibrillator - Cllr Scarth  
Website – Cllr Horner  
KPFA – Cllr Sellers

**To fix the dates and times of ordinary meetings of the Council for this financial year**  
A resolution was passed to agree the dates and times, all in favour **034/19**

**Planning** **035/19**

*The following planning applications were resolved to be granted by ERYC*  
19/00401/PLF – Erection of a dwelling with associated works and infrastructure  
New House Farm main Street Cottam East Yorkshire YO25 3BY  
18/02759/PLF – Alterations to and change of use of agricultural building to D2 use (Assembly and Leisure) for use exclusively as a wedding venue.  
Wold View Farm York Road Kilham East Yorkshire YO25 3BG.

#### **Year End Accounts**

(a) To approve and agree the Year End Accounts **036/19**  
A resolution was passed to accept the year end accounts, proposed by Cllr Horner and seconded by Cllr Sellers, all in favour.

(b) Annual Governance Statement:-  
(Part 2) To answer all the questions on the Governance Statement **037/19**  
All questions were answered by the councillors present.

(Part 3) To approve the Governance Statement by resolution **038/19**  
A resolution was passed to approve the Governance Statement, proposed by Cllr Snowden and seconded by Cllr Scarth, all in favour.

(Part 4) To sign and date the form by the Chairman of the meeting. **039/19**  
The form was duly signed.

(c) Accounting Statement:-  
(Part 1) To review and agree the figures on the Accounting Statement **040/19**  
The figures were reviewed and agreed.

(Part 2) To approve the Accounting Statement by resolution. **041/19**  
A resolution was passed to approve the Accounting Statement, proposed by Cllr Tanner and seconded by Cllr Horner, all in favour.

(Part 3) To sign and date the form by the Chairman of the meeting. **042/19**  
The form was duly signed.

(d) To ensure all the sections of the Annual Governance and Accountability Return 2018/2019 are signed and dated.

**Finance** - To approve payments of invoices received, per payment schedule. **043/19**

It was proposed by Cllr Snowden and seconded by Cllr Horner, all in favour, that the following accounts be paid: East Riding College £67.25 (chq 300181). Yorkshire Internal Audit Service £200.00 (chq 300183).

Payments received:- Precept £11,350.00, Allotment £25.00

The payment cheques were signed by two councillors. BACS payments to be authorised by two councillors online

**Village Hall** – To receive correspondence from the Village Hall Association **044/19**

Work is to be carried out on the village hall's floor, due to the meeting room having to be used as storage for the tables and chairs; it was decided to see whether we were able to move the June meeting into the church.

**Mole Hills** – To discuss and decide thereon **045/19**

It was decided that there were very few mole hills to be a hazard, no further action to be taken.

**Allotment** – To receive an update and to make an appropriate decision thereon **046/19**

A resolution was passed to approach the allotment holder regarding the weeds and to chase the paperwork. If no payment or paperwork is received before the end of May then the clerk is to contact the allotment holder and inform them that the plot was no longer theirs, proposed by Cllr Savile and seconded by Cllr Sellers, all in favour.

**Cemetery** – Approval of an headstone, to receive correspondence and decide thereon **047/19**

The headstone was approved in principal as long as the dimensions were in proportion to the grave (in line with the cemetery regulations) and that a drawing is forwarded to the parish council for final approval.

**ERNLLCA** – Membership of the ERNLLCA Executive Committee **048/19**

Members approved were:- Cllr Snowden and Cllr Oxley.

**Highways** **049/19**

Correspondence has been received from ERYC highways stating that an engineer would be visiting the Burton Road footpath following the parish council's complaint that the footpath does not have any drop kerbs along its length.

The white lines along Pockthorpe Road and outside the Bay Horse are in need of renewing.

Potholes on Church Lane to be reported.

**Playground reports** – Review of the months reports **050/19**

No issues were raised.

**Correspondence** **051/19**

(a) All correspondence is regularly forwarded to the councillors as required.

(b) VE Day 75<sup>th</sup> anniversary – to be placed on a future agenda.

**Clerk's Report** **052/19**

The Internal Audit has been carried out and I will bring the report to the next meeting.

The Lissett Wind Farm Community grant form has been completed and submitted.

NAME: ..... DATE: ..... NUMBER: .....

**Councillors Reports**

**053/19**

Cllr Horner requested that those who had not already done so will need there photo taken for the parish council website.

Cllr Snowden – Following the removal of the bin outside the shop, could we request for a bin to be placed further along the road.

The date of the next parish Council meeting will be held on Monday 10<sup>th</sup> June 2019 at 7.30pm.

**Section B**

**To exclude the press and public from the meeting**

**054/19**

A resolution was passed to exclude the press and public from the meeting, proposed by Cllr Scarth and seconded by Cllr Sellers, all in favour.

**To agree the clerks expenses**

**055/19**

A resolution was passed to agree the Clerks expenses, proposed by Cllr Snowden and seconded by Cllr Horner, all in favour.

There being no further business to discuss the Chairman closed the meeting at 9.10pm.