

KEYINGHAM PARISH COUNCIL

Chairman Cllr D Clark
35 Ebor Manor
Keyingham
HU12 9SN
01964 603276

Clerk Julia Billaney
Saxby Cottage
Ottringham
HU12 0AL
01964 626300

Minutes of the meeting of Keyingham Parish Council held in the Village Hall Keyingham on 10th July 2019.

Present:

Cllr D. Clark (Chair)
Cllr J. Clark
Cllr D. Dooley
Cllr L. Haxby
Cllr J. Kinnear
Cllr R. Lawton
Cllr J. Lee
Cllr L. Maxwell
Cllr M. Sigston
Cllr R. Thompson

Apologies:

None

In attendance: G. Thurston, Cllr D.Tucker, M. Smith.

1. Public Participation

- 1.1 Cllr Tucker offered an update on the recent Ofsted inspection of Keyingham Primary School. The Council noted that the school, which had previously been graded by Ofsted as 'Good' had received an overall judgement of 'inadequate' in the recent inspection. It was noted that safeguarding issues had contributed to the judgement. As a consequence of this judgement a number of measures were being introduced to support the School. The Headteacher currently on sick leave, will retire at the end of the school term. A 'Turnaround Manager'/Headteacher will be appointed to lead the School from 1st September. In the six months following there will be changes to the composition and membership of the governing body to a sponsor will be identified to support the school's transition to an Academy Trust. Additional Funding will be made available to the school for training, resources and specialist staff. The first of a series of information events for parents was well attended, and will be followed by a monthly information bulletin. The finalised report is available to view on the Ofsted website. Cllr Tucker agreed to attend the September meeting of the PC to provide a further update.

Action Clerk.

- 1.2 In response to the query regarding a potential change of use of Horrocks Court Care Facility Cllr Tucker confirmed that there were currently no applications lodged with ERYC for a change of use. It was noted that the establishment was privately owned, and not managed directly by the ERYC.

1.3 Ward Update:

It was confirmed that 'SHAPE' meetings will continue. Details of meetings can be obtained from Peter Hirschfield who can be contacted on 01652 637700 or 07539477046.

The Ward Councillors Street Surgery will take place in Keyingham on 21st September 11.00 – 13.00.

Suggested locations included: The War Memorial, The Garth (sometimes referred to as the Village Green) The Village Hall and Car Park.

Cllr Tucker proposed that a room be made available in the Village Hall for Police Surgeries and agreed to invite them to join the Ward Councillors at the Street Surgery on 21st September.

It was **resolved** to enquire whether a room in the VH could be made available to the Police for Surgeries at a favourable rate. **Action Clerk.**

1.4 The Chair requested that Cllr Tucker to take particular interest in the forthcoming merger of health care services in Southern Holderness and to exercise all possible influence to preserve appropriate levels of service. It was noted that whilst the presentation to Council in February was positive and encouraging in this regard, the experiences of Keyingham residents had not always been favourable, and the loss of service of any kind was a source of real concern.

1.5 The Chair raised the issue of flooding on Saltaugh Road Amenity area in the section of field in front of the gateway and path leading from the School. Councillors enquired whether there had been any further progress towards ERYC assistance in resolving this issue. It was noted that drainage crates, purchased by the Parish Council from Roos Primary School, were awaiting installation by the Parish Council's appointed contractor.

2. Declaration of Interests

a) to record declarations of interest in respect of agenda items listed below

b) to note dispensations given in respect of agenda items listed below

Declarations and dispensations were recorded as follows:

Cllr J. Kinnear:	Allotments
Cllr R. Lawton:	Allotments
Cllr J. Lee:	Allotments
Cllr Sigston:	Allotments

3. Approval of the Minutes of the Previous Meeting

The minutes of the meeting held on Wednesday 12th June were approved.

3.1 Actions and Matters Arising from the minutes not covered by the agenda.

None

4. Correspondence

4.1. Email from [HW] enquiring about the possibility of an outdoor bar on Saltaugh Road Amenity Area as part of a future fundraising event on behalf of Keyingham School. It was confirmed that the council may be willing to give permission to the event organisers to apply to ERYC for a temporary suspension of the alcohol prohibition order currently covering this area.

It was confirmed that the PC would need to receive a request at least three months prior to the event, to allow time for the organisers to apply to ERYC licencing dept for a temporary suspension of the order.

It was noted that Boyes Lane Amenity Area was not subject to a prohibition order and may be considered as an alternative location. **Action Clerk** to respond.

4.2. Email from SSP alternative provider of safety floor coverings for sports and outdoor play surfaces, requesting a photograph of the area requiring repair. **Action Cllr Lee.**

4.3. Email from [JL] Andrew Jackson Solicitors in response to the Councils enquiry about Documents held in safe keeping. It was noted that the scanned deeds did show an area of land on Eastfield Road, but related to the extension to the Cemetery not the Amenity Field.

It was **resolved** to remove all the documents from safe keeping for detailed scrutiny.

It was **resolved** to permit the Clerk either alone or accompanied by a member or members of the Council, to collect the deeds for the council to examine at the next meeting in August.

Action Clerk.

4.4. Email from PKF Littlejohn, acknowledging receipt of the Councils request for an extension to the deadline for submission of the AGAR to 15th July 2019. (*Item 5.1 refers*)

4.5. Email Proposal from 360 Accounting Services. (*Item 5.2 refers*)

4.6. Letter from HSBC giving notice to changes to Bank Charges from 1st September 2019.
Noted.

4.7. Letter from [KO] informing the Council that she no longer requires an allotment and relinquishing her tenancy. **Noted.**

5. Accounts for Payment:

It was resolved that the following accounts be approved for payment for the month of May 2019:

Clerk	Salary	£	973.40.
HMRC	Tax & NI Clerk	£	74.39
BT	Business Line	£	88.32
PO	Stamps/postage	£	5.49 Paid/imp/cash
PO	Stamps/postage	£	11.70 Paid/imp/cash
SOS Office	Printing Costs	£	14.55 Paid/imp/cash
J Billaney	Printing Ink	£	16.00 Paid/imp/cash
HAPS	Grounds Maintenance	£	877.00
Brook St Ltd	Street Cleaning	£	311.91
J Lee	Reimb. Fuel – Boyes Lane	£	69.30
J Lee	Reimb. Camera Equip	£	113.11
Feeney Clean	Bus Shelters	£	50.00
ERNLLCA	Chairs Tr. /Councillor Tr.	£	130.50
Pearson Electrical	Installation of Defib.	£	300.00
Kallkwik	Printing 'Forward'	£	147.40
Keyingham VH	Hall Hire Charges	£	180.00
ICO	Data Protection Fee	£	40.00
Martin Holwell	Saltaugh Rd/ Allotment Fence	£	1,241.00
	Cash Payments	£	47.74
	Total Cheques	£	4,547.75
	Total Payments	£	4,595.49

Receipts:

None

5.1 Council considered the Annual Governance and Accountability Return (AGAR) accompanying Accounts and the report of the internal Auditor.

It was **resolved** to sign off the AGAR, in presence of full council and those in attendance.

Council noted the comments and recommendations of the Internal Auditor, who had now retired from the role of Accountant to the Council and resolved to consider the proposal of 360 Accountants in the light of these comments.

AGAR to be submitted to PKF Littlejohn by 15th July 2019. **Action Clerk.**

Notice of Exercise of Public Rights to be posted by 15th July 2019 **Action Clerk.**

5.2 The Proposal and Schedule of Services to be offered by 360 Accountants were considered.

It was **resolved** to accept the proposal based on the level of support available to the RFO to develop sound accounting skills and processes. **Action Clerk.**

It was resolved to review the effectiveness of services throughout 2019/20 and review in March 2020.

Action Chair, Vice Chair & Clerk.

6. Planning Matters & Developments

There were no new planning matters to consider.

6.1 Re: Planning Ref: 19/01618/PLF Erection of a single storey extension to the rear of 1. Eastfield Road, Keyingham, HU129RY. It was noted that neighbours had raised an objection to the proposed development on the grounds of loss of privacy. **Noted.**

7. Reports from Representatives of Sub Committees:

a) Playing Fields

a1. It was noted that [SB] contractors had commenced the work due on potting-up the dyke on Saltaugh Road on 8th July as indicated and that the works were progressing well.

a 2. Continuing the discussion and activities relating to the creation of a separate area for dog owners to exercise their dogs on a section of the Eastfield Road Amenity Area. It was noted that the deeds for this piece of land were not amongst those held in safekeeping by HSBC.

Subsequently it appeared that they may be held by Andrew Jackson Solicitors, a preliminary search by [JL] at Andrew Jackson's located deeds relating to the extension to the cemetery, but not those relating to the amenity area.

It was **resolved** to remove all the documents form safe keeping for detailed scrutiny.

It was **resolved** to permit the Clerk either alone, or accompanied by a member or members of the council, to remove them from safekeeping. *(Item 4.3 refers)*

An appointment to remove all documents from safekeeping from HSBC and Andrew Jackson, so that the council can review them at the August meeting has been requested for 29th July. **Action Clerk**

a4. The broken inspection chamber cover situated between the allotments and the Saltaugh Road Amenity Area has been fully repaired. **Complete.**

a5. It was noted that a number of trees bordering play areas, in particular at Saltaugh Road, were in need of pruning to lift the canopy. It was resolved to request that the garden maintenance contractor carry out this work. **Action Clerk.**

A6. It was explained by Cllr Lee that he had investigated alternative options for repair of the play surfaces which had become slightly worn beneath some of the play equipment, including milled rubber chippings mixed with resin to patch the damaged areas. It was noted that, in the recent inspection report these areas were not considered to require urgent attention.

The Council resolved to monitor them through regular and frequent risk assessments.

Action Cllr Lee & Cllr Lawton.

b) Allotments

b 2. Councillors considered a revised draft (version 2) contract incorporating the changes previously requested:

- time bound actions, if plots became neglected
- for it to be made clear that subletting of plots was not permitted
- to increase the initial bond

Following further discussion, it was **resolved** to adopt the revised contract with the removal of the word 'bond' as councillors felt this tended to imply that the initial payment may be refundable, when in practice, that is not currently the case. The new Contract will be issued to al allotment holders prior to the start of the new season in February 2020. **Action Clerk.**

(c) War Memorial

No new matters to report.

(d) Churchyard

No new matters to report.

(e) Cemetery

Councillors considered a request from a resident to raise the plinth of the memorial stone marking the burial of his wife's ashes in the Garden of Remembrance. It was **resolved** to agree to this request provided that the work was carried out by a monumental mason and in line with KPC policy.

Action Clerk.

(f) Streets & Verges

f 1 Councillors received the full report from ERYC detailing all the areas for attention/ action agreed with the Streetscene team during the recent Village Walkabout.

The report was noted, and Councillors recognised, with thanks to the team, that some of the works they had requested had already been addressed and their comments regarding grass cutting had been acted upon. **Noted.**

Councillors will monitor actions and review periodically throughout the Summer and Autumn.

f 2 Cllr Lee requested that the consideration of the creation of a one-way system for Keyingham to alleviate traffic issues, congestion and reduce potential hazards. Councillors requested that a diagrammatic representation of the proposed changes to traffic flow, through and around the village, accompany this proposal.

It was **resolved** to support a review of the current traffic flow and potential proposal, taking into account the needs of local businesses, particularly the Co-op. **Action Cllr Lee.**

f 3 Cllr Lee provided estimates for the likely cost of repairs to the Bus Shelter close to the junction of Boyes lane and the A1033. Polycarbonate sheets, of two different thicknesses were considered as suitable to repair the missing panels and to offer shelter from the weather and maintain good visibility. It was **resolved** to proceed to measure and order the sheets. Councillors offered to fit the sheets to reduce the cost of repair. **Action Cllr Lee & Cllr Lawton.**

(g) Boyes Lane

g.1 Cllr Lawton reported on the successful 'Keyfest' Folk Festival on Boyes Lane Amenity Area on 28th and 29th June. The event had been well attended and blessed with beautiful weather.

The Boyes Lane Amenity Area looked fantastic thanks to the hard work of Councillors Lee, Lawton and Dooley, assisted by residents and friends. The food was excellent and the atmosphere was as warm and welcoming as the weather. The Chair offered a vote of thanks to councillors and residents for their hard work in delivering such a successful event.

(h) Village Plan

Cllr Haxby passed on a donation from St. Nicholas Church PCC towards the Blue Plaque Scheme.

8. Councillors Forum: Information and Future Business

8.1 It was noted that the minutes of meetings and most recent editions of the '*Forward*' were now uploaded to the KPC website.

8.2 The council **resolved** to co-opt Melvyn Smith to become a member of the Parish Council.

Priority Items for the next Agenda:

- Review of documents removed from safe keeping with HSBC and Andrew Jackson Ltd.
- Review of quotes for fencing of Eastfield Road Amenity Area.

Date and time of next meeting: **7.30pm Wednesday 14th August 2019.**

Please notify the Clerk of items for the agenda by Wednesday 7th August 2019.