

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 12th June 2019.

Present:

Cllr J. Kinnear (Chair)
Cllr J. Clark
Cllr L. Haxby
Cllr R. Lawton
Cllr J. Lee
Cllr R. Thompson

Apologies:

Cllr D. Clark
Cllr D. Dooley
Cllr L. Maxwell
Cllr M. Sigston

In attendance: G. Thurston.

With reference to the Standing Orders of KPC it was verified that the meeting was quorate.

1. Public Participation

None

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 J. Clark: | Planning |

3. Approval of the Minutes of the Previous Meeting

The minutes of the meeting held on Wednesday 8th May were approved.

It was agreed that a paragraph relating to the AGM would be added to the minutes of the ordinary meeting of the PC.

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

None

4. Correspondence

4.1 Email from [LA] HSBC confirming rearranged appointment on 17th June 2019 at 11.30 to view documents in safe keeping. The Clerk reported that the Council account was credited with £100.00 to offset inconvenience or loss of earnings due to the change. **Action Clerk/ Cllr Kinnear/ Cllr Lawton.**

4.2. Email from [MW] requesting permission to use Saltaugh Road Amenity Area for a Year 6 fun Day on 14th July 2019. **Agreed**, subject to:

- confirmation of relevant insurance being in place
- confirmation that permission had be sought from the Vikings RLFC.

Action Clerk.

4.3. Email from [HW] on behalf of the Friends of Keyingham School/PTA requesting permission to use Saltaugh Road Amenity Area for fundraising event on 6th July 2019. **Agreed**, subject to:

- confirmation of relevant insurance being in place
- confirmation that permission had been sought from the Vikings RLFC.

Action Clerk.

4.4. Letter from BT accompanying returned, cancelled cheque.

4.5. Email from [SD] received via the KPC website, regarding dog owners causing a nuisance by allowing their dogs to be off their leads on Saltaugh Road. The Council noted the issues raised and advised that any residents who experience problems should contact ERYC Dog Warden directly and at the time when the issue occurs, or the Police 101 depending on the severity of the issue.

4.6. Email from ERNLLCA advertising a training event on 'Understanding the Planning Process' Dates available: 3rd or 4th July. **Noted.**

4.7. Letter from the Pensions regulator confirming automatic enrolment. **Noted.**

4.8. Invitation to attend 54th Wildlife Photographer of the Year Awards evening on 20th June 2019 6.00pm. RSVP by 14th June. It was agreed that any member wishing to attend would contact the Clerk.

4.9. Invitation to attend AGM of 'Fields in Trust'. **Noted.**

4.10. Email from ERNLLCA to raise awareness of the 'Local Government Spotlight Awards' and to invite nominations. **Noted.**

4.11. Quote from [SN] Sunk Island Landscapes for the fencing of a section of Eastfield Road Amenity Field to create a Dog Exercise area. It was noted that the council had now received two of the three quotes requested for this work. **Noted.**

4.12. Quote from [MH] to paint the Cemetery Gates. It was **resolved** to proceed with the work as quoted.

4.13. Email from ERNLCCA giving advance notice of the NALC Annual Conference 2019. To be held on 28th and 29th October in Milton Keynes. **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 | £ | 87.12 |
| PO | Stamps/postage | £ | 4.20 Paid/imp/cash |
| PO | Stamps/postage | £ | 7.70 Paid/imp/cash |
| SOS Office | Printing Costs | £ | 9.68 Paid/imp/cash |
| SOS Office | Printing & Stationery Items | £ | 11.25 Paid/imp/cash |
| HAPS | Grounds Maintenance | £ | 877.00 |
| Brook St Ltd | Street Cleaning | £ | 363.89 |
| J Billaney | Reimb. Lock Allotment Gate | £ | 52.00 |
| J Billaney | Reimb. Spare Lock | £ | 37.99 |
| J Billaney | Reimb. Trough & Plants D-Day | £ | 62.89 |
| J Kinnear | Reimb. Key-Cutting | £ | 10.50 Paid/imp/cash |
| J Kinnear | Reimb. Plants – Cemetery | £ | 30.00 |
| J Lee | Reimb. Fuel – Boyes Lane | £ | 48.29 |
| Feeney Clean | Bus Shelters | £ | 50.00 |
| ERNLLCA | Membership Fee 2019/20 | £ | 724.03 |
| Yorkshire Water | Water Charges | £ | 14.85 |
| Keyingham Scouts | Sponsorship: 2 places: adv. hol. | £ | 270.00 |
| Iveson Engineers | Repairs to Bus Shelter. H.Ct | £ | 350.00 |
| AJACS | Accountants Fee | £ | 460.00 |
| The Metal Foundry | Blue Plaques - Heritage Trail | £ | 399.72 |
| *Premier Paving | Transfer Soil to Boyes Lane | £ | 144. 00 |

| | | |
|-----------------------|----------|-----------------|
| Cash Payments | £ | 43.33 |
| Total Cheques | £ | 5,062.90 |
| Total Payments | £ | 5,106.23 |

*Councillors requested that the cost of removal of soil from the Cemetery to Boyes Lane should be coded to the Cemetery Precept Code, P16.

5.1. Receipts:

| | | |
|--|----------|---------------|
| Vikings Rent: (second half of year ending 31 st March 2018) | £ | 500.00 |
| Allotment Rental | £ | 33.00 |
| Cash deposit (audit/reconciliation) | £ | 44.00 |
| Total Receipts | £ | 577.00 |

5.2 It was **resolved** to amend the Bank Mandate to include the following as signatories to the council accounts:

Cllr David Clark
 Cllr Jane Kinnear
 Cllr Jed Lee
 Cllr Ray Lawton
 Ms Julia Billaney

Action Clerk

5.3 It was **resolved** to write to the bank to request the following payments be made by bank transfer:

- Salaries and Wages (to include Clerk's Salary Street Cleaning Contract, Gardening Contract)
- Telephone/Internet Charges
- Water Charges
- Rates

Action Clerk

6. Planning Matters & Developments

6.1 It was noted that a request had been received from a resident [MS] to speak to a recently submitted plan when it comes before the council for consideration. The plans were not yet available to view, though it was agreed that an invitation would be extended as soon as they were posted.

Action Clerk

The following planning applications were noted:

- 6.2 Planning Ref: 19/10807/HHNOT - Erection of a single storey extension to the rear of The Croft, Ottringham Road, Keyingham HU12 9RX. *Pending Consideration.*
- 6.3 Planning Ref: 19/01618/PLF Erection of a single storey extension to the rear of 1 Eastfield Road, Keyingham, HU12 9RY. *Pending Consideration.*
- 6.4 Planning Ref: 19/01594/PLF – Erection of 5 Dwellings and creation of new vehicular access, following demolition of existing glasshouses, Village Nurseries, Ottringham Road, Keyingham, HU12 9RX. *Pending Consideration.*

The Council resolved to monitor the progress of the developments, with no comment at this stage.

7. Reports from Representatives of Sub Committees:

a) Playing Fields

a1. It was noted that [SB] contractors estimated that the work due to commence on potting up the dyke on Saltaugh Road would commence on or around 8th July.

a 2. Following the decision to proceed in principle with the creation of a separate area for dog owners to exercise their dogs and socialise with other dogs and dog owners on the Eastfield Road Amenity Area.

1. It was noted that the appointment to view the items held in safekeeping at HSBC had been postponed by the bank and would now take place on 17th June.
2. Cllr Thompson indicated that some of the Council documents may still be held in safekeeping by Andrew Jackson Solicitors, and that this may be worth investigating. **Action Clerk**
3. It was noted that a further quote had been received for the fencing work and that a third quote was expected in time for the next meeting.
4. Cllr Kinnear reported on a visit to view the dog exercise area at Roos, which appeared to be working well, and confirmed that a similar facility had been created at Sproatley.

Action Clerk, Cllr Kinnear, Cllr Lawton.

a4. The broken inspection chamber cover situated between the allotments and the Saltaugh Road Amenity Area was reported to YW, who indicated that they would visit to affect a repair as a matter of urgency. **Progressing.**

b) Allotments

b 2. Councillors considered a revised draft contract for allotment holders and requested the following additions before final approval of the new contract at the next meeting:

- 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

. **Action Clerk, Cllr Lawton, Cllr J Clark.**

(c) War Memorial

No new matters to report.

(d) Churchyard

Following the pruning of trees in St Nicholas Churchyard, as requested, a further request had been received by councillors to investigate the removal of one of the trees completely.

It was noted that there were two factors which must first be taken into consideration.

Firstly that the removal of trees and or tree roots in a churchyard, open or closed, would require the permission of the relevant Diocese and secondly, as the tree is within a conservation area, it may be covered by a preservation order.

Councillors agreed that the Churchwardens and PCC of St Nicholas Church would need to investigate these issues in the first instance. **Action Clerk.**

(e) Cemetery

e.1 Councillors considered the quotation supplied by [MH] as requested. It was **resolved** to proceed with the repainting of the Cemetery Gates as quoted. (*Item 4.12 refers*). **Action Clerk.**

The condition of the Notice Board was also discussed. It was agreed that a low-cost option would be appropriate. It was **resolved** to clean and re-varnish the Notice Board. **Action Cllr Kinnear.**

(f) Streets & Verges

f.1 Cllr Kinnear offered a report on the outcomes of the 'Village Walkabout' which took place on 10th June. All the items which had been highlighted by councillors and residents were discussed with the 'Streetscene' team, which included:

- A request to stop spraying weed killer on areas of planting on verges under trees and around signs
- Concentrate on spraying weed killer on area between kerb and road, to help keep them clear.
- Sweep the road, pavements and clean gullies and drains more often, or as often as possible.
- Repair potholes and uneven pavements
- Re- paint indistinct road markings (Highways Dept)
- Repair the garages on Northfield
- Request that 'Community Payback Team' work on the path between Keyingham and Bridge Bungalows alongside A1033
- Hedges and trees close to the pavement on Marritt Way were identified for pruning
- To keep road signs clean and clearly visible

Some of the inspection chambers in grass verges and beside pavements, of which there are many, were identified as being in need of repair.

It was noted that each of these is the direct responsibility of the utility provider it belongs to, and only a small number come under ERYC jurisdiction.

Councillors agreed to road keep signs clean, work on keeping the central areas of the village as clean and litter-free as possible.

f.2 It had previously been noted that replacement of the lower panels of the bus shelter at the end of Boyes Lane (which are currently removed completely) with solid steel panels would reduce the view of on-coming traffic for vehicles emerging from Boyes Lane. It was resolved to investigate replacement with Perspex and to approach EYMS to explore the possibility of a contribution towards the cost of repair. **Action Clerk.**

f.3. It was noted that drainage works on the A1033 outside the entrance to Willowfield Drive were now complete and work was progressing well in other areas of the village.

(g) Boyes Lane

g.1 Cllr Lawton notified members of the forthcoming 'Keyfest' Folk Festival on Boyes Lane Amenity Area on 28th and 29th June, extending a warm invitation to all members and their families.

(h)Village Plan

h1. Cllr Lee provided a verbal summary of the Annual Meeting of the Village Plan Group which included:

- Positive feedback on the Blue Plaque/ Heritage Trail, which is being very well received throughout the village and is due to be extended in the next phase
- The welcome addition of a second defibrillator for Keyingham
- The continued popularity of the colourful planters sited around the village
- Recent refurbishment of the kitchen in the Village Hall and plans for further work to update the hall to make full use of its spaces and facilities
- This year's plans for lighting up the Village at Christmas.

Closing with a vote of thanks to all those involved in turning ideas into action - 'making all of these things happen!'

h2. It was noted that the 2nd defibrillator is now installed close to the Saltaugh Road Amenity Area. Thanks were extended to Cllr Lawton and Mr David Kinnear for overseeing the installation. It was suggested that a path leading to the defibrillator, and a dropped curb for accessibility would be appropriate. It was resolved to investigate the cost of creating a path and to approach the Highways Dept regarding the 'dropped curb'. **Action Cllr Lawton, & Clerk**

8. Councillors Forum: Information and Future Business

8.1 It was noted that the clerk now had administrative access to the KPC website.

8.2 It was noted that the period following the election when co-option could not take place had elapsed, and co-option of members to the council could now proceed.

8.3 Councillors requested that the Clerk write to [DK] to request the return of paint and materials leftover from a previous project so that they could be used by the Council on current repairs.

Action Clerk.

8.4 Cllr Lee requested that the Clerk raise with ERNLLCA the possibility of widening the access to their web-based resources. **Action Clerk.**

Priority Items for the next Agenda:

- Revised Allotment Contract V2. *(for decision/approval)*
- AGAR – sign-off the Financial Return
- Outcome of the visit to the Bank to view documents in safekeeping

Date and time of next meeting: **7.30pm Wednesday 10th July 2019.**

Please notify the Clerk of items for the agenda by Wednesday 3th July 2019.