

## KEYINGHAM PARISH COUNCIL

Chair 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 the Keyingham Parish Council held in the Village Hall on Tuesday 17<sup>th</sup> October 2023.**

#### **Present:**

Cllr F. Beardow  
Cllr S. Dally  
Cllr R. Hoggard  
Cllr D. Kinnear  
Cllr R. Lawton  
Cllr D. Medforth  
Cllr D. Miller  
Cllr M. Smith (Chair)  
Cllr E. Stephenson  
Cllr M. Ward  
Cllr N. Whitlam

#### **Apologies:**

Cllr D. Clark  
Cllr S. McMaster ERYC

Cllr McMaster provided a written update. **Noted.** Councillors requested responses regarding:

- Outcome of the review of the plans for the road crossing.
- The safety signs on the A1033
- Requests for surplus road filings to repair access roads to Boyes Lane & Allotments.

**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 R. Lawton: Allotments  
Cllr D. Kinnear: Allotments  
Cllr E. Stephenson: Allotments  
Cllr M. Ward: Item 3.6

#### **3. Approval of the Minutes of the Previous Meeting**

The minutes of the meeting of Keyingham Parish Council held on 15<sup>th</sup> August were approved.

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

**3.2 Emergency Plan Update:** It was resolved to add combination locks to the amenity areas with gated access and 'What three words' location identifiers to each of the amenity areas. **Action Clerk.**

**3.3 Village Hall Update:** Cllr Ward provided an update on continuing works and activities to support the Village Hall, including activities planned for Children's Christmas celebrations of 16<sup>th</sup> December.

**Noted** with thanks.

**3.6 Proposal** for utilising the precepted funds for 'Youth Welfare' to support children's Christmas activities. It was resolved to commit £200.00. **Resolved. Action Clerk** to transfer funds to Village Hall Account.

**3.4 CCTV Update:** A date for commencement of works expected within the next 7 days. **Noted.**

**3.5 Remembrance Day Arrangements:** Service of remembrance to take place in St Nicholas Church at 10.00am on Sunday 12<sup>th</sup> November, followed by 2 minutes silence, dedication and wreath laying in the Church Grounds 10.55 -11.10am. Refreshments available afterwards in the Church. All welcome.

It was resolved to purchase a D-Day Flag for the commemoration of the 80<sup>th</sup> anniversary in 2024.

#### 4. Correspondence

4.1 Letter from ERYC enc. poster of financial help for households. **Noted.**

4.2 Email from ERNLLCA & NALC informing councils of the Jo Cox Civility Commission. **Noted**

4.3 Email from [AJ] regarding a public footpath which required reinstating following ploughing. **Noted.**

4.4 Email from [EM] regarding trees on Cooks Gardens. **Referred to Ward Councillors.**

4.5 Email from ERYC advertising 2 vacancies on the Standards Committee. **Noted.**

#### 5. Accounts

### Accounts received in August for Payment in September 2023

<b>01 Staff Costs</b>			<b>Total:</b>	<b>£967.17</b>
86	Tax	Tax & NI	HMRC	£0.00
111	Salaries	Salary	(Clerk)	£909.16
112	Pension	NEST Pension	NEST	£26.87
112	Pension	NEST Pension	NEST	£20.15
	Payroll		360 Chartered	
105	Administration	Payroll	Accountants	£10.99
86	NI	Tax & NI	HMRC	£0.00
86	NI	Tax & NI	HMRC	£0.00
<b>02 Maintenance</b>			<b>Total:</b>	<b>£1,710.90</b>
103	Street Maintenance	Litter Picker	Brook Street Ltd	£142.38
108	Street Maintenance	Litter Picker	Brook Street Ltd	£142.38
109	Street Maintenance	Litter Picker	Brook Street Ltd	£142.38
110	Street Maintenance	Litter Picker	Brook Street Ltd	£284.76
	Garden			
106	Maintenance	Grounds Maintenance	HAPS	£72.00
	Garden			
107	Maintenance	Grounds Maintenance	HAPS	£877.00
	Bus Shelters	Bus Shelter	Pat Feeney (Feeney	
114	Bus Shelters	Maintenance	Clean)	£50.00
<b>05 Office Costs</b>			<b>Total:</b>	<b>£75.44</b>
113	Phone & Internet	Internet & Telephone	BT Business	£75.44
<b>07 Other</b>			<b>Total:</b>	<b>£8.00</b>
115	Bank Charges	Bank Charges	HSBC	£8.00

<b>Total</b>	<b>2761.51</b>
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### Receipts

<b>KPC Reserve</b>			<b>Total:</b>	<b>£49.45</b>
21	£49.45	Bank Interest	HSBC	
<b>Keyingham Parish Council</b>			<b>Total:</b>	<b>£23,072.00</b>
20	£23,072.00	Precept Instalment	ERYC	

## Accounts received in September for Payment in October 2023

<b>01 Staff Costs</b>				<b>Total:</b>	<b>£967.17</b>
129	Tax	Tax & NI	HMRC		£0.00
125	Salaries	Salary	(Clerk)		£909.16
126	Pension	NEST Pension	NEST		£26.87
126	Pension	NEST Pension	NEST		£20.15
118	Payroll Administration	Payroll	360 Chartered Accountants		£10.99
129	NI	Tax & NI	HMRC		£0.00
<b>02 Maintenance</b>				<b>Total:</b>	<b>£1,390.14</b>
122	Street Maintenance	Litter Picker	Brook Street Ltd		£142.38
123	Street Maintenance	Litter Picker	Brook Street Ltd		£142.38
124	Street Maintenance	Litter Picker	Brook Street Ltd		£142.38
119	Garden Maintenance	Grounds Maintenance	HAPS		£36.00
120	Garden Maintenance	Grounds Maintenance	HAPS		£877.00
128	Bus Shelters	Bus Shelter Maintenance	Pat Feeney (Feeney Clean)		£50.00
<b>05 Office Costs</b>				<b>Total:</b>	<b>£16.95</b>
116	Printing	Reimburse Printer Ink	Amazon EU UK Branch		£16.95
<b>06 Public Information</b>				<b>Total:</b>	<b>£148.40</b>
121	Newsletter	Printing	Kall Kwik		£148.40
<b>03 Compliance</b>				<b>Total:</b>	<b>£378.00</b>
117	Audit	Audit Accounts	PKF Littlejohn		£378.00
<b>Total</b>				<b>Total</b>	<b>£2,900.66</b>

**5.1 Bank Reconciliation:** August & September. Approved and Signed by Chair.

**5.2 AGAR Update** – External Audit in progress **Noted.**

**5.3 Future Expenditure:** Remembrance Wreath £30.00. **Resolved.** Christmas Wreath for the Cemetery. **Resolved.**

## 6. Planning Matters and Developments

No new planning matters to consider.

## 7. Reports from Representatives:

- (a) Playing Fields: Grille in drainage channel on south-east boundary of Saltaugh Road Amenity area requires clearing. **Action Cllr Lawton.**
- (b) Allotments: Councillors discussed ownership of ditch running alongside allotments. **Action Clerk to contact ERYC.**
- (c) War Memorial: Planting to be refreshed for Remembrance Day. **Action Cllr Lawton.**
- (d) Boyes Lane Recreation Ground: **Reminder: Trustees Meeting 7<sup>th</sup> November 7.00pm.**
- (e) Churchyard: *No new matters to report.*
- (f) Cemetery: Electrical supply traversing burial ground. Councillors discussed legal agreement between the previous landowner, prior to the purchase of the land for burials, and the Electricity supplier. It was noted that the agreement had not been updated to reflect the change of ownership. Councillors requested that the agreement be referred to Andrew Jackson Solicitors for further advice. **Action Clerk.**
- (g) Streets & Verges:
- (i) Councillors noted that the roadside gullies, covered by grilles in the main street were blocked and were causing concern as a potential flood risk. **Action Cllr Hoggard.**
  - (ii) Overgrown hedges were noted in various locations. Letters to be send to householders, Councillors to confirm addresses and locations to Clerk.
  - (iii) It was reported that a hydrant sign had been knocked down on Owst Rd. **Noted**
  - (iv) Councillors noted that the role of Crossing Attendant was currently vacant. It was resolved to contact the School to discuss. **Action Clerk.**
- (h) Village Plan:
- Emergency Access to Amenity Areas: *see item (a)*
- Blue Plaque Scheme: to be continued by new members of Village Plan Group, with support from the Parish Council. **Resolved.**
- Forward Deliveries: Cllr Beardow to join the deliveries rota. **Noted with Thanks.**

## 8. Councillors Forum: information/future business & Chair's Update:

Council members joined in sending sincere condolences to former Councillor Len Haxby and family following the loss of his wife Rosalie, former headteacher of Keyingham School, Marritt Ombler Trustee and member of the Village Plan Group. A great supporter of the village of Keyingham in many ways, Rosalie will be sadly missed.

### Priority Items for the next Agenda:

8.1 Setting of the Parish Precept 2024/25

Date and time of next meeting: **21<sup>st</sup> November 2023**

*Please notify the Clerk of items for the agenda by 5.00pm Tuesday 14<sup>th</sup> November 2023.*