

## GOODMANHAM PARISH COUNCIL

### Minutes of the Parish Council Meeting held on 2<sup>nd</sup> November 2022 at The Fiddle Drill, Manor Farm, Goodmanham

Attendance: Liz Stephenson (Chair), Richard Cooper, Fran Preston, Christine Sawyer, Sarah Gillard, Chris Buswell, Anita Greener, Mary Rook  
Jeremy Sherlock (Parish Clerk); 1 member of the public

61. Apologies, Dispensations and Declarations

Apologies: ERYC Cllrs Rudd and Hammond

Cllr Stephenson declared an interest in item 75 (22/0994/PLF).

62. Public Session

None.

63. Minutes of the Meetings held on 7<sup>th</sup> September 2022

**Resolved that the minutes of the meeting of 7<sup>th</sup> September 2022 be approved**

64. Matters arising - none

65. Highways – it had been expected that it would have been possible to carry out a consultation on the highway measures suggested by ERYC and agreed at the last meeting. The Clerk advised that he had received a response from ERYC advising that they did not currently have the capacity to prepare the drawing of the line markings, but that they may be able to do this next financial year. ERYC suggested that the Council could pay for the drawing which may speed up the process.

The Parish Council agreed that the Clerk should advise ERYC that it is very disappointed with this response, particularly as the Council has waited some years for action, and the measures were proposed at a meeting with ERYC. The costs are unclear, and clarification is needed about whether ERYC would implement a scheme. The Clerk was asked to submit a complaint.

There was a discussion about yellow lines. It is likely that other schemes in East Riding would be seen as a higher priority, and it may not receive approval as there is no accident record.

The Clerk was asked to enquire whether planting boxes could be put in opposite the Church wall as this would create a similar effect.

66. Review of Windfall Proposals – at the Parish Council meeting on 23<sup>rd</sup> June 2021 a series of options were considered for the use of the £10,000 “windfall” funds. The Clerk circulated a report which showed that good progress had been made on issues that were seen as higher priority. A revised budget elsewhere shows a Project reserve balance of £3,326, though there is a commitment to use £1,785 of this to mitigate future precept increases. This leaves a balance of £1,541.

The balance of funding is relatively small, but can be used to progress further projects and activities. It was agreed to develop a scheme for improvements to the land at the end of Red Lane including a new bench with a plaque to commemorate the Queen. The Clerk will check the need to consents and costs etc and report back to the next meeting.

ERYC have asked for Project ideas for the Rural England Prosperity Fund. They have an allocation of £1,801,827 for project that support Rural Businesses or Community Infrastructure. It was agreed to submit the Car Park surfacing as a project idea.

67. Green Waste Sacks – large reusable garden waste sacks used to be provided by ERYC, but these are no longer available. It had been proposed that the Parish Council should provide a supply. The Clerk was asked to find out the price for an initial stock of 25 and report back to the next meeting.

68. Litter Bin, Hudson Way/ Wolds Way – the Clerk had contacted ERYC about the provision of an additional litter bin. ERYC advised that they had not identified a significant litter issue in this area so

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did not wish to have a bin in this area as there are limits to their collection capacity. It was noted that bin provision in this area would require evidence of a significant issue.

69. Car Park – the resident space reservation appears to be largely effective at the moment. The Clerk advised that he had been contacted by a resident in London Terrace enquiring whether they could have a reserved space as they have no off-street parking.

It was agreed to have a working party to manage the shrubbery in the car park. The Clerk had advised that he had asked the tree surgeon to reinspect the trees.

**Resolved that 3 further resident spaces be allocated for London Terrace**

70. Community Energy - at the Parish Council meeting on 2<sup>nd</sup> March 2022 it was suggested that the Council could consider whether there is potential for local renewables initiatives as there is reliance on oil and lpg. This is increasingly relevant with the rise in energy prices. The Clerk had contacted ERYC for advice and information, and circulated a report.

These initiatives are generally referred to as “Community Energy”. This can cover a range of initiatives which have been defined as five distinct areas of low carbon activities - electricity generation, energy storage, energy efficiency, heat generation and low carbon transport.

The following issues were considered:

- What is realistic for Goodmanham? Community Energy covers a wide variety of activities?
- Who should develop a scheme? – on its own the Parish Council does not have the resources to develop and manage what would be a fairly complex project, but could support and facilitate.
- Project extent? – some initiatives would be more sensibly developed and managed over a larger area. ERYC appear to offer facilitation rather than coordination.

It was agreed not to progress further action on this at this time.

71. ERYC CCTV Grant Funding – the Clerk advised that ERYC had grant funding available for CCTV. To date no CCTV proposal has been put forward. To justify a scheme the Council would need to have an identified need and deal with legal and data protection issues. There was not felt to be justification for a proposal at this point, and some scepticism was expressed about its effectiveness.
72. Data Protection – the Clerk had circulated a report. The Council has considered the principles of the General Data Protection Regulations (GDPR) in the past, however some key documentation is not in place. This report considers these documents and their implication on Council activity. Failure to comply with GDPR can result in substantial fines from the Information Commissioners Office (ICO). However, it is reasonable to assume that small Parish Councils will not be the main focus of their attention.

The following documents have been prepared:

- Information and Data Protection Policy
- Privacy Notice
- Document Retention Policy
- List of Documents for Retention and Disposal

The main principle of GDPR is that data should only be held if this is legal (for the PC this is mainly “Public Interest” i.e. necessary for the performance of tasks), it should not be passed unnecessarily to third parties and should be disposed of where appropriate. This applies to Councillors as well as the Clerk and Council records. To fully adhere to the regulations the Clerk will need to do some work to destroy some old records. As email records are held on the Council computer, it should be good practice for Councillors to delete/ destroy Council emails on a regular basis. Care should be taken when forwarding emails to multiple people if they include personal information.

**Resolved that the Council adopt the following GDPR Policies and that these be posted on the website:**

- a. **Information and Data Protection Policy**
- b. **Privacy Notice**
- c. **Document Retention Policy**
- d. **List of Documents for Retention and Disposal**

73. Civility and Respect Pledge – NALC and SLCC are encouraging Councils to sign up to a new pledge which has been developed by a joint group. It aims to encourage good standards in Councils. There was some discussion about Councillor training. It was agreed that the Clerk would offer in house sessions in the future.

**Resolved that the Council sign up to the Civility and Respect Pledge**

74. Proposed Meeting Schedule 2023-24

**Resolved that the following meeting schedule be approved: 17.5.23 (Annual Meeting); 5.7.23; 6.9.23; 1.11.23; 3.1.24 (Precept Meeting); 6.3.24;**

75. Planning

**Proposed Submission East Riding Local Plan Update** – this has only recently been circulated, but needs a response by 5<sup>th</sup> December. It was agreed that the Clerk should prepare and circulate a report and submit comments in consultation with Councillors.

**Resolved that the Clerk submit any needed comments by the deadline following consultation with Councillors**

Applications for **consideration**

Cllr Stephenson left the Chair and did not participate in the debate. Cllr Gillard in the Chair.

22/02994/PLF - Erection of a two-storey extension to rear following part demolition of existing rear dwelling at Manor Farm, Main Street (a “no objection” has been submitted by the Clerk under delegated powers)

**Resolved that then Clerk’s submission be endorsed**

Cllr Stephenson returned to the Chair

Applications **approved** by ERYC

None

76. Finance

- a. Clerk’s Finance Report - The current balance is £6,194.62. A copy of the accounts and reconciliation had been circulated.

A proposed revised Budget for 2022-23 was circulated. The changes allow for the 2022-23 pay award which is slightly higher than the budget (this has not yet been finalised), and the approved car park drainage.

	<b>Approved Budget 2022-23</b>	<b>May revised Budget 2022-23</b>	<b>July revised Budget 2022-23</b>	<b>November revised Budget 2022-23</b>
<b>BUDGET 2022-23</b>				
<b>General Funds</b>				
Carry forward	£5,200	£5,489	£5,489	£5,489
Precept	£4,100	£4,100	£4,100	£4,100
VAT Recovery	£300	£300	£300	£250
Interest	£35	£35	£18	£40

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Grant		£500	£500	£500
Contribution			£100	£100
<b>General Funds Total</b>	<b>£9,635</b>	<b>£10,424</b>	<b>£10,507</b>	<b>£10,479</b>
<b>Budget Head</b>				
Revenue Reserve	£1,000	£1,000	£1,000	£1,000
Staffing	£2,650	£2,650	£2,350	£2,412
Maintenance	£750	£750	£750	£750
Administration	£900	£900	£1,200	£1,200
Insurance	£350	£350	£350	£337
Projects	£500	£500	£1,284	£1,454
Project Reserve	£3,485	£4,274	£3,573	£3,326
	<b>£9,635</b>	<b>£10,424</b>	<b>£10,507</b>	<b>£10,479</b>

**Resolved that**

1. The Financial Situation be noted
2. The revised budget be approved

## b. Payments

S P Stephenson	Room Hire	£120.00
MGS Beverley	Weed spraying	£96.00
Computercare	Laptop Battery	£67.00
J Sherlock (Easily)	Domain name renewal (2 years)	£20.00
J Sherlock	Salary	£147.21
HMRC	PAYE	£36.60
J Sherlock	Home working expenses	£26.00

## c. Income

TSB	Interest	£3.52
TSB	Interest	£3.32

**77. Councillors Reports**

Cllr Cooper advised that a tree branch had fallen off opposite the car park. It was agreed to write to the property owner raising concerns about the safety of the trees.

Cllr Greener asked about the Christmas Tree and a Christmas Newsletter. The Clerk advised that there was budget provision for a tree, and that he would draft a newsletter and circulate for comments/ contributions.

Cllr Sawyer asked that concerns be raised with ERYC about grass cutting at the top end of the village. The Clerk agreed to contact them.

**78. Clerks Report (for information) - none****79. Agenda Items for Next Meeting – Budget and Precept****80. Date and time of next meeting –Wednesday 4<sup>th</sup> January 2023 at 7:00pm at the Fiddle Drill, Main Street, Goodmanham**

..... Signature of Chair