

GOODMANHAM PARISH COUNCIL

Minutes of the Annual Meeting held on 17th May 2023 at The Fiddle Drill, Manor Farm, Goodmanham

Attendance: Cllrs Liz Stephenson, Christine Sawyer, Chris Buswell, Fran Preston
Parish Clerk Jeremy Sherlock

Cllr Stephenson in the Chair

1. Appointment of Chair and Declaration of Acceptance of Office – Cllr Stephenson was nominated and seconded.

Resolved that Cllr Liz Stephenson be elected as Chair

Cllr Stephenson signed the declaration.

2. Appointment of vice Chair and Declaration of Acceptance of Office – it was agreed to defer this to the next meeting
3. Welcome to new Councillors and signing of the Declaration – the Chair welcomed the new Council. The Councillors in attendance signed the declaration. The retiring Councillors, Sarah Gillard, Richard Cooper and John Stephenson were thanked for their contributions.
4. Apologies, Dispensations and Declarations

Apologies; Cllrs Mary Rook and Anita Greener - ERYC Leo Hammond

5. Public Session

None

6. Minutes of the Last Meeting held on 1st March 2023

Resolved that the minutes of the meeting of 1st March 2023 be approved

7. Matters Arising - None
8. Co-option – one Expression of Interest has been received for the Councillor vacancies.

Resolved that

1. **Tony Warnock-Smith be co-opted to the Council**
2. **The 2 remaining vacancies be readvertised using the previously agreed process.**

9. General Power of Competence – the Council is eligible to continue its use of the General Power of Competence as it is elected, and has a qualified Clerk. This provides an overall power for actions of the Parish Council without the need to rely of a wide variety of other legislation. Once adopted the use of this power would last until the next full Election when it would need to be reviewed.

Resolved that the Council use the General Power of Competence until the next full Election

10. Code of Conduct, Standing Orders and Financial Regulations – no amendments have been proposed by NALC.

Resolved that the Code of Conduct, Standing Orders and Financial Regulations be readopted

11. Bank Signatories with TSB

Resolved that the Parish Clerk, and Cllrs Stephenson, Sawyer and Buswell be appointed as Bank Signatories

12. Asset Register – an updated Register had been circulated which included the new bench

Resolved that the revised Asset Register be approved

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Chair's initials

13. ERNLLCA representative

It was felt that there was no need to nominate a representative as the Council will still be able to access information and support when needed.

14. Annual Return 2022-23 – the Annual Return has been completed by the Clerk, but the Internal Audit report has not yet been received. As the Council has an income and expenditure of less than £25K there is no longer a requirement for an External Audit, but the Council needs to certify this exemption. The Council must consider the Governance Statement before considering the Accounting Statements. The Risk assessment was most recently updated in June 2022. Total income in 2022-23 was £5,183 and expenditure was £5,894. Expenditure other than grant usage on projects was £4,588.65, and core income was £4,405.17 meaning that £183.48 of core costs were funded through the windfall grant. Carry forward is £4,556 which is close to the forecast (£4,230) when this year's precept was set. A budget review is included elsewhere on this agenda.

The Internal Auditor that the Council has used for a number of years passed away last year. He used to be based in East Yorkshire but moved to Northern Ireland to work for Community Accountancy Services. One of his colleagues has picked up the work, but this has resulted in a delay. The Clerk advised that it was sensible to approve the return, subject to any comments by the Internal Auditor.

Resolved that, subject to no adverse comments from the Internal Auditor, for the 2022-23 Annual Return:

1. **The Exemption Certificate is signed by the Chair and Clerk**
 2. **The Annual Governance Statement be approved and the Chair and Clerk be authorised to sign**
 3. **The Accounting Statements be approved and the Chair and Clerk be authorised to sign.**
 4. **The appointment of an Internal Auditor for 2023-24 be considered at a future meeting.**
15. Car Park - following the request from ERYC to enforce the lease conditions relating to trailer storage there was contact/ correspondence with the owners. The trailers have now been removed. A camper van is now parked on a permanent basis. The owner has been contacted but is unwilling to remove it. In addition it was believed someone had been sleeping in a car, though full details hasd not been received. It was agreed to consult ERYC regarding the relevant lease clause before considering next steps. It was preferred to try to deal with issues informally to avoid what could be significant legal costs.

To prevent future issues regarding large vehicles the Council could consider the installation of a height barrier. Online prices would indicate that this would cost in excess of £1,000. It was felt that this would be too industrial in appearance and would obstruct maintenance vehicles.

Current signage is shown in the photographs. The main sign does not include all the lease conditions. The Clerk had received a quote for over £500 to replace the sign. The Clerk was asked to find out the cost of an amendment. The "free parking....." on the lamppost arguably duplicated the "P" sign. Its removal would reduce clutter.

The Council had submitted an initial Expression of Interest for a Communities and Place investment priority grant for the surfacing of the Car Park. Notification was received that this fund was open for applications, but with a deadline of 14th May. There is a requirement for a minimum of a 20% contribution which would be in excess of £10,000. In addition the Council does not have a project that would be credible for submission. Following consultation with Councillors the Clerk did not submit a full application.

Resolved that:

1. **ERYC be consulted regarding the lease clauses before further action is taken regarding the Car Park**

2. No action be taken regarding barriers

3. The action of the Clerk regarding the Communities and Place investment priority grant be endorsed

16. Highways – the Clerk advised that ERYC still do not have the capacity to progress the issues agreed in principle at the meeting last year. It was agreed to discuss this further with Cllr Hammond.
17. Coronation Big Lunch – the event proved successful with around 150 people (mainly from the village) in attendance at some point during the day. The Clerk advised that there was a balance from the fund raising that will be held for future events.
18. Land at end of Red Lane – the QEII bench has been erected by volunteers, and the existing bench repaired. Councillors thanked the volunteers for their work. Market Weighton Town Council have agreed to assist with the maintenance of the adjacent land, and a meeting will be held to discuss this further.
19. Councillor Training – it was agreed that Clerk led training would be arranged once the outstanding vacancies have been filled.
20. ERYC Village Walkabout – this has been arranged for Tuesday 6th June. It was agreed that the Clerk, and Cllrs Stephenson and Preston would attend. The Councillor will circulate an issues schedule prior to the meeting.
21. Defibrillator Monitoring – Sarah Gillard has offered to continue monitoring the Defibrillator. Councillors expressed their thanks for this continued support.
22. Planning

22/04061/PLF | Conversion and alterations to existing redundant buildings to form 2 dwellings, 2 holiday cottages and 1 residential annexe to existing farmhouse | 1 Brook Farm – this application is due to be considered by Western Area Planning Sub-Committee on 15th June. It was agreed that Cllrs Rook and Sawyer would attend on behalf of the Council.

Applications **approved** by ERYC

22/03137/PLB - Installation of replacement windows on west elevation (retrospective application) at All Hallows Cottage, Main Street

22/01990/STPLFE - Construction of sub-surface cable route from Drax Power Station to Fraisthorpe Coastline with associated accesses and temporary construction compounds in association with the Scotland to England Green Link - Cross Country Cable Route from Drax Power Station to Fraisthorpe Coastline, Bridlington Road, Fraisthorpe, East Riding Of Yorkshire

23/00441/TCA | GOODMANHAM CONSERVATION AREA 4 no. possible Leylandii Trees crown reduce by 50% to avoid potential damage in high winds to car and property, (trees are on side of shared drive) | Hawthorns, Goodmanham Road

23/00442/PLF - Erection of two storey extension to front with extended roof line to form first floor balcony and porch, erection of two storey extension to rear, erection of new retaining wall, raised garden access and new patio area to rear and side following demolition of existing workshop at Springfield, Goodmanham Road

23/00410/PLF - Construction of dormer to rear facing roof slope, 3 enlarged dormers to side facing roof, erection of detached car port/store building to side/rear of dwelling and a garden room to rear of garden at Highfield Main Street

23. Finance

- a. Financial Situation - The current balance is £7,439.05. The Precept and Coronation Grant have been received. A copy of the accounts and reconciliation has been circulated.

A revised budget has been prepared, which includes the actual carry forward, and the grant/fundraising income. It also includes the car park drainage works that were budgeted last year, but carried out at the start of this year.

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BUDGET 2023-24	Outurn 2022-23	Approved Budget 2023-24	Proposed Budget 2023-24
General Funds			
Carry forward	£5,489	£4,230	£4,556
Precept	£4,100	£4,200	£4,200
VAT Recovery	£272	£300	£300
Interest	£34	£40	£40
Grant	£500		£500
Donations	£100		
Contribution	£180		£260
General Funds Total	£10,675	£8,770	£9,856
Budget Head			
Revenue Reserve	£1,000	£1,050	£1,050
Staffing	£2,403	£2,533	£2,533
Maintenance	£743	£950	£950
Administration	£1,106	£1,250	£1,250
Insurance	£337	£360	£360
Events			£840
Projects	£1,529	£0	£504
Project Reserve	£3,557	£2,627	£2,369
	£10,675	£8,770	£9,856

An updated regular payments schedule was circulated.

Payee	Purpose	Frequency	Most recent payment
J Sherlock	Salary	Monthly	£183.78
HMRC	Tax	Monthly	£39.40
Fiddle Drill	Room Hire	At least quarterly	£120.00
SLCC	Subscription	Annually	£73.00
ERNLLCA	Subscription	Annually	£301.50
All Hallows PCC	Grass cutting	Annually	£300.00
Zurich Municipal	Insurance	Annually	£336.71
Parish Online	Mapping	Annually	£43.20
Information Commissioner	Registration	Annually (Direct Debit)	£35.00
Community Accountancy	Internal Audit	Annually	£85.00
MGS Beverley Ltd	Weed Killing	Twice a year	£92.46
Easily	Domain name	Bi-Annually	£20.00
Bullguard	Internet Security	Annually	£49.99

Resolved that

- 1. The Financial Situation be noted**
- 2. The revised budget be approved**
- 3. The regular payments schedule be approved**

b. Payments

J Sherlock	Salary	£157.78
HMRC	PAYE	£39.40
J Sherlock	Home working expenses	£26.00
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J Sherlock	Home working expenses	£26.00
Parochial Church Council	Grass Cutting	£300.00
ERNLLCA	Membership	£301.50
M A Reed	Car Park Drainage	£504.00
Post Office (JS)	Postage and Stamps	£7.70
Amazon (JS)	Coronation bunting and chocolates	£38.97
Amazon (JS)	Projector, Screen, Mount, Cables	£609.26
MGS Beverley	Weed Control	£92.46
J Sherlock	Salary	£157.78
HMRC	PAYE	£39.40
J Sherlock	Home working expenses	£26.00

c. Income

HMRC	VAT refund	£271.60
TSB	Interest	£2.30
Event fundraising	Events	£260.00
ERYC	Coronation grant	£500.00
ERYC	Precept	£4,200.00

24. Councillors Reports – concern was raised about some areas of grass cutting being missed by ERYC. It was agreed to raise this during the village walkabout.

The Clerk was asked to contact the Police requesting village visits relating to poor parking during busy times.

25. Clerks Report (for information) – the Clerk had been advised that the Police have visited the village regarding misuse of an electric scooter.
26. Agenda Items for Next Meeting – Co-option, Car Park, Highweays
27. Date and time of next meeting –Wednesday 7th July 2023 at 7:00pm at the Fiddle Drill, Main Street, Goodmanham

..... Signature of Chair

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Chair's initials