

HUGGATE PARISH COUNCIL

Minutes of a Council Meeting held on
Tuesday 16th April 2019 at 7pm at JuliArnos Meeting Room

In Attendance

Jenni Shields – Chair
Jill Cusson Adams
Barbara Lambert
George Fuller

Abby Popely –Clerk

1. Apologies for absence were accepted from Jane Leaver – work commitments, Claire Myers – Holiday, Phil Duggleby – work commitments.
2. The minutes of the parish council meeting held on 19th March 2019 were approved and signed.
3. No declarations of interest in respect of any agenda item were declared.
4. There were no matters arising.
5. Abby went through last meeting's actions. Bank account address has yet to be changed (Abby will do this with Jenni); road closure signs which have yet to be purchased, Abby has investigated to check that these can be displayed but hasn't had any response from ERYC.
6. Finance
 - a. Agreed a payment of £182.13 clerk's hours in March (Abby)
 - b. Agreed a payment of £368.73 back for recalculated hourly rate plus holiday entitlement upon leaving (Emma)
 - c. Agreed a donation to the Huggate News for £130 (2018 – 2019 production costs)
7. Although no planning emails have been received, an application on the ERYC portal was discussed and a response agreed. After investigation ERYC confirmed that, due to the nature of the notification, the parish council wouldn't be consulted with, instead ERYC are checking current legislation to see if it falls under permitted development. If planning permission is required then it will go to consultation for which an email will be sent to the Clerk and HPC can respond.
8. A notice will be displayed regarding the 6 councillors who've been nominated (uncontested). Letters have been received from ERYC confirming their nomination. A chair and vice chair will be elected at the beginning of May's meeting. George confirmed his apologies for the next meeting but stated that he wished to nominate Jill in advance for the position of Chair.

Notices of pecuniary and non-pecuniary interest were distributed and it was requested that each councillor complete and return their forms to the next meeting for Abby to submit to ERYC.

It was suggested that for future parishioners who wished to be on HPC a brief letter stating why they want to be on the Council will be requested. This was agreed by all.
9. Emergency community plan – the purchase of road closure signs are still being investigated. Barbara offered to take responsibility for the plan and areas of responsibility will be allocated before next winter.
10. Future events – following the popularity and success of last quiz, another date has been proposed of 14th June; Annual Village Meeting will be held on 30 April 7pm in the Church.
11. Abby has done the accounts and VAT return and Jenni signed these off.
12. The accounts will be passed to the independent auditor who was agreed during March's meeting.

13. Next year's independent audit will be done by a lady in North Dalton who has relevant parish council accounts experience who Jenni was made aware of. Abby will contact her next March.
14. Governance Documents – Jill will read and review these, the asset register was discussed and the new noticeboard will be added. It was felt that depreciation should be taken into account when allocating values.
15. Humberside Police Parish / Town news release – Jenni highlighted some of the findings: burglaries have increased by 28% from 68 to 81. Jenni will discuss this at the village meeting and ask parishioners if they wish for this to be displayed in the noticeboard.
16. East Riding and Hull Joint Mineral Local Plan – Jenni has viewed this at Hull Guild Hall and summarised the modifications to Councillors. She suggested that the modifications haven't addressed both quarries, therefore will submit a representation which everyone agreed with.
17. All agreed that Abby should attend the new clerk event in Durham in July run by SLCC at a cost of £12 plus travelling expenses.
18. All agreed that a new laptop case should be purchased, Abby will source a good value yet good quality case up to the value of £30 including delivery.
19. Discussed purchasing something to go on the green at Christmas, which would require a battery as there is no power source. All agreed that Claire and her partner display a lovely tree every year which is very welcoming to anyone coming into the village so it was agreed that some sort of alternative will be considered for the green and will be discussed at the next meeting.
20. Dog Fouling – the grass cutters expressed concern regarding the amount of dog fouling on the village's grass, enough for them to consider not cutting this in the future. All councillors agreed that they should take some sort of action to attempt to improve the current situation. Agreed that templates and paint will be purchased to deter dog fouling as there aren't any posts for notices to be displayed. It was agreed that a letter would be distributed to all residents notifying them of the seriousness of this, (it was of course accepted that parishioners might not be responsible, however a mail drop was felt to be an appropriate course of action) and that something would be also published on the village website and the Huggate news would be asked to include something. A letter and other communication will be agreed at May's meeting.
21. The Green and the tyres – Jenni praised the flowers that Barbara had planted and tended to. George will repaint the tyres. Responsibility for each of the tyre's flowers will be re-allocated at the next meeting. All agreed that the green was fine as it is.
22. Mail received
 - a) Residents only parking feedback received via website – agreed a response that Abby will email.
 - b) Jenni shared details of Town and Parish Council meetings to be held by ERYC. Abby will send apologies on behalf of councillors.
 - c) Huggate News – This will be discussed in detail at the next meeting.

23. Items for next Agenda

Elect Chair and Vice Chair
 Sign off minutes of Annual Village meeting
 Allocate specific responsibilities to each Councillor to share workload more evenly
 Confirm date of next pub quiz – 14th June
 Governance documents and asset register to be completed and signed off
 Purchasing something for the village green at Christmas
 Dog fouling – agree content of letter
 Re-allocate responsibility for planning flowers and shrubs in the village tyres.
 Huggate News – future funding.

Clerk – Abby Popely