



FRIDAYTHORPE PARISH COUNCIL

The highest Village on the Yorkshire Wolds



MINUTES

**Minutes of the Ordinary Meeting of Fridaythorpe Parish Council
Monday 1st February 2016, 7pm
ABN Offices, Fridaythorpe**

Present: Cllr Brendan O-Donnell (BOD) (VC), Cllr Ken Falkingham (KF), Cllr Sue Halfpenny (SH), Cllr Glynis Rees (GR), Cllr Sam Dunwell (SD), Cllr Kerry Noakes (KN), Cllr Daniel Scullane (DS) (part mtg)

In Attendance: Laura Waites (LW) (Clerk)
Alison Spencer (Resident), Tom Hemesley (Resident)

Apologies: Cllr Andy Burton (AB) (Ward Councillor)

Minute	Detail	Action
1602.01	<p><u>Welcome and Apologies</u></p> <p>BOD welcomed all to the meeting and took the chair. Apologies were reported from Cllr DS (part meeting) and Cllr AB.</p> <p>BOD welcomed Kerry Noakes to the meeting; she had expressed an interest in being co-opted onto the parish council. It was proposed by BOD and seconded by GR that KN be co-opted onto the parish council. It was agreed that KN be appointed as a co-opted councillor.</p>	
1602.02	<p><u>Open Forum for residents</u></p> <p>Two residents attended for the Open Forum item.</p> <p>Alison Spencer raised an issue with dog mess and asked if a notice could be put up. It was noted that there is some East Riding of Yorkshire Council literature that can be used and the council's dog warden service can also be used to report any issues. It was agreed that this would be followed up if appropriate.</p> <p>Alison Spencer raised the noticeboard keys which had been kept in a box on her gate for ease of access to local groups for the installation of notices, for example the ramblers group; the keys were now with SH. It was agreed that SH would put up any notices on behalf of local groups.</p> <p>Alison Spencer outlined current arrangements for the sound alarm for the defibrillator which is connected to her house as the unit is situated just outside on the wall. Councillors discussed the arrangements. It was agreed that the current arrangements would be used for the time being.</p> <p>The residents in attendance stayed to observe the rest of the meeting.</p>	SH
1602.03	<p><u>Declarations of interest</u></p> <p>BOD gave a reminder to councillors of the need to declare any interests in items on the agenda. None declared.</p>	
1602.04	<p><u>Minutes of the last meeting</u></p>	

	<p>The minutes of the meeting held in December 2015 were reviewed. A hard copy including comments received from SH that morning was circulated. It was agreed that the minutes be approved at the next meeting.</p> <p>The action plan arising from the last meeting was reviewed and the following progress / actions noted:</p> <ol style="list-style-type: none"> 1. Design an action table to record meeting actions for ease of review in future – this was completed 2. Equalities policy - BOD said there wasn't an equality policy but James Strachan would be asked as it may be in the council papers that he still has in his possession 3. Training - To be investigated further – there is no central list of those who have received defibrillator training; BOD has copies of the surveys from Alison Spencer. BOD is to check the surveys and contact people to see if they had training. A list will be completed by the end of February. 4. Payment to Seaways café / AS for electricity for defibrillator – checked and payment to be made before financial year end 5. Pond planting - LW confirmed that as reported at a previous meeting, the remainder of local grant c.£100 from the East Riding of Yorkshire Council had been carried forward into 2016 to allow further pond planting and maintenance to be done. 6. Pavements - SH has done a walkabout regarding the state of the pavements in Fridaythorpe and reported that she has requested that the East Riding of Yorkshire Council streetscene visit be brought forward to be carried out in April 2016. A major works representative will also be attending the visit as well. 7. Shelter - LW reported that the issues concerning the shelter had been reported by email to Gordon Scaife at the council but no feedback on progress had been received. Shelter lights not working was also mentioned. Due to the ongoing nature of the issues with the shelter, it was agreed that a letter be sent to Gordon Scaife and copied to Cllr Andy Burton. <p>DS joined the meeting at this point. BOD carried on in the chair.</p> <ol style="list-style-type: none"> 8. Emergency plan - An update on the emergency plan is to be given at a future meeting by DS. 9. Twilight service - SH is to review the Twilight bus service and whether the donation from the parish council should be increased. LW is to send through the contact details. 10. LW is to give an update on the contents of the USB stick later on the agenda. 11. LW to get a date from JS for the handover of the archives and arrange for them to be given to a parish councillor. 12. Flagpole - was discussed. It was noted that flags had been purchased and were with Adrian Gibson. and he will need to be contacted regarding a decision about the flagpole. It was intended that the East Riding of 	<p>BOD</p> <p>DS</p> <p>LW</p> <p>DS</p> <p>SH/LW</p> <p>LW</p>
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	<p>Yorkshire flag and the Union Jack would be flown to mark certain occasions. Councillors discussed the arrangements and queried if they were still required. There was concern over the sustainability of arrangements; e.g. who ensures that the flagpole and flags remain tidy; who sorts out the raising of the flags on certain dates. Whether a non-councillor could do it. It was agreed that not to go ahead with the flagpole. KF/BOD to inform Adrian Gibson that the flagpole is not required to be made.</p> <p>13. DS is to get a quote for the maps</p> <p>14. The next newsletter is to go out in March and it was proposed that the press & communications committee will be responsible for this</p> <p>15. Social Media Policy - Circulated and noted</p> <p>16. Discussed the use of aerating plants instead of regular hosepipe filling of pond - KF</p> <p>17. Community garden – agenda item as required. Complete.</p> <p>18. Allotments - a committee is to be formed</p> <p>19. New residents’ information is to be produced. SH is looking at this and it was agreed that something will be put on the website.</p> <p>20. Planning consultation - LW reported on the new online consultation system. Registration details for the online planning portal are to be sent to councillors. LW has attended training, registered PC and members can register as individuals if they wish.</p> <p>21. BOD noted that he now has the Christmas decorations belonging to the parish council</p> <p>22. Noticeboards - There was a discussion about improvements to the noticeboards. It was agreed DS to replace the noticeboards as they are warped, rotten and the glass suffers from condensation despite being only a few years old. BOD wants the Pocklington walks information to be added. LW is to circulate details of any potential grant funding that could be used to update the noticeboards.</p> <p>23. Expenses Policy – noted amendments have been done</p> <p>24. Hard copy minutes circulated</p> <p>25. KF to be authorised as signatory on bank account – KF has the papers to send through.</p> <p>26. Ensure further dates, terms of reference or rules of guidance are considered at first meeting of each committee and approved at next full council meeting April 11th – ensure on agendas.</p> <p>27. Resident survey - BOD had the previous survey paperwork although not complete. Handed to SH.</p> <p>28. Transport - SH reported that the Fridaythorpe transport survey had been done. LW reported that Fimber and Wetwang Parish Councils were distributing their transport surveys later this month.</p> <p>29. DS to arrange noticeboard in shelter to display bus timetable (incl as payment once have invoice)</p>	<p>KF/BOD DS</p> <p>SH</p> <p>LW</p> <p>LW</p> <p>DS</p> <p>LW</p> <p>SD</p>
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	<p>30. LW reported the parish asset list, had been updated and circulated prior to the meeting. A number of assets had been identified with James McGregor and Alison Spencer and added to the assets list. There are a few more additions to make and the revised assets list will be circulated. SH questioned LW if she had had the asset register or if she had discovered it in the possession of Alison Spencer or John McGregor. (She did not hear the question). It was based on a previous version found on the USB file. SH asked Alison Spencer, as she was present, whether there was any FPC paperwork that she had not handed over and SH warned that it would be illegal for anyone to be keeping any possessions of the FPC. Alison was not aware of anything further apart from the records held by James Strachan. SH noted that records going back tens of years if not 100 years were known to be in existence. DS said that SH had been in touch with the ERYC archives service and that they have nothing appertaining to this parish council. Once the old records are handed over from James Strachan the parish council will send anything older than at least 10 years old to the ERYC archives for safe keeping. BOD ordered that this item now be closed and SH asked that it be minuted.</p> <p>31. Precept demand to ERYC for 2016/17 - LW confirmed that the precept confirmation has been received</p> <p>32. LW confirmed all outstanding payments have been made</p> <p>33. Licensing for Festive Fridaythorpe had been checked by LW and SH before the event</p> <p>34. LW advised that she had checked with the ERYC planning team and they were not able to confirm if there are any planning applications for new housing developments in the parish. There is nothing showing in the consultee box.</p> <p>It was agreed that the action plan template be updated with a column for the minutes reference and for comments to enable tracking.</p>	
1602.05	<p><u>Grievance policy</u> DS gave an update on the grievance policy. This was to be put in place for residents so that there was a process for putting a grievance in regarding the parish council. There was a discussion about the development of the policy and it was agreed that other parish websites be researched. The policy is to be reviewed by either the HR & Standards Committee or the Full Council, whichever meeting takes place first once the draft has been produced. DS will produce a draft for consideration.</p>	DS
1602.06	<p><u>Committees</u> DS referred to the pre circulated list of committees. The latest draft takes into account previous discussions and membership agreed at the last meeting. The arrangements are still draft and councillors were asked if they wished to make further amendments. It was agreed that the events committee be taken off.</p> <p>Press & Communications – SH is a member. SD and GR to be added. The committee will be responsible for the parish council newsletter. The next meeting needs to be held before the end of March. DS is to sort out the printing arrangements.</p>	



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	<p>The date of the first meeting was agreed as 22nd February.</p> <p>Finance – DS, KF and BOD are members and DS and BOD are authorised signatories for banking. KF is in process of becoming an authorised signatory for banking. The finance committee will need to ensure that audit arrangements are put in place.</p> <p>HR C&S – DS, SH, GR are members and will deal with contract, pay, conduct and behaviour.</p> <p>The Finance and HR committees are to be held on the same date. Following the postponement of the first meetings, the first meeting of each committee will be held on Tuesday 1 March 7pm finance; 8pm HR. (Post meeting note – the first meeting of HR is to be on 23 February and Finance now on 2 March)</p> <p>Allotments – tbd Youth services – tbd Remuneration – membership as for finance committee</p>	
1602.07	<p><u>Communications</u></p> <ul style="list-style-type: none"> a) Website b) Fridaythorpe Frontier c) Facebook <p>To be covered at the Press & Communications Committee</p>	
1602.08	<p><u>Transport Update</u></p> <p>SH reported that there was no update since the surveys had come back. East Riding of Yorkshire Council will be waiting for all parishes to complete their surveys. Most people who use the buses can't do much shopping as it is not long before the return journey is due.</p>	
1602.09	<p><u>Parish Assets</u></p> <p>LW referred to the previously circulated assets list. It was noted that the appreciation method was being used and whether depreciation should be used. This is to be reviewed for insurance purposes by the finance committee. There was a discussion regarding what was classed as an asset. It was agreed that all items purchased by the parish council would be included on the list along with the location of each asset.</p>	
1602.10	<p><u>Parish files</u></p> <p>There was a discussion regarding the parish files held electronically on a USB stick and LW gave examples of the type of records held. It was agreed that LW would liaise with BOD who would look at putting the electronic records onto google drive for access by all councillors.</p>	LW/BOD
1602.11	<p><u>Village facility proposals</u></p> <p>It was agreed that a report would be given at the next meeting.</p>	GR
1602.12	<p><u>Finance</u></p> <ul style="list-style-type: none"> a) Bank account update – DS reported that arrangements for DS and BOD as signatories were now complete and KF has the paperwork for his 	KF

	<p>authorisation to send to the bank. There was a discussion about moving bank accounts. This is to be followed up by the Finance Committee.</p> <p>b) Budget review - LW referred to previously circulated update on the budget and reported that the parish council budget was in a healthy position currently. However the levels of spend were based on previous grant income being available. The budget may need to be revised in future years if to remain sustainable if no further grant income should be available.</p> <p>c) Precept for 2016/17 – LW reported that the parish Council precept of £4500 had been confirmed.</p> <p>d) Payments outstanding – LW reported no payments were currently outstanding.</p> <p>It was agreed that the next finance committee would review the budget for 2015/16 and for 2016/17 and any payments to be made before the financial year end.</p>	
1602.13	<p><u>Festive Fridaythorpe</u> BOD gave a review of the event held in December 2015. Overall, there had been good feedback from residents on the event, and all agreed it had been well received - however councillors reported that some villagers had expressed concerns about food hygiene. The arrangements were discussed. It was reported the event was originally to be a parish council event with BOD being the only councillor on the committee and the council offering up to £500, less the ABN contribution. However SH and DS stepped in to finalise the arrangements due to BOD's last minute commitments. This also meant that it was not possible to discuss all the running arrangements at the parish council meeting prior to the event, including health and safety, alcohol issues, risk assessments, in accordance with the council insurance. SH organised the availability of the church should the event need to be held indoors at short notice. Alison Spencer and Gillian Snowden on the events committee decided to hold the event privately so that they would not need to comply with the restrictions placed by the council's insurers and also the council's reluctance to buy expensive thank you gifts for event volunteers. DS pointed out that litter pick volunteers received no gifts. Alison had asked ABN for full funding which they agreed to. Insurance and risk assessment arrangements were discussed if the event were to operate independently of the parish council in future. It was noted that a separate group could get its own insurance. It was agreed that the Festive Fridaythorpe event had been well managed in the past via a separate events group and that the parish council did not want to change the arrangements; all that is needed is assurance that the event is properly risk assessed. BOD to review how other parish councils run similar events.</p>	BOD
1602.14	<p><u>Local Grant Fund</u> KF is to put plants around the pond area in late May / early June.</p>	KF
1602.15	<p><u>ERNLLCA Membership</u> LW has circulated the membership details and councillors noted that they were using the site. It was agreed that the HR committee would include a consideration of training needs for councillors to help the operation of the parish council</p>	
1602.16	<p><u>Allotments & litter pick review</u></p>	



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	<p>Allotments - DS gave an update on the meeting with ABN. The cost of developing the land is likely to be expensive and maybe in the region of £40,000. There is a need to consider if there is still sufficient interest in the village regarding the allotments. There was not much interest following the recent newsletter. LW reported one enquiry. It was agreed that the list of those interested will be reviewed and the allotments committee will do a needs assessment before agreeing next steps.</p> <p>Litter picking events - There was a discussion of whether interest was waning and whether regular events should be replaced with a village clean up less frequently. It was noted that recent weather / wind had not helped. SH is the lead for the next litter pick on Sunday and it was agreed that this would go ahead weather permitting. The initiative works in the short term but longer term sustainability needs to be considered. It was noted that it is a good visible way for the parish council to be seen to be active. To look out for other maintenance issues whilst doing the litter picks. The dates may be rescheduled depending on weather over next few weeks.</p>	
1602.17	<p><u>Emergency Plan</u> DS reported that he had a copy of the previous emergency plan to review and will distribute it. There was a discussion about whether the parish council insurance covered people who carried out work such as snow clearance if any damage is caused. It was noted that a wheelbarrow could be available for parish use to help with salting or snow clearance. It was agreed that KF would purchase two plastic wheelbarrows on behalf of the council and would be repaid by cheque when his invoice / receipt was received.</p>	DS KF
1602.18	<p><u>Fracking</u> SD circulated an update on the recent fracking events held in Wetwang and in Fridaythorpe. These were public events. Jayne Austin from Fimber had given a presentation on the fracking process at the Fridaythorpe event. SH/GR/SD have set up a working party to discuss the issue. It is proposed that a village meeting is held and that a representative from Cuadrilla and from Yorkshire Water is invited. There are a number of licensees and Cuadrilla has been granted exploration licence in this area. Water, transport, infrastructure, potential health issues, impact of drilling, taking away the waste water were all concerns raised at the public meetings. It was agreed that at this stage the parish council needs to be neutral until all available information has been considered. Any fracking group discussion are separate to the parish council. No fracking meetings/informational leaflets are currently being organised by the parish council although members of the pc are carrying out research, sending out leaflets and holding meetings in their own time and at their own cost as a working group. The working group will report back to the parish council. Alison Spencer asked if a draft leaflet on fracking could be circulated with support from the parish council as there are a number of concerned residents. There was a discussion about the proposed leaflet. GR reported that the working group had</p>	GR/SD/SH

	<p>published an event flyer at members own expense. It was agreed that the parish council could not give a donation towards the production of the leaflet currently as this may compromise the independence of the council.</p> <p>Alison was invited to join the working group. SD/GR/SH will give some advice on content. The leaflet will promote a public meeting proposed to be held on Saturday 20th February at 2pm. There was a discussion about the purpose of the meeting and it was confirmed that the meeting would be to ensure residents are fully informed and understand the impact of any decision for or against on the village and area. It was noted that there is no clear East Riding of Yorkshire Council policy on fracking at the moment. It was agreed that the literature should be more explicit about the purpose of the meeting.</p>	
1602.19	<p><u>Correspondence from residents and other organisations</u></p> <p>DS reported he is seeing his contact regarding the first aid training on 3rd March and will circulate the details.</p>	DS
1602.20	<p><u>Any other urgent business</u></p> <p>KN was welcomed onto the council.</p> <p>BOD reported that LW has put in her resignation as parish clerk. BOD and DS thanked LW for her work on behalf of all on the parish council.</p> <p>It was agreed that the HR Committee will deal with the appointment of a new parish clerk.</p>	DS
1602.21	<p><u>Close and setting of next meeting dates</u></p> <p>The next meeting of the Parish Council will be held on 11th April 2016 at 7.15pm.</p> <p>BOD closed the meeting at 9.15pm</p>	