

LAXTON PARISH COUNCIL

Clerk: Alan Bravey, 3 Ruskin Way, Brough, East Riding of Yorkshire, HU15 1GW
Telephone: 07887 533057 Email: laxtonpc@btinternet.com

19/02/2015

To: All Members of the Council

You are summoned to attend a meeting of **Laxton Parish Council** that will be held at the Village Hall, Laxton on **Tuesday, 24 February 2015 at 7:30pm**, to transact the business set out below.

Members of the public are welcome to attend and may address the Council during public participation.

Yours sincerely



Clerk to the Council

A G E N D A

- 1) Apologies for absence
- 2) To receive and sign the Minutes of the Parish Council Meeting, held on Tuesday, 27 January 2015 as a true and correct record
- 3) To record declarations of interest by any member of the council in respect of the agenda items below. Members declaring interests should identify the agenda item and type of interest being declared. If the interest is prejudicial the Member shall leave the room for the discussion and voting on that item. *In accordance with The Localism Act 2011, the Relevant authorities (Disclosable Pecuniary Interest) Regulations 2012*
- 4) To receive an update from the Clerk
- 5) To receive an update from Ward Councillors
- 6) Public Participation: to receive questions from the public
- 7) To receive the following correspondence:
 - HWRCC requesting that the Parish Council promotes the YORSwith Bulk Oil Purchasing Scheme

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- Minutes of the Community Partnership Meeting, 10 December 2014
 - Humberside Police - Newsletter Summarising Police Issues in the area
 - Offer of short meeting from ERYC Dog Warden on dog fouling scheme
 - Notice of Decision for Land West of Village Hall, Laxton
 - ERYC invite to workshop on applying for lottery funding
- 8) To consider applications for planning permission upon which the Parish Council has been consulted (including any received by the date of the meeting):
- Erection of pump house, installation of mechanical pumps for land drainage and construction of access road (Revised scheme of application Ref: 11/05081/STPLF), Applicant: Ouse and Humber Drainage Board, Location: Land South of Hall Farm, Cotness Lane,
 - Erection of agricultural building for storage of machinery and hay. Land North of South View, Main Street, Saltmarshe
- 9) To receive an update on the development of the Parish Council's emergency plan and to consider applying for ERYC Grant Fund
- 10) To consider highways issues:
- Road Salting
 - Safety concerns from Port and Businesses at Howdendyke
- 11) To consider hiring a skip to clear garden waste from the bonfire site
- 12) To consider arranging for First Aid training
- 13) To receive an update on the activities of the Community Group purchasing a Defibrillator for the Parish
- 14) To consider the clean-up of signs and notices following weddings at Saltmarshe Hall
- 15) To consider the allotment charges for 2015/16, to consider an allotment application and a request for a re-allocation of site
- 16) To receive a report on steps required to comply with Transparency Code
- 17) To receive a statement of balances and to approve the schedule of accounts for payment
- 18) To receive notice for items for inclusion on the next agenda on Tuesday, 31 March 2015 at 7:30pm

LAXTON PARISH COUNCIL

27 JANUARY 2015

PRESENT: Councillors S Yarrow (in the Chair), Moore, M Yarrow, Sweeting, Bray and Newton.

Ward Councillors present: Councillor Aitken.

The Parish Council met at Victory Hall, Laxton.

Apologies for absence were submitted on behalf of Councillor Collins and Ward Councillor Wilkinson.

1/15 **MINUTES – Resolved** - That the minutes of the meeting of the Council held on 25th November 2014 should be amended to include the name of the Chair of the Village Hall Committee and then confirmed as a correct record and signed by the Chairman.

2/15 **DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS** – There were no declarations.

3/15 **PUBLIC PARTICIPIATION** – Councillor Aitken reported on three reviews underway within East Riding of Yorkshire Council: the Annual Budget Review, a review of Child and Adolescent Mental Health Issues and a Child Sexual Exploitation Review prompted by learning from elsewhere in the country.

Resolved – That Councillors would contact 01482 395500 if they became aware of any issues or concerns involving the wellbeing of children or young people.

4/15 **CLERK UPDATE** - The Clerk reported that Mr Wraith had agreed for a noticeboard to be installed at his farm in Saltmarsh and Mr Fell had agreed for a noticeboard to be installed at his Garage on Front Street, Laxton. Mr Kaye had agreed to store emergency equipment at his farm. The Internal Drainage Board had advised that the dykes on Front Street and Back Street were under riparian ownership and that the responsibility for clearing therefore lay with the property owners. The Clerk tabled definite maps of the area and suggested that Laxton Parish Council would benefit from ensuring its emergency plan dovetailed with its neighbouring parishes.

Resolved – (a) That the Council should write to properties on Front Street and Back Street advising them of their riparian responsibilities, (b) that the Clerk should contact neighbouring Parish Councils with a view of developing a joint emergency plan, and (c) that the outgoing Clerk should be thanked for her efforts and contribution to Laxton Parish Council.

5/15 **UPDATE FROM THE PERSONNEL SUB-COMMITTEE** - Councillor Moore reported that a recruitment process had been completed and a new Clerk had been appointed and started work on the 1 January 2015.

Resolved – That a Contract of Employment should be signed by the Clerk.

6/15 **CORRESPONDENCE** - **Resolved** – (a) that the following correspondence should be received by the Council:

- a) ERYC advising that information on Dog Fouling such as draft letters and articles was available on the ERYC website.
- b) ERYC providing a six monthly update on Anti-Social Behaviour
- c) ERYC requesting information on Laxton Parish Council's Member's code of conduct
- d) Woodlands Trust advising of their Free Tree Give Away scheme
- e) ERYC advising of a temporary road closure at Saltmarsh Level Cross between 23.00hrs Saturday 4th until 08.00hrs Sunday 5th April 2015
- f) ERYC inviting one Parish Council representative to attend the Flood Liaison Group on 10:00, 20 March 2015 at County Hall, Beverley
- g) HRWCC regarding an e-petition to support the ACRE network
- h) ERYC advising that WREN funding is accepting applications from groups within a 10 mile radius of the Gallymoor site
- i) Humberside Police providing Parish Council contact information and requesting all Councils to attend with Community Partnership Meetings

(b) that with regard to item f above, the Clerk should circulate details of the petition to Councillors to consider signing, and (c) with regard to item h above, the Clerk should obtain more information on funding.

7/15 **PLANNING APPLICATIONS** – **Resolved** – to advise East Riding of Yorkshire Council that there were no objections to planning application Ref: 13/03742/OUT : Erection of a dwelling following Outline planning permission at Land West of Laxton Village Hall, Station Road.

8/15 **LAXTON PARISH COUNCIL'S EMERGENCY PLAN** – The meeting discussed the options available for procuring resources to support the Council's emergency plan. It was agreed that these were largely dependent on how much land Mr Kaye was willing to allow Parish Council to use.

Resolved – (a) That following the Clerk should discuss this issue with Mr Kaye and prepare a proposal for the next Parish Council meeting, (b) that Cllr Newton should obtain a quote for a container to store the emergency equipment, (c) that the Clerk should update the Council's Emergency Plan, and (d) that Parish Councillors should sign up to receive flood warnings from www.environment-agency.gov.uk/flood.

9/15 **GRANT APPLICATION REQUEST FROM THE LAXTON VILLAGE HALL COMMITTEE** – A grant application request had been received from the Laxton Village Hall committee for £200 to contribute to children's entertainment at the 2014

Christmas Party. It was agreed that, where possible, the Parish Council would like to assist community events that could not continue without its support.

Resolved – (a) that the application should be approved subject to appropriate evidence being supplied, and (b) that the Council should look to adopt a formal grant application process.

10/15 **DOG FOULING ON STATION ROAD, LAXTON** – Councillor Sweeting advised the Council that there was an ongoing problem with dog fouling on Station Road, Laxton. The meeting discussed the support available from East Riding of Yorkshire Council.

Resolved – that the Clerk should prepare a letter to all residents in Laxton, based on templates supplied by East Riding of Yorkshire Council, to be distributed by Councillors.

11/15 **PURCHASING A DEFIBRILLATOR FOR THE PARISH** – Councillor Sweeting reported that a group of residents had expressed an interest in raising funds to purchase and install a defibrillator in the Parish. The Parish Council agreed that this was a very worthwhile initiative.

Resolved – (a) that Councillor Sweeting should encourage the community group to proceed with their initiative and (b) that the Parish Council should support the venture where possible.

12/15 **FIRST AID TRAINING** – Councillor Yarrow suggested that in addition to any training linked to a Defibrillator purchase, it would be helpful for all members of the Council and some residents to have first aid training.

Resolved – that the Clerk should obtain a quote for training, with a view of running an open session prior to a future Council meeting.

13/15 **STATE OF REPAIR OF OLD BLACKSMITH SHOP, LAXTON** – Councillor Yarrow reported that a number of concerns had been raised over the structural safety of the Old Blacksmith Shop in Laxton.

Resolved – that the Clerk should write to the property owner to inform them of the concerns and to seek reassurance over the property.

14/15 **OAK TREE AT THE BACK OF CHURCH** – **Resolved** – That the Clerk should requests that East Riding of Yorkshire Council trims the oak tree at the back of the church over hanging the allotments.

15/15 **VILLAGE BONFIRE SITE** – Councillor Yarrow raised the problem of residents fly tipping throughout the year at the Village Bonfire Site and the Council discussed some potential solutions. It was agreed that to try and clear the site so that residents would not feel it was an appropriate place to tip.

Resolved - that the Clerk should obtain quotes from a skip company to clear the site.

16/15 **SIXPENNY WOOD WIND FARM COMMUNITY BENEFIT MEETING** - Councillor Yarrow gave a verbal report on the Sixpenny Wood Wind Farm Community Benefit meeting held at Skelton Village hall on the 8th December 2014. The meeting had agreed funding to 14 different organisations, including two local to Laxton.

17/15 **METHAM LANE CULVERT BRIDGE** – Councillor Yarrow reported that the railings on the metal culvert bridge situated between Cotness Corner and Metham on Metham Lane were in need of repair.

Resolved – That the Clerk should write to East Riding of Yorkshire Council to request repairs.

18/15 **NJC RATES OF PAY** – The Clerk advised that the National Joint Council had agreed to increase payscales by 2.2% for the period January 2015 to March 2016 following negotiations with trade unions and employers. The Parish Council used NJC rates of pay and therefore the Clerk's hourly wages would increase from £8.43 to £8.61.

19/15 **UPDATE ON HIGHWAYS, PATHS AND DYKES** – A number of road safety issues had been raised since the last meeting. The Clerk had written to PD Ports following reports of a number non-UK registered vehicles leaving their site and travelling on the wrong side of the road for some distance. The Clerk had also written to Scotts following concerns that large lorries were coming to an abrupt halt in the highway, blocking both lanes, when they unexpectedly came to the barrier blocking access to the site.

Resolved – that the Clerk sends copies of the letters to Humberside Police and requests an update from both sites.

20/15 **BUDGET AND PRECEPT FOR 2015/16** – The meeting discussed the proposed budget for 2015/16. The need to budget for the cost of the May Election was noted, as well as expected expenditure on emergency planning initiatives, replacements notice boards and the possible provision of a bench. A budget of £13,832 was proposed that would draw from Council reserves for the one off-projects and keep the Parish Precept at the same amount as 2014/15.

Resolved - That the budget should be approved and East Riding of Yorkshire Council informed of the precept demand.

21/15 **STATEMENT OF BALANCES AND ACCOUNTS FOR PAYMENT** - The current statement of balance was reported as £12270 with approximately £1400 in savings. It was **Resolved** that the following payments should be approved:

ERNLCCA - £24 – Members Training
ERYC £293.80 – Street Lighting Service Level Agreement
Zurich Insurance - £243.80 – 2015 insurance renewal
S Walker £15 – Parish Accountant

Parish Clerk – Salary
HMRC - PAYE

22/15 **AGENDA ITEMS FOR NEXT MEETING, TUESDAY, 24 FEBRUARY – Resolved** – to add an agenda item to discuss highways issues arising from weddings at Saltmarshe Hall.

LAXTON PARISH COUNCIL

Report to: Laxton Parish Council

Transparency Code for Smaller Parishes

A Purpose of the Report

To inform the Parish Council of the implications of the Transparency Code for Smaller Parishes and to recommend actions to comply with the Code.

B. Recommendation

- i) That the Parish Council decides whether to update and maintain the existing Laxton Parish Council website, or migrates the existing website information to a website hosted by East Riding of Yorkshire Council, produced using their free authorising software
- ii) That the domain name www.laxtonpc.org.uk should be purchased for two years
- iii) That the Parish Council determines which officers / Councillors should have rights for maintaining and updating the site
- iv) That the Parish Clerk should publish the information required to comply with the Code
- v) That other Community Groups, such as the Village Hall Association, St Peter's Church, Laxton and Saltmarshe Charity and the Allotment association should continue to be given the opportunity to publish information.

1. Background

- 1.1 The Government's Transparency Code has been prepared out of the Local Audit and Accountability Act 2014. Parish councils with an annual turnover of less than £25,000 will be excluded from the annual external audit regime. Instead, the Government is introducing mandatory new transparency requirements which will require Parish Councils to publish information.

2. Requirements of Code

- 2.1 Laxton Parish Council will need to publish the information set out in Appendix 1 on a website that is accessible, free of charge, by the public.

- 2.2 Councils will not be required to publish information that is exempted by the Data Protection Act 1998; the Freedom of Information Act 2000; or the Environmental Information Regulations 2004. Normal exemptions will continue to apply, e.g. there will be no publication of personal data about employees.
- 2.3 The Regulations are expected to be approved by Parliament in March 2015 which would mean that the requirement to publish monthly agendas and supporting papers would start in April 2015. Publication of information relating to 2014/2105 would be required by 1 July 2015.

3 Complying with the Code

- 3.1 The vast majority of the information listed in Appendix 1 is readily available. The main action required by Laxton Parish Council to comply with the Code is having access to a website to publish the information.
- 3.2 There are a number of free web tools available, including an excellent Laxton Online website, developed by Cllr Yarrow using Spanglefish. A drawback with some of the sites is that many do not comply with the accessibility standards required of local authority website sites.
- 3.3 There are number of web developers who target Parish Councils specifically, but East Riding of Yorkshire Council offer a free authoring tool available and free web hosting.
- 3.3 To use the East Riding of Yorkshire Council tools, Laxton Parish Council would need to buy a domain name. The domain name www.laxtonpc.org.uk is available and would cost £8.99 to purchase for two years. The cheapest alternative authoring / hosting solution is £200 for the year 1 and £100 for subsequent years. The Council is eligible to use a .gov.uk extension, but this would cost £144 pounds for two years.
- 3.4 Alternatively, the domain name could also be purchased and assigned to the Spanglefish site at a cost of £15 per year.
- 3.5 To meet the requirements of the Code, the existing Laxton Website could be updated, or the information on the site could be migrated to a website hosted by East Riding of Yorkshire Council to ensure compliance with accessibility standards.

Alan Bravey
Clerk to Laxton Parish Council

Appendix 1 - Publication Requirements

Information to be published Annually:

- All items of expenditure above £100 (i.e. net of VAT), including
 - The date that expenditure was incurred
 - A summary of the purpose of that expenditure
 - Any VAT which cannot be recovered (this would be very unusual for a parish council)
- End of year accounts in the form of the Annual Return, with
 - A copy of the bank reconciliation
 - An explanation of significant variances (10% to 15% variances)
 - Explanation of differences between “balances carried forward” and “total cash and investments
- Annual Governance Statement
 - In the form of the Annual Return
 - Signed by the Chairman and RFO
 - Full written explanation of negative responses
- Internal Audit report
 - In the form of the Annual Return
 - Signed by the Internal Auditor
 - Full written explanation of any negative responses
- Councillors’ responsibilities
 - Names of all councillors
 - Chairman of the Council and Vice-Chairman shown
 - Committee memberships (if any), with Chairman and Vice-Chairman shown
 - Representation on external public bodies
- Details of land, buildings and assets held. Publication of the Asset Register will suffice and must include
 - Description (and size or acreage of land)
 - Location
 - Whether Council is owner or custodian
 - Date of acquisition
 - Cost at acquisition (or proxy value)
 - Present value

Information to be published Monthly

- Minutes, agendas and supporting papers
- Draft minutes of all meetings published within one month of the meeting
- “Full and informative” agendas and supporting papers published three clear days before the meeting