

NEWPORT PARISH COUNCIL

MINUTES OF THE MEETING HELD TUESDAY

9 MARCH 2021 7PM VIA ZOOM

1.Public participation -none.

2.Present:

Parish Councillors: J Lamming, L Cressey, Paul Pettit, Graham Bate, Richard Bate, Shannon Mansell, Gordon Shields, Steve Elliott, Debbie O'Connell

Apologies: - none

3.Any declarations of interest – Cllr O'Connor – personal – finance - burials

4 Confirmation of previous parish council meeting minutes - held

9 February 2021 – proposed Cllr Mansell seconded Cllr O'Connor – resolved to sign these as a true record.

5.Finance report – received by the members with a copy attached to the minutes. Proposed Cllr R Bate seconded Cllr O'Connor – resolved to accept the financial report.

6. and 9. Bank account primary user and to agree Cllrs Pettit and Cressey to manage payment and the accounts until the new Clerk is in position. It was proposed by Cllr G Bate and seconded by Cllr Mansell to change the agreement to Cllrs Pettit, Cressey and Shields to manage the finances. This will be a temporary arrangement. When the new Clerk is in position a former Clerk (C Y) will be removed and the new Clerk added. Resolved.

7.Outstanding amount of £8,000 from Gilberdyke Parish Council regarding the Youth Project

The former Clerk (CY) is in contact with the Clerk to Gilberdyke Parish Council working towards resolving this situation.

Cllr Pettit to contact the Gilberdyke Parish Council Clerk to ascertain if all the relevant information had been received.

8.To consider using accounting software for the parish council accounts

It was proposed by Cllr Pettit to have a central accounting system for the parish council to use. Cllrs Pettit and Cressey have researched SCRIBE which is written for parish councils. It offers free training and support for £24.00 per month.

Points raised: there are only a small number of transactions is there a system for small transaction: trial for 1 year: renew or not: could wait until the new Clerk in post: Cllrs Pettit and Cressey to work the SCRIBE system until the new Clerk is in post.

Proposed Cllr Lamming to trial the system for 1 year and see how the system works and the new Clerk to use the system if agreed. The system to commence 1.4.2021 – all agreed. Cllr Pettit to organise setting up the software for the parish council.

10. External reports

- **Report received and circulated to all parish councillors from the police – the report included x3 none payment of fuel at Triangle Garage, report of 6 quad bikes and 1 motor bike on Wallingfen Lane and 1 male arrested and charged with making threats and possession of an offensive weapon.**

11.Refurbishment of notice boards

Following a village inspection Cllr Pettit suggested the two notice boards – 1 on the wall of LONDIS shop and the multi sided one nearby could be repaired and refurbished. A suggested quote of £100 from Paul Nicholson, Blacktoft has been received. It was proposed to also place on FACEBOOK and the website if anyone else would like to take up the opportunity to refurbish the two notice boards. Should the parish council decide to have

replacement notice boards funding may be available through the Market Weighton Canal Trail.

12. Casual Vacancies – the Clerk will go through the process again via the East Riding of Yorkshire Council and a notice to be posted again in the notice boards and on the website and FACEBOOK.

13. Correspondence

- **ERYC – notification of local access forum meeting to be held via ZOOM on Wednesday 17 March 2021 2.00pm.**

14. Renewal of 5 year fishing license for the Market Weighton canal

The 5 year agreement with the Environment Agency has lapsed. There also is a need for water bailiffs to check licences. CY to be asked if she is still willing to be bailiff for the time being – Cllrs Mansell and Lamming. The information regarding fishing licences to be redone and placed in the notice boards etc. The Clerk to contact the Environment Agency regarding the 5 year agreement.

15. Burial duties and the cemetery

C Y has requested the sum of £750 be agreed to pay for the removal of turf and re-seeding of 30x graves at £25 per grave by Andy Sefton. Proposed Cllr R Bate and seconded by Cllr Elliott – it was resolved to pay the amount.

C Y is prepared to stay in post for the burials until the new Clerk is appointed.

The cost of an inspection of the headstones etc has been given as £5,000. The parish councillors feel there is a need for clarification as to what the parish council is responsible for in the closed churchyard. Cllr R Bate and C Y to meet to discuss the agreement and costs for information only for an extension to the cemetery.

NPC/3.2021/0004

16. and 19. Terms of reference for the Peronnel Committee and Safer Recruitment Policy

It was agreed to accept the changes and to review both annually.

There was 1 abstention.

18. Method of handing over information to the new Clerk

It was agreed that all the information and correspondence would be held by the Chairman and handed over to the new Clerk.

20. Planning

21. Date of the next meeting – Tuesday 13 April 2021 7pm via ZOOM

CHAIRMAN

NPC/3.2021/0005

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17.Rradar regarding the complaint against the parish council

Proposed Cllr G Bate seconded Cllr O'Connor to use RRADAR for the complaint placed against the parish council. All agreed.

1.The new clerk position – only 1 application form has been completed and returned. 6 other application forms were requested. The Clerk to contact the other interested parties and the previous applicants inviting them to consider applying for the current post of Clerk. The person who has returned an application form to be informed of the change of date for the closure of applications. The advert to go into the ERNLLCA website once again and FACEBOOK. Proposed Cllr G Bate and G Shields to extend the closure date by 2weeks to Friday 26 March 2021. Resolved.

2.Dates, time and venue for short listing and interviews - this is deferred.

There being no further business the meetings closed at 9.06pm.

CHAIRMAN

COUNCILLORS AGENDA ITEMS AND REPORTS

- **Cllr P Pettit – litter pick in the village some youngsters have been carrying out litter picks. The Clerk to send each one a thankyou letter on behalf of the parish council. Cllr O'Connor to give the Clerk the names**
- **Cllr P Pettit – assets – Newport bridge in need of re-pointing, benches in need of some attention i.e cleaning Streetscene or parish council contractors**
- **Cllr L Cressey – a newsletter has been prepared including Newport New Generation. There will be a Youth Project meeting next month**
- **Cllr D O'Connor – the Defib – Paula is still happy to continue and has some spare batteries.
Agreement with the Environment Agency re the piece of land for a play area at the canal**
- **Cllr J Lamming – complaints of a sink hole on Meadow Lane – the Clerk to contact Highways and Yorkshire Water**
- **Cllr S Elliott – parking on the main road near the school. Parking vehicles on the chevrons causes problems for other vehicles and access to and from the school. The Clerk to contact Highways and Cllr Aitken**
- **Cllr R Bate -concerned re vehicles parked near to Meadow Lane entrance from the main road with the new improvements. Similar concerns for vehicles parking on Meadow Lane blocking the view for access: 8 fishermens vehicles parking opposite Thimble Hal Lane forcing other vehicles to travel on the wrong side of the road: work is being carried out on Canal Side East. The road surface is poor and could be considered dangerous. It would seem the ERYC waste vehicles cause the majority of the damage : COVID scams – the parish council does not appear to have received all notifications. The Clerk to contact the ERYC with the new email address: fly tipping**
- **Cllr G Shields – at the November parish council meeting – the burial funds were to be placed into NATIONWIDE – this has been held over for the new Clerk to do.**