

## **FULL SUTTON AND SKIRPENBECK PARISH COUNCIL**

The minutes of the Meeting of the Full Sutton and Skirpenbeck Parish Council held in The Main Lecture Room of the Training Centre, HMP Full Sutton at 7.15pm Thursday 17<sup>th</sup> April 2014.

### **OPEN FORUM**

A member of the public was present. Chairman Pert had invited along a possible candidate for the Clerk position. The councillors and the member of the public discussed the role and the candidate openly answered questions which were raised by councillors.

1. **Present:** The Chairman Councillor E Pert and Councillors A Davies, P Kite, R Nightingale, R Westmoreland. Apologies for Absence were received from Councillor's M Dale, P Horne and E Price.
2. The minutes of the Full Sutton and Skirpenbeck Parish Council meeting held on Thursday 20<sup>th</sup> March 2014 were confirmed and signed. Matters' arising there from to be dealt with under the relevant heading of the Agenda as the Agenda is progressed.
3. **Declaration of Interest.**
  - To declare declarations of interest by any member of the council in respect of the agenda items listed below. Members declaring interests should identify the agenda item and type of interest being declared. There were no declarations of interest made.
  - To note any dispensations given to any member of the council in respect of the agenda items listed below. There were no dispensations.
4. **East Riding of Yorkshire Council Items of Interest.** There were no matters for discussion. This was agreed for this item to be taken off the agenda.
5. **Clerk Vacancy** – Councillors were advised of the notice of resignation given by the Clerk. ERNLLCA to be contacted by the clerk to see what the procedure of advertising is, or can a suitable candidate be co-opted on. If this needs advertising then to advertise preferable for 10 days, if allowed and then review the situation prior to the next meeting.
6. **Councillor Forms** – Councillor Davies signed the relevant new starter forms in the presence of the Councillors and signed by the Clerk as a witness. All forms have been signed and Councillor Davies also received his Member code of conduct.
7. **Planning.** – **12/01066/PLF** – Erection of a livestock building – Poplar Farm, Main Street, Skirpenbeck, East Riding of Yorkshire YO41 1HD – Approved by councillors
8. **Tree Planting.** Councillor Kite went to Market Weighton to look at the services that are placed underground to see the possibility of planting trees. Precise locations need to be given and also the types of trees that are being planted. Councillor Kite has a copy of the service plans and will speak directly to Ian at TCV. Councillor Kite will bring the pictures of trees and plans to the next meeting.
9. **Finance.** Payment was authorised on the following accounts:
  - H Middleton – Clerk salary April 2014 - £173.12
  - H Middleton Expenses – March/April - £31.39
  - HM Revenue and Customs – PAYE - £115.20
  - ERYC New Litter Bins in Full Sutton - £874.97
  - ERNLLCA yearly membership - £265.96
  - Claim for new Litter Bins – Grant monies excl VAT £729.14 – Forms signed by chairman Pert
  - Requirement to pay HMRC electronically – Councillors agreed that the Finance items would be listed as normal on the agenda. If approved then two councillors would sign on the agenda next to the finance amounts. Then in the next meeting an original of the bank statements or a bank statement computer printout to be brought to the next meeting to show the electronic (bacs) payments made. The Clerk will be the only person with access to online banking.
  - End of Year Accounts – no Councillors present raised any issues with the accounts. These will be signed and approved in the AGM by Chairman Pert. Clerk to organise internal audit.

**10. Highways and Footways.**

- Speeding issues, Full Sutton. No matters to discuss.
- Village Taskforce. – Clerk to find out when the next walkabout was due. Clerk to chase potholes and flooding on Hatkill Lane to Highways
- Parish Paths, Skirpenbeck. Arrange a parish paths meeting. Clerk to organise.

**11. Community Partnership Forum.** No councillors attended the meeting. Clerk to forward minutes from the meeting to councillor Davies, along with the date of the next meeting.

**12. Communal Play Area.**

- Skirpenbeck Play Area. No matters to discuss
- Full Sutton Play Area. Chairman E Pert spoke and there has not been a meeting since the last update. Chairman Pert will continue to keep updating the councillors to the progress of the Play area from the committee.

**13. Questions from Councillors.** Chairman Pert asked for update on the Whitecross way land from HMP Full Sutton, Clerk to chase this matter and also to ask about maintenance of trees on HMP Full Sutton land as some were heavily affected in the last storm and could have potentially damaged houses.

**14. Administration Matters.**

- Correspondence received – Email from a local resident discussing action being taken between neighbours – councillors have asked the Clerk to respond with the following – in the first instance the resident could possible speak amicable with the neighbours in question to see if the matter can be resolved, then if this is not the case then to look at contacting the road safety officer directly and see if this is a matter that they would deal with.
- HMP Full Sutton. Clerk to chase questions raised about the land and trees in questions from councillors
- Parish Plan.
- Parish Pump.

**15. Date and Venue of next meeting.** The AGM meeting will be held on Thursday 15<sup>th</sup> May in the Main Lecture Room of the Training Unit at HMP Full Sutton at 6.45 pm. Following on from this meeting will be the normal monthly Council meeting. The meeting was closed at 8.41 pm.

Signed.....Chairman

Date.....

Signed..... Clerk

Date.....