

Minutes of the Ordinary meeting of Kelfield Parish Council held in the Village Institute on Wednesday 10 January 2018.

Present: Cllr T Bell, Chairman in the Chair, Cllrs C Cade, J Smith, N Drayton and M Neale.
County Cllr R Musgrave
The Clerk.
4 members of the public.

PUBLIC SESSION

Questions about the proposed registration of the Grey Horse pub as a Community Asset were raised and this was dealt with under agenda item 8.1. The proposed siting of the defibrillator to be purchased by Kelfield Parish Council was raised and this was dealt with under agenda item 8.4. A member of the public raised concerns about the effect on Kelfield of the plans to improve flood defences in York. A discussion took place about whether the Council should consult with the environment agency. Cllr Mel Neale agreed to raise the matter with his contact Robin Perry of the environment agency.

1.0 TO CONFIRM THE APPOINTMENT OF THE CLERK TO THE PARISH COUNCIL

- 1.1 It was proposed, seconded and agreed that Jane Kearns be appointed as Kelfield Parish Council Clerk and Responsible Financial Officer.

2.0 APOLOGIES FOR ABSENCE

- 2.1 Apologies; Cllr R Bramley

3.0 DECLARATIONS OF INTERESTS NOT ALREADY REGISTERED/DISPENSATION REQUESTS

None.

4.0 MINUTES

- 4.1 Having been proposed and seconded, the minutes of the Ordinary Meeting of the Council held on 8 November 2017 were approved, and signed by the Chairman as a correct record of the proceedings subject to an amendment to correct Item 5.1 that it was proposed, seconded and unanimously agreed *by those who attended*
- 4.2 Having been proposed and seconded, the minutes of the Extraordinary Meeting of the Council held on 6 December 2017 were approved, and signed by the Chairman as a correct record of the proceedings.
- 4.3 Having been proposed and seconded by those Cllrs that were present, the minutes of the meeting of the Interview panel held on 20th December 2017 were approved and signed by the Chairman as a correct record of the proceedings.

5.0 TO NOTE THE RESIGNATION OF A COUNCILLOR AND TO DECLARE A VACANCY

Members were informed of the resignation of Stephen Savage at the meeting on 6th December and a vacancy was declared with members of the Parish being able to request an election until 11th January. If an election is not called the vacancy can be filled by co-option.

- 5.1 Cllrs were invited to stand as Chairman of the Council until the AGM of 9th May 2018. Cllr Bell was proposed and seconded and there being no other nominations
Cllr Bell was appointed as Chairman until 9th May 2018 and his declaration of Acceptance of office was received

- 5.2 Cllrs were invited to stand as the Vice Chairman of the council until 9th May 2018. Cllr Neale was proposed and seconded and there being no other nominations
Cllr Neale was appointed Vice Chairman of the council until 9th May 2018

6 Riccall & District Resilience Group

- 6.1 The Clerk reported that due to prior engagements and illness it was not possible for a member of the Riccall Group to attend.

7.0 REPORTS

- 7.1 Police; none received.

- 7.2 Cllr Musgrave updated members on two items:- the Bus service through Kelfield was retendered successfully in September by Trans-Dev for an initial period of 18 months and should be viable if numbers using it are maintained or increased. The Stillingfleet Mine Site planning application for recycling has now been deferred to the March meeting of planning and is not likely to go ahead.
- 7.3 District Cllr; none.
- 8.0 TO RECEIVE AN UPDATE ON OUTSTANDING MATTERS NOT OTHERWISE ON THE AGENDA**
- 8.1 **Submission to Register the Grey Horse Pub as a Community Asset**
A discussion about the background to the decision to register the Grey Horse Pub as a Community Asset took place. Registering the Grey Horse as a Community Asset would give the Community a right to bid on the Pub but not a right to buy and would put a moratorium on the sale for a six month period. Community registration was introduced to enable local communities to have a period of time to raise funds and make counter proposals when a property, considered to be of value to the Community, comes onto the market.
It was proposed, seconded and carried by a majority of 4 votes to 1 that the submission to Register the Grey Horse Pub as a Community Asset be forwarded to Selby District Council. The Clerk will provide all relevant backing information to go with this application.
- 8.2 **The Blue Light Innovation Conference**
Cllr Mel Neale attended this conference in London on behalf of the Parish Council and gave a report to the Council highlighting the need for a better communication system, plans to combat cyber crime, better collaboration between services and the many uses of ordinance survey.
- 8.3 **Appointment of new Contractor for Village Maintenance Programme**
Rob Gascoyne of Landscape Seeding Services has quoted a price of £800.00 to undertake a maintenance service for Kelfield. It was proposed, seconded and agreed that Landscape Seeding Services be appointed as the new Maintenance contractor for the village.
- 8.4 **Defibrillator**
A discussion took place regarding the siting of the defibrillator with members of the Village Hall Committee, they believe that it would be better to site this along the side of the hall rather than at the front. This siting of the defibrillator along the side of the hall would mean bricking up and the removal of a frame from an existing door. Quotes have been obtained by the village hall committee of £280.00 to do the building work and between £182-£330 for the electrical connection and installation of the defibrillator. Cllr Neale explained that the Kelfield feast is willing to pay for the electrical connection and to give a donation to Kelfield Parish council which they can then use towards the purchase of a defibrillator. A plaque will be attached to the wall of the Village Hall detailing this donation. It was proposed, seconded and approved by all members to pay for the building work needed at the village hall to site the defibrillator at the side of the building. The clerk will write to Gill Little to confirm the Parish Council's agreement to proceed with the building work and electrical Installation. The previous Clerk had obtained quotes for defibrillators and cabinets but these are out of date. Cllr Neale will look at the various defibrillator options and decide on the model to purchase.
- 8.5 **Transparency Fund Update**
The application to the transparency fund has been approved and this is made up of an amount of £500 for the new website, £350 for a laptop, £200 for software and £100 for a printer/scanner. The quotation for the new website was £560 and it was proposed, seconded and agreed that the clerk could confirm the purchase of the website and proceed with the purchase of the Parish Council equipment without going over more than £50 over the total budget approved by the fund.
- 9.0 Data Protection Regulations**
- 9.1 Information provided by the YLCA regarding the appointment of a Data Protection Officer (DPO) was circulated to members. The DPO is a skilled role and should not be undertaken by the clerk. Council members also felt that they did not have the skills to undertake the role. The Clerk will email other local Clerks to find out their plan of action with regard to appointing a DPO.
- 10.0 CORRESPONDENCE**
- 10.1 HMRC letter regarding the reclaiming of VAT. Noted
- 10.2 YLCA email detailing Referendum Principles for the next 3 years. Noted
- 10.3 YLCA email about GDPR briefings. Noted and covered in item 9
- 10.4 YLCA email confirming application for transparency funding. Noted and now received

- 10.5 City of York Council Minerals and Waste Joint Plan. Noted 80.452
- 10.6 Autela Group – Payroll Processes. Noted
- 10.7 Kelfield Village Hall email by previous clerk to request a price for electrical connection of defibrillator. Covered under item 8.4
- 10.8 YLCA branch meeting at Selby Town Hall on 14th February 2017. Cllr Drayton and Clerk to attend
- 10.9 Tadcaster and Rural Community Interest Company workshop on 23rd February. Cllr Drayton to attend.
- 10.10 Selby and District Vision email confirming new website and concert at Selby Abbey on 10th March. Details forwarded to Cllr Smith for inclusion in Parish Magazine.
- 10.11 NLAC briefing on Review of Park Homes Legislation, Noted

11.0 FINANCE

11.1 Receipts

No1 Account	
Transparency Fund	1150.00
Deposit A/c	
Yorkshire Bank gross interest	0.28
Total receipts	<u>£1150.28</u>

11.2 Payments

	£	VAT	Amount Due
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The following accounts were presented for payment;

11.2.1 Kelfield Institute hall hire Interview Dec 17	13.50		
11.2.1 Kelfield Institute hall hire meeting January 18	13.50		
11.2.1 ICO annual fee	35.00		
11.2.2 Clerk's Salary Jan18	as advised		

Total payments	<u>237.21</u>		
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Having been proposed and seconded it was resolved: *that the above accounts be paid.*

11.3 Statement of Accounts to 3 Jan 2018

Noted.

- 11.4 **Bank Mandate** To authorize the removal of S Savage from the Bank Mandate and approve the addition of Cllr Drayton. To authorize the new Clerk Mrs J Kearns to deal with Yorkshire bank matters as the official correspondent. It was proposed, seconded and agreed that S Savage be removed from the bank mandate, Cllr Drayton be added and that Mrs J Kearns be authorized to deal with matters relating to the Yorkshire Bank account.

12.0 PLANNING

12.1 Applications Received and Circulated to Members Previously.

None received

12.2 Applications received since publication of the agenda.

None received.

12.3 Decision Notices.

None received

12.4 Planning Appeal

Notice of planning appeal at the site of Yew Tree House, Main Street, Kelfield. Noted

13.0 MATTERS FOR THE CLERK'S ATTENTION/ITEMS FOR THE NEXT AGENDA

- 13.1 Cllr Neale updated the council and those present on the background to the Riccall and District Resilience plan. The Clerk will email the Riccall & District Group to invite them to the March meeting.
- 13.2 The Clerk confirmed that a notice had been put on the Parish Council Notice board declaring a vacancy on the Parish Council and that the last date to call an election is 11th January, after this time a councillor can be co-opted onto the council as detailed in item 5.0 above. Cllr Bell will instruct the clerk to write a letter to Stephen Savage thanking him for his many years of service on the Parish Council.

14.0 DATE OF THE NEXT MEETING

The date of the next was confirmed as 14th March 2018 commencing at 7.30pm.
There being no further business, the Chairman closed the meeting at 9.10pm.