

SOUTH FERRIBY PARISH COUNCIL

**Approved Minutes of the Parish Council Meeting held on
Monday 1st October, 2007 at 7.30pm in South Ferriby Village Hall.**

Present

Cllr Alan Fisher (Chair) Cllr Sara Haddon
Cllr Roy Holloway Cllr Carol Smith
Cllr Kate Smith

Cllr Berry (part), Kevin Groombridge (part) and four members of the public

- 0710/1 Apologies
Apologies for absence were received from Cllr Vic Leaning, Cllr Cathy Logan and Cllr Dave Mouncey, Ward Cllrs Carl and Nigel Sherwood and PC Steve Wash.
- 0710/2 Declaration of Interests
No Declarations of Interest were received.
- 0710/3 Minutes of Previous Meeting
The Minutes of the meeting held on 3rd September, 2007 were examined and accepted as a true record of the meeting and duly signed.
- 0710/4 Cemex Liaison Issues
(i) Kevin Groombridge from Cemex addressed the Parish Council regarding the recent complaints of dust in the village. He explained how various samples had been taken, the method of analysis and the results were given. The samples proved to be made up of predominantly field dust, slag (not from Cemex) and clinker (from Cemex). Though not a major contributor to the problem, KG explained that Cemex have responded by visiting all filter maintenance on site as well as upping the use of the water bowser in dry weather. Some of the oldest filters will also be either renewed or improved and the Eastern side of the clinker pile is to be hydroseeded within a fortnight. KG added that he had taken field dust samples and these had been passed to the company responsible for their analysis. Discussion followed on the source of the slag and it was resolved that on receipt of the sample results, the Clerk will ask each complainant for the break-down of materials found and then Cllr Haddon is to contact Bob Perks of the E.A. to see if the slag could be identified. **ACTION: Clerk/SH**
(ii) KG added that he had also visited another villager who had videoed dust clouds and this was ongoing. It was noted that the photos passed to Cemex by Cllr Mouncey had not been received and Cllr Kate Smith agreed to resend. **ACTION: KS**
(iii) The Parish Council were informed that tree planting has been scheduled for January to March 2008. These are to be fast growing, native species.
(iv) KG was thanked for attending and added that John Whyatt had asked that it be noted that Cemex do take their responsibilities seriously.
b. APPENDIX G: Cemex Issues - It was resolved for Cllr Haddon to undertake the items listed in the report. **ACTION: SH**

- 0710/5 Public Comment
A member of the public stated that the drains on Beulahland were once again blocked. Cllr Holloway suggested that the tree surgeon who will be working there shortly be asked to check on the drain direction and for any root damage. RH and Clerk to liaise. **ACTION: RH/Clerk**
- 0710/6 Co-option of Councillors
The Clerk reported that no applications to be considered for co-option as Councillor had been received **and it was resolved** for the Clerk to re-advertise the vacancy. **ACTION: Clerk**
- 0710/7 Reports from Local Councillors
(i) Cllr Berry reported that he had attended the recent flood meeting with NLC. Cllr Holloway also attended. Another meeting is to be held in six months time and NLC are planning to meet with each Town/Parish Council prior to this. The Clerk confirmed that meeting dates had been requested.
(ii) Cllr Berry advised that he will continue to stay on the Internal Drainage Board along with new representatives though he had nothing to add on this matter at this time.
- 0710/8 Police Matters
a. Cllr Berry stated that he had attended the recent Safer Neighbourhoods Meeting and concern was expressed that officer/secretarial support was lacking and little was being achieved.
b. The Clerk read emails from PC Wash and Mick Woodrow following a request for lower village speed limits from a resident following the recent spate of accidents. It was generally concluded that little will be changed though pressure on NLC for a 30mph restriction should continue. Following the recent change in legislation, Town and Parish Council must be consulted about local speed limits and our views will be noted again then.
- 0710/9 Playing Fields / Tennis Courts
a. **It was resolved** that on receipt of the signed Lease from Cemex, Cllr Haddon would continue to work to secure Planning Permission and to assist the Clerk to get the Lease registered. Obtaining Planning Permission will now involve serving a notice on Cemex as the tennis courts have not been an 'owned asset' for 21 days. **It was also resolved** to pay a Planning Application fee of £135. **ACTION: SH/Clerk**
b. Cllr Haddon reported that Liz Bennett has begun working to secure funding for the tennis courts. LB and Clerk to liaise. **ACTION: Clerk**
c. The Clerk stated that despite continued chasing, the Playing Field Lease has not yet been received from NLC. Clerk to chase. **ACTION: Clerk**
- 0710/10 Clerks Report
Appendix A: It was agreed that as the Parish Council were busy with other tasks at present, the meeting about a Parish Plan should be adjourned and discussion re-agenda'd for February. Cllr Kate Smith advised the Council that she had copies of an old plan and this to be forwarded to the Clerk. **ACTION: KS/Clerk**
- 0710/11 Clerk's Position
a. Appendix C: The Parish Council considered and agreed the Clerk's Job Description and **it was resolved** for this to be signed by the Clerk and Chair. **ACTION: Clerk**
b. Appendix D: The Parish Council considered and agreed the Clerk's Contract of Employment. The Clerk was asked to work out her Annual Holiday Pay and

present at the next meeting. **It was resolved** for this to be signed by the Clerk and Chair. **ACTION: CL/Clerk**

c. Appendix E:

(i) The Parish Council considered information provided by ERNLLCA detailing working from home conditions and Cllr Carol Smith agreed to undertake a 'home office' risk assessment for the Clerk. **ACTION: CS/Clerk**

(ii) The Council considered the recommendation from ERNLLCA to purchase a computer for the use of the Clerk. Following discussion, **it was resolved** to purchase a laptop computer. The Clerk was asked to source this (one locally i.e. HUB Computers) and bring the information to the next meeting for consideration. Prop SH, 2nd RH, all in agreement. **ACTION: Clerk**

d. APPENDIX H: The person specification for the Clerk's position was agreed.

0710/12 Risk Assessments

The Clerk was unable to complete the risk assessments but assured the Council that they will be ready for approval at the November meeting.

ACTION: Clerk

0710/13 Matters Arising from Previous Minutes

Appendix B: The Parish Council were updated on Councillors' work throughout the previous month. No issues arose from the report.

0710/14 Fulsea's Drain Outfall / Flooding

It was resolved to include a report on Fulsea's Drain, issued by Cllrs Haddon and Mouncey, in the next newsletter and a copy is also to be placed in the noticeboards. The notice is to be headed SFPC and dated. A reference to also be placed in the Low Villages Newsletter. **ACTION: KS/RH/Clerk**

b. Cllr Holloway reported on his attendance at a meeting at Pittwood House to discuss the June Floods. It was agreed for all Councillors to try to ascertain state of gullies close to their homes and a village report to then be drafted at the next meeting detailing work required. The Clerk was asked to contact NLC to acquire a map of South Ferriby gullies and drains. **ACTION: All/Clerk**

0710/15 Footpaths

Cllr Kate Smith agreed to walk the village footpaths and report to next meeting.

ACTION: KS

0710/16 Freelanding

a. Cllr Kate Smith updated the Council on progress with the freelanding on the River Ancholme and the E.A.'s recent claim to ownership. Forms now need to be downloaded and completed. A book to assist with this is available at a cost of £17.99 and Cllr Kate Smith had purchased this with her own funds. **It was resolved** to reimburse her for this purchase. Prop SH, 2nd CS.

ACTION: KS/Clerk

0710/17 Beulahland

Cllr Kate Smith informed the Council that as far as she is aware, only one person on Beulahland does not own their road frontage. Cllr Logan was not present to inform of any visits made. Clerk to re-agenda for November meeting.

ACTION: CL/Clerk

0710/18 Beulahfields Park Inspection

The Council discussed the options of NLC or Wicksteed undertaking an annual playground inspection. Although marginally cheaper, it was agreed that Wicksteed could have an interest and so **it was resolved** to appoint NLC to

undertake an inspection in April at an approximate cost of £70.00. Prop: RH, 2nd:
CS, all in agreement. **ACTION: Clerk**

0710/19 Newsletter

CLlr Kate Smith presented her ideas for the next copy of the newsletter and **it was resolved** for a final draft to be circulated with the next agenda for approval at the November meeting. CLlr Holloway to pass on info from Flood Meeting.

ACTION: KS/RH

0710/20 Planning

a. The Council were unable to consider the following Planning Application as plans were not available:

(i) 2007/1554 The White House, Skinners Lane, South Ferriby – Mr Crabtree To erect a detached 4 bed house.

It was resolved for the Clerk to contact the Planning Department to ask for further time to consider the proposal. **ACTION: AS**

(ii) The Council were informed of an Application for a change to premises licence at the Hope & Anchor.

0710/21 Highways

a. The Council acknowledged that the work to stop the spring water running on Sluice Road appears to have been successful and that a footpath is to be provided outside Hammamet. No new issues were raised.

b. **It was resolved** for the Clerk to contact Michelle Button of Neighbourhood Services to arrange a meeting to discuss the proposed dog waste bin and to visit the car-park and the pond as it was felt that two bins could be required.

ACTION: Clerk

0710/22 Accounts

The Clerk presented bank account statements to date:

Current	£66.12	Savings	£10,931.39
Website	£499.42		

a. September paid accounts were presented:

300069	Clerks salary and expenses	£306.77
300070	I.C.O.	£ 35.00

The following accounts were approved for payment:

General Account

Clerks Salary and Expenses.	£268.77
ERNLLCA Councillor & Clerk Training	£ 40.00
Michael Masniuk – Gardening Services	£325.00
CLlr Kate Smith – book purchase	£ 17.99
Gavin Richards – village bonfire	£100.00

b. Following discussion, it was agreed to Agenda the future of the Nat West Bank Account for November's meeting. **ACTION: AS**

0710/23 Correspondence

a. For discussion/decision:

SLCC Invitation to AGM & Clerk's Toolkit – Clerk to consider next year

Safer Neighbourhoods – Network Event 15/10/07 – No representation

HM Government – Questionnaire re drug abuse – Decided not to take part as not major problem in area

Barton Town Council – Invite to Civic Service – Clerk to contact Chair for decision **ACTION: AS**
ERNLLCA AGM invite – Clerk unavailable on date
Invitation to meeting with Humberside Airport to discuss re-classification of airspace – Clerk has spoken with organisers and attendance un-necessary
Revised draft Licensing Policy – no feedback provided
Request from Gavin Richards for contribution towards village bonfire –
Following discussion it was resolved to donate £100.00. Prop: RH, 2nd:
SH, all in agreement **ACTION: Clerk**
b For Information
NLC – Count of people sleeping rough – non known to Clerk/Cllrs
Humbrella
Playground Sales Lit
Humberside Learning Consortium – Training News
Community Rail Humber – Coast Lines Newsletter
Cemex – Letter inviting Cllrs to meeting to discuss wind turbines
SLCC – Clerk’s Toolkit CD
NLC – Forthcoming Meetings Poster – put up in noticeboard

0710/24 Minor Items

The following correspondence was received since the agenda was published:
Sales Literature by email from Russell Leisure re playgrounds
ICO – Confirmation of renewal
Town & Parish Standard newsletter
CHAMP – details of landscape exhibition at Baysgarth House Museum

0710/25 Agenda for next meeting

To update position with benchmarks.

0710/26 Next Meeting

To confirm the date and time of next meeting as

7.30pm on Monday 5th November, 2007 in South Ferriby Village Hall

Clerk's Report – Appendix A

Banking and Accounts

Nat West forms received from Cllr Logan. Hope to take to bank before next Mondays meeting. Received notification from Audit Commission that they had not received our Annual Return! Resent and should hopefully get response for October meeting. 2006/7 and 2007/8 to date accounts are now computerised. Quarterly accounts to be distributed at September meeting.

Clerk's Telephone

New line to be installed. Will advise when completed.

Clerk's Job Description and Contract

Draft will be ready for October Meeting – apologies for delay

Dog Control Orders

Completed and returned to NLC

Parish Councillors and Elections

No election was called for by the public so permission was given to advertise to co-opt new Cllr. No response to date. Could Cllrs think of anyone to approach?? Decs. of Acceptance of Office and Decs of Interests for Cllr Carol Smith sent to NLC.

Park

I went and examined the fence surrounding the park and felt the cost would exceed the amount of funding that we can access at one time. Could this maybe be considered separately at a later date? I will speak to Cllr Holloway

Low Villages Forum

Agenda and minutes sent to relevant Clerks and next meeting in Bonby on 17th September

Minutes

Have written up Annual Parish Meeting Minutes and Annual Council Meeting Minutes and displayed on website

Planning

Have emailed Planning Department re errors in sending out information

Playing Field

Have received notification that the complaint regarding fly-tipping has been dropped by the Crown Prosecution Service. Am awaiting new amended lease from Mark Hudson for signing by Cllrs Logan and Fisher.

Risk Management

I am in the process of examining risk assessments required by the Parish Council. The service provided by Allianz Cornhill is not appropriate to us and a meeting has been arranged with ERNLLCA to agree the correct procedures and what is required. Will report back at October meeting

Tennis Courts

Signed Notice and Declaration re tennis courts and now awaiting engrossment of the Counterpart Lease for signature by Cllrs Logan and Fisher. Have emailed Scott Jackson asking for written confirmation that no Planning Permission is required to convert Tennis Courts.

Training

The next Training Session will be on Chairmanship on 18th September. Cllr Logan and Clerk to attend

Website

Cllr Kate Smith has undertaken to update photographs on website. Am in process of contacting advertisers to ask for repeat advertising. Have also contacted a few new possibilities. Awaiting new email addresses and will then put Ward Cllr contact details on website

COUNCILLORS' REPORTS APPENDIX B

DATE	POINT OF CONTACT	DESCRIPTION	REFERENCE	NOTES
March 07	Cllr Haddon	To draft inscription for new plaque in park		On its way
March 07	Cllr Logan - Holloway	Update NatWest Mandates		Completed. Clerk to take to bank
March 07	Cllr Mouncey / Clerk	Letter to Police regarding school parking		Acquiring more evidence now children back at school. Letter to follow
April 07	Cllr Haddon	Info on report given by Cemex Transport Co-ordinator	0704/7h	Oct 07
May 07	Cllr Holloway	To obtain quote for playing field gates	0705/10b	To be acquired after lease has been signed
May 07	Cllrs Holloway / Logan	To arrange painting of entrance to park rails	0705/19a(i)	To be completed shortly
July 07	Cllr Haddon	Arrange signing of Tennis Court Lease	0707/8e	Ongoing
July 07	Cllr Holloway / Clerk	Arrange signing of Playing Field Lease	0707/8f	Ongoing
July 07	Cllr Holloway	Arrange visit by tree surgeon to house on Beulahland	0707/8g	Ongoing – within the week
July 07	Cllr Mouncey	Write letter to EA and Ian Cawsey updating them on matters relating to Fulsea's Drain	0707/20	Underway
Sep 07	Cllr Kate Smith	Contact info of Clerk in newsletter re Cemex dust	0709/7a(ii)	Underway
Sep 07	Cllr Haddon	Chase Cemex re chimney smoke photos	0709/7a(iii)	Completed
Sep 07	Cllr Haddon	Contact Kevin Groombridge re smell near owl box on West Drain	0709/7(iv)	Underway
Sep 07	Cllr Haddon	Contact Cemex for alternative date for wind turbine meeting	0709/7b	Completed
Sep 07	Cllr Haddon	Send thank you letter to Cemex for Fun-Day	0709/7c	Completed
Sep 07	Cllr Haddon / Clerk	Prepare Planning Permission application for tennis courts	0709/8a	Ongoing
Sep 07	Cllr Haddon	Arrange registration of Tennis Court Lease with Land Registry	0709/8b	Ongoing

Sep 07	Cllr Haddon	To send detailed report to Cllrs re latest meeting with JBA Consulting	0709/10	Completed
Sep 07	Cllrs Haddon / Holloway / Mouncey / Clerk	To write information for noticeboard re Fulsea's Drain	0709/11	Completed
Sep 07	Cllrs Kate Smith / Mouncey	To meet to discuss footpaths	0709/12	Cllr Smith to walk
Sep 07	Cllr Holloway / Kate Smith	To make list of village pumps. Enquiries also to be made through newsletter.	0709/13a	Ongoing
Sep 07	Cllrs Haddon / Holloway	Floodplan boxes to be sited in P.O., homes of Chair and Vice Chair	0709/13c	Ongoing
Sep 07	Cllr Mouncey	To source and price supply of sandbags	0709/13e	
Sep 07	Cllr Kate Smith	Request for updated flood-plan information to be placed in Low Villages Newsletter twice yearly	0709/13f	Underway
Sep 07	Cllr Kate Smith / Clerk	To further research Freelanding	0709/14	Underway
Sep 07	Cllr Kate Smith	To further research ownership of Beulahland Roads	0709/15a	Underway
Sep 07	Cllr Logan	To contact Beulahland residents re road planings and manpower to lay	0709/15b	