

## **BURGHWALLIS PARISH COUNCIL**

### **MINUTES OF THE MEETING OF BURGHWALLIS PARISH COUNCIL MEETING HELD AT 19:00 HOURS ON TUESDAY 18 MARCH 2014 AT ALEXANDER HOUSE, HIGH STREET, ASKERN**

**Present:** Chairman: K Walters  
Councillors: G Laming  
E Bell  
B Grimes  
D Hudson  
Clerk: W Nicholls

#### **1 Apologies**

No apologies were received.

#### **2 To welcome any members of the public**

No members of the public were in attendance.

#### **3 To receive any disclosures or declarations of interest**

There were no disclosures or declarations of interest made from any attending Councillors on any item due to be discussed.

#### **4 Minutes of the last meeting (11 February 2014)**

It was proposed by GL, seconded by BG and agreed by all that the minutes of 11 February 2014 be accepted as a true and correct record.

#### **5 Matters arising (if not on the agenda)**

KW informed the meeting that the new Manager of The Burghwallis had promised to honour the debt for the work carried out in relation to the gate between The Burghwallis and the Playing Field.

#### **6 To Co-opt Mr David Hudson as the new member of the Council**

DMBC had confirmed by email that there had been no other interest registered therefore everything was in order to co-opt DH onto the Council. It was proposed by KW, seconded by BG and agreed by all that DH become a member of the Council. WN then passed DH a copy of the required Declaration forms for him to complete and sign so that she could forward these onto DMBC as per the legal requirement. WN also gave DH an up-to-date copy of the Council's Standing Orders and a copy of The Good Councillor's Guide.

**Action: WN**

## 7 Appointment of a New Clerk

There had only been two applications for the post of New Clerk with both applicants living far away and commanding much higher salaries than was presently being paid. Following discussion, it was proposed by EB, seconded by BG and agreed by all that, effective immediately, WN would be given a £1 per hour rise if she would remain in post. WN accepted this proposal.

## 8 Financial Matters

- 8.1 It was proposed by BG, seconded by KW and agreed by all that the bank reconciliation to 11 February 2014 be accepted as a true and accurate record. WN had added a box to the Income and Expenditure sheet to show the running balance of the Neighbourhood Plan monies separately. KW requested that, commencing the new financial year, the Council's running balance should also be shown as a separate figure. **Action: WN**
- 8.2 It was proposed by BG, seconded by KW and agreed by all that the invoice from Diane Malley for payroll services (4<sup>th</sup> quarter) be paid.
- 8.3 It was proposed by BG, seconded by GL and agreed by all that the invoice from DMBC for the Grounds Maintenance – periods 1-3 be paid.
- 8.4 It was proposed by BG, seconded by GL and agreed by all that the invoice from DMBC for the Grounds Maintenance – periods 4-6 be paid.
- 8.5 It was proposed by BG, seconded by GL and agreed by all that the invoice from YLCA for the Good Councillor's Guides be paid.
- 8.6 It was agreed by BG, seconded by KW and agreed by all that the clerk's hours to 18 March 2014 be paid together with the corresponding payment to HMRC.

## 9 Neighbourhood Plan

- 9.1 Minutes of the Neighbourhood Plan meetings held on 25 February 2014 and 10 March 2014 – it was proposed by KW, seconded by BG and agreed by all that these be accepted as a true and accurate record.
- 9.2 Actions from the Village Meeting (19 November 2013). Two documents were tabled at the meeting – one headed "Actions from Village meeting 19 November 2013" and the second one headed "Proposed Actions for discussion at the Parish Council Meeting on 11 February 2014". Both these documents were fully discussed and actions points agreed upon. See attached Appendix 1. **Action: ALL**

**10 To receive an update on the new village signs**

After discussion it was agreed that GL and EB complete the form provided by DMBC in order to obtain permission to erect a sign-post pointing to the Pinfold on the verge opposite Mr Coupland's property. **Action: GL/EB**

**11 Playing Field**

"Love Your Park Day" – This item to be carried forward for discussion at the next meeting.

**12 Kerb/verge opposite The Abbe's Walk**

EB informed the meeting that some of the reflector posts had been run over and had been knocked into the stream. EB to contact Yorkshire Water to ask them to unblock the stream. **Action: EB**

**13 Website**

KW reported that the website had received 124 hits last month. New photos of DH, EB and WN to be taken for the website at the end of the meeting. **Action: KW**

**14 Anne Family Crest**

KW informed the meeting that she had obtained written permission from Elizabeth Anne for the Council to use the Anne Family Crest. KW to produce several designs for discussion/agreement at the next meeting. **Action: KW**

**15 Woodland's Trust Free Community Tree Packs**

Tim Bryant of DMBC had given KW a form to complete and return. DH volunteered to measure the park. KW to report back at next meeting. A discussion took place in relation to Wild Flower/Meadow Packs being planted. GL/DH to look into and report back at the next meeting. **Action: KW/DH/GL**

Following the meeting with Tim Bryant on the 13<sup>th</sup> February – KW awaiting further information before placing the order with Woodland's Trust Free Community Tree Packs – KW to chase Tim Bryant. DH volunteered to obtain prices for bird boxes to be placed on the meadow area of the Playing Field. A discussion took place in relation to Wild Flower/Meadow Packs being planted. Subject to be raised at next meeting and a decision made. **Action KW/DH**

**16 Planning Applications**

None had been submitted since the last meeting.

**17 Correspondence**

17.1 Email correspondence already circulated – no further action required.

17.1.1 - Housing Strategy 2014-2024 Consultation – Following discussion it was proposed by KW seconded by BG and agreed by all that no action be taken in this regard.

17.1.2 – Appointment of a Crime and Community Safety Lead Member – BG registered her interest in taking on this role but, as the meetings are held during the day at Sheffield, it would be difficult for her to do so.

17.2 Gates at St. Anne's Rest Home – Following discussion it was agreed by all not to take any further action until the future of the home is ascertained.

## **20 Date and time of next meeting**

7.00 pm on Monday 14 April 2014 in the upstairs conference room of Alexander House, High Street, Askern.

Signed as approved: ..... Date: .....  
**Cllr. K Walters, Chairman**

Signed as approved: ..... Date: .....  
**Cllr. G Laming, Vice Chairman**

Attached:  
Appendix 1 – Neighbourhood Plan Questionnaire Proposed Actions and Actions from Village Meeting 19 November 2013.