

Airmyn Parish Council minutes from the meeting held at Airmyn Memorial Hall on Wednesday 12 May 2021 at 6.50pm

Present: Cllr Fox (Chair) and Cllrs Hayward, Hewitt, Nundy and Scott	
Apologies: Cllr Jackson	
In attendance: Alison Hirst, Acting Clerk.	
Also present: None	
Opening the meeting: The Chair reminded all attendees that all mobile phones should be put on silent	
Co-option of new councillors: Three vacancies currently exist. There are no interested parties	
Declarations of interest: To receive Declarations of Interest in respect of matters contained in the meeting. Cllr Fox declared a personal and non-pecuniary interest in Western Area Planning Committee and Rawcliffe, Snaith and Cowick Drainage Board	
Minutes of Previous Meeting: Cllr Fox proposed and Cllr Hewitt seconded and it was resolved that the Minutes of the meeting held on 14 April 2021 be approved and signed by the Chair as a true record.	
Public Participation	
Questions not answered at the meeting will be answered in writing to the person asking the question or may appear as an agenda item for the next appropriate Parish Council meeting.	
Outstanding Issues Raised by the Public	
72/21	Untidy Land off the Crossings – Cllr Fox to follow up re water courses bordering this land. Ongoing. Action: Cllr Fox
1/2122	Planting Scheme Proposals: Glew’s Roundabout Planting Proposal – ERYC have commenced works. Monitor progress and revisit at next meeting Regeneration of Woodland Area – defer to next meeting
76/21	ASB - Residents advised to inform police (on 101) at the time of any occurrence. Communities team have patrolled the area and no new complaints have been logged. Monitor and revisit at next meeting.
2/2122	Clerk has commenced research into cost of purchase and installation of a lockable security gate at hall entrance. Action: Clerk
New Issues Raised by the Public	
11/2122	Oak Tree Planting: Resident telephone request to plant oak tree on riverbank. Clerk to respond advising resident to contact the Environment Agency for riverbank planting or alternatively the oak tree sapling can be planted in the hall grounds within the existing copse and that APC have no objections to the resident erecting a small plaque. Action: Clerk
12/2122	Friends of Bracken Hill – Received request for meeting with Parish Council
Clerk’s Report : To receive updates on current/ongoing issues:	
74/21	(a) Overgrown vegetation Bridge Road/Chestnut Avenue – Clerk has advised resident that the footpath is not currently a public right of way. Closed (e) Photocopier – requires toner. Clerk requested new photocopier be purchased as current model is discontinued and so toner is very difficult to source. Action: Defer to next meeting (f) CCTV – Transferred to ACA. Closed (g) Clerk’s Training – New Clerk Course ERNLLCA 29/4/2021 attended. Closed
77/21	Provision of Litter Bin at White City Layby - Clerk advised cost to purchase and install and was approved to purchase. Proposed Cllr Hewitt / 2 nd Cllr Hayward. Action: Clerk to purchase
79/21	Footpath Fencing at rear of Parsons Close - No response has been received from landowner. Closed

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80/21	Forestry works (HUW Forestry) Tree stumps have been ground to ground level and outstanding works continuing 7 and 8 June. Clerk to update at next meeting. Action: Clerk to update at next meeting																		
82/21	Parish Watercourses and Environment Agency Cllr Fox reported that one landowner had cleared their watercourses, but that others were still to comply with the requirement. Clerk to request Airmyn News to publish piece reminding remaining landowners of their responsibilities to maintain their watercourses. Action: Ongoing																		
84/21	Airmyn Emergency Committee Clerk reported that she had contacted known members and compiled an up-to-date list of residents who wish to continue on the committee. It was resolved that this matter needs further discussion about moving forward and that APC would defer discussion to June meeting. Action: Defer to next meeting																		
85/21	Play Area Inspections Latest inspection sheet not available at the meeting however Cllr Nundy offered to undertake training and playground inspections as emergency cover in the absence of the caretaker (holidays/sickness). Clerk to research course cost and liaise with Cllr Nundy. Action: Clerk																		
89/21	Bowls Club Lease - deferred. Action: Defer to next meeting																		
93/21	Fly Tipping – cushions left at the side of the container – removed by Cllrs Scott / Hayward Closed																		
9/2122	(e) East Yorkshire Walking Festival Clerk to forward information to Airmyn News for publication. Action: Clerk (d) Ground Investigations on Riverbank Clerk to request copy of report once investigations are completed. Action: Clerk																		
Ward Councillors' Report – Cllr Fox																			
76/21	Airmyn Clock Tower Railings Replacement. – Cllr Fox has investigated and ascertained the planning permission will be required for works and discussed possibility of applying for a grant. Defer to next meeting in absence of Cllr Jackson. Action: Defer to next meeting																		
78/21	Community Seat, Crossings Footpath Plaque has been ordered. Action: Cllr Fox to update at next meeting																		
New Issues:																			
13/2122	Planning (Cllr Fox left the room for this section) Retrospective Application: 21/01160/PLF – Fusion, Lidice Road, Erection of storage unit. The application was discussed and it was resolved that the APC had no objections. Action: Closed																		
14/2122	Scribe Accounting Software - Clerk requested Scribe accounting software be purchased as it will assist financial tracking and reduce current financial workload. It was resolved that Clerk would attend 'demo' training and report back at the next meeting. Action: Clerk to attend course and update at next meeting																		
Financial:																			
15/2122	Bank Reconciliation - Balance to be Approved and Noted as 6.5.2021 £ 3,540.41 Proposed by Cllr Fox / 2 nd Cllr Scott																		
	Payments: The following accounts were authorised for payment: Proposed by Cllr Hewitt / 2 nd Cllr Hayward																		
	<table border="1" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">Payee</th> <th style="text-align: left;">Detail</th> <th style="text-align: right;">Gross Amount</th> </tr> </thead> <tbody> <tr> <td>Jubbs</td> <td>Defib installation – Inv 32426 due 21/5/21</td> <td style="text-align: right;">£ 435.00</td> </tr> <tr> <td>Clerk</td> <td>Clerk Salary due 6/6/21</td> <td style="text-align: right;">£ 444.72</td> </tr> <tr> <td>Vodafone</td> <td>Telephone, broadband & mobile</td> <td style="text-align: right;">£ 29.25</td> </tr> <tr> <td>HUW Forestry</td> <td>Stump grinding</td> <td style="text-align: right;">£ 600.00</td> </tr> <tr> <td></td> <td>Total Payable</td> <td style="text-align: right;">£1,508.97</td> </tr> </tbody> </table>	Payee	Detail	Gross Amount	Jubbs	Defib installation – Inv 32426 due 21/5/21	£ 435.00	Clerk	Clerk Salary due 6/6/21	£ 444.72	Vodafone	Telephone, broadband & mobile	£ 29.25	HUW Forestry	Stump grinding	£ 600.00		Total Payable	£1,508.97
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	Clerk advised that VAT Reclaim had been submitted for £3,569.68 on 11/5/21 – awaiting funds																		

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Items Deferred / Added to next agenda	
1/2122	Regeneration of Woodland Area – All
74/21	(e) Photocopier – request to purchase new photocopier – Clerk
77/21	Litter Bin for White City – Clerk to purchase - Clerk
80/21	Forestry Works – works to be completed June 2021 – Clerk to update
82/21	Parish Watercourses and Environment Agency – Cllr Fox to update
84/21	Airmyn Emergency Committee
89/21	Bowls Club Lease – renewal due
76/21	Airmyn Clock Tower Railings Replacement – Cllr Jackson
14/2122	Scribe Accounting software - Clerk
PART 2	
Exempt Matters – Employment and Staffing	
Under the Public Bodies (Admission to Meetings) Act 1960 it is advisable in the public interest that the press and public be excluded and they be advised to withdraw in view of the confidential nature of the business on staffing about to be transacted.	
91/21	<p>Clerk’s Contract and Job Description</p> <p>Clerk’s ‘temporary’ contract was discussed and finalised – it was resolved that all agreed outstanding monies are approved to be paid (Proposed Cllr Hewitt / 2nd Cllr Scott) Action: Clerk</p> <p>The Clerk’s request for payment of outstanding holiday pay for the year 17.8.2020 to 31.3.2021 was discussed and it was resolved (proposed Cllr Hewitt / 2nd Cllr Hayward) that £459.38 is authorised to be paid</p> <p>The Clerk’s request for payment for additional hours worked for the period 17.8.2020 – 31.3.2021 was discussed and it was resolved (Proposed Cllr Hewitt / 2nd Cllr Fox) that 20 hours additional pay @ £10.86/hr is authorised to be paid</p> <p>Clerk’s ‘permanent’ contract and job description were discussed and agreed to include change to working hours - now Monday, Tuesday and Thursday 10am to 3pm plus attendance at monthly/annual APC and ACA meetings. All agreed amendments to be made and reviewed by Personnel Committee before re-submitting to Clerk for signature.</p> <p style="text-align: right;">Action: Cllr Hewitt to forward all relevant documents to Personnel Committee Subsequent Action: Personnel Committee to review amended contract & job description and forward to Clerk for acceptance / signature</p> <p>Clerk to forward completed timesheet to Personnel Committee monthly.</p>
Date of Next Meeting: 9 June 2021 at 7pm	

The Chair thanked everyone for their attendance and closed the meeting at 8.30pm.

Signed by The Chair, C Fox Date: