

**AIRMYN PARISH COUNCIL
MINUTES**

**21 SEPTEMBER 2022 AT 7PM
AIRMYN MEMORIAL HALL**

PRESENT: - Councillors C Goddard, A Jackson, R Lowe, M Nundy, St. J Meyers, F Stones and D Waud.

Councillor C Fox, East Riding of Yorkshire Council Member for Snaith, Airmyn, Rawcliffe and Marshlands was also in attendance.

Ms A Hirst (Parish Clerk) was also present.

Four members of the public were also in attendance

132/2122 **WELCOME AND INTRODUCTIONS** – The Clerk opened the meeting and welcomed all newly co-opted councillors and members of the public. All councillors were asked to confirm their respective contact details.

Resolved – (a) That the clerk write to former parish councillors S Hayward, C Hewitt and S Scott to thank them for their service and commitment to Airmyn Parish Council, (b) that the clerk write to East Riding of Yorkshire Councillors C Fox and L Sergeantson thanking them for joining the parish council to allow it to co-opt on new members, and (c) that the Clerk update the parish council noticeboard and website to include new councillors contact details, including photograph..

139/2122 **APPOINTMENT OF CHAIRMAN** – It was proposed by Councillor Meyers and seconded by Councillor Stones that Councillor Nundy be appointed Chairman for the Municipal Year 2022-23. **Motion Carried**

Councillor Nundy thereupon took the chair.

140/2122 **APPOINTMENT OF VICE-CHAIRMAN** – It was proposed by Councillor Goddard and seconded by Councillor Meyers that Councillor Jackson be appointed Vice-Chairman for the Municipal Year 2022-23. **Motion Carried**

141/2122 **DECLARATIONS OF INTEREST** – That it be noted that Councillor Jackson declared a personal and non-pecuniary interest in Rusholme Windfarm.

142/2122 **CO-OPTION OF COUNCILLORS** – The Clerk informed the meeting that two vacancies remained on the parish council.

Resolved – That the position be noted.

143/2122 **MINUTES OF THE PREVIOUS MEETING(S)** – **Resolved** – That the minutes of the meeting held on 8 June 2022, and the extra-ordinary meeting held on 17 August 2022 be agreed as a true record and be signed by the Chairman.

144/2122 **WARD COUNCILLORS REPORT** – East Riding of Yorkshire Councillor Fox addressed the parish council, and respectfully requested that members, as a priority, address the untidy land situated next to the former garage on the Crossings (minute 78/2122 refers). Councillor Fox also asked that the council continue to maintain the three defibrillators in the village. Councillor Fox also requested a copy of the Environment Agency Report once works had been

completed on the riverbank and foreshore.

Resolved – (a) That Councillor Fox be thanked for her attendance and verbal presentation, and (b) that the Clerk provide Councillor Fox with the contact details of the landowner on the Crossings and any Environment Agency report into their works in the village once it was received.

Resident Participation Time

145/2122 **PARSONS WALK PUBLIC FOOTPATH** – A resident addressed the council, expressing his concern on the footpaths along Parsons Walk. The Clerk informed the council that this was highlighted to East Riding of Yorkshire Council (ERYC) during the 'Walkabout' event in the village on 11 May 2022.

Resolved – (a) That the Clerk contact East Riding of Yorkshire Council, requesting an update on the repairs to the Parsons Walk footpath, (b) that any response be communicated to the council at its next meeting, and (c) that the clerk forward to all councillors all maps, agreements and contracts in relation to drainage, grass cutting, land ownership and land maintenance.

146/2122 **LAND AT THE TOP OF THE CROSSINGS** – A resident shared their concerns to the council that the overgrown hedge and ivy surrounding the land owned by the parish council at the Crossings/High Street junction required immediate attention. The council then engaged in a discussion on how to remedy the overgrown land.

Resolved – (a) That the Clerk contact its grounds maintenance contractor, requesting the hedge along the perimeter of the land be cut back further, and (b) that Councillor Meyers visit the site and, on behalf of the council, provide a number of viable options for the land.

Outstanding/Ongoing Issues

147/2122 **TREES ADJACENT TO MEMORIAL HALL CAR PARK** – Further to Minute 74/2122, the clerk informed the council that the landowner has re-requested a meeting with a member of the parish council to discuss responsibilities to manage and maintain the trees and fencing in/bordering the field adjacent to the Memorial Hall.

Resolved – That Councillor Goddard meet with the landowner and report back at the next meeting.

148/2122 **MEMORIAL GARDEN (FUNDING)** – Further to Minute 1/2122(a), the Clerk informed the council that the funding for the project had now been received.

Resolved – (a) That the position be noted, and (b) that Councillor Meyers be thanked for his time and contribution to the Memorial Garden. **Closed**

149/2122 **MEMORIAL GARDEN (PLAQUE)** – Further to Minute 1/2122(a), the Clerk informed the council that the bench plaque had been received and was ready for installation. Councillors Meyers asked if the benches could be adapted to make them more comfortable.

Resolved – (a) That the Clerk arrange for the plaque to be fitted, and (b) that

the Clerk contact the bench provider to enquire if they could be modified to make them more comfortable for users.

- 150/2122 **HSBC DEBIT CARD** – Further to Minute 107/2122, the Clerk respectfully requested that members apply for a debit card in order that online purchases could be made on behalf of the parish council.

Resolved – (a) That Councillors Lowe, Nundy and Waud be signatories on the account, and (b) that once the clerk had completed the necessary documentation, the councillors attend the closest branch in order to provide the necessary identification documentation and complete the application.

- 151/2122 **AIRMYN CLOCK TOWER RAILINGS REPLACEMENT**. – Further to Minute 76b/2122, Councillor Jackson informed the council that the replacement of the clock tower railings was a priority for the previous council. Consequently, he had received quotes for the project should the council wish to proceed. The council debated the feasibility of the project and whether it should proceed.

Resolved – (a) That Councillor Jackson be thanked for his work on the project, and (b) that the council would not pursue, in the short term, the replacement of the Airmyn clock tower railings. **Closed**

- 152/2122 **VOLUNTEER REQUEST FOR CONTRIBUTION TOWARDS PARISH GRASS CUTTING MACHINERY REPAIR** – Further to Minute 37/2122, Councillor Jackson confirmed that the grant monies for the repair would shortly be transferred to the parish council.

Resolved – That the position be noted. **Closed**

- 153/2122 **RESIDENT REQUEST FOR BENCH IN THE MEMORIAL GARDEN** – Further to Minute 116/2122, a request had been received for a resident to site a memorial bench in the Memorial Garden.

Resolved - That consideration of this item be deferred to a future meeting.

- 154/2122 **RESIDENT REQUEST FOR MEMORIAL BENCH ON LAND AT THE CROSSINGS** - Further to Minute 120/2122, a request had been received for a resident to site a memorial bench on land owned by the council at the top of the Crossings.

Resolved - That consideration of this item be deferred to a future meeting.

- 155/2122 **RIVERBANK SEATS** – Further to Minute 123/2122, the Clerk informed the council that she had met with a member of the Probation Service and that repair / repaint works in the parish could be undertaken as part of the 'Payback' initiative. Councillors discussed suitable schemes in the village that would benefit from this initiative.

Resolved – (a) That the Clerk inform the Probation Service that the council would like its 'staircase railings' along the riverbank works to be undertaken first, and (b) that the Clerk enquire as to what equipment and supplies would be required to allow the works to be completed.

New Issues

156/2122 **VOLUNTEER AGREEMENT** – The Chairman circulated a draft volunteer agreement for adoption by the parish council. The aim of the policy was to inform the council as to who was undertaking works in the parish, but also allow them to be protected by the council's public liability insurance. Councillors discussed the policy and its implementation.

Resolved – (a) That the policy be amended to include a risk assessment being undertaken prior to the volunteer commencing works in the parish; (b) that the policy be formally adopted by the parish council, and (c) that the Clerk use social media, Airmyn News and its website, requesting that local residents inform the council if they undertake works in the parish for the benefit of all.

157/2122 **PHOTOCOPIER TONER** – The Clerk informed the council that the cost for replacement toner cartridges was included in the lease agreement. Consequently, new cartridges had been ordered.

Resolved – That the position be noted. **Closed**

158/2122 **CO-OPTION OF NEW COUNCILLORS' POLICY** – The Chairman informed the meeting that following the recent resignations of councillors had highlighted that the council had no policy for the formal co-option of new councillors. The council then debated the implementation of the policy.

Resolved – That the Co-option of New Councillors policy be adopted and implemented with immediate effect. **Closed**

159/2122 **FORTNIGHTLY PLAYGROUND INSPECTION** – The Chairman circulated the latest playground inspection report for councillors information. The inspection had identified that the trampoline protective matting had been deemed as a medium risk to users. Councillors debated the inspection report and the actions to be taken.

Resolved – That Councillor Jackson liaise with the contractor who installed the playground equipment to identify any action that could be taken to repair the trampoline matting.

NB – 19:50 – ERYC member Councillor Fox and all residents left the meeting.

New Issues (continued....)

160/2122 **ANNUAL PLAYGROUND INSPECTION** – The Clerk advised the council that the annual playground inspection was now due. Councillors discussed the cost and inspection date.

Resolved – That the Clerk schedule the annual playground inspection as soon as possible.

161/2122 **MICROSOFT 365 ANNUAL RENEWAL** – The Clerk informed the council that the annual renewal for the Microsoft 365 software was now due.

Resolved – That the Clerk be authorised to renew the Microsoft 365 subscription. **Closed**

162/2122 **MCAFEE ANNUAL RENEWAL** – The Clerk informed the council that the annual renewal for the McAfee software was now due.

Resolved – (a) That the Clerk be authorised to renew the McAfee subscription and, (b) that the Clerk be reimbursed for the cost. **Closed**

- 163/2122 **ASSET REGISTER** – The Clerk circulated the asset register for the parish. Councillors discussed the items listed and considered whether it was an Airmyn Parish Council or Airmyn Community Association asset.

Resolved – (a) That the Asset Register be split into assets held by Airmyn Parish Council and Airmyn Community Association; (b) that the Clerk determine whether the new split asset register required insurance costs to be split between the two organisations, and (c) that councillors review the Asset Register to determine what additional assets should be included and what, if any assets should be removed.

- 164/2122 **APPOINTMENTS TO COMMITTEES** – The Clerk invited nominations from the council to become a member of the Personnel Committee.

Resolved – That Councillors Goddard and Jackson be appointed on to the council's Personnel Committee. **Closed**

- 165/2122 **FESTIVE LIGHTING** – The council discussed the annual festive lights switch on in the parish.

Resolved – (a) That the festive lights be activated on 2 December 2022 and de-activated on 2 January 2023, and (b) that the Clerk complete all necessary documentation to allow the event to proceed. **Closed**

- 166/2122 **PARISH CHRISTMAS TREE** – The council discussed the purchase of the parish Christmas tree.

Resolved – (a) That the Clerk make arrangements for the purchase of the Christmas tree, and (b) that Councillor Jackson receive, plant and decorate the tree, as well as turn the lights on. **Closed**

- 167/2122 **TREE PLANTING PROJECT** – Councillor Lowe circulated details of the East Riding of Yorkshire Community Tree Planting Fund and the Humber Forest project. Members heard that each project provided funding for trees, hedgerows and woodland spaces in the East Riding of Yorkshire. Members discussed the two projects and potential sites within the village that could benefit from the planting of trees, hedgerows and woodland areas.

Resolved – That the Clerk research further the projects, including funding, and report back to the next meeting.

- 168/2122 **PLAYING FIELD GOAL POST SECURITY** – **Resolved** – That the Airmyn Community Association be requested to consider playing field goalpost security. **Closed**

- 169/2122 **DAMAGED GREEN BIN IN PLAY AREA** – The Clerk informed the council that a green bin in the children's play area had been damaged. Photographs were circulated of the damage. The council then discussed how to proceed.

Resolved – That, whilst the council acknowledges the damage to the green bin, it was agreed that it is still functional, therefore, the bin would be monitored

as part of the play area inspections currently undertaken by the Chairman.
Closed

Planning Issues

170/2122 Planning Application 22/02703/CM – Installation of a de-watering volute press within a container with associated works at the Waste Water Treatment Works, Boothferry Road, Airmyn.

Resolved – That the parish council had no objections to the planning application. **Closed**

Financial Issues

171/2122 **FINANCIAL REPORT – Resolved** – That the bank reconciliation for the period ending 5 September 2022 be approved. **Closed**

172/2122 **PAYMENTS – Resolved** – That the following payments be approved (**Closed**)

	Payee	Detail	Amount
	Vodafone	Telephone, broadband & mobile	£ 32.59
	Clerk	Wages – August 2022 (approved&paid 6/9/22)	£470.73
	CountryWide	Grass Cutting Aug 22 Village & Riverbank	£270.00
	CountryWide	Grass Cutting Aug 22 Memorial Hall & Grounds	£486.00
	Grenke	Printer/Copier Quarterly Lease (1/7/22-30/9/22)	£117.18
	ERYC	Parish & Clocktower Lighting	£917.39
	Arcade Electrics	Memorial Bench plaque	£ 35.00
	Skip Busters	Skip Hire (4/5/22) outstanding balance	£216.00
		Total	£2,554.89

173/2122 **CAME & CO** – The council considered its annual insurance premium for its assets. Concern was expressed that the parish council was paying a premium for assets that it did not own nor was it accountable for. The Chairman then facilitated a discussion as to how the council should proceed.

Resolved – (a) That the annual insurance renewal was not approved for payment; (b) that, further to Minute 163/2122, the Clerk analyse each item on the Asset Register to determine whether it was owned by the parish council or Airmyn Community Association, and (c) that, once completed, the Clerk contact its insurance company seeking a new quote based on insuring only parish council assets.

174/2122 **EXCLUSION OF PRESS AND PUBLIC – Resolved** – That Under the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded due to the confidential nature of the business on staffing about to be transacted.

175/2122 **CLERK ANNUAL REVIEW – Resolved** – That the Personnel Committee liaise and agree a date and time with the Clerk to undertake the Clerk's Annual Review.

Date of Next Meeting: 12 October 2022 at 7pm

The Chairman thanked everyone for their attendance and closed the meeting at 9.15pm