

**ROXBY CUM RISBY PARISH COUNCIL**

**MINUTES OF ANNUAL PARISH COUNCIL MEETING HELD ON  
10 MAY 2017 AT 7.15 PM IN THE METHODIST SCHOOLROOM**

**PRESENT**

Parish Councillors: T Jackson (Chairman), C Hodge (Vice-Chair), S Smaza, C Webster,  
P Farmery, R Lockwood

Ward Councillors: I Glover

Also in attendance: Parish Clerk: J Curtis

**29/17 APOLOGIES**

M Prior, H Mumby-Croft

**30/17 DECLARATION OF INTEREST**

No interests declared.

**31/17 ELECTION OF OFFICIALS**

i) The Chairman asked councillors for nominations for Chairman of the Parish Council. Councillors nominated TJ for Chairman. TJ accepted the appointment.

**Proposed by P Farmery and Seconded by C Hodge.**

ii) The Chairman proposed CH to continue as Vice-Chairman. **PF seconded.**

**32/17 TO RESOLVE MINUTES OF THE LAST MEETING**

The minutes of the last meeting held on 8 March 2017 were accepted as a true record and signed by the Chairman.

**Proposed: C Hodge**

**Seconded: C Webster**

**33/17 MATTERS ARISING NOT COVERED BY AGENDA**

i) Emergency Planning should have been on this meeting's agenda. Item 28/17. It would be discussed at the July meeting. Item 48/17 (iii)

ii) The footpath from Roxby corner up to Alps college on the A1077 was treacherous. The grass verges and weeds had encroached onto the path and made it very narrow in places rendering it almost impossible to walk on. The clerk would write to Mark Thornborough.

**34/17 WINTER SERVICE REVIEW DAY**

The clerk read out an email from Gill Powell at North Lincs Council inviting a representative from the Parish Council to a Winter Service Review Day to be held 21 June at Normanby Hall to discuss current policies and procedures and compliance with the revised National Code of Practice. After discussion councillors didn't feel it necessary to attend. Cllr I Glover said he would be there and would report back at the July meeting.

**35/17 2018 CENTENARY CELEBRATIONS**

CW reported back from the meeting held 25 April at 10.30 am at Winterton Council Offices. A number of the events were planned for Saturday 10<sup>th</sup> November including a performance from the Little Theatre Club; a choir singing WW1 numbers and a football match. It was planned to start the match with youngsters playing and, using substitutes, eventually finish with all men playing. The idea was to commemorate the ¼ million under 16s who had enlisted during WW1. On Sunday 11<sup>th</sup> November, there would be one church service with the laying of wreaths. Any wreaths laid on behalf of Roxby would be brought back to Roxby church afterwards. The next meeting would be held 25 July to formulate ideas. CW confirmed he would attend.

### **36/17 PARKING ON GRASS VERGES**

Councillor IG stated that Roxby had been added to the list of participants in the parking scheme. However, due to the forthcoming election on 8 June he didn't anticipate any further progress until the next financial year.

### **37/17 DOGFOULING**

CH said she was still cleaning up after other dog walkers. PF reported she had seen someone letting their dog foul outside her gate. It had been necessary to ask them to pick up the dog's waste as it was obvious they had no intention of doing so.

The clerk had written to the council asking if they could provide another dog waste bin to be sited near the noticeboard outside the Methodist church on South Street. The response was that they could provide and install a new dog bin for £250.00 ex vat per bin. Also, if the bin was on the NLC Highways Network, then it could be emptied on the Councils schedule. The clerk would write and ask if they would empty a dog waste bin bought by the PC.

### **38/17 VILLAGE IMAGE**

- i) The clerk had written to Jack Cooper the assistant land agent for Balfours requesting permission to board up the windows on the old carpenter's shop and paint murals on them. The request was denied. However, the estate had since boarded up the windows making them safe.
- ii) CH had contacted a company who specialised in planters and priced up various options. However, most of the planters were too big. One option was a plastic planter 850 x 850 x 460 which wasn't too tall. It held 80 litres of compost and had a 60-litre water reservoir. Colours were black or green. This retailed at £155 plus VAT. However, the company had never put names on the planters.
- iii) After discussion, Councillors could not think of any appropriate projects in the village requiring funding so the PC would not be applying for any further grants at this time.

### **39/17 LANDFILL SITE**

- i) TJ and CW attended the liaison meeting on 10 May. CW had pictures of the new circular walk which was 6km round and included the landfill site. There would be signs going up for the Biffa site. The clerk would arrange for the map to be put on the website.
- ii) The NLC contract was ongoing and open-ended due to the Teesside contract falling through. The waste would be transported in containers in future so there shouldn't be any further spillage.
- iii) Biffa were looking at two new contracts.
  - Due to the Leeds site being almost full, they would be bringing in 2/3 train loads per week of cover material (inert waste full of bricks and rubble), which wasn't good enough to be used as topsoil.
  - They were also negotiating a contract with London to bring in one train a day of restoration material which was topsoil that could be used for seeding and landscaping.If successful these contracts could guarantee the life of the site for another 10 years.
- iv) TJ had arranged the site visit with Daniel Hollingsworth for 6 July at 3.30pm. Councillors were asked to confirm their attendance with the clerk by 10 June and let her know their shoe size as safety boots would need to be worn.

#### **40/17 PLAYING FIELD**

CW reported that Richard had fitted the seats to the swings. TJ asked whether the duck would ever be refitted. CW said he would make a point of getting it done.

#### **41/17 PLANNING APPLICATIONS**

- (i) None
- (ii) Councillors were querying whether planning permission had been granted for alterations to 26 South as extensive work had begun at the property. Councillors believed that planning permission had been granted which had subsequently expired. TJ would check it out.

#### **42/17 CORRESPONDENCE**

- i) Further to Item 25/17 (iii) reference a resident's request to use the playing field as a campsite on 9 and 10 June, the clerk had checked with Aon Insurance whether the PC would be liable in the case of theft or accidents. Aon had confirmed that the Parish Council would not be liable for any damage to or theft of the campers' property. It was solely the responsibility of the campers to protect their property. SS said that the resident had decided against using the park. However, Aon's response would be noted for the future if any further requests were received.
- ii) The Chairman read out an invitation to attend the good cause launch of the Lincs. Lotto at the Baths Hall, Doncaster Road, Scunthorpe at 6pm on 23 May 2017. If anyone was interested in attending they should contact Rachel Johnson at NLC.
- iii) The clerk had received some leaflets and posters about Motor Neurone Disease. It was decided to put them on the table in the entrance hall of the Methodist Church.
- iv) The clerk read out a letter from the Licensing Manager, NLC seeking the Parish Council's views on 3 policies: Business Compliance and Support Policy; Taxi Licensing Policy and Animal Welfare Policy. After discussion, it was agreed that these policies were not relevant to Roxby PC.
- v) The clerk had received a letter from the elections office at NLC requesting the Dragonby Mobile Polling Station for 8 June 2017. The clerk would inform them that the PC no longer had any connection with the land in Dragonby and would give them Jack Cooper's contact details.

#### **43/17 REPORTS**

- i) **Clerk**  
The clerk's activities were centred around finance matters and would be reported under item 44/17.
- ii) **Parish Councillors**
  - TJ and CH had attended the ERNLLCA and NL Council Liaison meeting on 25 April. For the future, it was decided that someone from those present would minute the meetings instead of an ERNLLCA executive member. Going forward the ERNLLCA manager would only attend one N Lincs. meeting per year. They needed to manage their time better as getting a lot more internet enquiries. The main topic was the lack of clerks and retaining them. It was becoming a real problem. Many clerks were looking after 4 or 5 councils.
  - Afterwards they attended the N Lincs. council liaison meeting, which was led by Matt Mundy talking about town councils and their makeup.
    1. Holme Parish meeting was never attended and they had asked to be dissolved. It is likely that Holme parish will be merged with Messingham.
    2. They were also looking at scrapping the wards in Barton upon Humber.
    3. Also, talked about waterways and responsibility for maintenance. For example, if a waterway such as a beck or river flowed through someone's land, it was the responsibility of the landowner to maintain it, however they couldn't do anything else to it.

- CH had reported the light on South Street which has now been mended. There were other lights not working so she would also ask for them to be fixed.
- CH mentioned the grass at the side of the Methodist Church not being cut. The clerk would ask Barton Mowing to cut it.
- PF mentioned that she had run over a pothole in the village and it had damaged a spring on her car. Cllr Glover confirmed from the last meeting that there was a programme of works for the roads and footpaths in Roxby.
- CW offered thanks to the clerk for liaising with the estate's land agent to get the old carpenter shop windows boarded up. All agreed they looked much better and safer.

i) **Ward Councillors**

- Cllr IG said he would report the missing sign from the fingerpost at the end of North on the B1207 to try and hurry up getting it sorted.

**44/17 FINANCE REPORT**

- i) The Chairman asked the clerk to leave the room whilst they reviewed her salary. On her return, she was informed she would move up one spinal point which would increase her salary to £1675.28 per annum commencing 1 June 2017.
- ii) The finance report was tabled and accepted.

**Community Account:** Balance as at 30 April 2017 £7265.33  
**Business Money Manager (Village Hall Fund):** Balance as at 30 April 2017 £13004.76  
 Total balances as at 30 April 2017 £20270.09

**PAYMENTS**

The following cheques were presented at this month's meeting for payment.

<b>Cheque No.</b>	<b>£</b>	
101161	J Curtis	49.31 ink cartridges
101162	Aon UK	286.54 Annual policy renewal
101163	Barton Mowing	168.00 Invoice 1050 March grass cutting
101164	VANL	20.00 Charges for Payroll QTR 4 and year end
101165	VANL	10.00 Membership 2017/18
101166	ERNLLCA	284.19 Membership Fees 2017/18
101167	Brian Brooks	96.00 Internal audit 2016/17
101168	Barton Mowing	168.00 Invoice 1108 April grass cutting
101169	J Curtis	voided
101170	HMRC	27.20 Employee tax March 2017
101171	HMRC	23.80 Employee tax April 2017
101172	J Curtis	241.14 Salary for March and April 2017
		20.00 Expenses for telephone

**Proposed: S Smaza**

**Seconded: C Hodge**

iii) **Internal Auditor**

Brian Brooks had undertaken the internal audit of the 2016/2017 accounts. The report was presented to the meeting. The only recommendation was to consider adopting an equal opportunities policy for the future.

**Proposed: S Smaza**

**Seconded: C Hodge**

- iv) New Annual Governance Statement – Assertions pro forma devised by ERNLLCA: councillors had talked through and considered each statement on the form and were satisfied that there was a sound system of internal controls in place with respect to the accounting statements for year ending 31 March 2017.
- v) External audit 2016-17: The Annual Governance Statement 2016/2017 was discussed and approved by the members of Roxby-cum-Risby Parish Council and signed by the Chairman and Clerk/Responsible Finance Officer.
- vi) The clerk/RFO presented the Accounting Statements 2016/2017 for Roxby Parish Council. These were approved by the members of Roxby Parish Council and signed by the Chairman and Clerk/RFO.
- vii) The Chairman completed the Transparency fund application form and informed councillors that the Parish Council was entitled to apply for £120 towards website costs and 3hrs salary per month for the clerk. Councillors approved the application. The clerk would submit this to ERNLLCA.
- viii) Aon insurance: the annual renewal was due 1 June 2017 for the second year of three at the discounted rate. The cheque was signed ready for payment,

**45/17 ITEMS FOR INCLUSION ON NEXT AGENDA**

- i) Parking on grass verges
- ii) Dog fouling
- iii) Village image
- iv) Landfill site
- v) Playing field
- vi) Planning applications
- vii) Finance report
- viii) Emergency Plan
- ix) Winter Service Review

**MEETING CLOSED 8.20 pm**

Date of next Parish Council meeting Wednesday 12 July 2017 at 7.15 pm.