

**Minutes of the Village Council Meeting of Great Coates Village Council held at 7.00 pm
in the Village Hall, Cooks Lane, Great Coates on 24th January 2019**

Present: Cllr Masterton (Chair), Cllr Lawrance, Cllr Huntley, Cllr Redgrift, Cllr Green, Cllr Cutting, Cllr Stewart
C.Thomas (Clerk), Cllr S Mill, Cllr C. Proctor
No members of the public.

1 To Receive apologies and reasons for absence - Ref 19/014

Cllr Thomas, Cllr Barber

2 To receive declarations of interest under the Localism Act 2011 – being any pecuniary or non-pecuniary interest in agenda items not previously recorded on Members’ Register of Interests - Ref 19/015

None

3 To approve the draft minutes of the Village Council meeting held on 22 Nov 18 - Ref 19/016

Resolved to approve as a true record of the meeting held on 22nd November 2018.
Proposed: Cllr Redgrift - Seconded: Cllr Green - All in favour.

To approve the draft minutes of the Village Hall Management Committee meeting held on 19 Jan 19 - Ref 19/017

Resolved to approve as a true record of the meeting held on 19th January 2019
Proposed: Cllr Lawrence - Seconded Cllr Cutting - All in favour.

4 Public Questions. Ref 19/018

No questions raised.

5 To receive any reports from external organisations. Ref 19/019

Humberside Police

No report was received from the Police.

Reports from Unitary Councillors

Cllr Mill informed Councillors that work was still ongoing with regards to re-siting the recycle bins. Two councillors voiced concerns that the proposed site may create different problems to the existing site. The matter would be discussed by councillors at the next meeting.

Band D grant funding has been withdrawn with effect from the next financial year.

No permits are required for the proposed larger planters so long as you can continue to physically pick them up.

Litter wardens have visited Great Coates on 3 occasions and a review has taken place regarding utilisation of litter bins within the ward. There are no plans to remove any bins presently located with Great Coates although these bins will be replaced with larger bins in the near future.

Work will commence around Estate Road 5 on 4th Feb to re-surface the road and work on pavements lasting fourteen weeks with some night time work.

The local authority had identified owners of garages on Newbury Avenue and written to owners in order to have the area tidied up. The land is privately owned by the garage owners. Ultimately the authority will do the work and then recover costs from owners. Councillors expressed concern in respect of the time this will take and the environmental health impact. The authority will take action on the fly tipping currently occurring in this area.

Reports from representatives to external organisations.

Freshney Forward

No updated information.

Reports from Council Committee Meetings - Personnel

Concern was raised in respect of the handyman vacancy and would need addressing within the coming months regarding hall and grounds and general village maintenance. The matter would be discussed at the February meeting.

Reports from Council Committee Meetings - Hall Management

Proposed events were discussed.

Resolved to provide a £200 budget for the Spring Fair.

Proposed by Cllr Lawrence – Seconded by Cllr Huntley – All in favour

Cllr Lawrence proposed the Hall Committee managed the budget for specific events. There was a mixed feeling and the matter would be deferred until the February meeting for a full discussion.

Cllr Cuttings suggested the hall underwent a deep clean. The Clerk would liaise with the caretakers to undertake this.

Hall hire rates together with terms and conditions required a review and it was agreed to review these matters at a forthcoming Council meeting. The Clerk was asked to provide a financial analysis prior to the meeting.

The wooden fence is in need of repair and it was suggested to replace this with a Laurel hedge as opposed to replacing the wooden fence with would be more expensive. This matter would be discussed at the next meeting.

Great Coates in Bloom

A donation of £300 was received from the Freemasons. This would be ring fenced to the in bloom budget.

Proposed by Cllr Masterton – Seconded by Cllr Huntley – All in favour

The Copse at the end of estate road no 5 would be developed by the group together with improvements to the area in the hall grounds making use of railway sleepers.

Going into the Spring, 22 planter boxes would be placed throughout the village and a snowdrop weekend is to be held on the weekend of 16 Feb where memory boxes would be made available.

6 Parish matters – To receive any report or consider any appropriate action. Ref 19/020

- a) Casual vacancy exists for a Councillor.
- b) Tracking report items were reviewed (attached):-

Ref: T/001

It was proposed to site the existing dog fouling signs at the public entrance gate and the rear footpath as you enter the hall grounds. The gates would also be locked to discourage dog walkers as dog fouling was taking place.

Proposed by Cllr Lawrence – Seconded by Cllr Cutting – All in favour.

Ref: T/002

It was resolved to pursue siting of the defibrillator at Fastnet Fish. Clerk would make contact with Fastnet Fish.

Proposed by Cllr Green – Seconded by Cllr Cutting – All in favour

Ref: T/003

Christmas tree on the village green would be discussed at a future meeting. To remain on tracking report.

Ref: T/004

Work on Newbury Avenue was considered to have been completed.

Ref: T/005

A proposed new hall booking system had been circulated by the Clerk and it was resolved to implement the new system from 1st February 2019.

Proposed by Cllr Cutting – Seconded by Cllr Green – All in favour.

Ref: T/006

The site for the allotments was discussed and agreed to write to Sutton Estates for permission to use. A feature would be included in the next village magazine.

Ref: T/007

Hall re-build insurance cost would remain on tracking report and pursued in line with the insurance renewal later in the year.

Ref: T/008

It was resolved to take legal action on the outstanding hall payments should payment not be received by 31st January 2019.

Proposed by Cllr Redgrift – Seconded by Cllr Green – All in favour

Ref: T/009

The Clerk updated the Council on the discussion he had with the Architects and it was resolved to arrange a meeting with the Architects

Proposed by Cllr Masterton – Seconded by Cllr Lawrence – All in favour.

Ref: T/010

The clerk had previously circulated a proposal to enable payments to be made electronically. It was resolved to implement this method of payment as soon as possible.

Proposed by Cllr Redgrift – Seconded by Cllr Stewart - All in favour

Ref: T/011

The clerk had previously circulated a proposal to accept payments in relation to hall bookings by Paypal. It was resolved to implement this method of payment with immediate effect.

Proposed by Cllr Huntley – Seconded by Cllr Lawrence – All in favour

Ref: T/012

Hall heating was discussed and the present method of programmed heating would pursue. It was agreed to research feasibility and costings for a remote controlled heating system.

Ref: T/013

The clerk had previously circulated a document related to general hall maintenance with a number of proposals. Rather than purchase a smoking bin it was resolved to implement a no smoking policy within the hall and grounds. It was resolved to purchase a new caretakers cupboard, letterbox, thermostat covers and a small cupboard for the caretaker/first aid box in the kitchen area. Total cost of approx. £400 ex VAT.

Proposed Cllr Huntley – Seconded by Cllr Redgrift – All in favour

Ref: T/014

The clerk had previously circulated a handover report and within that report various recommendations were made. It was resolved to:-

- a) Provide the Village Council Chairman with a sealed envelope containing all relevant passwords.
- b) Set up the Village Council Chairman as a second recovery point for the email system.
- c) Backup all data onto a USB dongle to be held by the Council Chairman and updated every three months.
- d) Supply all Councillors with a set of keys for the village hall and car park.
- e) Provide the caretakers with a photo enabled telephone.

Proposed by Cllr Green – Seconded by Cllr Lawrence – All in favour.

- c) The December edition attracted the highest number of entrants for the competition. The next edition would be circulated in March and any copy to be given to Cllr Green by Friday 22nd March. Canvassing for additional advertising was to be undertaken to try and make the magazine more cost effective.

- d) It was resolved to hand management of the website to the clerk.
Proposed by Cllr Lawrence – Seconded by Cllr Huntley – All in favour.
- e) Facebook messaging had previously been restricted in respect of hall booking enquiries. This had now been de-restricted and messages being replied to directly by the Clerk who advised that a significant number of messages are received with many converting into bookings.
It was resolved to make use of Facebook and the website to publicise events at the hall to include regular hirers Activities making it clear that the Council are not connected in any commercial sense..
Proposed by Cllr Cutting – Seconded Cllr Green – All in favour.
- f) Several ideas were circulated in respect of hire rates and incentives. It was agreed to move this matter as a separate item at the next meeting.
- g) It was felt that the littering within the village was becoming a problem. There would be an article in the next magazine together with a proposed litter pick day.

10 Clerk's report. Ref 19/021

There was no correspondence other than that which had been circulated previously.

11 Finance report. Ref 19/022

The financial report for the period 31st December 2018 had been circulated previous to the meeting.

The Flymo lawnmower cannot be located. Clerk would make enquiries.

Postage was not evident within the accounts. The RFO confirmed that postage was entered but was probably entered through the clerks expenses. This would be checked and adjusted accordingly.

The RFO advised that the VAT reclaim completed in December may not have covered all VAT whilst reconciling the accounts on handover. The discrepancy was no more than £100 and would be balanced and accounted for before the end of February.

One Councillor queried previous SSP payments in respect of any re-claim from HMRC and the RFO would investigate and advise accordingly.

In view of the VAT issue on handover the RFO suggested that a policy to re-claim VAT every six months be implemented.

Proposed by Cllr Huntley - Seconded Cllr Redgrift – All in favour

To approve Schedule of Payments. Resolved as a true record.

Proposed: Cllr Masterton - Seconded: Cllr Lawrence - All in favour

9 Planning applications and decisions received. Ref 19/023

DM/0019/19 – No objections

DM/0027/19 – No objections

DM/0853/18 – Objection previously recorded stands.

Proposed by Cllr Lawrence – Seconded Cllr Huntley – 6 against / 1 abstain

10 Items to be considered for next agenda. Ref 19/024

As already discussed and minuted.

Meeting ended 9.10pm

Date of next meeting of the council to be held at Great Coates Village Hall, Cooks Lane, Great Coates on 28th February 2019 at 7.00 pm

All outstanding items are included on this tracking. Items highlighted in yellow are items requiring further decisions at the next Council meeting.

For ease any documents circulated prior to any meetings are appended to this report and the title highlighted in blue.

Started	Action Required	Responsible	Date	Progress/Comments/Update
Ref: 19/001 01/11/2018	Doug fouling signs to be ordered for Village Hall	Clerk	Nov-18	Ordered & collected.
		Council	Jan-19	Awaiting decision on where to put up.
Ref: 19/002 01/11/2018	Siting of 2nd De Fib	Clerk	Nov-18	Northern Rail have been contacted by phone and email. Last contacted 13th December asking why nor eply received
			07/01/19	Northern Rail contacted again by email, Facebook and web enquiry form.
			09/01/19	two local companies also contacted who will accept de fib unit
			17/01/19	Northern Rail will site de fib unit but need to establish power and suitable location first before committing themselves. Matter referred to their estates dept for further advice.
Ref: 19/003 01/11/2018	Christmas tree on village green	Clerk		Paperwork now sorted out with Greenbelt.
		Clerk		Requirements for next year to be confirmed
		Council		Tree removed
Ref: 19/004 01/11/2018	Work on Newbury Avenue	Clerk		Now complete
		Clerk		Check required to confirm work has been completed by contractor
		Clerk	Dec-18	Work has been completed. Cllr raised concern as to tidyness of area.
		Clerk	Jan-18	Clerk will obtain quote/invoice for specification.
Ref: 19/005 01/10/2018	Hall Booking System	Cllrs KG, LC, MH	Oct-18	On hold - other system suggested
		Clerk	Dec-18	Part automated' system approved by Council. Update to be given at January meeting.
			14/01/19	Proposal circulated to all Councillors for approval at Jan meeting
Ref: 19/006 Oct 18	Site for allotments in village	GC in Bloom	Oct-18	To identify possible sites.
		Cllr Stewart	Dec-18	Area in Cooks Lane identified.
Ref: 19/007 Oct 18	Hall re-build cost on insurance	Clerk	Oct-18	Insurers contacted - see Clerks report
			Dec-18	Survey costs to be obtained.
Ref: 19/008 Oct 18	Outstanding hall payments to small claims court	Clerk	Oct-18	Form completed but will need a different contact address. Part payment received
			Dec-18	Letter 'Before Action' to be sent to hirer.
			Dec-18	Made payment with promise to pay balance by end of January.
				Letter before action now on hold.
Ref: 19/009 Jan 19	Village Hall car park	Clerk	04/01/19	Letter sent to architects
			16/01/19	Architects had a telephone conversation with Clerk who will provide update at meeting on 24th.
Ref: 19/010 Jan 19	Proposal to enable electronic payments	Clerk	14/01/19	Proposal circulated to all Councillors for approval at Jan meeting
Ref: 19/011 Jan 19	Proposal to enable receipts via Paypal	Clerk	14/01/19	Proposal circulated to all Councillors for approval at Jan meeting
Ref: 19/012 Jan 19	Village Hall heating	Cllr Huntley / Clerk	Jan-19	Heating now programmed based on hall program. Complaint received from one group. All regular hirers to be asked to advise of any difficulties.
				Further efficiencies may be made by installing remote system with heating controlled via Smartphone.
				Propose to research feasibility and costings.
Ref: 19/013 Jan 19	Village Hall Maintenance	Cllr Huntley / Clerk	17/01/19	Proposal circulated to all Councillors with reference to purchase of caretakers cleaning cupboard, thermostat covers, smoking bin, additional cupboard, bracket for first aid kit and new letterbox.
Ref: 19/014 Jan 19	Clerk Handover Report	Clerk	17/01/19	Proposals circulated to all Councillors