

LAXTON PARISH COUNCIL

www.laxtonpc.org.uk

Clerk: Alan Bravey, 3 Ruskin Way, Brough, East Riding of Yorkshire, HU15 1GW
Telephone: 07932 016856 Email: laxtonpc@btinternet.com

19/01/2023

To: All Members of the Council

You are summoned to attend the meeting of **Laxton Parish Council** that will be held on **Wednesday 25 January 2023 at 7:00pm** to transact the business set out below. The meeting will take place at Laxton Victory Hall, Station Road, Laxton, DN14 7TW.

Members of the public and press are welcome to attend and may address the Council during the public participation section.

Yours sincerely



Clerk to the Council

A G E N D A

1. To receive apologies for absence
2. To record declarations of interest by any member of the council in respect of the agenda items below.
3. To receive and sign the Minutes of the Meeting of the Parish Council, held on Wednesday, 7 December, 2022 as a true and correct record
4. Public Participation - to temporarily suspend the meeting to receive questions from the public.
5. To agree to reopen the meeting following suspension
6. To receive an action update log from the Clerk
7. To receive an update from Ward Councillors
8. To receive an update from Parish Councillors
9. To discuss the following correspondence:
 - i. ERYC, Cost of Living Support Crisis

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- ii. Northern Powergrid, Power Cut Advice
 - iii. ERYC, traffic speed surveys oversubscribed
 - iv. ERYC, Planning Approval, 26 Back Street, Erection of two storey extension to side following demolition of existing attached garage
 - v. ERYC, Your Life Your Way
 - vi. ERYC, Town Charter Follow up Survey
 - vii. ERYC, Coronation Grant
10. To consider the revised grant application form.
 11. To consider applying for a Coronation Grant to purchase commemorative coins for young people in the Parish
 12. To agree to purchase a replacement printer
 13. To approve the schedule of accounts for payment
 14. To receive agenda items for the next Parish Council meeting on the 22 February 2023

LAXTON PARISH COUNCIL

7.00pm 7 December 2022

PRESENT: Councillors Goulden (Chair), Collins, Sweeting and Watson.

Apologies were received from Councillor Huntley.

Clerk: Alan Bravey.

The meeting was held at Laxton Victory Hall.

142/22 **DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS** – There were no declarations of interest.

143/22 **MINUTES OF THE PREVIOUS MEETING** – **Resolved** – That the minutes of the meeting of the Parish Council held on Wednesday 2nd November 2022 should be confirmed as a correct record and signed by the Chair.

144/22 **PUBLIC PARTICIPATION** – There were no members of the public present.

145/22 **ACTION LOG UPDATE** – ERYC had advised that the signs on Back Street had been delayed, but would be installed by end of year. The Clerk agreed to advise the residents who had queried the process.

146/22 **WARD COUNCILLOR UPDATE** – There was no update.

147/22 **PARISH COUNCILLOR UPDATE** – Councillor Watson reported that recent Whatsapp messages had been unfairly critical of Councillor Goulden. He made a statement of support for her actions, and a vote of confidence in her continuing in the position of Chair of the Parish Council. This was supported by all Councillors present.

148/22 **CORRESPONDENCE** – **Resolved** – (a) that the following correspondence should be received by the Council:

- i. ERNLLCA, Newsletter
- ii. Humberside Police, Newsletter
- iii. ERYC, Red Cross Local Coordination Service
- iv. ERNLLCA, Pay Award Confirmed for 2022/23
- v. Network Rail, Feedback on Barrier Repair and Crossing Delays
- vi. ERYC, Confirmation of Grant Award
- vii. Resident, Damaged Curb on Church Close

b) that it be noted that the Council was not aware of any residents that would benefit from the Red Cross Local Coordination Service, but that it should be advertised on the Council's social media.

149/22 ERECTION OF TWO STOREY EXTENSION TO SIDE FOLLOWING DEMOLITION OF EXISTING ATTACHED GARAGE, 26 BACK STREET –

Resolved – That the Parish Council had no objections to the application.

150/22 – **PARISH COUNCIL GRANT POLICY** – The Parish Council grant policy had been updated following ERNLCCA guidance and circulated for comment. It was agreed to review at the next meeting.

151/22 **LAXTON PARISH COUNCIL LOGO** – Further to previous Parish Council discussions, a concept design for the Parish Council logo had been drafted as a basis for commissioning a graphic designer to produce a final version. The overall concept was agreed, and it was noted that the final design should be a simple line drawing of just the key features. Councillor Sweeting advised that a local resident may be interested in doing the work.

Resolved – Councillor Sweeting would make contact with a local resident who may be interested in producing a logo based on the concept design.

152/22 **VILLAGE PLANTERS** – Councillor Huntley had identified suitable locations for two planters in Laxton and one in Saltmarshe, but had found no obvious locations in Metham and Cotness that would not run the risk of being damaged by agricultural machinery. The notice on Whatsapp had resulted in two volunteers to maintain planters in Laxton.

Resolved – i) That 2 planters would be installed by the village entry signs in Laxton in 2023 in Laxton, because residents had volunteered to maintain them ii) planters would be installed in Saltmarshe, Metham and Cotness if residents came forward to maintain, and a suitable location could be agreed iii) that the decision on planters should be shared in the next newsletter and iv) a local garden centre should be approached for sponsorship opportunities.

153/22 **ALLOTMENT FENCES** – Repairs were required to the fence to the East end of the allotments, but this could only take place when the existing fruit trees had been cut back. Tenants had asked for a fence between the allotments and the allotments gardens. A quote had been received to supply and erect, which ranged between £695 and £925 and to supply materials only, which ranged between £395 and £625.

Resolved – That the requirement for a fence should be raised at the next meeting of the allotment committee and a recommendation made to a later Parish Council meeting.

154/22 **LAXTON CINEMA GRANT** – **Resolved** – that the clerk should be delegated approval to incur expenditure as outlined in the grant award documentation.

155/22 **NEWSLETTER ITEMS** – **Resolved** – that the next newsletter should promote the Laxton Cinema event, the Church Carol event, village planters and details of the precept.

156/22 **2023/24 BUDGET AND PRECEPT** - **Resolved** – i) that despite the inflationary increases in 2022/23 the Parish Council recognised that cost of living crisis and agreed that there should be no increase to precept ii) that the proposed budget was agreed and iii) the

precept for 2023/24 should be set at £7709, with the remaining balance to be drawn from reserves.

140/22 **ACCOUNTS FOR PAYMENT – Resolved** – a) that the Parish Council should note the payments made since the last meeting:

- i. G Laxton Victory Hall, Bonfire Grant, £250
- ii. Community Heartbeat Trust, Ongoing Maintenance Contract, £302.40
- iii. Clerk, Aug / Sept / October Salary, £302.40
- iv. Zurich, Insurance Premium, £257.60
- v. Public Works Loan, Loan, £1570.72
- vi. HMRC, PAYE – July / August / September, £195.20
- vii. Clerk, Photobook, £35.56
- viii. Clerk, Noticeboard Magnets, £4.81

and approve the following accounts for payment:

- i. HMRC, PAYE - £66.40
- ii. Clerk – Salary - £100.32

141/22 **AGENDA ITEMS FOR NEXT MEETING – Resolved** – that the next meeting would be at 7pm on the 25th January 2023

SIGNED:

DATE:

Laxton Parish Council Action Log

| Action | Status | Lead | Update |
|---|----------|---------------|--|
| Check status of the Cotness Footbridge Bridge. | Ongoing | Clerk | Cllr Aitken asked to get involved in ongoing discussions between ERYC and Landowner at Cotness Corner. |
| Check expected repair time of bridge at Skelton footpath. | Ongoing | Clerk | Badger Sett holding up works. 14/10 update - New bridge required, but badger sett underneath the footings and the placement site and so consultation with Natural England required / underway. |
| Clerk to request ERYC carry out speed survey on Front Street | Ongoing | Clerk | Confirmed that a traffic survey will take place in 2022. Due to unprecedented demand, this could slip into 2023. |
| Clerk to report lack of road edge markings on Trandy Lane / Skelton Broad Lane | Ongoing | Clerk | ERYC have agreed to install the road markings - these will be added to the yearly schedule so may take some time to complete. |
| Ask ERYC to renew "slow" road marking near to station. | Ongoing | Clerk | Reported to ERYC - 19 February 2022. |
| Clerk to ask Drainage Board for a position on the unmaintained drain from St Peters to Cotness Corner. | Ongoing | Clerk | ERYC highways, who have agreed to survey all village drainage systems with camera later in year. |
| Parish Logo | Ongoing | Clerk | Councillor Sweeting would make contact with a local resident who may be interested in producing a logo based on the concept design. |
| Play Area Committee | Ongoing | Clerk | First meeting to be arranged. |
| Signs on Back Street | Ongoing | Clerk | ERYC advised up by end of year. Chased up. |
| Collapsed Culvert | Complete | Clerk | Clerk reported culvert to ERYC and IDB using photos taken by Cllr Goulden. IDB advised ERYC's assets. Reported to them again. |
| Salt Bin on New Lane / Station Road | Complete | Clerk | Order placed. |
| Planters - -- i) That 2 planters would be installed by the village entry signs in Laxton in 2023 in Laxton, because residents had volunteered to maintain them ii) planters would be installed in Saltmarsh, Metham and Cotness if residents came forward to maintain, and a suitable location could be agreed iii) that the decision on planters should be shared in the next newsletter and iv) a local garden centre should be approached for sponsorship opportunities. | Ongoing | Clerk | Two volunteers, and offer to grow flowers. Written to local garden centre re sponsorship. |
| The requirement for an allotment fence should be raised at the next meeting of the allotment committee and a recommendation made to a later Parish Council meeting. | Ongoing | Cllr Sweeting | |
| Power Cuts / Telephony Outages | Ongoing | Clerk | Contacted Ofcom to request advice on resilience of phones lines following pstrn switchover |

Laxton Parish Council Correspondence Record

7 December to 18 January 2023

The Clerk will circulate correspondence when considered appropriate. If Councillors would like to see a copy of correspondence that has not been circulated, please notify the Clerk on laxtonpc@btinternet.com on 07932 016856.

| Date Received | Attached? | From | Purpose of Correspondence |
|---------------------------|------------------|-------------|---|
| 15 December | N | ERYC | Support on Cost of Living Crisis |
| 16 th February | N | ERYC | National Grid ESO has indicated that Emergency Power Cuts are unlikely to happen this winter, however, ongoing reports in the news have led to some customers contacting us as they are unsure or concerned what this might mean for them. We are contacting you to share information to help you understand the facts and provide advice on how to be prepared if your power supply is ever affected - whether by a routine local network issue, the impact of severe weather or a wider national energy emergency. Regardless of the cause of a power cut, if you or someone you care for relies on electricity to power medical equipment and don't know what would happen to it in a power cut, you should speak to your healthcare or medical equipment provider now for advice. You should also ensure that you join our free Priority Services membership, so we are aware of any additional support or advice you may need due to your medical or personal circumstances. Below is some important advice to support you and some Frequently Asked Questions to help you understand what an Emergency Power Cut is, what it means for our customers and what happens in the energy industry to prevent them. Further information is also available at northernpowergrid.com/emergencypowercuts |
| 21/12/22 | N | ERYC | Advising that traffic speed surveys have been oversubscribed and all requests will be reassessed next financial year. |

| | | | |
|------------|---|------|---|
| 05/01/23 | N | ERYC | Planning Approval, 26 Back Street, Erection of two storey extension to side following demolition of existing attached garage |
| 10/01/23 | N | ERYC | The council has launched Your Life Your Way, a website hub featuring a vast range of information on how to stay independent and access support for both carers and East Riding residents. The website will help people self-serve and enable anyone to get timely advice. This enhances the personal touch, giving choice and control to residents. Visitors to the website will find guidance on staying active and independent. If you have any care needs there are contact details for vital services and information on how to access the technology available through our lifeline service that can support independence. You will also find: Advice and support for any stage of your adult social care journey, Information and help to stay active and look after yourself, Information on over 300 local groups and activities, Local community and care services, Personal budgets, payments, and a benefits calculator, Help to work out what you need to pay towards care, Support for carers including a FREE Carers UK digital resource, Lifeline, aids, equipment, and adaptations. We understand that for most people, staying independent is important to ensure you live a happy and fulfilling life. Your Life Your Way provides the information and guidance to get you the right support at the right time. We would be very grateful if information about the service could be shared in any resident's newsletters, emails or websites where possible. https://www.yourlifeyourway.uk/ |
| 12/01/2023 | Y | ERYC | Town Charter Follow up Survey |
| 13/01/2023 | N | ERYC | Opening a small grant to support communities organize celebratory activities for the Coronation of King Charles III (e.g. community events, street decorations, themed artwork, commemorative benches etc). Maximum of £500 and a minimum of £100 per project. Must relate to The King's Coronation and demonstrate community benefit and community input. Open on Wednesday 1 February 2023 to Monday 3 April, or until fund exhausted. |

TOWN AND PARISH COUNCIL COMMUNICATION SURVEY



Introduction

In 2018, East Riding of Yorkshire Council convened a panel to review how it communicates with town and parish councils. The review panel comprised six ward councillors and it was agreed, at its first meeting held in March 2018, that a survey would be undertaken to seek the views of each town and parish council. The panel considered the results of its survey alongside a lot of other input from councillors, clerks and published its final report in 2019.

The panel made 11 recommendations, including that a town and parish council charter be established. Since the publication of the report, one of the Council's scrutiny committees has been responsible for monitoring the progress of the panel's recommendations. An update report is due to be received in March 2023 by the overview management and scrutiny committee and it would like to follow up with town and parish councils using some of the same questions as the original survey. Ideally, it would be useful to receive one completed survey per town and parish council.

If you could please submit all responses by **13 February 2023**

Further Information

This survey can be made available in other languages or formats if required. For any queries or to request another format, please contact:

Samm Campbell
Principal Committee Manager
Telephone: 01482 393205
Email: samm.campbell@eastriding.gov.uk

Data Protection

The information you provide in this consultation will be anonymous and kept confidential by East Riding of Yorkshire Council in accordance with the Data Protection Act 2018.

To see the privacy notice related to consultation please see the consultation privacy notice.

The Council uses SmartSurvey's software to create and administer the majority of its surveys. All survey responses are managed through SmartSurvey sub-processors, where data is stored securely by robust security features. Data held on the SmartSurvey platform will be retained for up to 6 weeks following the end of the consultation.

Details of SmartSurvey's own privacy policy can be found on their website:
<https://www.smartsurvey.co.uk/privacy-policy>

Please state the name of your town or parish council:

Has your council adopted the [Town and Parish Council Charter](#) circulated in January 2022? *

(If your answer is 'Yes' Please skip next question)

- Yes
- No

Please explain why your council has not adopted the Town and Parish Council Charter circulated in January 2022?

Which methods do you use to communicate with East Riding of Yorkshire Council? (Please tick all that apply)

- Email
- Letter
- Meeting minutes
- My Account
- Telephone
- Visits by council officers
- Ward councillors
- Other (please state below):

To help us to identify how communication might have improved between your town or parish council and East Riding of Yorkshire Council, please consider how much you agree or disagree with the following statements:

| | Strongly agree | Agree | Disagree | Strongly disagree |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| The Council and its services communicate regularly to enable our town/parish council to effectively carry out its duties | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| The Council's methods of communication are accessible | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| The Council's methods of communication are appropriate to the needs of our town/parish council | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| The Council communicates openly with our town/parish council | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| The Council uses 'plain English' in its communications | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

If the Council could improve one aspect of its communication with town and parish councils, what do you think it should be?

Please outline below any particular issues relating to communication between your town and parish council and East Riding of Yorkshire Council.

What level of engagement does your town and parish council have with your local ward councillors?
For example, does your ward councillor attend town/parish council meetings on a regular basis etc.

You have completed this survey!
Thank you for taking the time to answer this survey.

Apply for a grant from Laxton Parish Council

Guidance Notes

This Guidance is to help applicants complete an application to Laxton Parish Council for a grant application of up to £500 in value. Please complete all questions in full on the application form and return (details below) with the following documents:

- The group's rules/governing document or Constitution
- A set of recent accounts
- A current bank statement

The Parish Council will prioritise applications that show some contribution from your own organisation towards the project. This can be cash, volunteer time, donated materials, equipment loan or free use of land/buildings.

Criteria

The fund can support: the promotion of community, charitable, amenity, educational and environmental initiatives for the benefit of Laxton Parish.

Eligibility

The fund cannot pay for anything that:

- Is retrospective e.g. bought before the application is made and the fund panel have made a decision Promotes a particular religion or political party
- Detrimental to the interests of the Parish Council
- Is for a specific individual (please ask the laxtonpc@btinternet.com for details of the Laxton and Saltmarshe Charity) / does not have wider community benefit
- It is the statutory service of the local authority, police, fire service, health service, coastguard or parish council to provide.

What happens when you submit an application?

Your application will be considered at the next Parish Council meeting. The clerk will email or write to you telling you whether or not your application has been successful. If your application has been successful the administrator will arrange for the money to be paid directly into your bank account.

Please note that if your application is successful you may be required to complete a simple end of grant report detailing how you have spent the money and send this to the fund with copies of receipts. Any unspent monies must be returned to the Parish Council.

If you have any questions or require any help with your application please do not hesitate to contact laxtonpc@btinternet.com. Completed applications forms with supporting documents should be emailed to laxtonpc@btinternet.com.

| Tell Us What You Want to Purchase and How Much It Will Cost | |
|---|--------|
| Item | Amount |
| | |
| | |
| | |
| | |
| | |
| Total | |

| | |
|---|--|
| Tell us How Much Money You Are Applying For | |
|---|--|

| |
|---|
| Tell Us How Your Project Meets the Fund Criteria and How It Will Benefit The Public |
| |

Please read through the Conditions of funding set out below then sign the application form to confirm that you agree to these term and conditions.

Conditions of Funding

1. We will use the grant only for the purpose set out in our application and approved in writing by the Parish Council. We will not make any changes to the project or to our expenditure of the grant without the prior approval of the Parish Council.
2. In all publicity that we generate about our project and in our Annual report (if applicable) we will acknowledge that is supported by the Parish Council.
3. We will complete the Monitoring report on how the grant has been spent and submit receipts as evidence of expenditure if requested.
4. We will comply with any relevant legislation that affects the way in which we carry out our activities e.g. Health & Safety, Protection of Children and Vulnerable Adults.
5. We will ensure that the planned activity does not discriminate on the grounds of gender, race, religion or sexual orientation.
6. If we anticipate any changes to the project we will contact the Parish Council for prior approval.

Signatures

I confirm that all the information contains in the Application Form is true and correct. I agree on behalf of my group to comply with the Conditions of the Grant. I understand that failure to do so could result in a requirement to repay the grant in full.

Name Signature:

Position Date:

Laxton Parish Council

Accounts for Payment

December 2022

Payments made to be noted

| Payee | Details | Total | VAT |
|----------------|--------------------------------|--------------|------------|
| Brian Clarke | Additional Noticeboard Keys | 9.05 | 1.51 |
| Clerk | Village Hall Seating | 359.95 | 59.99 |
| Filmbank Media | Refundable Deposit | 150 | |
| Clerk, | Cinema Expenses | 25.41 | 4.23 |
| Clerk | Newsletter Printing | 39.42 | 1.59 |
| ERYC | Street Lighting SLA | 549.44 | 91.57 |
| Filmbank Media | Hire of Film for Laxton Cinema | 159.60 | 26.60 |

Receipts to be noted

| Payer | Details | Total |
|--------------|----------------|--------------|
| - | - | - |

Payments to be Authorised

| Payee | Details | Total | VAT |
|--------------|----------------|--------------|------------|
| HMRC | PAYE | 66.40 | |
| Alan Bravey | Salary | 100.32 | |