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

20/09/2024

To: All Members of the Council

You are summoned to attend the **Annual Meeting** of **Laxton Parish Council** that will be held on **Thursday 26 July 2024 at 7pm** 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 Parish Council Meeting, held on Wednesday, 24 July, 2024 as a true and correct record
4. Public Participation - to temporarily suspend the meeting to receive questions from the public.



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5. To agree to reopen the meeting following suspension
6. To receive an update on the action log from the Clerk
7. To receive an update from Ward Councillors
8. To receive an update from Parish Councillors
 - i. ERNLLCA Conference – Cllr Goulden
9. To discuss the following correspondence:
 - i. Saltmarshe Hall, Venues holding firework displays.
 - ii. ERYC, Town and Parish Council Meet and Greet Event
 - iii. ERYC, Speed Indicator Device Scheme
 - iv. Humberside Police, Speedwatch Registration
 - v. ERYC, Consultation on the Local Plan
 - vi. ERYC, Information on animal health Blue Tongue virus
 - vii. ERYC, Notes of the T&PC Planning Liaison Meeting
 - viii. ERYC, Parish Open Door Newsletter
 - ix. ERYC, Street Lighting Service Level Agreement - £368.2
10. To consider amending the allotment tenancy agreement to allow dogs on the allotments with the following rules:
 - i. Keep your dog strictly under control at all times and only on your plot.
 - ii. Clean up any mess left by your dog and dispose of it off-site¹.
 - iii. Dogs should not roam freely onto other plots without permission².
 - iv. Allotment fields are primarily for crop cultivation, not as a dog walking or exercise area
11. To review two new allotment tenancy requests, including for temporary structure
12. To discuss protocols and next steps for the flag pole
13. To approve the schedule of accounts for payment
14. To approve a job re-evaluation of the clerk role.



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In accordance with Regulation 5(4) of the Local Authority (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, notice is given that at this meeting, The Cabinet will be asked to consider excluding the press and public from the meeting for consideration of the following items on the grounds that they are likely to involve the disclosure of exempt information as defined in paragraph(s) 1 of Part 1 of Schedule 12A of the Local Government Act 1972.

15. To consider appointing a new clerk

LAXTON PARISH COUNCIL

7pm, 24 July 2024

PRESENT: Councillors Goulden (Chair), S Yarrow, M Yarrow and Watson.

Apologies for absence were received from Councillor Collins and Ward Councillors Aitken and Bayram.

Clerk: Alan Bravey

52/24 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS – There were no declarations of interest.

53/24 MINUTES OF PREVIOUS MEETING – Resolved – That the minutes of the meeting of the Council held on Wednesday 22 May 2024 be confirmed as a correct record and signed by the Chair.

54/24 YORKSHIRE WATER RISING MAIN WORKS UPDATE - The Clerk read the letter circulated by Yorkshire Water providing details on the works. The contractor for Yorkshire Water had been speaking directly to affected residents in the village, and information had been shared on social media channels. Yorkshire Water had suggested installing a highways mirror at Hall Farm Corner, and it was agreed that this would be investigated.

55/24 PUBLIC PARTICIPATION – There were no members of the public present.

56/23 ACTION LOG – Resolved – i) Clerk to liaise with Kilpin Parish Council regarding Skelton Bridge ii) Clerk to liaise with allotment tenants regarding allotment equipment iii) Councillor Mr Yarrow provided delegated approval to purchase a flag pole for the beacon up to a total of £200 iii) that it be noted that the Clerk was entitled to 1 hour holiday per month.

57/24 WARD COUNCILLOR UPDATE – There was no Ward Councillor update.

58/24 PARISH COUNCILLOR UPDATE – Councillor Goulden advised that she held spare defibrillator pads. It was agreed that the Clerk would investigate defibrillator training.

59/24 CORRESPONDENCE – Resolved – i) that the following correspondence should be received by the Council:

- i. ERNLLCA, Partnership with WorkNest
- ii. ERYC, trial 20mph zones
- iii. Laxton Victory Hall, Explaining the role and liabilities of Village Hall Trustees

- iv. Cllr Goulden, Reporting Missing Speed Sign and Overgrown Banks at Skelton.
- v. Laxton Victory Hall, To note that the Village Hall was offered free of charge for use during the D-Day Commemorations
- vi. ERYC, T&PC to conduct assessment of ERYC maintained Salt Bins
- vii. ERNLLCA, Conference Tuesday 24th September 2024
- viii. ERNLLCA, Newsletter
- ix. ERYC, Confirmation of D-Day Grant award
- x. Resident, Laxton 10k

ii) that Councillor Goulden would attend the ERNLLCA Conference iii) that the Parish Council would note its thanks to all residents that helped arrange the D-Day commemoration, and thanks to the Victory Hall Committee for providing the hall free of charge should it have been required iv) Councillor Goulden agreed to check whether the salt bins needed refilling v) that the resident letter regarding the Laxton 10k be noted, but shared with ERYC as the Parish Council has no knowledge or responsibility for highways issues.

60/24 **KING CHARLES POTRAIT** – Laxton Victory Hall and Saltmarshe Hall had declined the offer of the portrait.

Resolved – That Councillor Mrs Yarrow would ask the Church Warden whether the Church would like the portrait, and the Clerk would offer to other Council's if not.

61/24 **EMERGENCY EQUIPMENT** – The emergency equipment had been tested and was in operational order, but the torches were missing from the chancel. It was noted that in an emergency petrol would be required to operate the generator.

Resolved – The Clerk would order four more torches.

62/24 **PERSONNEL SUB-COMMITTEE UPDATE** – Details on advertising and interviewing for the Clerk vacancy was discussed.

63/24 **SECTION 1 – ANNUAL GOVERNANCE STATEMENT**– **Resolved** – That Section 1 of the Annual Governance Statement should be approved and signed by the Chair.

64/24 **SECTION 2 – ANNUAL GOVERNANCE STATEMENT**– **Resolved** – That Section 2 of the Annual Governance Statement should be approved and signed by the Chair.

65/24 **BUDGET OUTTURN AND BANK RECONCILIATION**– **Resolved** – That the budget outturn and bank reconciliation should be noted.

66/24 **ACCOUNTS FOR PAYMENT** – **Resolved** – i) that it be noted that the following accounts had been paid by bank transfer:

- i. Rackhams, Audit, £306
- ii. Goole Times, Vacancy Advert, £362.88
- iii. Cllr Huntley, Flowers for Planters, £116.39
- iv. Resident, D-Day Flag, £12.70

- v. Bricklayers Arms, D-Day Refreshments, £345
- vi. Clerk, Compost, £46.97
- vii. Andrew Bradburn, Gardening, 5* £25
- viii. Resident, Rotivator / Generator Service, £42.74
- ix. Clerk, D-Day Books, £43.92

and ii) that the following accounts be approved for payment:

- i. Clerk, Juily and August Salary, £137.20

67/24 **DATE AND TIME OF NEXT MEETING - Resolved** – that the date of the next meeting of the Parish Council would be 7pm on the 25 September.

SIGNED:

DATE:

Laxton Parish Council Action Log

Action	Status	Lead	Update
Check status of the Cotness Footbridge Bridge.	Ongoing	Clerk	ERYC /Landowner update meeting - W/B 21 November 2023. Outcome not yet clear but getting closer.
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 asked Kiplin PC whether they have had update.
Review provision of equipment at the Allotment Gardens	Ongoing	Clerk	Clerk has written to tenants.
Investigate Options for Parish Flag Pole	Ongoing	Cllr M Yarrow	Agenda.
Councillor Email Addresses	Ongoing	Clerk	
Clerk Holiday Allowance	Ongoing	Clerk	Update the Clerk's contract to reflect holiday allowance.
Arrange Defibrillator Training	Ongoing	Clerk	Quote received.
Kings Portrait	Ongoing	Cllr Yarrow / Clerk	Cllr Mrs Yarrow to check whether Church would like portrait, otherwise clerk to offer to other Councils.

Laxton Parish Council Correspondence Record

22 July to 19 September 2024

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

From	Purpose of Correspondence
Saltmarshe Hall	We sometimes allow our weddings to have fireworks during this period- usually around 5 times a year. We inform the local residents of Saltmarshe when we do, just in case they need to arrange anything for their pets/animals. Recently, we have noticed that a couple of other party venues in the area are also letting off fireworks, and the locals are assuming its us. I wonder if you have contacts at the barns/ halls and to see if we could all send a monthly email to you with the dates of fireworks, so we can let the locals know? Perhaps you would send a monthly message with the dates to people?
ERYC	Town and Parish Council Meet and Greet Event, 24 October at South Cave Leisure Centre

ERYC	<p>Speed Indicator Device Scheme, At full council on Wednesday, 24 July, concerns were raised about traffic safety, particularly around schools and residential areas. While the introduction of 20mph znes near schools reduces the likelihood of accidents and fatalities, inadequate signage means that residents are still concerned about speeding traffic near schools.</p> <p>Speed indicator devices (SIDs) help reduce vehicle speeds. The electric signs display a speed or message when triggered by vehicles travelling at excessive speeds. SIDs are intended to supplement rather than replace the traditional signs and are aimed at addressing road safety issues in specific locations. Humberside Police and Crime Commissioner (HPCC) has launched a trial where parish and town councils can apply for a share of £25,000 (available up until the end of March 2025) to fund 50% of the purchase and installation of your own SIDs signs in line with the specification for use on the public highway. Please note, no match funding will be available from East Riding of Yorkshire Council.</p> <p><u>Criteria</u></p> <p>As the Highway Authority, working to strict legislation, we make the decision as to what is deemed appropriate on the Highway. Data shows that SIDs have a short-term effect on driver behaviour and should be moved around on a regular basis, ensuring a wider impact. The Council will only consider sites where:</p> <ul style="list-style-type: none"> • There are a minimum of 4 different roads within the Parish/Town for rotation of the SIDs • If a Parish has fewer road, it is advised that neighbouring Parishes pool their resources together to purchase a SID(s) and for the device to be deployed at various locations throughout the year, this will provide a broader scope of driver education. • Signs must be mounted to existing street furniture, permission must be granted by the Council's Street Lighting Team to ensure the location is suitable. • If the Parish/Town does not have appropriate street furniture, a permanent post can be purchased through the Council. <p>Parish/Town Council can enter into a Service Level Agreement with the Council to have the signs moved on a minimum 3 monthly basis. Minimum rate @ £58 per hour Maximum rate @ £300 per installation (4 signs)</p>
Humberside Police	Speedwatch Registration
ERYC	Consultation on the Local Plan – 9 th September to 21 st October - www.eastriding.gov.uk/localplanupdate .
ERYC	Information on animal health Blue Tongue virus
ERYC	Notes of the T&PC Planning Liaison Meeting
ERYC	Parish Open Door Newsletter

ERYC	Street Lighting Service Level Agreement - £368.2
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A guide to Affordable Housing

What is Affordable Housing?

Affordable housing is defined in the National Planning Policy Framework (NPPF) (<https://www.gov.uk/guidance/national-planning-policy-framework/annex-2-glossary>) as housing for sale or rent, for those whose needs are not met by the local market. It is provided to meet the needs of people who do not have sufficient income to pay for open market housing to rent or buy. It can occasionally be referred to as council housing, housing association or social housing. Usually, affordable housing is housing provided by the council or housing associations that can be rented or purchased at less than market prices.

Who provides Affordable Housing?

In the East Riding, Affordable Housing is provided directly by the council, a number of active housing associations and charities. The council and most housing associations are Registered Providers (RPs) which means they are registered with and regulated by the Regulator for Social Housing (RSH). RSH regulates for a viable, efficient, and well governed social housing sector able to deliver quality homes and services for current and future tenants.

What types of Affordable Housing are provided in East Riding?

The main types of affordable housing delivered across East Riding are:

Social Rent: social rented homes are the only type of housing where rents are linked to local incomes, making these the most affordable homes in most areas across the country. Rent increases are also limited by government, which means homes should stay affordable long-term so people aren't priced out of their communities by rising rents. People who live in these homes are tenants, therefore subject to a Tenancy Agreement. Tenancy Agreements are legal contracts between the landlord and tenant which set out the tenancy conditions, rights and responsibilities of both parties.

Affordable Rent: affordable homes should cost no more than 80% of the average local market rent.

Shared Ownership: allows someone to buy a share of a property with an option to buy a bigger share at a later date. Rent is paid on the remaining share of the property. These schemes are aimed at people who don't earn enough to buy a home outright. On resale, owners can sell their home on the open market if they own 100% of the home. If owners own less than 100%, they should notify the RP that they wish to sell so they then have an opportunity to find a buyer for the owner's share.

There are other tenures that are also considered through the National Planning Policy Framework (NPPF) to be classed as affordable housing. The main types delivered across East Riding are:

Discounted Market Sales (DMS): a home which is sold at a discounted proportion of the market sale value and any purchaser will own 100 per cent of the property (with no service or management charges). The aim of the DMS product is to help people get onto the property ladder who may not otherwise be able to afford to purchase a home on the open market.

First Homes: a discounted market sale product discounted by a minimum of 30% against the market value and sold to a first-time buyer. Checks are undertaken to ensure that applicants meet eligibility criteria and they are a first-time buyer.

How is Affordable Housing delivered in East Riding of Yorkshire?

The main ways in which Affordable Housing is delivered in East Riding are:

Section 106 legal agreement: a document which details the agreed contributions from the developer to Affordable Housing on-site and/or other financial contributions. As well as containing details of the Affordable Housing locations, house types, sizes and tenures, this document contains legally binding conditions to ensure that the Affordable Housing provided on-site is maintained in perpetuity.

Wholly affordable developments: sites which are brought forward by either a Registered Provider or the council as fully affordable developments. These will usually be covered by a Section 106 agreement to ensure that the minimum policy-compliant levels of Affordable Housing are delivered on-site and maintained as affordable homes in perpetuity.

Rural exception sites: small sites used for affordable housing in perpetuity where sites would not normally be used for housing. These sites seek to address the needs of the local community by accommodating households who are either current residents or have an existing family or employment connection. A proportion of market homes may be allowed on the site, for example where they would be essential to enable the delivery of affordable units without grant funding.

Off-the-shelf purchases from developers: where a Registered Provider or the council can purchase a quantity of market homes on a site directly from a developer. This method of procurement has become more commonplace in recent years, due in part to changing housing market conditions and the high levels of need for affordable homes.

Town and parish bulletin Monday, 5 August

East Riding of Yorkshire Council sent this bulletin at 05-08-2024 01:38 PM BST

Having trouble viewing this email? [View it as a Web page.](#)

Share Bulletin



Key items for August

In this issue we have a reminder about the East Riding parish open door scheme, project gigabit and tips and tricks to beat the heat this summer.



Parish Open Door scheme - here for you

We would like to remind Town and Parish councils of the Parish Open Door scheme, which has been successfully operating for nearly seven months now. This initiative is designed to assist Parish clerks with various issues, ensuring they know where to direct their queries and receive timely resolutions.

The Parish Open Door scheme has proven to be an invaluable resource, providing guidance and support to clerks facing challenges in their roles. Whether it's navigating administrative processes, addressing community concerns, or seeking advice the scheme is here to help.

If you are a Parish clerk needing assistance or facing unresolved issues, please do not hesitate to utilise the Parish Open Door scheme. Our dedicated officer is committed to helping you find the solutions you need within an acceptable timeframe.

For more information or to seek assistance, please contact the Parish Open Door scheme.

Parish Open Door
Civic Services

Email: parishopendoor@eastriding.gov.uk

Telephone: (01482) 394973

Parish Open Door - meet and greet events

Parish Open Door are arranging a number of meet and greet events to bring together Town and Parish councils with key council service representatives in person.

We have been running similar meet and greet events for some years already. Acting on positive feedback from these events, we are excited to announce that the range of council services represented is expanding significantly to improve the opportunity for Town and Parish Councils.

The Parish Open Door will now take a lead on these events and this will allow us to listen to your feedback about the services you would most like to see, and feel are the most relevant to your communities for future events.

- The network events will take place as follows so please save the dates in your diaries and share with your Town and/or Parish council colleagues who may wish to attend: ERL South Cave: Thursday 24th October 2024, 5 – 7 PM
- ERL Hornsea: Thursday 28th November 2024, 5 – 7 PM
- ERL Driffeld: Thursday 23rd January 2025, 5 – 7 PM

We will send more details to follow. We look forward to seeing you there.



Project Gigabit: Improved broadband connections for rural East Riding residents

Project Gigabit is a government programme of £5bn investment to enable hard-to-reach communities to access gigabit-capable broadband. This access to improved broadband speeds in rural areas is designed to boost economic growth, create jobs and enhance educational attainment.

The government has set an overall coverage target of at least 85% of UK premises being able to access a gigabit-capable network by 2025, and then nationwide coverage by 2030. Project Gigabit is expected to start in the East Riding in the coming months and will run for the next four years.

[Read more about Project Gigabit](#)



The Edge Aerial Adventure is now open

The Edge Aerial Adventure, a brand-new high ropes attraction, Opened in July at South Cliff Holiday Park in Bridlington.

The largest of its kind in Yorkshire, the new outdoor experience opened at the park at Pioneer Road, Bridlington on Tuesday 23 July offering two challenging rope courses for thrill-seekers of all ages.

The attraction is designed for all individuals - ages six and up (and 1.2m tall) - families, friends, schools, groups and work colleagues to have fun, challenge themselves, build bonding, teamwork and improve health and wellbeing.

There is also a children's play area on site, just in case youngsters have any energy left and refreshments can be purchased from the Spa on the Go food truck next to the course.

[Visit the Edge Aerial Adventure website for more information](#)



Good Neighbours Volunteer Scheme

East Riding of Yorkshire Good Neighbours Volunteer Scheme is delivered by Humber & Wolds Rural Action to support residents in their own homes for longer, delaying the need for access to regulated care and residential care.

Support provided by volunteers to maintain independence can include shopping, cooking, cleaning, transportation and support to medical appointments, access to social activities, dog walking, gardening, light DIY, assistance with forms or administrative tasks and befriending.

[Find out more about the good neighbours scheme](#)



Microcare providers

A new scheme will make it easier and quicker to support residents by boosting and backing small care providers. These micro providers are trained, skilled, and can help people in their own homes.

What are micro-providers?

Micro providers are small businesses, usually with fewer than five employees, offering a range of services to residents.

[Find out more about microcare providers](#)



Look after your long-term health with an NHS Health Check

To make a positive step towards focusing on your health, did you know some people are eligible for a free NHS Health Check every five years?

Any resident aged between 40 and 74 and not on the cardiovascular disease (CVD) risk register or on medication for high blood pressure or cholesterol is currently eligible to book.

There are a number of ways to get a health check in the East Riding as the programme continues to expand with different providers, including East Riding Leisure centres and [Healthier Futures](#).

Checking your overall health with a health professional or trained instructor is a good way to find out if you are at higher risk of certain health problems such as heart disease, diabetes, kidney disease or a stroke.

Residents will get signposting to free local health services to make changes to their lifestyle to live a longer and healthier life.

[Find out how to book a health check and share the link with your community](#)



Going on holiday or out for the day? Follow heat health advice...

If you and your loved ones are heading outside make sure everyone has access to plenty of **water/cold drinks, sun hats and sunscreen (with a sun protection factor (SPF) of at least 30, and 4 or 5 star ultraviolet A (UVA) protection)** this summer.

This advice is also key when travelling or on holidays with family and friends. Please protect yourself and others during the hottest hours of the day, between 11am and 3pm.

For some people, especially older people, young children and those with underlying health conditions, the summer heat can bring real health risks, as we have sadly seen recently in the media.

Read more 'Beat the Heat' advice on the GOV.UK website: [Beat the heat: staying safe in hot weather - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/beat-the-heat-staying-safe-in-hot-weather)

Share our handy health protection summer guide



Do you know a town and parish councillor who isn't receiving this email? Please let us know so we can add them to our email list.

For more information on any of the items included within this email, please contact internalcomms@eastriding.gov.uk



**Minutes of Town and Parish Council Planning Liaison Meetings
13th and 18th June 2024
Teams meeting**

East Riding of Yorkshire Council attendees;

Cllr Leo Hammond	Portfolio Holder for Planning, Communities and Public Protection
Stephen Hunt	Director of Planning and Development Management
James Chatfield	Planning and Development Manager – Strategic
Hannah Harne	Planning and Development Manager - Western
Chris Hodgson	Planning and Development Manager - Eastern
Nicola Sworowski	Forward Planning and Housing Strategy Manager
Gail Heath	Principal Service Development Officer
Sarah Wright	Service Development Officer
Tom Bannister	Planning Policy Manager

1 Introduction and welcome

Cllr Hammond opened the meeting by welcoming town and parish councillors and introducing the council officers.

2. Update from the Planning Department – Stephen Hunt

It has continued to be busy but we have seen a steady drop off in the volume of applications submitted, 5,200 last year compared to 5,500 the previous year. There has been a particular reduction in major applications. However, the number of infrastructure proposals and NSIPs (Nationally Significant Infrastructure Proposals) remains high. (NSIPs are dealt with by the Planning Inspectorate and the Council is a key consultee). Examples of major infrastructure projects include solar farms, cable routes (from the North Sea wind farms) and hydrogen plants.

In terms of performance, timescales for the validation of applications peaked around Christmas at 20 working days but has been on average 3/4 days since February following the introduction of new working practices. The current timescale is 1 working day.

The number of applications determined in time last year was in the high 80% (non-major) and above 90% (major) which is above the national average.

Appeal performance last year was also very positive which should give the public confidence that the Council is making the right decisions. Over 40 appeals were considered by the Planning Inspectorate, 91% were dismissed which is an improvement on the previous year and well above the national average.

The Planning Enforcement team continued to be busy, investigating 1,100 complaints last year. 30 Enforcement Notices were served.

Town and Parish Councils were thanked for supporting the period of reduced contact in October and November 2023. This successfully helped the department to reduce the backlog of planning applications from 1,500 to 1,000.

Staffing is an improving picture. New appointments have been made at Principal, Senior, Planning Officer and Assistant Planning Officer levels. Appointments have also been made to the specialist teams (highways, trees, ecology, building conservation) over the last year and these teams are now almost fully staffed. A team leader is now in place for both the trees/ecology and the building conservation teams.

In terms of working arrangements, we continue to operate a hybrid approach of 2 days (minimum) in the office, 2 at home and 1 on site. Some staff come into the office more than 2 days a week.

There have been some recent changes to the make-up of the 3 Committees – please see our website for full membership. The 3 chairs have remained the same.

There continues to be issues with the Public Access system, which can sometimes be slow to view and download documents. Whilst we continue to try and make improvements, the main problem is data scraping whereby millions of searches are being undertaken by companies, scraping our files for data. We have taken files offline from time to time and have blocked as many IP addresses as possible. We may need to consider limiting the number of files that we show online (e.g. to the most recent applications only). If you have any issues, please report them to us straight away.

3. Policy update

a. Review of the East Riding Local plan

The Local Plan sets the planning policy framework for the East Riding and allocates sites for future development or protection. It was last adopted in 2016 and is in the process of being updated.

The Local Plan Update was submitted for Examination in March 2023 and hearing sessions took place in Oct/Nov 2023. The Council was asked by the Planning Inspector to prepare a series of Notes following the hearing sessions to clarify particular matters or add further explanations for some of the approaches proposed. These have been published for comment and all comments will be reported back to the Planning Inspector prior to further hearing sessions scheduled for 16/17 July 2024.

Following the hearing sessions, the Council may be able to proceed to publishing a set of proposed modifications which would be subject to consultation. The Planning Inspector will consider the modifications to determine whether the Local Plan Update is sound or not and could issue a report on the Local Plan Update by the end of the year. Adoption would follow after that, subject to a report to Cabinet and Full Council. Information on the Local Plan Update is available on the Programme Officer's website:

<https://www.localplanservices.co.uk/eastriding>

Please find presentation slides attached with these minutes.

b. Preparation of the East Riding Design Guide

Since the last meeting, the Design Code has undergone extensive public consultation which took place in Autumn 2023. All responses to the consultation have been assessed and have collectively informed the refinement to the Code. Further invaluable feedback has been gathered internally as part of intensive testing and workshopping with planning officers, specialist teams within Planning and Development, and other stakeholders associated with or commissioned to provide relevant services to the Council. Together, this feedback is serving to deliver a sound Design Code that will help deliver more sustainable development and positively contribute to the character of the East Riding's built and natural environments.

The Design Code project team, with ongoing support from the appointed consultants, are presently completing the final version of the Code. Improvements of note to the September 2023 consultation draft include a sizeable reduction in the length of the document, achieved through consolidating authority-wide and place type code requirements, and simplifying thresholds and parameters where appropriate, thus making the document more concise and straightforward. Layout changes establish a consistent presentation throughout the document, ensuring that users of the Code can easily navigate the information provided and identify any and all requirements of relevance to particular types and scales of development.

An upcoming revision to the Validation Checklist will make compliance with the Code a validation requirement, which will be demonstrated through a Compliance Checklist to be completed and submitted with each planning application. Accordingly, improvements to the draft version of the Compliance Checklist are being undertaken to streamline the document and optimise ease of completion for applicants.

Following completion of the above tasks, adoption of the Design Code is targeted for October 2024.

4. Changes and Updates to National Planning Legislation

Please find presentation slides attached with these minutes.

5. Material considerations when responding to planning applications

Please find presentation slides attached with these minutes.

Questions raised:

Q. What documents should a Town or Parish Council expect to see for applications on Public Access? Is it possible to provide a list for what should be available?

A. It's not possible to provide a standard list for each application type as the documents are dependent on each individual application. You can refer to the Validation Checklist which has a list of documents which should be submitted. The link is below.

<https://www.eastriding.gov.uk/planning-permission-and-building-control/applications-for-planning-and-building-control/planning-services-for-professionals/> and can be found under the guides in consideration of applications section.

Q. Why do we not get consulted on applications following outline applications?

A. We do and should be consulting on full and reserved matters applications, if you believe this to not be the case please contact us.

Q. Regarding Public Access and the possibility of reducing the amount of applications which are available to view, how can apps over 10 years be requested?

A. We are still looking into this possibility and processes of how this would work. You can make a request to view hard copy files at the library in Beverley.

Q. A concern was made regarding the reduction of available apps on PA- would not like to see strategic apps removed as these can be big sites which take longer than 10 years to be completed.

A. This is part of the balance that we need to consider and weigh up the pros and cons of making such changes and consider the requirements of private search companies.

Q. Can comments still be made even if we weren't consulted?

A. Yes, anyone can comment on applications as long as it is on Public Application and open for comments. We may not reconsult again if amendments received overcome objections, the officers report will explain why the decision has been made.

Q. When are planning site notices taken down?

A. We don't have a process for removing site notices, officers do take them down if we see old ones, Town and Parish Councils can take them down if it is past the date it states on them to be taken down.

Q. Regarding the Design Code, is street furniture such as litter bins and grit boxes included within this?

A. There is guidance in the code on the street furniture we would be looking for. Council street furniture can only be installed once the road is adopted. If you have issues with street furniture, please raise this with your Ward Councillors.

Q. Has the Council adopted the minimum room size?

A. We do currently have minimum standards for garden size and car parking but minimum room size doesn't exist in the current Local Plan, it is however included in the new Local Plan. It's not a national policy but a lot of house builders do want to adopt these standards.

Q. Is the ratio of bungalows being looked at? We are a small village where there is a small ration of bungalows.

A. The East Riding has a very high ratio of bungalows and there is no evidence that there is a need for a higher ratio. That said, bungalows are often noted for a developer to consider in their housing mix and some developers do as a matter of course include bungalows in their planning application.

Q. Affordable Housing is misleading as it doesn't mean cheap, it's not for people at the bottom of the ladder.

A. See the guide to Affordable Housing note.

Q. Will we be able to comment on amendments to Design Code?

A. We won't be undertaking another re-consultation, the final code will go to Cabinet and the report will show all the feedback which was received.

Q. How will the new Local Plan affect or give power for Yorkshire Water to upgrade infrastructure?

A. As part of the Local Plan Update, an infrastructure study to help identify any gaps and the Plan itself has been consulted on with Yorkshire Water. They are aware of where new growth is likely to take place and this is a factor they will need to embed into the Asset Management Plans that they are required to prepare (AMP8 will cover the period 2025-2030).

Q. Affordable housing, what protects the longevity of it and stop it being sold on not as affordable housing?

A. Affordable housing delivered according to the national definition should be kept in perpetuity as an affordable house whether sold or rented.

Q. There is quite an issue with Yorkshire Water with water and sewerage, are there any plans for East Riding to engage with independent experts to challenge their responses as they are a law unto themselves.

A. Unfortunately we can't do this as Yorkshire Water are the authority on water discharge and sewage. We can't override comments by specialists, need evidence of concerns so this can be raised with Yorkshire water.

Q. In August and over the Christmas period some Town and Parish Councils don't always have meetings due to holidays, is there still the ability to comment after the expiry date?

A. We will do what we can to assist, however, due to the changes which government are making to the timescales for decisions we do need to issue decisions in time. The 8-week date starts when the application is valid, we will however be as flexible as we can. We would encourage you to speak to the Planning Case Officer.

Q. When a retrospective application has been refused what is the enforcement process?

A. The Enforcement team will consider the public interest test, i.e. what harm is the development causing. The applicant has a right to appeal the refused application, if they do, we will normally hold back any action. After the appeal period has past the planning officer will work with enforcement to determine if it is expedient to proceed with enforcement action.

Q. Do prior approval applications have BNG requirements?

A. No these are exempt.

Q. Could a hard copy of the design code be sent to Town and Parish Councils?

A. Unfortunately not due to the costs involved, if you would like to pay for a copy, we could get one printed for you.

No further questions were raised and the meeting was closed.

Laxton Parish Council

Accounts for Payment - September/ October 2024

Payments made to be noted

Payee	Details	Total £
Clerk	Indeed Payments	225.03
ERNLLCA	Conference Attendance	48
Andrew Bradburn	Gardening	£125 (5*25)
Information Commissioner	Annual Fee	35
ERYC	Advertising	60

Payments to be Authorised

Payee	Details	Total £
HMRC	PAYE	91.20
Alan Bravey	September and October	137.20



Report to Laxton Parish Council

RE-EVALUATION OF THE CLERK SALARY

1) Regrading of the Role

- 1.1 In 2004/2005 the National Association of Local Councils and the Society of Local Council Clerks issued an approach to job evaluation for Clerks. The profiles and processes are attached.
- 1.2 The Clerk role is currently on NALC scale range 6, which is in the scale range "LC1 5-6, below substantive range". The hourly rate for this role on the 2023 salary scale is £12.42
- 1.3 A review of the current job description carried out by the Clerk against the profiles concluded that the most appropriate range for the role is "LC1 (7-12) substantive benchmark range". The hourly rates for this scale point range from £12.63- £13.73.
- 1.4 It is recommended that the Clerk is appointed to a Scale Point 7. The cost is minimal, but will bring the post in line with other similar clerk roles. There will be an additional cost for the Council as the existing Clerk is currently on the 2022 rates. The Parish Council can then retain the flexibility to move up the scale range should the Clerk achieve the CiLCA qualification, demonstrate exception performance or as a staff retention tool.

2) Recommendations

- 2.1.1 The role of the Clerk should be re-graded to the LC1 (7-12) substantive benchmark range.

Alan Bravey

Clerk to Laxton Parish Council

ADVICE NOTE:

Job Evaluation – How to evaluate the Clerks job

The NALC/SLCC Joint Agreement on Terms and Conditions published in April 2005 introduced a new approach to job evaluation, placing town and parish council jobs on an equal footing with other local government roles. This Advice Note explains the process for evaluating a clerk's job.

- Prepare a Job Description. What is the job required to do? Why does the position exist? What are the main responsibilities and accountabilities?
- Identify the quantitative measures for the council; gross budgeted income, precept, number of councillors, number of staff, meetings per year, statutory and delegated functions.
- Agree the contents of the Job Description with the full council or Personnel/Staffing committee. This process does not lend itself to being discussed by large groups of interested parties and is better delegated to a small committee or working party to make its recommendations to the full council.
- Identify the standard Job Profiles 1 to 4 in the national agreement (reproduced as appendix 1 to this document). Which one most closely relates to the role? This is called "slotting" and gives you a foundation for further analysis.
- Each profile contains a series of 8 statements or paragraphs about aspects of the job.

Each statement relates to an element of a job. These are presented in the same order in each of the four profiles;

- Knowledge
- Mental skills
- Interpersonal and Communication Skills
- Initiative and independence
- Responsibility for People
- Responsibility for Supervision/direction of Employees

- Responsibility for Financial Resources
- Responsibility for Physical Resources

There is fuller description of each of the 8 elements in appendix 2 below.

- Go through each of these 8 elements one by one and decide which Profile best describes the job that your council requires the clerk to do. If none of the statements across the four profiles exactly match the job you may need to allocate a split score e.g. 2/3 or shade the levels e.g. 2+ or 3-
- Once you have reviewed the job description against all 8 elements you will have a list of 8 numbers. If all 8 are exactly the same e.g. all "2"s, then the job will be evaluated as a LC2 substantive for salary calculation. "Substantive" in this sense means that the job satisfies all the criteria in the relevant job profile. "LC" is simply shorthand for Local Councils.

If you have mostly "2's", with a few 2/3 or 2+ or 3- levels then you may be looking at an LC2 above substantive score. Conversely, mostly 4s with some 3s or 3/4's or 3+s will give rise to an LC4 below substantive score. This leads to 4 possible Profiles and within each, 3 possible ranges so clerks can be paid against one of 12 possible salary ranges (see appendix 3 below).

This process is known as "benchmarking" the job i.e. comparing with other similar sets of skill requirements, expertise and responsibilities and deciding where the job is best positioned against these.

- Salary Determination - Each LC profile and each of the three ranges within the LC profiles cover a range of salary levels which are known as spinal column points or "SCP" for short. The spinal column points used are those of the National Joint Council for Local Government Service which enables clerks' jobs and salaries to be compared with other positions in local government.
- The SCP's for council Clerk jobs start at 5 and go up to 62. This is the updated range, which was amended in 2019 and replaced the old scale.
- Having established the benchmark salary range e.g. LC2 below substantive for the post, the Council will

EITHER

- Adopt the appropriate salary scale within the range. The salary will rise annually, by automatic increase on the 1st April each year (or such other date as may be agreed between NALC and SLCC) by incremental steps, to the scale maximum.

OR

- Adopt a single salary point (a 'spot salary') within the range. Where a single salary point is adopted, the Council should review the salary annually.

11. It is not advisable to work back from the salary scales in a "what can we afford?" approach to job evaluation – this is not generally a good way to create trust or equity.

12. **JOB NOT PERSON.** Remember throughout the process that job evaluation is designed to reward employees for what they are employed to do not necessarily what they would like to do or could do given their experience or expertise. Performance or capability issues are not taken into account during an evaluation exercise but may influence the salary setting process for individual job-holders in that the following factors may increase the scp on which the clerk commences following evaluation;

- experience and expertise
- qualification
- whether the clerk is also the responsible Financial Officer
- whether the council has developed increased functions as a result of Quality Council status or Band C/ Best Value applicability
- the extent of functions devolved from principal authority level
- staffing levels

In addition, under the National Agreement, professional development through a recognised institution or programme will be rewarded by a salary movement of one upward point on the spinal column in respect of each level attained.

13. Where the Clerk has exceptional responsibilities which would not be sufficiently remunerated by LC4 upper range it is recommended that a salary is fixed after a formal evaluation and joint consultation with NALC and the SLCC.

14. Arbitration – if a council and clerk cannot agree on a job evaluation outcome or both parties would prefer an independent and impartial view of the job there is an NALC:SLCC Joint arbitration panel which provides council and job-holder with a score to which both parties agree to be bound. There is an administration fee for this service. More details on appendix 4 below.

APPENDIX 1

PROFILE 1

The job requires predominantly practical and procedural knowledge across a technical or specialist area or an equivalent level of organisational, procedural and policy knowledge. **e.g. *Small or medium parish.***

The job requires judgmental or creative skills; where there is some need to interpret information or situations and to solve straightforward problems.

The job involves;

Exchanging orally or in writing varied information with a range of audiences:

or:

Exercising advisory, guiding, negotiating or persuasive skills: e.g. Up to 6 meetings a year

- The job involves working within recognised procedures, which leave some room for initiative. The work may involve responding independently to unexpected problems and situations. The jobholder generally has access to guidance on unusual or difficult problems. e.g. No devolved functions
- The job involves some direct impact on the wellbeing of individual, or groups of people, through undertaking tasks or duties, which are to their direct benefit, or impact directly on their health and safety.
- The job involves limited, or no direct responsibility for the supervision, direction or co-ordination of other employees. The work may involve demonstration of own duties, or advice and guidance, to new employees, or others e.g. No Staff

The job involves some direct responsibility for financial resources. The work regularly involves either:

Handling of cash, or processing of cheques, invoices or equivalent or:

Being accountable for small expenditures from an agreed budget or equivalent income e.g.

Typical budget of up to £25,000

The job involves some direct responsibility for physical resources. The work regularly involves either:

Some responsibility for security of buildings, external locations or equivalent

Or:

Day-to-day maintenance of equipment or premises: Or:

Ordering, or stock control of, a limited range of supplies.

PROFILE 2

The job requires predominantly practical and procedural knowledge across a technical or specialist area or an equivalent level of organisational, procedural and policy knowledge **e.g. Small or medium parish.**

The job requires judgmental or creative skills; where there is some need to interpret information or situations and to solve straightforward problems.

The job involves either:

Exchanging orally or in writing varied information with a range of audiences: or:

Exercising advisory, guiding, negotiating or persuasive skills **e.g. 6 – 12 meetings per year.**

The job involves working within recognised procedures, within which the jobholder is required to organise own workload. The work involves making decisions as to when and how duties are to be carried out and responding independently to unanticipated problems and situations. The jobholder generally has access to guidance on serious problems e.g., 2 devolved functions.

The job involves considerable direct impact on the well-being of individual, or groups of, people **e.g., Many statutory functions**

The job involves considerable direct responsibility for the supervision, direction, co-ordination or training/development of other employees. The work involves the allocation of work to a small group or team, checking of work, and the direction of staff, including, where appropriate, on-the job training. **e.g., Small team of up to 10 staff.**

The job involves considerable direct responsibility for financial resources. The work involves either: Accounting for large sums of money, in the form of cash, cheques, direct debits, invoices, or equivalent, where care, accuracy and security are important

or:

Being accountable for considerable expenditures from an agreed budget or equivalent income. The responsibility may include contributing to the setting and monitoring of the relevant budget and ensuring effective spend of budgeted sums. **e.g., Typical budget £25,000 – £250,000**

The job involves considerable direct responsibility for physical resources. The work involves either:

Cleaning, maintenance and repair of a range of equipment, buildings, external locations or equivalent or:

Security of buildings, external locations or equivalent or:

Ordering, or stock control of, a range of equipment and supplies

PROFILE 3

The job requires theoretical plus practical and procedural knowledge in a Specialist area or an equivalent level of organisational, procedural and policy Knowledge **e.g., Large parish/small town.**

The job requires analytical and judgmental or creative and developmental skills, where there is need to interpret information or situations and to solve varied problems or develop solutions or plans over the short term.

The job involves:

Exercising developed advisory, guiding, negotiating or persuasive skills in order to encourage others to adopt a particular course of action:

or

Exchanging orally and in writing complicated or sensitive information with a range of audiences e.g. 12 meetings plus 2 committees.

The job involves progressing a series of activities within recognized guidelines. The work involves making frequent decisions and exercising initiative without ready access guidance. The jobholder consults a supervisor/ manager for advice on policy or resource issues **e.g. 3 delegated functions**

The job involves high direct impact on the well-being of individual, or groups of people **e.g. Most statutory functions.**

The job involves high direct responsibility for the supervision or management, direction, co-ordination or training/development of other employees. The work involves supervising, directing and co-ordinating the work of a group of staff covering more than one area of activity or in more than one workplace, including allocation of work, and evaluation and appraisal of the work carried out. **e.g. Large team 10-20 staff.**

The job involves high direct responsibility for financial resources. The work involves either: Accounting for very large sums of money, in the form of cash, cheques, direct debits, invoices, or equivalent, where care, accuracy and security are important or: Being accountable for large expenditures from an agreed budget or equivalent income. The responsibility may include contributing to the setting and monitoring of the relevant budget and ensuring effective spend of budgeted sums **e.g. Typical budget £250,000 –£750,000**

The job involves high direct responsibility for physical resources. The work involves either: Adaptation, development or design of a wide range of equipment, land, buildings, other construction works or equivalent, or: Security of a range of high value physical resources or: Ordering of a wide range of equipment and supplies

PROFILE 4

The job requires advanced theoretical, practical and procedural knowledge across a specialist area or an equivalent level of organisational, procedural and policy knowledge **e.g. Large town**

The job requires analytical and judgmental or creative and developmental skills to analyse and interpret complex information or situations and to solve difficult problems or develop solutions or plans over the medium term.

The job involves

Exercising highly developed advisory, counselling, negotiating or persuasive skills, or advocacy, in order to convince others to adopt courses of action they might not otherwise wish to take:

or

Exchanging orally and in writing complex and contentious information with a range of audiences, including non-specialists: **e.g. 12 meetings per year plus 5 committees**

The job involves progressing a series of activities within recognized guidelines. The work involves making frequent decisions and exercising initiative without ready access to others.

The job involves a major direct impact on the well-being of individual, or groups of people. The jobholder has responsibility for taking decisions, which may affect the future wellbeing and circumstances of individuals. ***e.g. Most statutory functions in large town.***

The job involves a major direct responsibility for the management, direction, coordination and development of significant numbers of other employees, covering several different areas of activity or in several geographically dispersed workplaces. The work involves the organisation, allocation and reallocation, as appropriate, of areas of work and the evaluation of activities and working methods ***e.g. 20 + staff.***

The job involves a major direct responsibility for financial resources. The work involves being accountable for very large expenditures from an agreed budget or equivalent income. The responsibility includes contributing to the setting and monitoring of the relevant budget(s) and ensuring effective spend of budgeted sums ***e.g. Budget in excess of £750,000***

The job involves a major direct responsibility for physical resources. The work involves either: Security of a wide and very high value range of physical resources

or:

Ordering of a wide and high value range of equipment and supplies.

APPENDIX 2

Elements of Job Evaluation process

- **Knowledge**

Consider the type of knowledge, what that knowledge is needed for and for what purpose and how that knowledge may be acquired. Knowledge will probably include literacy and numeracy, procedures, equipment, administrative systems, organisational, specialist/technical, languages/cultures.

- **Mental skills**

These include fact-finding, analytical, problem solving and judgemental skills plus creative and developmental skills, planning and strategic skills.

- **Interpersonal and Communication Skills**

All the skills related to developing working relationships with others such as staff, Members, the public, contractors and other partners in the community. They include advocacy, training, teamworking, motivation, advising/guiding, persuading and influencing, counselling, negotiating,

oral and written communication, presentation skills.

- **Initiative and independence**

This element considers how much the job-holder is free to exercise initiative and take independent action and plan his/her own work. The nature and level of guidance and direction available the existence of policies, procedures and precedents and whether the Clerk works alone or with others are all relevant which assessing this aspect of job size.

- **Responsibility for People**

This involves the responsibility the job-holder has for the physical, mental, social, economic and environmental well-being of any people other than employees. Health and safety responsibilities will feature in this element.

- **Responsibility for Supervision/direction of Employees**

What challenges does the job-holder face when managing/supervising/training/co-coordinating or developing others? How many employees are there? What sort of work are they engaged in? what kind of management is required? What are the challenges faced by people working in different locations?

- **Responsibility for Financial Resources**

This element includes cash, cheques, debits and credits, invoices, budgets and income including precept, business planning and long term development of financial resources.

- **Responsibility for Physical Resources**

These resources can cover premises, systems, tools, equipment, vehicles, plant and machinery, covering upkeep, repair, security, significant assets, planning relating to these resources.

APPENDIX 3

Spinal Column Points (SCP) for each LC profile in the evaluation of Clerks' jobs

Updated to reflect the change in SCP's made from 1st April 2019

Scale	Points below substantive range	Substantive benchmark range	Points above substantive
<i>LC1</i>	5 & 6	7 – 12	13 – 17
<i>LC2</i>	18 – 23	24 – 28	29 - 32
<i>LC3</i>	33 – 36	37 – 41	42 – 45
<i>LC4</i>	46 - 49	50 - 54	55 - 62

Appendix 4

National Association of Local Councils

109, Great Russell Street, London, WC1B 3LD

and

Society of Local Council Clerks

1, The Crescent, Taunton, Somerset, TA1 4EA

National Agreement on Salaries and Conditions of Service of Local Council

Clerks in England and Wales-2004

Joint Appeals Process

The process will be jointly managed by NALC and the SLCC with the SLCC providing the administration of the scheme. The process will be as follows.

- Where the Council and Clerk cannot agree on the appropriate salary point for the role in question application can be made either to NALC or to the SLCC for an evaluation to be carried out under the joint appeals process.
- All requests for appeals will be routed to the SLCC Taunton Main office who will issue application forms. Stationary will be jointly badged.
- The application form will be completed by the Clerk and the councillor(s) who has/have been designated to act by the council. It will include an undertaking by both parties to abide by the decision arrived at. The form is returned to the SLCC with the appropriate payment in line with the following scale.

gross budgeted income (£)		
Fee (£)		
<£ 10,000	£100
£10,000-50,000	£150
£50,000-£250,000	£200
£250,000-£500,000	£300
>£500,000	£400

- The SLCC will issue a job evaluation questionnaire with appropriate guidance to be completed jointly by the Council and the Clerk. This will be completed as fully as possible signed by both parties and returned to the SLCC.
- Where a council and Clerk are unable to agree on how to complete the form NALC/SLCC may provide, on request, some additional assistance. This will be provided at additional cost which will be charged to the Council.
- The SLCC will, in conjunction with NALC timetable regular appeals panels according to the level of demand. Panels will consist of equal numbers of evaluators from both organisations sufficient to consider the appeals on hand. It is envisaged that panels will not need to meet more than once a quarter. Having timetabled an individual case the Clerk and council will be notified of the date of the panel.

- The panel will meet and cases will be allocated to pairs of evaluators (one NALC one SLCC) who will undertake an evaluation in accordance with the agreed approach. Each evaluation team will try to reach agreement on the evaluation score and the appropriate pay grading within the 2004 agreement. In the event that they are unable to reach agreement a second evaluation may be performed to indicate the way forward.
- Once the panel has reached a decision on all cases these will be communicated formally to both the Clerk and the Council who will implement the result.
- The SLCC will arrange payment for evaluators at the agreed rate (£25 per evaluation) and meet expense claims (at SLCC rates) for travelling to panels as appropriate. The SLCC will keep an account and deduct administration expense as appropriate. Any surplus funds generated by the process will be shared equally between the two organisations on an annual basis. Likewise, any deficit will be met by equal charges on both organisations.