

**RIMSWELL PARISH COUNCIL**  
**Minutes of the meeting held at the Shores Centre, Withernsea**  
**Tuesday 20<sup>th</sup> July 2021**

Present - S. Dixon (Chair) **SD**, D. Fewster (Vice Chair) **DF**, J. Broughton **JB**, A. Conner **AC**, P J McEachran **PJM**, L. Glover **LG**, Clerk - R. Blackburn **RB**

Minute	Discussion and agreement	Action
641	<b>To receive apologies for absence</b>	
	All present	
642	<p><b>a. Declarations of Interests from councillors in respect of items appearing on this agenda:</b> None</p> <p><b>b. Dispensations granted to councillors in respect of items appearing on this agenda:</b> None</p>	
643	<b>To agree and adopt as a true record the minutes of the meeting held on 25<sup>th</sup> May 2021</b>	
	Signed as a correct record. Proposed: DF Seconded: AC Outcome: All agreed.	
644	<b>To receive the Clerks report and councillor updates</b>	
	<p>Clerks report:</p> <ul style="list-style-type: none"> <li>• Admin tasks relating to taking over as clerk have been completed, including advising organisations of change of address and updating access to the bank account as a secondary user. The form to transfer the primary user has been completed and this needs signing by the two bank signatories.</li> <li>• Public rights to inspect parish council accounts runs from Monday 14<sup>th</sup> June until Friday 23<sup>rd</sup> July, documents are available to view on the parish council website and noticeboard.</li> <li>• The clerk has been advised by ERYC that the parish council can now co-opt to fill the vacancy, a co-option notice is on the noticeboard and on the website, with a closing date of Friday 30<sup>th</sup> July, applicants will be invited to the September meeting.</li> <li>• Clerk is aware there are a number of actions outstanding from the previous meeting including contacting the post office to enquire about moving the post box and updating the emergency plan. These tasks to be carried over and completed in time for the September meeting.</li> </ul>	

	<p><b>Councillor updates</b></p> <ul style="list-style-type: none"> <li>• Cllr. Dixon reported that the Roos Wind Farm panel will meet on Friday 23<sup>rd</sup> July to agree the distribution of grants. The flower planter application is included in this round.</li> <li>• Cllr. Conner attended the Tedder Hill Wind Farm panel meeting on 10<sup>th</sup> June and was informed that there had been no representation from Rimswell Parish Council over the last few years. There is £26K of funding available to bid for and the fund re-opened for applications on 1<sup>st</sup> July and will close mid-November, with panel meeting on the 9<sup>th</sup> December to make decisions. There was a discussion about issues in the parish and there may be a possibility of applying for funds for a feasibility study for the village hall.</li> <li>• It was commented that there are plans for a second defib at Waxholme which will also require funding.</li> <li>• It was reported that there is an information meeting for both the Tedder Hill and Burton Pidsea wind farm funds on 20<sup>th</sup> October and Cllr. Conner will attend.</li> </ul>	<b>AC</b>
<b>645</b>	<b>To note correspondence received</b>	
	<p>Emails forwarded on to the parish council during June and July:</p> <p>1/21 ERYC Joint Local Action Forum AGM 16<sup>th</sup> June</p> <p>2/21 ERYC Do it for East Yorkshire Community Fund</p> <p>3/21 ERYC 'Bus back Better' strategy</p> <p>4/21 ERNLLCA finance training</p> <p>5/21 ERYC East Yorkshire Tree Planting Fund</p> <p>6/21 East Riding CCG Newsletter</p> <p>7/21 OPCC Police and Crime plan consultation</p> <p>8/21 ERYC Health and Wellbeing Newsletter</p> <p>9/21 ERNLLCA Information regarding Queens Platinum Jubilee</p> <p>10/21 OPCC ebulletin and engagement officer role</p> <p>11/21 ERYC Yorswitch latest information</p> <p>12/21 ERNLLCA newsletter</p> <p>13/21 ERYC Draft local plan update - public consultation events</p> <p>14/21 Withernsea Covid Recovery Action Planning meeting 12<sup>th</sup> July 14, 2021</p> <p>15/21 ERNLLCA Equality and Diversity training</p> <p>16/21 ERYC notice of delayed roadworks at Thirtle Bridge</p> <p>17/21 ERYC notice of closure of Tower Road for carriageway repairs</p> <p>18/21 ERYC invite to online consultation events regarding the Local Plan update</p> <p>19/21 ERNLLCA district committee meeting 20<sup>th</sup> July</p> <p>20/21 ERYC Cancellation of road closure at Tower Road</p> <p>21/21 East Riding CCG newsletter</p> <p>22/21 Holderness Health Parish Council forum 12<sup>th</sup> July</p> <p>23/21 Holderness Health forum presentation and Q &amp; A</p>	

24/21 ERYC W&SEHRP Change of meeting dates

**646 To approve the Schedule of Payments for June and July 2021**

June 2021 Accounts					
Ref	Type	Date	Description	Amount	VAT
15/21-22	DD	18/06/2021	Eon - electric for defib	8.46	0.40
16/21-22	SO	28/06/2021	R Blackburn - clerks salary	110.00	
17/21-22	DD	28/06/2021	Currys - laptop insurance	8.00	
				<b>126.46</b>	

July 2021 accounts					
Ref	Type	Date	Description	Amount	VAT
18/21-22	DD	23/07/2021	Eon - electric for defib	11.39	0.54
19/21-22	SO	28/07/2021	R Blackburn - clerks salary	110.00	
20/21-22	DD	28/07/2021	Currys - laptop insurance	8.00	
				<b>129.39</b>	

Proposed: AC  
 Seconded: JM  
 Outcome: All agreed.

**647 To review the Standing Orders**

Clerk circulated draft standing orders

Council reviewed the sections highlighted and were in agreement with the Clerks suggestions.

There were no other questions.

Council to adopt the updated Standing Orders.

Proposed: JM  
 Seconded: DF  
 Outcome: All agreed

Clerk to upload final document to the website.

**Clerk**

**648 To review the Financial Regulations**

Clerk circulated draft financial regulations.

Council reviewed the sections highlighted and were in agreement with the Clerks suggestions.

There were no other questions.

Council to adopt the updated Financial Regulations.

Proposed: AC  
 Seconded: DF  
 Outcome: All agreed

Clerk to upload final document to the website.

**Clerk**

649	<b>To agree for the primary user of the bank accounts to apply for a business credit card</b>	
	<p>Council to agree for the clerk (once the primary user has been transferred over) to apply for a business credit card.</p> <p>Councillors asked what it would be used for? Clerk stated that it would be used for renewing the Microsoft license and Norton anti-virus, currently the clerk has to use their own card to make these transactions, it should be separate and payment made through a card that belongs to the parish council.</p> <p>Clerk said it could also be used for ordering goods online once quotes / prices are approved by the council and for small items of stationery such as printer ink and stamps.</p> <p>The Clerk would close the petty cash system once the credit card is in place.</p> <p>Clerk suggested a £500 limit and agree a £20 limit per month for the clerk to cover ink, stamps and stationery.</p> <p>All receipts would be kept for the accounting records and amounts presented as part of the monthly schedule of payments.</p> <p>There were no other questions.</p> <p>Council to agree for the primary user of the bank account to apply for a business credit card.</p> <p>Proposed: DF  Seconded: AC  Outcome: All agreed</p>	
650	<b>To consider the Village Hall</b>	
	<p>Notes to help the discussion:</p> <ul style="list-style-type: none"> <li>• The village hall should have a management committee to run it</li> <li>• The management committee are the trustees</li> <li>• There is a clear governing document which sets out the responsibilities of the committee and the charitable objects (aims of the hall)</li> <li>• It states 2 reps from parish council, 2 reps from chapel and 2 reps from WI with max of 6 other reps to form the committee</li> <li>• No decisions can be taken at the moment as the management committee is not quorate - it needs a minimum of 4</li> </ul> <p>The only remaining trustee attended the meeting and gave an overview of the issues, the hall hasn't been used since early 2000s and is in a state of disrepair. The issue now is that people are getting into the building and there is a risk of injury or fire.</p> <p>The council asked the trustee if they could try and secure the building to keep people out.</p> <p>Cllr. Glover asked what had happened to the money held by the committee. Cllr. Fewster said she would make some enquiries.</p> <p>The trustee really wants to resign and asked the parish council to help with the hall.</p> <p>The parish council advised the trustee to speak to the Charity Commission to seek help regarding the trustees position.</p>	DF

	<p>The parish council will make enquires to see if it could apply to the local windfarm fund to carry out a feasibility study into the hall. The results of this could then help future decision making.</p> <p>The clerk advised that Humber and Wolds Rural Community Action could help with the feasibility study and will make contact to seek a quote.</p> <p>Cllr. Conner to contact Tedder Hill Wind Farm to ask if they would consider funding a feasibility study.</p> <p>Council in agreement to apply for wind farm funding to conduct a feasibility study for the village hall.</p> <p>Proposed: AC  Seconded: PJM  Outcome: All agreed</p>	<p><b>Clerk AC</b></p>
<p><b>651</b></p>	<p><b>To discuss the Church and Cemetery</b></p>	
	<p>The two big issues are:</p> <ul style="list-style-type: none"> <li>• Access to and condition of the graveyard</li> <li>• Dangerous condition of the building</li> </ul> <p>Clerk wrote to Mr Andrew Markham, the Director of Rimswell Church Preservation Trust inviting him to the meeting. He left an answer phone message saying he couldn't make the meeting and the clerk has tried ringing him back several times with no answer and no answer phone to leave a message.</p> <p>The councillors shared general concerns about the state of the building and the graveyard.</p> <p>Council proposed to:</p> <ul style="list-style-type: none"> <li>• Ring ERYC building control to report concerns about the condition of the building</li> <li>• Clerk to write a formal letter to the Diocese regarding the cemetery</li> </ul> <p>Proposed: PJM  Seconded: JB  Outcome: All agreed</p>	<p><b>JB Clerk</b></p>
<p><b>652</b></p>	<p><b>To review councillor's personal information on the parish council website</b></p>	
	<p>Cllr. Conner raised concerns about personal information on the parish council website.</p> <p>Clerk reported councillors register of interests are currently available to view on the parish council website, they are also on the ERYC website. By law they need to be on ERYC website as a minimum.</p> <p>Councillors phone numbers are also listed on the parish council website.</p> <p>Following discussion, it was proposed to:</p> <ul style="list-style-type: none"> <li>• Remove councillors register of interests from the parish council website and put a link on to the registers at East Riding Of Yorkshire Council website</li> </ul>	

	<ul style="list-style-type: none"> <li>Remove councillors phone numbers from the parish council website and replace with their council email addresses</li> <li>Clerk to ask previous clerk to close the Facebook page, with councillors posting information and links on the closed village Facebook page instead</li> </ul> <p>Council in agreement with the actions outlined above:</p> <p>Proposed: LG  Seconded: JB  Outcome: All agreed</p> <p>Clerk to complete the actions listed above.</p> <p>There was also a discussion about getting a village newsletter up and running. Cllr. Dixon to bring a draft/example to the next meeting.</p>	
<b>653</b>	<b>To receive agenda items for the next meeting</b>	
	<p>The following items were put forward:</p> <ul style="list-style-type: none"> <li>Update on the village hall</li> <li>Update on the church / graveyard</li> <li>Review and agree the emergency plan</li> <li>To discuss community book share</li> <li>To discuss grant application for a second defibrillator at Waxholme</li> </ul>	
	<b>Date of next meeting</b>	
	Tuesday 21 <sup>st</sup> September, 7pm at the Shores Centre	
	<b>Meeting Closed at: 20:19</b>	

Clerk  
SD

