

## Easington Parish Council

### MINUTES TO MONTHLY MEETING HELD ON THE 08 SEPTEMBER 2020 IN THE YOUTH CLUB BECK LANE EASINGTON HU12 OTX

Present: Chair – Cllr. Karen Nicholson KN  
 Vice Chair - Cllr. Ian Smith IS  
 Cllr. Angela Tucker AT  
 Cllr. Tony Smith TS  
 Cllr. Burt Graham BG  
 Cllr. David Longhorn DL

Clerk: Alison Whelan AW

Ward  
 Councillor(s): Lyn Healing LH  
 Paul Whitehead PW

Members of Public: 5

Minute	Discussion and Agreement	Action
<b>20/09/01</b>	<b>To note apologies for absence and absentees</b>	
	Cllr. Roy Clubley – Cannot attend due to work commitments – Apology Accepted	
	Cllr. B Graham advised that he did not think he had received the Risk Assessment or Minutes – It was confirmed that he had been sent the information in August.	
	Health and Safety Cllr. I Smith made announcements regarding Covid – 19 to ensure all attending the meeting were aware of the Health disclosure	
<b>20/09/02</b>	<b>Councillors disclosure of interests in matters to be discussed</b>	
	Pecuniary - None disclosed Non-Pecuniary – None disclosed	
<b>20/09/03</b>	<b>To confirm the minutes of the meeting</b>	
	The minutes of the Ordinary Meeting held on 02/03/2020 and 03/07/2020. Agreed subject to the following addendums:  March Minutes – Grass Cutting – Noted it was <b>discussed</b> and <b>agreed</b> at the Meeting in March that in the future Grass Cutting should go out to tender every 2 years. July Minutes – Phone Box – it should be <b>noted</b> that the Parish Council does not have any liability for the Maintenance this is the responsibility of the SKEALS group. If the SKEALS ceases to exist at any point, then that responsibility will pass back to the Parish Council who will decide what course of action to take at that point.	AW - Clerk

	Verges – It was discussed that the verges and seating were looking unkempt could the Clerk approach the Community Payback team.	
<b>20/09/04</b>	<b>Clerks Update</b>	
	<p>Confirmed the Bench on Hull Road, Easington has now been removed and a new bench is to be installed, the Clerk does not know at this point when this is going to be.</p> <p>Clerk has reported the poor state of the carriageway between Out Newton and Holmpton to Highways. ERYC have confirmed that the company who carried out the work are to inspect the area and report back to ERYC.</p> <p>Various Road Signs around the Parish are still damaged, this has been reported to ERYC following the Taskforce visit in July 2019.</p> <p>Clerk has requested reinstatement of the White Lines on Easington Road, Kilnsea near the Humpback bridge, some road resurfacing work has been undertaken and lines now need to be replaced.</p> <p>Trees in the Graveyard – please also refer to correspondence (Minute Ref:20/09/13), as this was a matter of urgency, photographs have been taken in conjunction with Cllr. D Longhorn to obtain quotations for removal of overhanging/dangerous branches. In addition, there is a Tree in the centre of the graveyard which could potentially be a danger, the Clerk has asked the Tree Officer to visit to advise. As the Graveyard is a Closed Graveyard, responsibility for this is for the Parish Council.</p> <p>Path up to the Cliff Top adjacent to the Gas Site was reported and it was hoped that the Gas Companies would assist with maintenance of this area. Since it was brought to the attention of the Clerk Members of the Public have undertaken the work – see Correspondence (Minute Ref:20/09/13).</p> <p>There is a serious issue with Dog Fouling along this path and the Clerk seems to think that due to this Perenco stated that they would not wish to undertake this task for the PC again as it was a favour. Cllrs asked do the Parish Council own this footpath. Clerk thinks from the history that Perenco own part of the Footpath and have cut where the boundary fence is which she thinks is their responsibility and whilst doing this they have cut the vegetation if it has been overgrown on the remainder of the path whilst maintaining their side.</p> <p>Dog Fouling is also an issue on the Humber Bank area at Easington, the clerk wants to look in providing a bin for disposal of rubbish, as we have an agreement for disposal of rubbish at the cemetery she wants to ask if they will extend this to collect 2 bins on that day. Alternatively, they could be added to the General Waste collection of bins in the village which is collected on a Monday and Friday each week. Cllr Longhorn advised that there is issue with dog fouling all over the parish. General discussion proceeded around Dog Fouling, Signage, and the lack of responsibility of owners.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk/DL</p> <p>Clerk</p> <p>Clerk</p>

	<p>Cllr. B Graham raised a problem with loose dogs in the area, the Chair advised that the PC cannot get involved with this, Cllr. A Tucker recommended he contact the Dog Warden for this, this suggestion was reinforced by Ward Councillor L Healing.</p> <p>Cllr I Smith, asked when problem with the signage arose – Clerk confirmed it was as part of the Walkabout on 15/7/2019. Unfortunately, the clerk had not been able to chase up the outstanding work as had not been in the area to check what had been done. She did send out the Task Force survey recently to all Councillors but only received limited response – Cllr. I Smith and Cllr. D Longhorn had responded. It was agreed that Cllr. I Smith will check Kilnsea Area and Cllr. D Longhorn will check Easington Area and report back to the Clerk.</p> <p>Name Badges, clerk confirmed that sometime ago she was asked to obtain details/prices for Name Badges - she now has prices for these at £4.30 per badge, Councillors were provided with a choice plastic, metal or clip fastener on lanyards – Cllrs <b>confirmed</b> Clip/Metal – <b>Agreed</b> for the Clerk to proceed with ordering these for all Councillors.</p> <p>Councillor Vacancies – the clerk confirmed that she has received applications for the posts. it will be on the October Agenda. Following the Resignation of Cllr D. Tucker, she advised that ERYC have been advised and that seat will also become available following the notice period.</p> <p>Defibrillator – the Clerk confirmed at a previous meeting it was ascertained new pads were required – these have been ordered. The Clerk confirmed that the batteries now need replacing both of them are working but they have expired, the lifespan of batteries being 4 years. The batteries are £65.00 and £77.00 respectively - are due to be replaced, it was <b>agreed</b> that the clerk proceed and order replacement batteries.</p> <p>Standing Orders, Code of Conduct – the Clerk is to add onto the next Agenda for review, she has 'Hard Copies' which will be handed out to all Councillors. In addition, a copy of the 'Good Councillor Guide' is to be sent out electronically to all Councillors.</p>	<p>Clerk/DL/IS</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p><b>20/09/05</b></p>	<p><b>Public Forum</b></p>	
	<p>Chair confirmed that as part of the Public Form she was referring also to item 10 on Agenda (Minute ref:20/09/10), The Parish owns land at Fairhaven Cottage, a site visit was undertaken about 6 weeks ago, Mr &amp; Mrs Smith would like to purchase a small area of land which sits between their cottage and the Parish Council Allotment(s), Mr &amp; Mrs Smith were in attendance at the meeting. Cllr. I. Smith advised that he had not received the minutes yet from this meeting. Chair, KN advised that this was to ascertain whether Easington PC would be interested in selling said land to Mr &amp; Mrs Smith. Cllr. A Tucker advised that she was aware that ex Cllr. D Tucker requested that the Clerk be at the meeting to take the minutes. It transpired</p>	

	<p>that the Chair, KN had advised the Clerk she did not need to be at the meeting as it was a 'site visit'. Cllr. A. Tucker advised the Chair, KN that as the site visit then had financial and legal implications for the Parish Council that the Clerk should have been at this meeting to record the outcome and present minutes, it is not possible for Cllrs. to visit the site and take minutes at the same time. The Chair, KN, not feel it was necessary as the land in question was only about 5' x 3' section of land. Cllr. A Tucker accepted the land is only small but as Councillors it is important that Minutes of Site Visits are taken to also record any discussions which took place, this is for the protection of all concerned in the issue at hand. Chair, KN, confirmed she will create the minutes from the Site Meeting and the issue can then be added onto the Agenda for next month.</p> <p>Ward Cllr. Lyn Healing addressed the Chair and advised her that whenever site visits are held that the Clerk must be there to record the discussions which take place in the form of minutes – this way if there are any issues at any point in the future there is a record of the meeting.</p> <p>MOP – asked if the Parish Council could address the problem with the footpath down Seaside Road up to the Cliff Top, it is broken up, and also the Seat at the top is in a bad condition.</p> <p>Ward Councillor L Healing advised that perhaps the Parish Council do their own walkabout if they have a lot of issues and contact ERYC directly.</p> <p>Cllr. A Tucker asked if it was possible for the Payback Team to come and repair seats. Could the Clerk please find out what is involved with this and then the Parish Council can decide as to whether any supervision is required or if this can be undertaken.</p> <p>MOP – Query regarding the Easington Community Parish – FB Page and WhatsApp Group, is this connected to the PC? Chair KN advised that it is run by Alison Whelan and does not have any connection to the PC. MOP asked - Would it be a good idea if this were stated on the Website and WhatsApp Group to make sure it is clear?</p> <p>Cllr. D Longhorn asked if it is needed now if it causing problems? As the page is run by Alison Whelan, personally and not the PC it is up to her how she deals with it.</p> <p>The Clerk stated that at the Emergency Plan Meeting there was discussion regarding the PC adopting the page, the Clerk is waiting for feedback on this. This will be discussed further at another Emergency Plan meeting.</p> <p>Cllr. A. Tucker asked if this can be put onto the next Agenda,</p>	<p>KN</p> <p>DL</p> <p>Clerk</p> <p>Clerk</p>
--	--	---

<b>20/09/06</b>	<b>Roles and Responsibilities</b>	
	<p>Chair advised that they have several vacancies under the Roles for Councillor(s) it may be better to wait until they have been Co-Opted additional Councillors before proceeding to delegate further Roles/Responsibilities.</p> <p>In the interim they do need to appoint a Councillor as Financial Representative – are any Councillors interested in taking on this role?</p> <p>Cllr. I Smith confirmed he is prepared to take on this role – It was <b>Agreed</b> Cllr. I Smith be appointed as Financial Representative</p>	
<b>20/09/07</b>	<b>Health &amp; Safety</b>	
	<p>Cllr. I Smith advised that he had requested copies of Risk Assessments but was disappointed that it had taken some time to receive. Discussion took place around the current Risk Assessment, Cllr. I Smith advised that he did not feel that the current assessments were adequate. The Chair advised that herself and Cllr. A. Tucker are looking into the Assessments and will refer back to Cllr. I Smith when they have been undertaken.</p>	KN/AT/IS
<b>20/09/08</b>	<b>Finance</b>	
	<p><u>Payments</u>  ERNLLCA £372.08 – <b>Agreed</b></p> <p>Kilnsea Litter Picker  £75.57 July Salary  £75.57 August Salary  Easington Litter Picker  £139.35 July Salary  £139.35 August Salary  Clerk  £363.43 July Salary  £363.43 August Salary  HMRC £14.80 Tax Payment – July  HMRC – to be added when the payroll has been processed Tax August</p> <p>Cllr. I Smith advised that could not agree to the salary payments until he had received the information that he has been requesting from the Clerk via email on several occasions. The Clerk has refused to provide the information to Cllr. I Smith in the belief that this information constitutes Personnel Data which cannot be released under GDPR / Data Protection Regulations, and also due to a misunderstanding regarding the actual information required.</p> <p>Ward Councillor Lyn Healing again asked to speak at this point. She pointed out the Parish Council that as the Employer the Parish Council is entitled to see all Financial Information held by the Clerk/RFO and the Clerk should provide this information when asked to do so. If the Clerk/RFO needs clarification on this point then she must contact Matthew Buckley, Democratic Service, ERYC for his advice and confirmation of this. Cllr. I Smith pointed out that it has</p>	Clerk

<p>already been confirmed to the Clerk however she still refuses to provide the information requested.</p> <p>Lengthy discussion took place regarding the subject the Chair confirmed that the Clerk would send Cllr. I Smith the ZIP File containing the information regarding Wage roll/HMRC/NI payments in relations to paid employees. The Clerk again refused as she states the email received from ERNLLCA is that she should not release this information and she will look into it further. Cllr. A Tucker asked for a copy of the email the Clerk has received regarding this subject as the HR/ERNLLCA representative on PC. Cllr. I Smith read out information stating that this information cannot be made available to the Public but can be made available to a Councillor if he has reason to ask for the relevant information, external and internal auditor.</p>	<p>Clerk/AT</p>
<p>Ward Councillor Lyn Healing also advised that all Councillors should have attended a course on Data Protection – If they have not done so this should be arranged as soon as possible.</p>	<p>Clerk</p>
<p>In addition, LH asked the Chair for a separate meeting between the Chair and LH at some point in the future to discuss various matters of concern which she has.</p>	<p>LH/KN</p>
<p>Cllr. I Smith suggested that a motion be brought that the Salaries for July and August are not paid until the information is received, Cllr. A Tucker proposed Cllr. I Smith seconded the motion. No comment was asked for or provided by any other Councillor in support, against or abstaining. <b>Agreed</b></p> <p>No other Motion was put forward.</p>	
<p>Cllr. T Smith queried what has changed? Cllr. I Smith advised that the PC was not paying HMRC contributions and now they are, therefore, he wants to look into it further to clarify the situation.</p>	
<p>Street scene £975.00 – Grass Cuts – 6,7 and 8 of Season - <b>Agreed</b>  Street scene £650.00 – Grass Cuts – 9 &amp; 10 of Season - <b>Agreed</b>  Fare share Foodbank - £80.00 - <b>Agreed</b>  Alison Whelan (Foodbank items) - £20.00 - <b>Agreed</b>  Npower £550.00 – payment of Electric Standing Charges for Citizen Link Kiosk <b>Agreed</b></p> <p>The Chair (KN) read out of a redacted version of the report done by Cllr DT on the Npower debt relating to the Citizen Link, (gifted in 2016).</p> <p>Ward Cllr L Healing interjected and asked for more information on the debt as she was hearing about this for the first time and cannot understand how this Debt has accrued.</p> <p>Cllr. A Tucker stated that she may be able to assist as she has some additional information and also to clarify this is not about apportioning blame but about the PC being as robust and transparent in the future, Cllr. A Tucker then reported factually the series of events from correspondence received from Npower and from previous Minutes of the PC with the initial correspondence</p>	

	<p>being received from Npower by the PC on 18/12/2017 (start of the contract), having gone through previous Minutes, Invoice(s) and Correspondence none of this was mentioned, there have been several occasions when it could have been brought to the PC attention. The outcome being that If it had been brought to the PC attention when the invoice or contract was initially received this situation could have been avoided.</p> <p>Cllr. A Tucker advised that the PC are now recorded as Bad Debtors in view of having Debt Collectors pursuing them – the Clerk confirmed this.</p> <p>At this point of the meeting Ward Councillor(s): Lyn Healing and Paul Whitehead left the meeting.</p> <p>Part Year Allotment Refund to - £17.00 - <b>Agreed</b></p> <p><u>Receipts</u>  <b>The following payments were noted as received by the Parish Council</b>  Further it was <b>noted</b> that the rents remain unchanged for the period 2020/2021.  Allotment Rent £25.00 -  Allotment Rent - £25.00  Land Rent - £50.00  Peppercorn Rent - £1.00  Northern PowerGrid £11.77  Alp kit Foundation - £100.00  Allotment Rent - £17.00  Precept - £7,000</p>	
<b>20/09/09</b>	<b>Emergency Planning</b>	
	<p>Cllr. A Tucker advised that there was a misunderstanding as to the Roles/Responsibilities allocated, the meeting was in September 2019 when Roles/Responsibilities were allocated not in May 2019. The plan is in the process of being updated and awaiting feedback – to clarify the Councillors on this Sub-Committee are:  I. Smith, T. Smith, and A Tucker  Further Councillors to be allocated Roles following Co-Option at the next meetings.</p>	
<b>20/09/10</b>	<b>Parish Land</b>	
	<p>To be put back until the next meeting,  Resignation of Allotment holder accepted, and a new Tenant has been allocated an allotment from the waiting list.</p>	Clerk
<b>20/09/11</b>	<b>Tolmount Site Visit</b>	
	<p>Cllr. I Smith confirmed they had a Site Visit:  Workings still there from previous work undertaken in various years.  Clerk to send a letter to ERYC Planning Department (refer to Cllr. I Smith first) asking what the Planning regulations are regarding the removal of the coffer dams after contract(s) have been completed.</p>	Clerk

20/09/12	<b>Community Matters</b>	
	<p>Damaged Bench on Hull Road – been removed waiting replacement Clerks Update (<b>Minute Ref: 20/09/04</b>)</p> <p>Bench on Cliff Top (Clubley Land) ordered and has now been installed at a cost of £130.00. The Gassco Vouchers were to be used for this work however as Mr B Keyworth completed the bench and installation it is unlikely that he will want to be paid in Vouchers. Easington in Bloom has offered to take vouchers and take cash this was rejected by PC at a previous meeting. D Longhorn queried the expiry date for the Vouchers – it was confirmed they are valid until 2021. It was <b>agreed</b> the Parish Council will pay Mr B Keyworth.</p> <p>The path – Seaside Road has been tarmacked, there is still a situation regarding this which is being dealt with by Cllr. D. Longhorn see Clerks Update (<b>Minute Ref: 20/09/04</b>) Public Forum (<b>Minute Ref: 20/09/05</b>).</p> <p>Village Taskforce walkabout – document re-circulated – now being dealt with by Cllrs. I Smith and D. Longhorn – Clerks Update (<b>Minute Ref: 20/09/04</b>)</p> <p>National Highways and Transport Users' Survey, Closing Date, October 2002, do any Councillors have any comments to make – <b>No comments.</b></p>	Clerk
20/09/13	<b>To Note Correspondence received</b>	
	<p><b>Easington Parish Council Emails/Letters</b> – <i>the following Emails received by the Clerk on behalf of the Parish Council have been forwarded to all the Parish Councillors</i></p> <p>Letter, SKEALS, proposal for fund raising for Phone Box repairs  Email: Beecan, Volunteer Awards 2020  Letter: The Pension Regulator  Email: MOP re overgrown path adjacent to Gas Terminal, now cut  Email: NALC Chief Executive - Bulletin  Email: Ombudsman – N Power Dispute - Decision  Email: ERYC – Chairman Award Invitation  Email: ERYC – Planning Enforcement Officer  Email: Resignation – Councillor J Crowther  Email: NALC – Coronavirus Update  Email: ERNLLCA – Communities Framework and Devolution White paper  Email: ERYC – Anti-Social Behaviour Statistics  Email: Resignation – Councillor D Tucker  Email: NALC – Rebuilding Communities information  Email: ERYC – Community Survey  Email: MOP – re Graveyard Trees  Email: SKEALS – Agreement re Phone Box  Email: ERYC – Community Hub – Latest Information  Email: Holderness Health – Flu Programme and Poster to display  Email: SHAPE – Minutes of Meeting</p>	



<b>20/09/14</b>	<b>Any Other Business</b> (items requiring a decision will be added to the next Agenda)	
	Website – See Public Forum Item Minute Ref: <b>(20/09/05)</b> Skeals– sponsorship of window Meeting Venue – to discuss changing venues in the future Cllr. I Smith – requested a copy of the recording of the Meeting	
	<b>Date and Venue of Next Meeting</b>  <b>Meeting Closed at 20:55</b>	
	To be confirmed but provisionally Tuesday, 6 <sup>th</sup> October 2020 at Youth Club Beck Lane Easington HU12 0TX	

**Signed:**

**Date:**