

OWSTON FERRY PARISH COUNCIL

These are the Minutes of the Annual meeting of Owston Ferry Parish Council held on Thursday 26 May 2022, 7:00pm at Coronation Hall.

In Attendance:

Councillors Bland, Boothman, Brumby (Chairperson), Edward, Green, Parkin (Vice Chairperson), Stevens, Walker, Watts and Ward Cllr Rose.

Clare Boyall Clerk and Responsible Financial Officer

0 Member of the Public

	Item	Proposer
01/05/22	Public Participation Session None Present.	
02/05/22	Election of Chairman of the Owston Ferry Parish Council Cllr Parkin proposed Cllr Brumby, seconded by Cllr Green. 5 in favour Cllr Boothman proposed Cllr Bland, seconded by Cllr Watts. 4 in favour. It was resolved that Cllr Brumby be elected Chairperson. Cllrs Parkin and Brumby thanked Cllr Bland for his time as Chairperson.	
03/05/22	To Sign and Receive Chairman's Acceptance of Office Form The Acceptance of Office form was signed and received by the Clerk.	
04/05/22	Election of Vice Chairman of the Owston Ferry Parish Council Cllr Watts proposed Cllr Walker, seconded by Cllr Bland. 4 in favour. Cllr Edward proposed Cllr Parkin, seconded by Cllr Green. 5 in favour. It was resolved that Cllr Parkin be elected as Vice Chairperson.	
05/05/22	To sign and receive the Vice Chairman's Acceptance of Office Form The Acceptance of Office form was signed and received by the Clerk.	
06/05/22	Apologies Cllr Rule and Cllr Woodcock.	
07/05/22	Declarations of Interest Cllr Bland 13/5/22	
08/05/22	To Review Declaration of Interest Forms Cllr Brumby to fill in a change of Declaration of Interests form.	
09/05/22	Granting of Dispensations (Code of Conduct, 2012) None.	
10/05/22	Draft Minutes of the Full Council meeting held on 28 April 2022 Cllr Green stated that 277.1/22 should read Heckdyke and Fourways had been invited. Cllr Green stated that 278/22 should read Karena Knight. The Clerk stated that she believed that the email had mentioned both surnames of Platts and Knight. Cllr Green stated that Karena is spelt with an "e".	

	<p>Cllr Green stated that in 283/22 he would like his comments that a property adjacent to the allotments had excavated to a depth of 13 feet and had not hit water and that he had dug soak aways to the river Trent to a depth of 8 feet and not hit water and therefore bore holes would probably not be successful.</p> <p>Cllr Parkin proposed that the minutes of the Full Council meeting held on 28 April 2022 be accepted after the above corrections, seconded by Cllr Edward. All in favour.</p> <p>It was resolved that the minutes of the Full Council meeting held on 28 April 2022 be accepted after the above corrections.</p>	
<p>11/05/22</p>	<p>Draft Minutes of the Extraordinary Full Council Meeting held on 12 May 2022</p> <p>Cllr Green stated that 290/22 resolution should read “It was resolved to accept the £2,000,000 cover for the portable toilet company”.</p> <p>Cllr Stevens proposed that the minutes of the Extraordinary Full Council meeting held on 12 May 2022 be accepted as a true record after the above corrections, seconded by Cllr Bland. 8 in favour.</p> <p>It was resolved that the minutes of the Extraordinary Full Council meeting held on 12 May 2022 be accepted as a true record after the above corrections.</p>	
<p>12/05/22</p>	<p>Clerk’s Report</p> <p>The Clerk reported that the accounts have been received back from the internal auditor and no issues have been identified. The statutory documentation and submissions needed to be sent to the external auditor are being worked on. The statutory inspection period will be from 13 June 2022 to 22 July 2022.</p> <p>Communication was sent to the custodians of the Lancaster memorial regarding issues with the surrounding land. A reply has been received to state that person(s) unknown had cut off the locks on the gate and released the farmer’s cattle. A fence had also been torn down. Therefore the earth bank had been constructed. This has now been raked and graded and grass seed sown.</p> <p>The Fleethole rent has not been paid and an overdue account letter has been sent.</p> <p>The monumental mason has been contacted regarding the War Memorial assessment. He has advised that the assessment will now be able to take place without the need for scaffolding and therefore the cost will be significantly cheaper.</p> <p>Work has now started on the new IT system and bespoke emails. Investigations are on going with the IT specialist as to the best and cheapest option for the Parish Council.</p> <p>The fence bordering footpath 136 near to Castle Hill is leaning in places and has been reported to the landowner. They have contacted N Lincs Council who lease this land.</p> <p>Investigations are continuing with regard to land registration. A surveyor has been found that would be able to partially help but the Clerk requested that maps and documentation be given to her that any Cllr may have to help with the registration of the land.</p>	

13/05/22 Financial Report

Cheque	Recipient	Purpose	Total
102204	C Boyall	May Salary	Confidential
102205	C Boyall	Mileage	68.85
102205	C Boyall	Jubilee Flag	18.47
102205	C Boyall	Village Planting	65.50
102205	C Boyall	Voice recorder and Microphone	176.84
102206	T Bland	New Planter Equipment	95.22
102206	T Bland	Compost	15.00
102206	T Bland	Jubilee Coins	495.59
102207	Arrow Publications	Cemetery Inspection Notice	48.00
102208	Markham Main Band	Jubilee Celebrations	350.00
102209	Container King Ltd	Portable Toilet Gunthorpe Jubilee Celebrations	138.00
102210	North Lindsey College	Posters for Jubilee Celebrations	63.60
102211	Yards Apart	Cut 1	750.12
102212	B Keighery	Cut 5 Owston Ferry Rec and Cut 5 Gunthorpe	200.76
102212	B Keighery	Cut 6 Owston Ferry Rec and Cut 6 Gunthorpe	200.76
102212	B Keighery	Cut 7 Owston Ferry Rec and Cut 7 Gunthorpe	200.76
102212	B Keighery	Cut 8 Owston Ferry Rec and Cut 8 Gunthorpe	200.76
102213	P Hinds	Grass Cutting/Strimming at Cemetery and Churchyard on 13.4.22 and 29.4.22	584.00

Cllr Green queried the purchase of the voice recorder and that the only mention of this was Cllr Bland advising that this was to be added to the Precept. The Clerk advised that this formed part of the Precept and was resolved by Full Council.

Cllr Bland proposed that the financial report be accepted and the cheques should be signed seconded by Cllr Parkin. All in Favour.

It was **resolved** that the financial report be accepted and the cheques should be signed.

14/05/22 To Approve the Governance Statement of 2021/2022 Annual Return

Cllr Edward proposed to approve the Governance Statement 2021/2222, seconded by Cllr Walker. All in favour.

It was **resolved** to approve the Governance Statement 2021/2222, seconded by Cllr Walker.

15/05/22 To Approve the Accounting Statement of the 2021/2022 Annual Return

Cllr Parkin proposed to approve the Accounting Statement 2021/2022, seconded by Cllr Walker. All in favour.

It was **resolved** to approve the Accounting Statement 2021/2022.

<p>16/05/22</p>	<p>To Receive the Internal Auditor's Report Cllr Walker proposed to note the Internal Auditor's report, seconded by Cllr Bland. All in favour.</p> <p>It was resolved to note the Internal Auditor's report.</p>	
<p>17/05/22</p>	<p>To Review and Approve the Standing Orders Cllr Parkin proposed to approve the Standing Orders, seconded by Cllr Green. All in favour.</p> <p>It was resolved to approve the Standing Orders.</p>	
<p>18/05/22</p>	<p>To Review and Approve the Financial Regulations Cllr Stevens proposed to approve the Financial Regulations, seconded by Cllr Walker. All in favour.</p> <p>It was resolved to approve the Financial Regulations.</p>	
<p>19/05/22</p>	<p>To Review and Approve the Financial Risk Assessment Cllr Parkin proposed to approve the Financial Risk Assessment, seconded by Cllr Bland. All in favour.</p> <p>It was resolved to approve the Financial Risk Assessment.</p>	
<p>20/05/22</p>	<p>To Receive and Approve the Financial Reserves Policy Cllr Bland proposed to adopt the Financial Reserves Policy, seconded by Cllr Parkin. All in favour.</p> <p>It was resolved to adopt the Financial Reserves Policy.</p>	
<p>21/05/22</p>	<p>To Review and Approve the Asset Register Cllr Walker proposed to approve the Asset Register, seconded by Cllr Parkin. All in favour.</p> <p>It was resolved to approve the Asset Register.</p>	
<p>22/05/22</p>	<p>To Review and Approve the Safeguarding Children's MARS Policy Cllr Bland proposed to approve the Safeguarding Children's MARS Policy, seconded by Cllr Green. All in favour.</p> <p>It was resolved to approve the Safeguarding Children's MARS Policy.</p>	
<p>23/05/22</p>	<p>To Receive and Approve the Safeguarding Vulnerable Adults Policy Cllr Bland proposed to approve the Safeguarding Vulnerable Adults Policy, seconded by Cllr Parkin. All in favour.</p> <p>It was resolved to approve the Safeguarding Vulnerable Adults Policy.</p>	
<p>24/05/22</p>	<p>To Review and Approve the Equal Opportunities Policy Cllr Bland proposed to approve the Equal Opportunities Policy, seconded by Cllr Parkin. All in favour.</p> <p>It was resolved to approve the Equal Opportunities Policy.</p>	
<p>25/05/22</p>	<p>To Receive and Approve the Health and Safety Policy The Clerk advised that she had compiled a new policy this year. She stated</p>	

	<p>that a qualified person was needed to be responsible for the Council risk assessments. Cllr Parkin proposed to adopt the Health and Safety Policy, and that Cllr Brumby be the named person for the Council's risk assessments, seconded by Cllr Bland. All in favour.</p> <p>It was resolved to adopt the Health and Safety Policy, and that Cllr Brumby be the named person for the Council's risk assessments.</p>	
26/05/22	<p>To Review and Approve the Data Protection Policy Cllr Parkin proposed to approve the Data Protection Policy, seconded by Cllr Bland. All in favour.</p> <p>It was resolved to approve the Data Protection Policy.</p>	
27/05/22	<p>To Review and Approve the Security Incident Response Policy Cllr Bland proposed to approve the Security Incident Response Policy, seconded by Cllr Edward. All in favour.</p> <p>It was resolved to approve the Security Incident Response Policy.</p>	
28/05/22	<p>To Review and approve the Subject Access Request Policy Cllr Bland proposed to approve the Subject Access Request Policy, seconded by Cllr Parkin. All in favour.</p> <p>It was resolved to approve the Subject Access Request Policy.</p>	
29/05/22	<p>To Review and Approve the Emergency Plan A discussion took place. Clerk to check with Coronation Hall regarding the hall's capacity. Cllr Bland proposed to approve the Emergency Plan with the revised capacity if needed, seconded by Cllr Boothman. All in favour.</p> <p>It was resolved to approve the Emergency Plan with the revised capacity if needed.</p>	
30/05/22	<p>To Receive and Approve the Co-Option Procedure Cllr Bland proposed to adopt the Co-Option procedure, seconded by Cllr Parkin. All in favour.</p> <p>It was resolved to adopt the Co-Option Procedure.</p>	
31/05/22	<p>Election of Owston Ferry Parish Council's Snow Warden Cllr Parkin proposed that Cllr Green be elected the Council's Snow Warden, seconded by Cllr Walker. Cllr Green declined to be the Snow Warden. Cllr Brumby proposed that Cllr Parkin be elected the Council's Snow Warden, seconded by Cllr Edward. All in favour.</p> <p>It was resolved that Cllr Parkin be elected as the Council's Snow Warden.</p>	
32/05/22 32.1	<p>Planning Applications Application No: PA/2022/765 Proposal: Alterations and extensions to existing dwelling to create additional accommodation including ground floor annex Site Location: 25 North Street, Owston Ferry, DN9 1RT</p> <p>Cllr Parkin proposed no observations be made, seconded by Cllr Bland. All in favour.</p>	

<p>33/05/22</p>	<p>It was resolved that no observations be made.</p> <p>Planning Permission Granted Application No: PA/2022/507 Proposal: Erect a dwelling Site Location: Land adjacent 5 Somerby Drive, Owston Ferry, DN9 1BS</p> <p>Cllr Parkin proposed to note the Planning Permission Granted, seconded by Cllr Bland. All in favour.</p> <p>It was resolved to note the Planning Permission Granted.</p>	
<p>34/05/22</p>	<p>Public Footpaths</p> <p>Cllr Bland read out the Principal Access and Common's Officer's remarks previously reported to the Council. Cllr Watts stated that he did not agree with these remarks. He stated that under the Highways Act 1980 action can be taken against the authority for injury suffered when using publically maintained footpaths and not the landowner. Cllr Watts also stated that the landowner cannot give permission for any illegal activity on a publically maintained footpath. This was discussed at length including the damage and risk associated with horses on Public Footpaths. Cllr Walker proposed to contact N Lincs Council again with regard to horses riding on Public Footpaths, seconded by Cllr Edward. 8 in favour, 1 abstention.</p> <p>It was resolved to contact N Lincs Council again with regard to horses riding on Public Footpaths.</p>	<p>TB</p>
<p>35/05/22</p>	<p>Weed Control at Gunthorpe Play Area and Owston Ferry Recreation Field</p> <p>The Clerk advised that she had sought the advice from a company with regard to weed control on Gunthorpe play area and Owston Ferry recreation field. The advice given was that spraying of weeds was not necessary as they would be dealt with by the normal schedule of commercial grass cutting and would not be required. The use of weed killer was discussed. Cllr Parkin proposed that weed killer is not used, seconded by Cllr Bland. 6 in favour, 1 abstention.</p> <p>It was resolved that weed killer is not used.</p>	
<p>36/05/22</p>	<p>Platinum Jubilee</p> <p>Cllr Brumby advised that 98% of the leaflets have now been delivered. The disco will no longer take place as no insurance is available. Cllr Bland has purchased the coins and placed them in the boxes. Cllr Edward s painting the flagpole and Cllr Bland has the mechanism to fly the flags.</p> <p>Cllr Bland proposed that if the first aider uses any equipment the Parish Council replaces the items, seconded by Cllr Parkin. All in favour.</p> <p>It was resolved that if the first aider uses any equipment the Parish Council replaces the items.</p> <p>Cllr Brumby advised that the gates will need to be open during the event. Cllr Bland has pressure washed the public toilets and Cllr Edward and Cllr Parkin have painted them.</p>	
<p>37/05/22</p>	<p>Bus Service</p> <p>Ward Cllr Rose advised that N Lincs Council are subsidising Hornsbys to run</p>	

	<p>the 399 service but no exact times are known at the present time. Stagecoach will still be running a service from Scunthorpe. N Lincs Council are still looking at an Isle Shopper service.</p> <p>Cllr Parkin left the meeting room.</p> <p>Ward Cllr Rose stated that the Just Go bus should be easier to book from 13 June.</p> <p>Cllr Parkin re-entered the meeting room.</p> <p>Ward Cllr Rose stated that buses will terminate at Blaxton but will hopefully match up with the Doncaster bus service there.</p>	
38/05/22	<p>Recreation Field Fence Cllr Brumby stated that there is a gap near to the bottom of the recreation field and at some point this will need to be made secure.</p>	
39/05/22	<p>Ward Councillor Report Ward Cllr Rose stated that the Local Plan will be issued on Monday. Ward Cllr Rose is waiting for a report from Planning Enforcement on work carried out at Fourways Fisheries. Ward Cllr Rose has been asked by N Lincs Council to prioritise roads for possible work to be carried out this year. South Street, Church Walk and Station Road have been highlighted. Church Street, Silver Street and High Street have been highlighted for work on the pavements. Cllr Parkin pointed out that there was a large dip in the road near Kelfield.</p>	
40/05/22	<p>Chairman's Items Cllr Brumby stated that he had looked at the attendance register and had found some mistakes. He will email the Clerk with these. Cllr Brumby stated that he felt that there should be 2 registers, 1 for the main meetings and 1 for the extra meetings. The Clerk stated that all the meetings are Full Council meetings at Owston Ferry as the council does not have a Planning Committee. If there was a Planning Committee then these meetings would be shown as a separate table. Cllrs could resolve to form a Planning Committee if they so wish. Cllr Brumby asked for planning meetings to be added to the next agenda.</p>	
41/05/22	<p>Date and Time of next meeting Thursday 30 June 2022 at 7:00 pm in the Main Hall of Coronation Hall.</p> <p>Meeting closed at 9.15 pm</p>	