

# SWANLAND PARISH COUNCIL

A MEETING OF SWANLAND PARISH COUNCIL WAS HELD IN SWANLAND VILLAGE HALL  
TUESDAY 3<sup>RD</sup> JANUARY 2017

## MINUTES

|  | Item                                       |  |  |         |             |             |              |                     |  |               |   |  |  |  |              |  |  |  |  |  |  |  |                |                 |  |               |   |  |  |  |  |
|--|--|--|--|---------|-------------|-------------|--------------|---------------------|--|---------------|---|--|--|--|--------------|--|--|--|--|--|--|--|----------------|-----------------|--|---------------|---|--|--|--|--|
| 2242   | <b>1.</b>                                  | <b>Present:</b> Chairman Shepherd, Vice Chairman May, Councillors Sanderson and Wells. Planning Advisor Geoff Chapman and Ward Councillor Abraham, 7 members of the public.  |  |         |             |             |              |                     |  |               |   |  |  |  |              |  |  |  |  |  |  |  |                |                 |  |               |   |  |  |  |  |
| 2243   | <b>2.</b>                                  | <b>Apologies:</b> Councillors Richardson, Hopton, Barratt, Walker, Johnson   |  |         |             |             |              |                     |  |               |   |  |  |  |              |  |  |  |  |  |  |  |                |                 |  |               |   |  |  |  |  |
| 2244   | <b>3.</b>                                  | <b>Minutes: It was resolved</b> to approve and agree minutes from 5 <sup>th</sup> December 2016 as a true record. Proposed: Councillor Wells Seconded: Vice Chairman May   | Action   |         |             |             |              |                     |  |               |   |  |  |  |              |  |  |  |  |  |  |  |                |                 |  |               |   |  |  |  |  |
| 2245   | <b>4.</b>                                  | <p><b>Declarations of Interest:</b></p> <p>a) Non-pecuniary interests. 16/04113/PLF - Vice Chairman May and Councillor Sanderson. 16/03649/PLF – Councillors Wells and Sanderson.</p> <p>b) Pecuniary interests.</p> <p>c) Dispensations given to any member of the council in respect of the agenda items.</p>  |  |         |             |             |              |                     |  |               |   |  |  |  |              |  |  |  |  |  |  |  |                |                 |  |               |   |  |  |  |  |
| 2246   | <b>5.</b>                                  | <p><b>Open Forum:</b> Owner of Westwinds Farm came to discuss proposals for change of use of farm and to answer any questions raised.</p> <p>Resident from On Hill asked if the Parish Council did anything about overhanging hedges. He was asked to inform the clerk and a letter would be written to the property owner.</p> <p>Concerns raised regarding trees at White Lodge Tranby Lane. Planning Advisor showed plans and clarified several points to the resident.</p> <p>Visibility difficulties experienced exiting On Hill onto Tranby Lane due to horse box parked. Was thought to be dangerous.</p>   |  |         |             |             |              |                     |  |               |   |  |  |  |              |  |  |  |  |  |  |  |                |                 |  |               |   |  |  |  |  |
| 2247   | <b>6.</b>                                  | <b>Ward Councillor Report:</b> Ward Councillor Abraham reported that there is a 3% increase on the precept for adult social services.  |  |         |             |             |              |                     |  |               |   |  |  |  |              |  |  |  |  |  |  |  |                |                 |  |               |   |  |  |  |  |
| 2248   | <b>7.</b>                                  | <p><b>PLANNING SECTION CHAIRED BY COUNCILLOR MAY</b></p> <p><b>7.1 Applications received:</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Application No.</th> <th style="width: 25%;">Address</th> <th style="width: 30%;">Description</th> <th style="width: 20%;">Information</th> </tr> </thead> <tbody> <tr> <td>16/03786/PLF</td> <td>Melgeron 22 On Hill</td> <td>Erection of 2-storey and first floor extensions to front, canopy to front,</td> <td>No objections</td> </tr> <tr> <td colspan="4" style="text-align: center;">Proposed: Councillor Wells Seconded: Councillor Sanderson</td> </tr> <tr> <td>16/03983/VAR</td> <td>Watershed, 62 Woodgates Lane North Ferriby</td> <td>Variation of conditions 1,2,8,11,12,13 &amp; 14 (12/03770/PLF) conversion of disused reservoir building into a live/work unit.</td> <td>Request for listing of variations as well as plan. No comment.</td> </tr> <tr> <td colspan="4" style="text-align: center;">Proposed: Vice Chairman May Seconded: Councillor Sanderson</td> </tr> <tr> <td>16/03785/STREM</td> <td>Bridgehead Park</td> <td>Erection of an office building following outline permission 13/02534/STVAR</td> <td>No objections</td> </tr> <tr> <td colspan="4" style="text-align: center;">Proposed: Vice Chairman May Seconded: Chairman Shepherd</td> </tr> </tbody> </table> | Application No.  | Address | Description | Information | 16/03786/PLF | Melgeron 22 On Hill | Erection of 2-storey and first floor extensions to front, canopy to front, | No objections | Proposed: Councillor Wells Seconded: Councillor Sanderson |  |  |  | 16/03983/VAR | Watershed, 62 Woodgates Lane North Ferriby | Variation of conditions 1,2,8,11,12,13 & 14 (12/03770/PLF) conversion of disused reservoir building into a live/work unit. | Request for listing of variations as well as plan. No comment. | Proposed: Vice Chairman May Seconded: Councillor Sanderson |  |  |  | 16/03785/STREM | Bridgehead Park | Erection of an office building following outline permission 13/02534/STVAR | No objections | Proposed: Vice Chairman May Seconded: Chairman Shepherd |  |  |  |  |
| Application No.  | Address                                    | Description  | Information  |         |             |             |              |                     |  |               |   |  |  |  |              |  |  |  |  |  |  |  |                |                 |  |               |   |  |  |  |  |
| 16/03786/PLF   | Melgeron 22 On Hill                        | Erection of 2-storey and first floor extensions to front, canopy to front,   | No objections  |         |             |             |              |                     |  |               |   |  |  |  |              |  |  |  |  |  |  |  |                |                 |  |               |   |  |  |  |  |
| Proposed: Councillor Wells Seconded: Councillor Sanderson  |  |  |  |         |             |             |              |                     |  |               |   |  |  |  |              |  |  |  |  |  |  |  |                |                 |  |               |   |  |  |  |  |
| 16/03983/VAR   | Watershed, 62 Woodgates Lane North Ferriby | Variation of conditions 1,2,8,11,12,13 & 14 (12/03770/PLF) conversion of disused reservoir building into a live/work unit.   | Request for listing of variations as well as plan. No comment. |         |             |             |              |                     |  |               |   |  |  |  |              |  |  |  |  |  |  |  |                |                 |  |               |   |  |  |  |  |
| Proposed: Vice Chairman May Seconded: Councillor Sanderson |  |  |  |         |             |             |              |                     |  |               |   |  |  |  |              |  |  |  |  |  |  |  |                |                 |  |               |   |  |  |  |  |
| 16/03785/STREM   | Bridgehead Park                            | Erection of an office building following outline permission 13/02534/STVAR   | No objections  |         |             |             |              |                     |  |               |   |  |  |  |              |  |  |  |  |  |  |  |                |                 |  |               |   |  |  |  |  |
| Proposed: Vice Chairman May Seconded: Chairman Shepherd    |  |  |  |         |             |             |              |                     |  |               |   |  |  |  |              |  |  |  |  |  |  |  |                |                 |  |               |   |  |  |  |  |

| 16/03920/PLF  | 68 Main Street                             | Erection of single storey extension to rear with erection of front entrance porch extension and internal alterations   | No objections                      |
|---|--|--|------------------------------------|
| Proposed: Councillor Wells Seconded Councillor Sanderson                        |  |  |                                    |
| 16/03649/PLF  | 8 West Leys Park                           | Erection of 2-storey extension to side, single storey extension to rear, canopy to front and rendering.  | Objections                         |
| Proposed: Vice Chairman May Seconded: Chairman Shepherd                         |  |  |                                    |
| 16/04113/PLF  | Land at Westwinds Farm Occupation Lane     | Change of use of land to provide tourist accommodation following demolition of existing agricultural buildings   | Recommend approval with conditions |
| Proposed: Councillor Wells Seconded: Councillor Sanderson                       |  |  |                                    |
| 16/04054/PLF  | 12 Westerdale                              | Raising roof height to provide additional living accommodation   | Objections                         |
| Proposed: Chairman Shepherd Seconded: Councillor Sanderson                      |  |  |                                    |
| 16/03474/PLF  | Land south of Beechwood, 22 West Leys Road | Erection of detached 2-storey dwelling and detached double garage  | Withdrawn                          |
| <b>It was resolved</b> to approve comments on individual applications as shown. |  |  |                                    |
| <b>7.2 Planning applications decisions from ERYC:</b>                           |  |  |                                    |
| Application No.   | Address                                    | Description  | Information                        |
| 16/03364/PLF  | Tranby House 16 Tranby Lane                | Alterations to roof from hip to gable with construction of balcony and installation of roof lights to rear and windows to side to create second floor. Creation of vehicular access with 2.2m high gates.                    | Planning granted.                  |
| 16/03359/TPO  | Grange Farm, Grange Park                   | T1 & T2 sycamores thin and crown clean. T3 Fell. G4 Hornbeam thin and crown clean. T6 maple reduce weight of major limb over drive. T14 & T15 sycamore canopy raise to 7m over boundary to allow for young tree stock below. | Planning granted.                  |
| 16/03200/STREM  | Land North of Country Park                 | Erection of office/light manufacturing unit following outline  | Planning granted.                  |

|   |            |   |                                  |   |
|---|------------|---|----------------------------------|---|
|   |            |   | permission<br>13/02534/STVAR     |   |
|   |            | 16/03340/PLF  | Easenby Farm<br>Greenstiles Lane | Erection of single storey<br>extensions to rear and side<br>Planning<br>granted                   |
|   |            | 16/03852/TPO  | Easenby Farm<br>Greenstiles Lane | Fell sycamore as multi<br>stemmed with one stem<br>dead and second decayed.<br>Consent<br>granted |
|   |            | 16/03431/TPO  | 3 Greenacres                     | Fell eucalyptus pre<br>extension.<br>Consent<br>granted   |
| <p><b>It was resolved to approve decisions received from ERYC:</b><br/>Proposed: Councillor Wells Seconded: Councillor Sanderson</p> <p><b>7.3 To discuss any Planning queries/correspondence</b> requiring urgent attention. Planning Application 16/3876/PLF 64 Mill Road was mentioned but it had not been looked at with a view to comments as it was not an agenda item.</p> <p><b>7.3.1 Tranby Lane development.</b> Ownership and maintenance of open space discussed and suggestions made regarding continuing responsibility.</p> <p><b>7.3.2 Tranby Lane Tree Survey.</b> Various comments made during the open forum.</p> <p><b>7.3.3 East Riding Local Plan – Notice of adoption of Open Space Supplementary Planning Document (November 2016).</b> Contents noted.</p> |            |   |                                  |   |
| 2249  | <b>8.</b>  | <p><b>Matters Arising:</b></p> <p><b>8.1 Newsletter:</b> Deadline 31<sup>st</sup> January 2017</p> <p><b>8.2 Commuted sum:</b> Still waiting for occupation of 15 houses at the old nurseries site. Copper Beech Close commuted sum also being requested.</p>   |                                  |   |
| 2250  | <b>9.</b>  | <p><b>Consultations general:</b> None new.</p>  |                                  |   |
| 2251  | <b>10.</b> | <p>Communication and general items:</p> <p><b>10.1 Report on meetings attended.</b> None at this time.</p>  |                                  |   |
| 2252  | <b>11.</b> | <p><b>Swanland Heritage Centre:</b> Open in March. Refresher course for supervisors arranged.</p>   |                                  |   |
| 2253  | <b>12.</b> | <p><b>Pond:</b></p> <p><b>12.1 Pond Partnership:</b> On-going investigations as to water loss. ERYC aware.</p> <p><b>12.2 Father Christmas on the pond:</b> New bulbs required for lights and invoice received for payment at February meeting. <b>It was resolved</b> that collecting bins would no longer be left at shops in future.</p> <p><b>12.3 Retaining wall in front of flats:</b> Waiting for information from ERYC.</p> |                                  |   |
| 2254  | <b>13.</b> | <p><b>Playing Fields:</b> Plans to refurbish. New Chairman required.</p>  |                                  |   |
| 2255  | <b>14.</b> | <p><b>Village Hall:</b></p> <p><b>14.1</b> Nothing outstanding to report.</p> <p><b>14.2 Library:</b> Replacement of stud wall in library: - This was discussed and agreed once again and <b>it was resolved</b> that para 3(6)(a) of the lease provides the necessary reassurance needed in this case to expedite the works programme.</p>   |                                  |   |
| 2256  | <b>15.</b> | <p><b>Swanland Village Association:</b> Nothing to report at this time.</p>   |                                  |   |
| 2257  | <b>16.</b> | <p><b>Footpaths:</b> Nothing to report at this time. Dale Road tidy.</p>  |                                  |   |
| 2258  | <b>17.</b> | <p><b>Allotments: New tenants.</b> <b>It was resolved</b> to offer reduction of fee for clearance of rubbish to new tenant. Late paying tenants were contacted and reminded again.</p>  |                                  |   |
| 2259  | <b>18.</b> | <p><b>Highways and Lighting:</b> Nothing outstanding at this point.</p>   |                                  |   |
| 2260  | <b>19.</b> | <p><b>19.1 Training for councillors:</b> Awaiting further details.</p> <p><b>19.2 Staff:</b> Short listing for new clerk to be carried out after deadline has passed.</p>   |                                  |   |
| 2261  | <b>20.</b> | <p><b>Clerks Report:</b> Yorkshire Water phoning in reports of what they find and monitoring the Main Street/Northfield junction problem.</p>   |                                  |   |

| 2262                  | <b>21.</b>  | <b>Correspondence and Consultations circulated:</b> All general items circulated including Planning and TPO applications which are circulated as they arrive. General correspondence: - Weekly Email News Digest, HWRCC, ERVAS, ER Parish News, SLCC News Bulletin, Community funding, ERNCLLA and Training Information, White Lodge trees & open spaces, General news bulletins all circulated as and when they arrive and noted where possible as INFORMATION.   |        |             |     |     |       |                  |                                   |        |  |        |      |    |        |  |        |                       |  |       |  |       |      |  |         |        |         |           |   |       |      |       |                 |                  |      |  |      |          |                                      |       |      |       |      |              |       |      |       |  |  |  |  |  |
|-----------------------|---|--|--------|-------------|-----|-----|-------|------------------|-----------------------------------|--------|--|--------|------|----|--------|--|--------|-----------------------|--|-------|--|-------|------|--|---------|--------|---------|-----------|---|-------|------|-------|-----------------|------------------|------|--|------|----------|--------------------------------------|-------|------|-------|------|--------------|-------|------|-------|--|--|--|--|--|
| 2263                  | <b>22.</b>  | <p><b>Accounts:</b><br/> <b>22.1 Accounts general.</b><br/> <b>22.2 Pension Regulator:</b> Procedures are being followed.<br/> <b>22.3 Receipts:</b> Allotment rents £80.00 – banked 25/11/16 and £160.00 banked 20/12/16. Cheque from Zurich £1933.40 for replacement swan sign bank November. Christmas street collection £315.67. Amendment of invoice payment – 1p difference in J Barratt payment, Total invoice should read £28.73 and not £28.74.<br/> <b>22.4 Payments:</b></p> <table border="1" data-bbox="280 600 1409 1234"> <thead> <tr> <th>Name</th> <th>Description</th> <th>Net</th> <th>VAT</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>R Jordan-Jackson</td> <td>Salary 1147.86<br/>Less tax 229.60</td> <td>918.26</td> <td></td> <td>918.26</td> </tr> <tr> <td>HMRC</td> <td>NI</td> <td>154.31</td> <td></td> <td>154.31</td> </tr> <tr> <td>Swanland Village Hall</td> <td>Hire of meeting room for interviews 2017</td> <td>25.90</td> <td></td> <td>25.90</td> </tr> <tr> <td>ERYC</td> <td>Service Level Agreement<br/>1 street lights</td> <td>2231.08</td> <td>446.20</td> <td>2677.30</td> </tr> <tr> <td>J Barratt</td> <td>Purchase of sweets for Father Christmas on the pond</td> <td>23.94</td> <td>4.79</td> <td>28.74</td> </tr> <tr> <td>Yorkshire Water</td> <td>Allotments water</td> <td>7.11</td> <td></td> <td>7.11</td> </tr> <tr> <td>Supplies</td> <td>Paper, box files, laminating pouches</td> <td>17.95</td> <td>3.59</td> <td>21.54</td> </tr> <tr> <td>Kcom</td> <td>Clerks phone</td> <td>31.44</td> <td>6.28</td> <td>37.72</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> | Name   | Description | Net | VAT | Total | R Jordan-Jackson | Salary 1147.86<br>Less tax 229.60 | 918.26 |  | 918.26 | HMRC | NI | 154.31 |  | 154.31 | Swanland Village Hall | Hire of meeting room for interviews 2017 | 25.90 |  | 25.90 | ERYC | Service Level Agreement<br>1 street lights | 2231.08 | 446.20 | 2677.30 | J Barratt | Purchase of sweets for Father Christmas on the pond | 23.94 | 4.79 | 28.74 | Yorkshire Water | Allotments water | 7.11 |  | 7.11 | Supplies | Paper, box files, laminating pouches | 17.95 | 3.59 | 21.54 | Kcom | Clerks phone | 31.44 | 6.28 | 37.72 |  |  |  |  |  |
| Name                  | Description   | Net  | VAT    | Total       |     |     |       |                  |                                   |        |  |        |      |    |        |  |        |                       |  |       |  |       |      |  |         |        |         |           |   |       |      |       |                 |                  |      |  |      |          |                                      |       |      |       |      |              |       |      |       |  |  |  |  |  |
| R Jordan-Jackson      | Salary 1147.86<br>Less tax 229.60                   | 918.26   |        | 918.26      |     |     |       |                  |                                   |        |  |        |      |    |        |  |        |                       |  |       |  |       |      |  |         |        |         |           |   |       |      |       |                 |                  |      |  |      |          |                                      |       |      |       |      |              |       |      |       |  |  |  |  |  |
| HMRC                  | NI  | 154.31   |        | 154.31      |     |     |       |                  |                                   |        |  |        |      |    |        |  |        |                       |  |       |  |       |      |  |         |        |         |           |   |       |      |       |                 |                  |      |  |      |          |                                      |       |      |       |      |              |       |      |       |  |  |  |  |  |
| Swanland Village Hall | Hire of meeting room for interviews 2017            | 25.90  |        | 25.90       |     |     |       |                  |                                   |        |  |        |      |    |        |  |        |                       |  |       |  |       |      |  |         |        |         |           |   |       |      |       |                 |                  |      |  |      |          |                                      |       |      |       |      |              |       |      |       |  |  |  |  |  |
| ERYC                  | Service Level Agreement<br>1 street lights          | 2231.08  | 446.20 | 2677.30     |     |     |       |                  |                                   |        |  |        |      |    |        |  |        |                       |  |       |  |       |      |  |         |        |         |           |   |       |      |       |                 |                  |      |  |      |          |                                      |       |      |       |      |              |       |      |       |  |  |  |  |  |
| J Barratt             | Purchase of sweets for Father Christmas on the pond | 23.94  | 4.79   | 28.74       |     |     |       |                  |                                   |        |  |        |      |    |        |  |        |                       |  |       |  |       |      |  |         |        |         |           |   |       |      |       |                 |                  |      |  |      |          |                                      |       |      |       |      |              |       |      |       |  |  |  |  |  |
| Yorkshire Water       | Allotments water                                    | 7.11   |        | 7.11        |     |     |       |                  |                                   |        |  |        |      |    |        |  |        |                       |  |       |  |       |      |  |         |        |         |           |   |       |      |       |                 |                  |      |  |      |          |                                      |       |      |       |      |              |       |      |       |  |  |  |  |  |
| Supplies              | Paper, box files, laminating pouches                | 17.95  | 3.59   | 21.54       |     |     |       |                  |                                   |        |  |        |      |    |        |  |        |                       |  |       |  |       |      |  |         |        |         |           |   |       |      |       |                 |                  |      |  |      |          |                                      |       |      |       |      |              |       |      |       |  |  |  |  |  |
| Kcom                  | Clerks phone  | 31.44  | 6.28   | 37.72       |     |     |       |                  |                                   |        |  |        |      |    |        |  |        |                       |  |       |  |       |      |  |         |        |         |           |   |       |      |       |                 |                  |      |  |      |          |                                      |       |      |       |      |              |       |      |       |  |  |  |  |  |
|                       |   |  |        |             |     |     |       |                  |                                   |        |  |        |      |    |        |  |        |                       |  |       |  |       |      |  |         |        |         |           |   |       |      |       |                 |                  |      |  |      |          |                                      |       |      |       |      |              |       |      |       |  |  |  |  |  |
| 2264                  | <b>23.</b>  | <p><b>It was resolved to approve</b> payments, salary and accounts and circulated Cost Centre Report with online transfer of funds from Business Saver Account to Community Account to cover invoices due for payment this month.<br/> <b>Total Invoices due this month: £3870.88</b><br/> Proposed: Chairman Shepherd Seconded: Councillor Sanderson.<br/> Agreement of Bank Statement and Reconciliation by Vice Chairman May.</p> <p>The next meeting will be Monday 6<sup>th</sup> February 2017</p>   |        |             |     |     |       |                  |                                   |        |  |        |      |    |        |  |        |                       |  |       |  |       |      |  |         |        |         |           |   |       |      |       |                 |                  |      |  |      |          |                                      |       |      |       |      |              |       |      |       |  |  |  |  |  |