

**THE MINUTES OF THE MEETING OF THE
HUTTON HENRY PARISH COUNCIL
HELD ON MONDAY 8 MARCH 2021**

Present: Councillors K Knight (Vice-Chair), Mrs M Farry, Mrs J Grieves, Mrs B Drake, F Drake and Mrs N Wood,

Also Present: 3 members of the public

1. APOLOGIES FOR ABSENCE

Apologies for absence were submitted on behalf of Councillors Mrs J Thomas and K Lawson.

2. DECLARATIONS OF INTEREST

Councillors Knight and Mrs Farry declared an interest in item 5c.

3. PUBLIC PARTICIPATION

There were no questions from members of the public.

4. THE MINUTES OF THE LAST MEETING held on **8 FEBRUARY 2021**, a copy of which had been circulated to each Member were approved and signed by the Chair.

Matters Arising

a) Inflatables

The organiser of the inflatables had advised that they wished to work with the council delivering the easter packs. Councillor Mrs Farry would make contact to organise.

b) Gladstone Terrace

DCC had advised that a section 16 notice had been sent to the owner who had made contact in November 2020. They had advised that they intended to refurbish the property and were given some investor contacts and a contact in the Local Lettings Agency so they could explore a sale or lease scheme. The owner would be contacted in the coming weeks to ascertain if any progress had been made.

c) Bridge at Station Town

DCC had scheduled a visit to inspect the railings in the coming weeks and look into the options to have repaired.

d) Chicane

It was reported that the priority sign and bollards had been repaired and replaced.

e) Salt Bins

DCC had advised that the request to locate a new salt bin at access to Manor House Road Estate had been refused as it did not meet the criteria for a salt bin. Councillor Grieves advised that she had been told that the grit been near the allotments had been agreed. The Clerk advised that she had contacted DCC to ascertain if they would supply, install and fill salt bins if the parish council payed for them. There had been no update to the request for the bin in Newholme Estate.

f) Flower Tubs

The Clerk advised that an invitation to tender had been sent to three local companies. The closing date was 12 March 2021.

5. CORRESPONDENCE

a) Request to purchase land at Station Town, Station Lane Open Space

A request had been made to DCC to purchase land for the purposes of storage. The applicant would like to reinstate the site back to how it was as he had vintage/classic vehicles he would like to put in secure storage.

RESOLVED that no objection be made.

b) Civic Pride/Its Your Neighbourhood Funding

The grant of £500 had been approved for funding for the project Mr Devine wished to carry out.

RESOLVED that the information given be noted.

c) Requests on Allotments

No 9 had requested permission to erect a 7x5 shed and 8x6 greenhouse, 5 hens and 3 ducks.
No 16 had requested permission to erect a hardstanding, shed, chickens and rabbits
No 18 had requested permission to erect a shed. There was also repairs needed to the boundary fence.

RESOLVED that all the permissions be granted and the boundary fence on the allotment be repaired.

d) AAP Funding

Councillor Crute had advised that he had an outstanding balance on his neighbourhood budget if there were any small schemes that the council had that required funding.

RESOLVED that a request be made for assistance towards the easter craft activities.

6. PLANNING PROPOSALS

Consideration was given to the following planning application:

DM/21/00011/FPA Erection of kennels in association with dog breeding on the site at The Paddock and Land to the Rear of the Paddock, Station Town

The Clerk advised that a number of residents had contacted her expressing concerns about the proposal. Councillors advised that they had also spoken to residents who had raised concerns.

The proposal would have a detrimental effect on neighbouring residents due to noise from the proposal.

The application site was very close to the cemetery and concerns were expressed as to the effect the noise would have when funerals were taking place and grieving relatives visiting the cemetery. The cemetery was located in a peaceful countryside location and it was felt that if the application was approved, then the noise from the property would have a detrimental effect on the cemetery.

Concerns were also expressed regarding the access road to and from the property.

RESOLVED that an objection be made for the reasons stated.

7. CEMETERY REPORT

Councillor Knight explained that he had visited the parish hall and some repairs were required. The main doors were in a poor state of repair and needed attention from a specialist company as they would have to be made.

A family had requested a memorial bench near to the family members' grave.

RESOLVED that

- (i) the expenditure for repairs be agreed and quotes sought.
- (ii) The bench be agreed in principle and the location agreed with the groundsman.

8. FINANCE

Invoices for Endorsement of Payment

PAYEE	DESCRIPTION	Amount	CHEQUE NO
CDALC	Training	£50.00	104150
Viking Direct	Office supplies	£296.95	104151
Clerk	Expenses	£45.79	104152
Clerk	Packing boxes	£32.00	104153

Bank Balances as at 15 February 2021

Bank Statements were viewed by the Chair

Bank Balances were as follows:

Tracker Account £34,794.75

Current Account £147,803.97

9. CLERK TO THE COUNCIL VACANCY AND RECRUITMENT

The Chair advised that The Clerk had submitted her notice on 22 February 2021. The job description, person specification and advert was reviewed by The Clerk and approved by the Chair and Vice Chair for circulation on 23 February with a closing date of 12 March 2021. The Clerk's official leaving date was 22 March but she had offered to stay until the end of year accounts were submitted and approved by the internal auditor and a handover period with the successful candidate.

The advert was placed on the councils website, facebook page, noticeboards, DCC bulletin board and CDALC had circulated it to all current Clerk's in the county.

Councillor Drake explained he was totally dissatisfied with the process, he felt all Councillors should have been included in the review of the job description and person specification. He also felt strongly that the new Clerk should be required to obtain the Certificate in Local Council Administration (CILCA). The Chair explained that the CILCA qualification had been discussed at the January meeting and Councillors agreed that they did not feel this was necessary therefore it had not been placed in the person specification.

The post had been fully reviewed by the Chair and Vice Chair prior to being advertised.

It was suggested that the interview panel be made up of Chair and Vice Chair and Councillor Wood.

Councillor Drake requested a recorded vote. Councillor F Drake and Mrs B Drake were against continuing with the recruitment until all Councillors were involved in the process. Councillors K Knight, J Grieves, N Wood, M Farry agreed to the recruitment process proceeding.

RESOLVED that the recruitment process for a new Clerk continue.

10. **RISK ASSESSMENT**

Consideration was given to the risk assessment which had been reviewed by The Clerk. All risks were being managed by the Council.

RESOLVED that the risk assessment be agreed.

11. **PARISH ISSUES**

a) **Provision of Grit Bins**

Councillor Drake wished to have a grit bin on Milbank Terrace.

RESOLVED that the report form be forwarded to enable a request to be made.

b) **Provision of Cycle Track in Station Town**

The Chair explained that he had attended a meeting with Councillor Mrs Farry and British Cycling to discuss options for a track in Station Town. He showed a map showing the preferred location as the corner of the football field behind Gills fish shop. The options were a tarmac or pump track. This would need input from companies with this expertise. A pump track would be approximately £28k to £30k, a tarmac track would be double that amount. Children would need to take ownership of it. Councillors welcomed the idea and would like it progressing to see if it was feasible.

RESOLVED that DCC be approached to enquire if the land could be used for this purpose and if a lease or sale would be agreed of the land.

c) **Councillor Contact details**

Councillor Wood advised that she had a conversation on social media as to why councillors did not have their contact details advertised.

The Clerk advised that there should be some form of contact for parish councillors on the website, either email or telephone number. Not all councillors wanted their details on the website as most residents knew who to contact if they had an issue. It was suggested that this may be something to revisit once the new council is elected in May.

Councillor Wood advised that if anyone contacts the parish council email then she was happy to get back to them.

RESOLVED the publication of councillor contacts be revisited in May when the new council was elected.

d) **CCTV**

Concern was raised regarding social disorder that happened in all parishes. DCC were aware of it and everything should be reported to the police so they could co-ordinate a response.

RESOLVED that the information given be noted.

12. ANY ADDITIONAL URGENT ITEMS OF BUSINESS

Complaint against a Councillor (AOB)

On 25 February 2021, the Governance Solicitor considered a complaint from Councillor Knight concerning the alleged conduct of Councillor Mrs Drake. It was alleged that the Member had made posts on social media regarding the Council which were considered to be inflammatory, misleading and incorrect and it was alleged had resulted in residents challenging other Members based on false statements.

The Member refutes the allegations in their entirety. Her case is that the public had only been told by her what they could find in the published documents of the parish council. She had provided assurance that all of the information she had published on social media was from parish council meetings and could be seen on minutes of meetings and published agenda. The Member advised that she posted on social media in a personal capacity and not in her capacity as a Councillor. However, she is concerned that the tone of her published social media could be misinterpreted and would endeavour to be less emotional in her communications.

The Governance Solicitor had decided that a local resolution was required in respect of the complaint. It was recommended that the Member revisits and refamiliarises herself with the code of conduct and social media guidance. Further additional training for the Member be arranged by the Clerk regarding appropriate use of social media was recommended within 3 months. There was no evidence to suggest that there had been a breach of the code.

The decision notice was received on 2 March 2021 after the agenda had been posted to Members, hence the reason for it not appearing on the agenda.

RESOLVED that the information given be noted.