

ETTON PARISH COUNCIL

Chair: John Holmes, Whitehouse Barn, Main Street, Etton East Riding of Yorkshire HU17 7PG Telephone: 01430 810797 Email: holmesja@btinternet.com	Clerk: Alan Bravey, 3 Ruskin Way, Brough, East Riding of Yorkshire HU15 1GW Telephone: 07887 533057 Email: ettonpc@outlook.com
--	--

20th May 2015

To: All Members of the Parish Council

Dear Councillor,

I hereby give you notice that the **ANNUAL MEETING OF THE PARISH COUNCIL** will be held on **WEDNESDAY, 27TH MAY 2014 at 7.30 p.m.** in the Village Hall, Main Street, Etton. The Agenda for the Parish Council meeting is as set out below.

Yours sincerely



Clerk to the Parish Council

A G E N D A

Apologies for absence and Introduction of Clerk

1. To elect a Chair until the Annual Meeting of the Council in May 2016.
2. To receive the Chair's Declaration of Acceptance of Office, or if not received, to decide when it shall be received.
3. To record declarations of interest by any member of the Council in respect of the agenda items below. Members declaring interests should identify the agenda item and type of interest being declared. If the interest is prejudicial the Member shall leave the room for the discussion and voting on that item. In accordance with The Localism Act 2011, the Relevant authorities (Disclosable Pecuniary Interest) Regulations 2012.
4. To elect a Vice-Chair until the Annual Meeting of the Council in May 2016.
5. To fill two Parish Councillor vacancies by co-option.
6. To decide when any Declarations of Acceptance of Office which have not been received, as provided by law, shall be received.
7. To receive and sign the Minutes of the Parish Council Meeting, held on 3 March 2015, as a true and correct record.
8. To receive the Minutes of Meeting of Parish Councillors held on 28 March, 2015.
9. To appoint Charity Representatives for 2015/16 (at present Councillor Widd and Mr Bugg).
10. To appoint a representative on the Village Hall Management Committee 2015/16 – (At present Councillor Holmes.)

11. To receive any communications that the Chair wishes to lay before the Council.
12. To receive an update on any matters arising from the previous meeting
13. To receive any questions from Members of the Council – In accordance with Standing Order 23 notice of any question(s) to be asked must be given no later than 22nd May 2015
14. To agree Dates of Parish Council meetings for 2015/16: It is suggested that meetings be held on the following Tuesdays at 7.30 pm: 14th July, 8th September, 10th November, 12th January 2016, 8th March 2016 (Annual Parish Assembly commencing at 7.00pm followed by the Parish Council Meeting) and 10th May, 2016 (Annual Parish Council).
15. To discuss any issues relating to East Riding of Yorkshire Council
16. To receive the following correspondence:
 - English Heritage – Notice that War Memorial listed as Grade II building
 - Cllr Pollard – Confirmation of use of Templar View street name
 - East Riding of Yorkshire Council
 - Request for project opportunities for Young People
 - April and May Parish News
 - Notice of up to £500 Grass Roots Grant
 - Invitation for 2 Councillors to attend a planning workshop, 3 June, 7PM at Skirlaugh
17. Planning Matters (to include any matters received by the date of the meeting)
 - a) To consider applications for planning permission upon which the Parish Council has been consulted (including any received by the date of the meeting)
 - Pre-planning application consultation on proposed 1no wind turbine with an overall tip height of up to 48.4m on Land at Woodhouse Farm, Old Road, Leconfield.
 - b) To note any comments submitted following consultation with Parish Councillors on applications received since the last meeting which required a response prior to this meeting
 - Fell two ash trees due to safety concerns, White House Barn, Leconfield – Application supported subject to ERYC being satisfied trees were dangerous;
 - c) To note decisions of the Planning Authority
 - Refusal of Installation of 2no. wind turbines at Land South West Of Wood House Farm Old Road Leconfield East Riding Of Yorkshire;
 - Variation of Condition 10 (approved plans) to allow for amended design details on plot 1 of planning permission 13/01894/PLF at 89 Main Street Etton East Riding Of Yorkshire HU17 7PG
18. To discuss an offer made to the Parish Council to purchase the electrical board serving the War Memorial lighting.
19. To agree attendance at the Parish Task Force walk about, 14 August at 10:00am.
20. To discuss the signage and route of Etton Bridle Way No.1 (On Malton Road from Etton Main St. across field towards Woodhouse Farm towards Leconfield) – Councillor Armstrong.
21. To receive a report outlining actions required to comply with the Transparency Code.
22. To approve the schedule of accounts for payment.
23. To receive the internal auditor report and to complete the external auditor statement.
24. To receive agenda items for the next Parish Council Meeting.

ETTON PARISH COUNCIL

3RD MARCH 2015

PRESENT: Councillors Holmes (Chairman), Armstrong, Eggleston, Sleight and Widd.

Ward Councillor Pollard and J Smith, Clerk were also present.

Members of the public – Nil

The meeting was held at the Village Hall, Etton.

Apologies for absence were submitted from Councillors Bell, Boyd OBE, Heuck and Pearson-Moore.

1/15 DECLARATIONS OF INTEREST – There were no declarations.

2/15 APPOINTMENT OF CLERK TO THE PARISH COUNCIL – The Chairman reported orally with regard to the process undertaken in full consultation with Members to recruit a new Clerk to the Council following the decision of the current Clerk to retire. Two applications had been received in response to the public advertisement of the post and following consultation with Members the Chairman interviewed both candidates and had recommended the appointment of Mr A Bravey. **Resolved** – (a) That the Council endorses the action taken by the Chairman in consultation with Members to recruit a new Clerk, and (b) that the Council confirm the appointment of Mr A Bravey, 3 Ruskin Way, Brough, East Riding of Yorkshire HU15 1GW, as Clerk to the Council with effect from 1st April 2015 on the terms stated in the advertisement.

3/15 RETIREMENT OF CLERK TO THE COUNCIL – The Chairman reported that Mr J Smith was attending his last meeting prior to his retirement as Clerk to the Council on 31st March 2015. The Chairman read out a letter submitted by Councillor Bell as follows:

“Dear Chairman,

I am particularly sorry not to be with you tonight. During my Chairmanship, I had on several occasions due to not having a Clerk, Chair meetings and take the minutes, type them and then distribute same. Following the meetings there were telephone calls to make and letters to write. I was therefore acting as Chair and Clerk. So what a relief when I was able to ask John Smith to be our Clerk. It was then I realised what I was doing was only scratching the surface of the job.

In his position as Clerk, John has taken the job to a level that no one in my 37 years on the Council has ever achieved. Everything requested at meetings has been followed up by John in minute detail. He has explored every avenue available to obtain grants, requested or not, by the Council.

There are many things he has done that only the Chairman would know about, even down to leafleting the whole of the parish on his own. (I know what those evil letter boxes are like.) He has always ensured that Councillors are kept on the straight and narrow whether they were aware of it or not, and any request I made as Chairman was never too much trouble. There have even been times when he found some coins in his pocket to buy a round in the Light Dragoon.

What I am trying to say is that I would like to thank John on behalf of Etton Parish Council for bringing us into the 21st century, and making us, as I have been told by senior people at East Riding Council, one of the most respected Parish Councils in their domain. On a personal note, thanks John for making the Chairman's job a pleasure and I count you not just as an outstanding former Clerk, but as a friend.

Thank you,
S M Bell”

Members added their own thanks to Mr Smith and best wishes on his retirement. **Resolved** – That the Council records it's thanks to Mr Smith for the services he has rendered to the Council as Clerk to the Council since November 2005.

4/15 BANK MANDATE – The Clerk reported that it will be necessary for the new Clerk (Mr A Bravey) to supply NatWest Bank with a new mandate to enable him to administer the Council's bank accounts on the Council's behalf with effect from 1st April 2015. The Council's authorised signatories (Councillors Holmes, Heuck, Armstrong and Bell) will remain as at present (Minute 94/14 refers). **Resolved** – That approval be given to the new bank mandate in the form prescribed by NatWest Bank as now reported providing for the new Clerk (Mr Bravey) being added as a signatory for the Bank's administrative purposes only with effect from 1st April 2015.

5/15 MINUTES - Resolved – That, subject in Minute 172/14 to the insertion in the 11th line of the second paragraph of the word “legal” before “advice” the minutes of the Special Meeting held on 10th December 2014 having been circulated be approved as a correct record and signed by the Chairman.

6/15 MATTERS ARISING FROM THE MINUTES NOT OTHERWISE ON THE AGENDA
- There were no items.

7/15 COMMUNICATIONS - There were no items.

8/15 QUESTIONS BY MEMBERS OF THE COUNCIL - There were no items.

9/15 STANDING ORDERS – UPDATE - An updated version taking account of decisions to adopt a revised Code of Conduct in September 2012 and also the new legislation regarding filming/ recording of meetings and other minor corrections has been previously circulated to Members. **Resolved** – That the amended Standing Orders as now submitted be confirmed.

PLANNING MATTERS

10/15 Applications - Resolved – That the following comments be forwarded to East Riding Council on the application stated:

Application

- (1) Land South West of Wood House Farm, Old Road, Leconfield - Installation of 2 no. wind turbines (30.52m to hub, 48.01m to tip; 34.97m rotor diameter) and associated infrastructure including control kiosk and access (ref 14/04028) (previously circulated).

In line with Members' previously expressed views and following consultation with the Chairman East Riding Council had been informed that the Parish Council (a) objects to this application and would request that if the Planning Officer is minded to recommend approval that the application should be submitted to the Eastern Area Planning Sub-Committee for determination and (b) that the Parish Council's detailed response will be submitted after the Parish Council meeting on 3rd March 2014

Comments

(a) That the Parish Council affirms its objection to this application and requests that if the Planning Officer is minded to recommend approval that the application should be submitted to the Eastern Area Planning Sub-Committee for determination, and

(b) that the Clerk, in consultation with the Chairman, be authorised to finalise a detailed response taking account of the views expressed by Members at this meeting.

11/15 Applications on which comments submitted since the previous meeting - Resolved – That it be noted that following consultation with Councillors on the following applications which were received since the last meeting and which required a response prior to this meeting it was agreed that the following comments be forwarded to East Riding Council on the application stated:

<u>Application</u>	<u>Comments</u>
(1) <u>Land west of 28 Main Street</u> – Change of use of existing building to form a dwelling with two storey extension to rear (Amended Plans) (ref 14/03441)	No objections
(2) <u>Trinder Cottage, 39 Main Street</u> - Erection of two storey extension to rear – Amended Plans (ref 14/03625)	No objections
(3) <u>Land North of Field House Farm, Etton Road, Cherry Burton</u> - Erection of 1 wind turbine (24.8m high to hub, 34.5m to tip) (Amended Proposals) (ref 14/01437)	Recommend in the strongest possible terms that this application is refused. The detailed grounds are as set out in the Parish Council's response dated 16th January 2015.

12/15 Decisions - Resolved – That the following decision of East Riding Council on the application stated be noted:

<u>Application</u>	<u>Decision</u>
(1) <u>Land and farm outbuilding South West of High Hall, Chantry Lane</u> - Conversion of farm building to form a dwelling following demolition of existing agricultural buildings (ref 14/03439).	Approved
(2) <u>Trinder Cottage, 39 Main Street</u> - Erection of two storey extension to rear (ref 14/03625).	Approved
(3) <u>High Farm, 113 Main Street</u> - Alterations to and change of use of redundant farm buildings to form two dwellings and demolition of existing agricultural buildings (ref 14/03435).	Approved
(4) <u>Land west of 28 Main Street</u> – Change of use of existing building to form a dwelling with two storey extension to rear (ref 14/03441).	Approved
(5) <u>Land North of Field House Farm, Etton Road, Cherry Burton</u> - Erection of 1 wind turbine (24.8m high to hub, 34.5m to tip) (Amended Proposals) (ref 14/01437)	Refused

TREES

13/15 Applications on which comments submitted since the previous meeting - Resolved – That it be noted that following consultation with Councillors on the following application which was received since the last meeting and which required a response prior to this meeting it was agreed that the following comments be forwarded to East Riding Council:

<u>Application</u>	<u>Comments</u>
(1) <u>St Marys Lodge Main Street</u> - Etton Conservation Area - Felling of 2no. Cypress trees (T8 and T9) due to size and proximity to buildings and main house. Fell 1no. Ash tree (T7) due to size and proximity to stable block, garage and subsidence (ref 15/00349).	No objections.

14/15 Decisions Received - Resolved – That the following decisions of East Riding Council on the application stated be noted:

Application

Decision

- (1) St Marys House, Main Street - Etton Conservation Area - Fell Ash tree (T1) and fell Lawson Cypress (T3) at St Mary's Lodge. Fell Laurel (Cherry) (SG2) and treat stump to inhibit re growth at St Mary's House (ref 14/03762). Raise no objection.
- (2) St Marys House, Main Street - Etton Conservation Area - Remove Laurel (SG2) (ref 14/03763). Raise no objections.

15/15 ENGLISH HERITAGE – PROPOSED DESIGNATION OF ETON WAR MEMORIAL AS A LISTED BUILDING – Correspondence was submitted from English Heritage seeing the Council's views on a proposal to designate the War memorial as a Listed Building. **Resolved** – That English Heritage be informed that the Parish Council objects to the proposal on the grounds that it sees no benefits arising from the Memorial being designated a Listed Building.

EAST RIDING OF YORKSHIRE COUNCIL

16/15 Meeting with Ward Members – The Chairman reported that he and the Vice Chairman had attended the meeting on 11th February 2015 and had found the event most informative. The Chairman had suggested to Ward Members that it might be helpful if Councils were permitted to attend with more than 2 representatives to future events. **Resolved** - That the report be noted.

17/15 Speed Monitoring Data – Main Street – A copy of data in respect of speed monitoring in the village prior to the amended 30mph being introduced had been previously circulated. East Riding Council had indicated that they will send a copy of data from monitoring of the new arrangements in due course. **Resolved** – That the information be noted and the Council await the further monitoring data.

18/15 Flood Liaison Group – The next meeting was scheduled for 20th March 2015. One representative was permitted to attend. **Resolved** – That the information be noted.

19/15 Local Grants Fund Application 2014/15 – Further to Minutes 169/14 and 176/14 it was reported that East Riding Council had approved a grant of £1,670 for the purchase of Defibrillator equipment and towards the cost of a replacement Parish Council Notice Board. It was hoped that the works would be completed before 31st March 2015. The Clerk reported the terms of approval received from the Village Hall Committee to the siting of the equipment on the Village Hall and also reminded Members that it will be necessary for the Council to nominate a person to the Ambulance Service as the contact responsible for carrying out a weekly check that the equipment was in working order. The Parish Council would be responsible for installing the defibrillator cabinet on the side of the Village Hall at its own expense. **Resolved** – That the report be noted.

20/15 Parish Council Elections - 7th May 2015 – Members were reminded that elections were due to be held on 7th May 2015 and that Nomination papers had to be delivered by hand to County Hall, Beverley by 9th April 2015. **Resolved** – That the report be noted.

21/15 Consultation on East Riding of Yorkshire Local Flood Risk Management Strategy - It was reported that on 2nd March 2015 East Riding of Yorkshire Council had published the following documents for the purposes of consultation:

- Draft Local Flood Risk Management Strategy for the East Riding of Yorkshire (Local FRM Strategy)
- Draft Flood Risk Management Plan for the Kingston upon Hull and Haltemprice Catchment within East Riding of Yorkshire (FRMP)
- Draft Environmental Report - Strategic Environmental Assessment
- Draft Habitat Regulations Assessment Screening Report

All documents, together with details of how to respond, were available on the Council's website: <http://www2.eastriding.gov.uk/council/plans-and-policies/other-plans-and-policies-information/flood-risk/local-flood-risk-management-strategy/>. The consultation was open from 2 March 2015 until 10 April 2015. **Resolved** - That if any Member has any comments on the consultation documents they inform the Chairman by 6th April 2015 and that the Clerk then liaise with the Chairman regarding any response to the consultation

22/15 Presentation regarding the Queens New Year and Birthday Honours System and The Queen's Award for Enterprise – Details were submitted of an event to be held on 11th March 2015. **Resolved** – *That the information be received.*

(Ward Councillor Pollard arrived at 8.18pm).

23/15 EAST RIDING COUNCIL MATTERS – The following items were briefly discussed:

- Recent planning decision – Further to Minute 16/14 Ward Councillor Pollard undertook to make further enquiries with East Riding Council to ascertain whether the issue had been resolved and also to clarify what the problem was.
- Damaged verge along Chantry Lane. Ward Councillor Pollard undertook to pursue the matter with East Riding Council.
- Meetings with Ward Members

Resolved - That the report be noted.

(Ward Councillor Pollard left at 8.35pm)

24/15 RISK ASSESSMENT – ANNUAL REVIEW - A report was submitted inviting the Council to review its current risk assessments. **Resolved** – That the Risk Assessment be approved as now submitted.

25/15 ASSET REGISTER – ANNUAL REVIEW – The Council reviewed its Asset Register having regard to the comments made by the External Auditor on the Annual Report 2014. The Clerk reported that he had consulted the Internal Auditor on the proposed restatement of the asset register. **Resolved** – That the Asset Register as now submitted be approved.

26/15 ACCOUNTS – Resolved - (a) That it be noted that the following income had been received since the last meeting;

	£
ERYC – Recycling income	155.66

(b) that it be noted that the following accounts had been paid since the last meeting in consultation with Members in paying the following accounts since the meeting on 10th December 2014:

	£
Mr P Ford– Additional maintenance of War Memorial garden (In lieu of payment authorised by Minutes 163/14 and 178/14 (item 4.1) following receipt of an invoice)	123.00
J Smith (Clerk's Salary – January 2015)	65.90
HM Revenue & Customs (PAYE – January 2015)	16.60
St Mary's Church, Etton PCC (recycling income)	77.83
Etton Village Hall Management Committee (recycling income)	77.83
J Smith (Clerk's Salary – February 2015)	66.10
HM Revenue & Customs (PAYE - February 2015)	16.40

(c) that the payment of the following accounts be approved :

	£
Zurich Municipal - Insurance renewal	243.80
Yorkshire Ambulance Service NHS – Defibrillator equipment	1,524.00 *
J Smith (Clerk's Salary – March 2015 (£66.00) and gratuity payment (£294.47 gross)	301.57
J Smith - Office Allowance (£100.00), postages (£21.00)	121.00
HM Revenue & Customs (PAYE – March 2015)	75.40
J P Jackson – New notice board (<i>when invoice received</i>)	595.00 *
<i>(* cost will be met from ERYC LGF grant payable on completion)</i>	

(d) that the thanks of the Village Hall Committee for the recycling income grant be noted.

27/15 AUDIT OF ACCOUNTS 2014/15 AND ANNUAL RETURN AND ANNUAL GOVERNANCE STATEMENT – A report was submitted indicating that as last year the timing of the submission of the Annual Return to the External Auditors did not fit in well with the dates of ordinary meetings of the Council. The external auditors (PKF Littlejohn LLP) had indicated that the audit packs for the 2014/15 audit will be sent out in the week commencing 23rd March 2015 and that the Annual Return will have to be returned by 8th June 2015. The Annual Return will need to be approved at the Annual Meeting of the Council on 12th May 2015. A copy of the information set out below relating to the accounts for 2014/15 as projected to 31st March 2015 was submitted for Members' approval.

A – Income Account

B – Payments Account

C – Budget Monitoring Statement

D – Draft Bank Reconciliation Statement as at March 2014

E – Draft Receipts and Payments Statement

F – Draft Annual Return – Section 1

G – Section 2 - Annual Governance Statement (a copy of last year's statement).

H – Statement of Variances

(The above information all took account of income and expenditure on the Agenda for this meeting).

The draft Annual Return and draft Annual Governance Statement were submitted for information only at this stage. The Clerk reported that the accounts would need amending to reflect any income received by 31st March, 2015. **Resolved** - (a) That the accounts for 2014/15 be approved as now amended for submission to the Internal Auditor; (b) that, in the event that any minor adjustment is necessary to take account of any changes that might arise after the meeting and before 1st April 2015, the Clerk be authorised to make the necessary adjustments prior to the accounts being submitted to the Internal Auditor, on the basis that any changes will be reported to the next meeting of the Council, and (c) that the draft Annual Return and draft Annual Governance Statement be noted and that the final documents be submitted to the next meeting taking into account any comments from the Internal Auditor.

26/15 CORRESPONDENCE – Resolved – That the following correspondence be received:

(a) East Riding of Yorkshire Council

(i) East Riding News – January and February 2014 (circulated separately).

(ii) Electoral Register 2015 (circulated separately for Members' Emergency Plan File).

(iii) Street Naming – Development at 89 Main Street (previously circulated).

(iv) Confirmation of 2015/16 Tax Base

(v) Beverley & Rural Community Partnership – 4th February 2015 – Agenda and notes of meeting.

(vi) Yorkshire Wolds Conference 16th October 2014 – Feedback (previously circulated).

(b) Humberside Police – Parish News – January and February 2015 (previously circulated).

(c) Clerks & Councils Direct – January 2015.

27/15 ROUTINE MATTERS – The following matters were discussed briefly:

- Broadband – It was agreed that the Clerk make enquiries with BT to ascertain how residents will know when the improved service is available and what they have to do to access it.

28/15 DATE OF NEXT MEETING - Resolved – That the next meeting of the Council be held on 12th May 2015 (Annual Meeting of the Parish Council) at 7.30pm as scheduled.

NOTES OF AN INFORMAL MEETING OF MEMBERS OF ETTON PARISH COUNCIL HELD ON 28TH MARCH 2015.

Present: Councillors Holmes (Chairman), Armstrong, Bell, Sleight and Widd

Apologies for absence were submitted from Councillors Boyd OBE, Eggleston and Pearson-Moore and J Smith (Clerk).

Members of the public – Nil

The meeting was held at the Village Hall, Etton.

1. **INTRODUCTION** - The meeting had been called by the Chairman to allow Members to discuss a planning application received since the last meeting of the Parish Council on 3rd March 2015, upon which comments were required to be submitted to East Riding Council before the next formal meeting of the Council. In accordance with Standing Order 71(b) details of the application had previously been circulated to all Members of the Council inviting any comments to be forwarded to the Chairman. The opportunity was also taken to update Members on a number of other matters.
2. **DECLARATIONS OF INTEREST** – There were no declarations.
3. **RESIGNATION** – An email dated 27th March 2015 had been received from Councillor Heuck giving notice of her resignation from the Council with immediate effect. *It was agreed* that the report be received and noted.
4. **STREET NAMING – THE CROFT, MAIN STREET** – The Chairman referred to previous discussions regarding the naming of the development at the Bradley's Yard and reported that he had visited the Head Office of Beal Homes and requested that the road name of the development be changed to Templar View. Beal Homes had agreed to consider the request but pointed out that The Croft would be used for marketing the development as signage and details had already been published. *It was agreed* (a) that the Chairman be thanked for pursuing the matter on behalf of the Council and (b) that ERYC be asked why the Parish Council's street naming suggestions were not forwarded to Beal Homes.
5. **REPLACEMENT SEAT BY THE POND** – It was reported that the Holderness Hunt had indicated that a replacement seat would be in situ by 2nd May 2015. *It was agreed* that the report be noted.
6. **VILLAGE MAINTENANCE** – The Chairman reported that he had arranged to meet with Mr P Ford on 28th March 2015 to go through the list of maintenance jobs to be carried out by 2nd May 2015 and that the intention was that Mr Ford will then provide a quote for on-going maintenance for the rest of the year. A Councillor suggested that a quotation might also be obtained from a contractor at Gardham. *It was agreed* that the report be noted and the action taken approved.
7. **PAINTING OF POND FENCE** - *It was agreed* that the Chairman will contact Mr G Hales of Gardham to ask if he will re-paint the fence, ideally before 2nd May 2015.
8. **REMOVAL OF ROAD SIGN ON MALTON ROAD** - It was suggested that the recently erected sign on the Malton Road directing traffic to Etton along Rootas Lane should be removed. *It was agreed* that ERYC be requested to remove the sign so traffic is not directed along this narrow lane on the grounds of safety as it is considered that the road is not suitable for heavy volumes of cars or large vehicles.
9. **PLANNING APPLICATION – Land East of 104 Main Street - Erection of a detached dwelling with garage, external and internal alterations and extension to barn to allow use as a dwelling, detached garage to serve Beech Lodge, Main Street and creation of replacement access (Ref 15/00228) - It was Agreed** that the following comments be forwarded to East Riding Council:

Comments

That East Riding Council be informed:

(a) that the Parish Council objects to Plot 3 (new house) on the following grounds:

- it is a new build rather than a replacement or renovation;
- the design is not in keeping with the village;
- its position is too close to the neighbouring property Bank House Farm for wall or roof repairs;
- it is too close to the road;
- it would be sited at the narrowest part of Main Street, at a 'pinch point' and on a bend.
- 2 barns are to be converted opposite, behind High Farm so there will be increased traffic in and out;
- there are parking issues in the vicinity (generally cars are frequently parked on the street for livery yard at High Farm, and
- it is difficult for large agricultural vehicles to pass parked vehicles, especially during harvest time and at times they have to mount the pavement or verge at this point.

(b) that the Parish Council considers that no access to this development should be allowed via Ellerington Lane as suggested by the documents accompanying the application, either now or in the future;

(c) that Etton Parish Council generally supports Plot 2 (Barn conversion) but is of the view that the overall design could be more in keeping with the traditional buildings throughout the village. The Parish Council has concerns regarding the increased height of the roofline and also the introduction of windows into the wall facing Ellerington Lane, and

(d) that the Parish Council feel strongly about this application and would request that if the Planning Officer is minded to recommend approval that application should be referred to the Eastern area Planning Sub-Committee for determination.

That the following comments be also brought to the attention of East Riding Council:

- (i) According to the current Beverley Borough Local Plan development should be in keeping with the historic fabric of the village and pick up on the size and scale of traditional, local architecture.
- (ii) The proposed gates and fences are solid close board, whereas gates in that part of Etton are open structures. This will make the application a gated development, not in keeping with the village.
- (iii) It is suggested that East Riding Council should obtain confirmation from Yorkshire Water that water/drainage systems can cope with extra demand from this development.
- (iv) In the application document, item 10, it is noted that vehicle parking will increase from the current 5 to 16. This will increase traffic flow entering and exiting the development at a narrow part of Main Street with parked cars and new barn conversions at High Farm.

ETTON PARISH COUNCIL

Report to: Etton Parish Council

Transparency Code for Smaller Parishes

A Purpose of the Report

To inform the Parish Council of the implications of the Transparency Code for Smaller Parishes and to recommend actions to comply with the Code.

B. Recommendation

- i) That the Clerk should be authorised to publish all necessary information required to comply with the Code on the Council's website.

1. Background;

- 1.1 The Government's Transparency Code has been prepared as a result of the Local Audit and Accountability Act 2014. As a result of the code Parish councils with an annual turnover of less than £25,000 will be excluded from the annual external audit regime and will instead be required to publish information on their website.

2. Complying with the Code

- 2.1 To comply with the code, Etton Parish Council will need to publish the information set out in Appendix 1 on its website. Minutes and supporting papers must be published from April 2015. Financial information relating to 2014/2015 must be published by 1 July 2015.
- 2.2 All of the information listed in Appendix 1 is produced and maintained by the Council, but not published on its website. Complying with the code will therefore result in small increase in burden of website maintenance time, but not in information generation.
- 2.3 Prior to the introduction of the code, all of the information listed in Appendix 1 would have been supplied to a member of the public on request but not readily available online. The Council will now be open to a greater level of scrutiny and therefore the Government have decided to remove the external auditor requirement. An internal audit will take place as usual.

Alan Bravey
Clerk to Laxton Parish Council

Appendix 1 - Publication Requirements

Information to be published Annually:

- All items of expenditure above £100 (i.e. net of VAT), including
 - The date that expenditure was incurred
 - A summary of the purpose of that expenditure
 - Any VAT which cannot be recovered (this would be very unusual for a parish council)
- End of year accounts in the form of the Annual Return, with
 - A copy of the bank reconciliation
 - An explanation of significant variances (10% to 15% variances)
 - Explanation of differences between "balances carried forward" and "total cash and investments"
- Annual Governance Statement
 - In the form of the Annual Return
 - Signed by the Chairman and RFO
 - Full written explanation of negative responses
- Internal Audit report
 - In the form of the Annual Return
 - Signed by the Internal Auditor
 - Full written explanation of any negative responses;
- Councillors' responsibilities
 - Names of all councillors
 - Chairman of the Council and Vice-Chairman shown
 - Committee memberships (if any), with Chairman and Vice-Chairman shown
 - Representation on external public bodies
- Details of land, buildings and assets held. Publication of the Asset Register will suffice and must include
 - Description (and size or acreage of land)
 - Location
 - Whether Council is owner or custodian
 - Date of acquisition
 - Cost at acquisition (or proxy value)
 - Present value

Information to be published Monthly

- Minutes, agendas and supporting papers
- Draft minutes of all meetings published within one month of the meeting

Councils are not be required to publish information that is exempted by the Data Protection Act 1998; the Freedom of Information Act 2000; or the Environmental Information Regulations 2004.

May 2015

Schedule of Accounts for Payment

Item	Total (£)	NET (£)	VAT (£)
Clerk Salary (April and May)	99.00	99.00	-
HMRC (Clerk PAYE April and May)	66.60	66.00	-
A Johnson – Internal Audit	210.00	210.00	-
Etton Village Hall	10.00	10.00	-
Graham Hail, Painting Fence for TdY	424.00	424.00	-
Light Dragoon	75.00	75.00	-
TOTAL	884.60	884.60	-

June 2015

Schedule of Accounts for Payment

Item	Total (£)	NET (£)	VAT (£)
Clerk Salary	49.70	49.70	-
HMRC (Clerk PAYE)	32.80	32.80	-
TOTAL	82.50	82.50	