

Minutes of Snaith and Cowick Town Council meeting held on Monday 20 November 2023 at East Cowick Village Hall at 7pm

Present

Cllr. Joanne Whiteley, Cllr. Steve Jones, Cllr. Gary Williams, Cllr. Bernie McKiernan, Cllr. Matt Duffy, Cllr. Russ Spencer, Cllr. Julie Leach, Cllr. Caroline Fox and 1 member of the public.

To approve the minutes of the council meeting held on Monday 16 October 2023

Minutes of the full council meeting were circulated to council members prior to the meeting and read as a true record of the meeting. Proposed Cllr. Gary Williams seconded Cllr. Bernie McKiernan and agreed.

Apologies for Absence

Cllr. James Hollas Cllr. Shirley Wordsworth

To note the declaration of interest by members of the council in items listed on this agenda and the nature of such interest.

Cllr. Steve Jones – Pontefract Road

Cllr. Gary Williams – Priory Lane

Cllr. Matt Duffy – Traffic Calming, Johnson Drive

To note dispensation given to council members on items on the agenda

None

Public Participation

No member of the public registered

East Riding of Yorkshire Councillors Report

Cllr. Caroline Fox advised she would like the primary schools to look at the Angel Tree which has been done in Swinefleet.

Cllr. Caroline Fox advised she is speaking to a resident of the Goddard's regarding pedestrian safety. Noted by council members.

Cllr. Caroline Fox stated she had heard a wonderful report on Cowick Primary School.

Town Clerks Report

Please note the Town Council requires a volunteer to open the office on Friday for the police surgery on Friday at 11.30am

Humber Forestry have now planted a large amount of trees at East Cowick.

Councillors monthly area check

All councillor to give an update on their area review.

Cllr. Gary Williams – a number of robberies in West Cowick have been reported and Cllr. Williams visited a resident of Grange Road to request he cuts back his trees.

Cllr. Julie Leach – Nothing to report other than leaves and moss on the footpaths

Cllr. Bernie McKiernan – work man carrying out the Fibre works are creating a mess on the footpaths.

Cllr. Steve Jones – concerns with the Zebra Crossing to be discussed later in the agenda. Nothing else to report.

Cllr. Russ Spencer – Goatshead lane works will be tidied up by workmen.

Cllr. Matt Duffy – Roadworks and traffic light timings are causing issues in the town. Bin on Bourn Mill Balk Road near to the playing field is overflowing.

#### Feedback from Joint Use Play Area Inspection Meeting

A full copy of the play inspection to be handed to councillors. Cllrs. Joanne Whiteley, Julie Leach and Steve Jones gave an update from the meeting. All councillors voted in favour of carrying out the emergency works needed.

#### Joint Use Play Area Insurance claim

Information sent to council members on 1 November with a request to go ahead with the insurance claim. The Town Clerk advised she had received replies from 4 councillors Cllr. Joanne Whiteley, Bernie McKiernan, Julie Leach and Gary Williams which is not a majority. The Town Clerk has been unable to progress with the claim as a majority vote is required. At this point Cllr. Gary Williams proposed bringing agenda item 19g forward seconded Cllr. Bernie McKiernan and agreed. Cllr. Gary Williams proposed moving forward with the claim however not purchasing the new equipment until an agreement has been sorted with ERYC over grass maintenance seconded Cllr. Gary Williams and agreed. It was agreed to ring fence the money for Green Open Recreational Space seconded Cllr. Bernie McKiernan and agreed.

#### Feedback from Grants Meeting 13 November 2023

Information regarding Grants were sent to council members on 14 November. Cllrs who attended the meeting gave an update. Grants will be distributed to groups at the next council meeting on 11 December. Cllr. Gary Williams advised they were all worthy causes and the council fully support all grants agreed. Noted by council members.

#### Action Log Update

Zebra Crossing - Councillor leaflet delivery and reply

Cllr. Bernie McKiernan hand delivered leaflets to all properties in Saffron Drive and Villa Fields with a reply from over 70 properties. Approved at the last meeting for all replies to be sent to Carl Skelton.

Cllr. Steve Jones stated he had been approached by a resident concerned with the safety of the Zebra Crossing at the Brewers Arms therefore the residents had written to the council (handed to councillors for consideration). Cllr. Steve Jones proposed forwarding the letter to ERYC Carl Skelton and advised this is the 3<sup>rd</sup> request in recent years seconded Cllr. M Duffy and agreed.

#### ATM Room Removal

A meeting took place with the ATM provider, Cllr. Russ Spencer and Cllr. Julie Leach gave an update. Email sent 2 November 2023 to all councillors regarding ATM removal. Cllr. Gary Williams proposed putting together a specification for works to create a larger area in the office by removing stud walls and all associated works seconded Cllr. Bernie McKiernan and agreed.

#### Travellers - East Cowick

Email sent to council members from Richard Laverack ERYC on 9 November. Noted by council members.

#### Drainage

Email sent to councillors 2 November regarding ERYC reply. Noted by council members.

#### Correspondence from ERYC

##### Change of Speed Limit

Information regarding the change to speed limit was sent to councillors on 19 October. Noted by council members and approval given for the change.

### Residents Correspondence

#### Speed Warning Sign

A resident of Puntton Walk has contacted the office regarding the flashing speed sign on Pontefract Road and the sensor as it does not go off until you have entered the town. Cllrs. Agreed this would probably be resolved when the speed limit location was changed. Noted by council members.

#### Signage of Priory Lane

Staff in the office have been informed the only sign for Priory Lane is at the back of Dawnay Garth, this may cause issues with regards to the 'Priory Lane Electric Charging Points'. For discussion by councillors. Cllr. Matt Duffy proposed contacting ERYC and requesting they look at signage seconded Cllr. Russ Spencer and agreed.

#### The A1041 between Snaith and Cowick and the new car park adjacent Cowick Church

A letter from a concerned resident regarding the A1041 was handed to council member. Noted by council members.

### Risk Assessment requirement

The risk assessment was updated and presented to council members at the April meeting. At the meeting it was agreed for councillors to carry out a review before approving. Several meetings have been scheduled but unable to take place due to Cllr. availability. The Town Clerk advised this was raised in the 2022/2023 external audit. Cllrs. Agreed to carry out a review before the next meeting. Noted by council members.

### Events

#### Remembrance Parade Feedback

Councillors gave feedback on the event and stated it was very well attended. Cllr. Joanne Whiteley advised the Easy Cowick Church Service was not well attended. Cllr. Russ Spencer advised he did not think it had been advertised.

### Christmas Market

Cllrs. Gary Williams, Steve Jones and Bernie McKiernan who attended the Christmas Market Meeting gave an update and approved documentation presented. Cllrs. to attend the briefing meeting Thursday 30 November 2023 at 7pm. Noted by council members.

### Grant Applications - UKSPF Stage 3 Application - Submitted 14 November

The Town Clerk read the application outline to councillors. Noted by council members.

Cllr. Julie Leach request the Town Council investigate the Defra Facilitation Fund proposed Cllr. Gary Williams seconded Cllr. Matt Duffy and agreed. Cllr. Gary Williams advised Groundworks were working with Selby Council to apply for grants and gave contact information to the Town Clerk.

### Renaming of Snaith Community Sports Hall

Invitation to councillors to attend an open day at Snaith Community sports hall where it will be renamed Graham Simm Sports Hall. Noted by council members.

### Items from Council Members

#### a. Email Headings - Cllr. Gary Williams

Cllr. Gary Williams requested all emails are correctly titled ensuring documents are not lost in councillors inbox. Noted by all. Cllrs. agreed to do the same.

#### b. Office Opening Times - Cllr. Gary Williams

Cllr. Gary Williams stated this was something which needed to be revisited. Clerk to send out information on other local Town Councils for consideration. Noted by council members.

c. Staff Security - Cllr. Gary Williams

Cllr. Gary Williams stated Staff Safety was a priority and to possibly look at installing a counter giving staff a line of security. To be included in office redevelopment.

d. Training - Cllr. Gary Williams

Cllr G Williams requested training requirements of all councillors be updated on the standing orders to include 4 years training updates. Training to be included in future Agendas and Clerk to confirm Councillors training records with ERNLLCA.

e. Phone Lines - Cllr. Gary Williams

Cllr. Gary Williams stated the phone lines need to be dealt with as people are unable to leave messages. Cllr. Matt Duffy stated he would try to resolve the issue with the lines.

f. Land Bid - Cllr. Gary Williams

Cllr. Gary Williams stated he believed the land bid should be increased for land wanted to develop for community space. The Town Clerk advised grant applications were in but if the council wished to increase the bid without gaining grant funding a community consultation would be required. Noted by council members.

h. Gardening Club - Cllr. Gary Williams

Cllr. Gary Williams expressed interest in setting up a community gardening club to look after several areas in Snaith. Cllr. Julie Leach agreed to support Cllr. Williams in possibly setting up a group. Cllr. Gary Williams proposed contacting ERYC asking for permissions to carry out gardening work in locations around Snaith, East and West Cowick seconded Cllr. Russ Spencer and agreed.

i. Flooding - Cllr Steve Jones

Cllr. Steve Jones expressed his concern again with the lack of activity surrounding Snaith, East and West Cowick flood defences and stated on numerous occasions the Town Council have requested works be carried out to protect the community. Cllr. Steve Jones wished to find out the findings from the flood modelling which had taken place by the EA. Cllr. Matt Duffy stated he would place a Freedom of Information Act request for the flooding data.

J. Making things happen - Cllr. Steve Jones

Cllr. Steve Jones stated he wanted the Town Council to look forward and work as a proactive group and work together as they have done over the last 20 years he had been on the council. Cllr. Steve Jones stated the town councillors are custodians of the council and their role is to bring issues and points forward for discussion which will benefit the residents and community. Cllr. Steve Jones requested it be minutes he requested a round of applause for council staff for their continued support.

k. Traffic Calming - Cllr. Matt Duffy

Cllr. Matt Duffy proposed contacting ERYC requesting the 30mph area be extended to include the Goddard's Residential Home seconded Cllr. Russ Spencer and agreed.

l. Road Markings Roundabout - Cllr. Matt Duffy

Cllr. Matt Duffy proposed contacting ERYC requesting the white lines on the roundabout be repainted seconded Cllr. Russ Spencer and agreed.

m. Parking Punton Walk - Cllr. Matt Duffy

Cllr. Matt Duffy explained he had received communications from a resident regarding Parking on Punton Walk. Cllr. Matt Duffy advised he has replied to the resident.

n. Committee Members - Cllr. Matt Duffy

Cllr. Matt Duffy proposed he be added to the Employment Committee to increase the numbers to 5 seconded Cllr. Bernie McKiernan. Cllr. Matt Duffy stated all committees should be reviewed again at the AGM in line with standing orders and if a meeting is called it should be in line with council regulations.

o. Whatapp - Cllr. James Hollas

Deferred to next meeting.

p. Communications - Cllr. Russ Spencer

Cllr. Russ Spencer requested meeting take place on an evening where possible to allow all councillors to attend. The Town Clerk stated she would send invitations out for evenings where possible however this may have an impact on staff hours of work. Noted by councillors.

Accounts

Payments and Receipts

A full list of payments were handed to council members at the meeting. Proposed Cllr. Steve Jones seconded Cllr. Bernie McKiernan and agreed.