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Clerk: Alan Bravey, 3 Ruskin Way, Brough, East Riding of Yorkshire, HU15 1GW
Telephone: 07932 016856 Email: laxtonpc@btinternet.com

11/05/2023

To: All Members of the Council

You are summoned to attend the **Annual General Meeting** of **Laxton Parish Council** that will be held on **Tuesday 16 May 2023, following the Annual Parish Assembly, which begins at 6:45pm**, to transact the business set out below. The meeting will take place at Laxton Victory Hall, Station Road, Laxton, DN14 7TW. Members of the public and press are welcome to attend and may address the Council during the public participation section.

Yours sincerely

Clerk to the Council

A G E N D A

1. To receive apologies for absence
2. To elect a Chair until the Annual Meeting of the Council in May 2024
3. To elect a Vice-Chair until the Annual Meeting of the Council in May 2024
4. To record declarations of interest by any member of the council in respect of the agenda items below.
5. To receive and sign the Minutes of the Parish Council Meeting, held on Wednesday, 22 March, 2022 as a true and correct record
6. Public Participation - to temporarily suspend the meeting to receive questions from the public.



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7. To agree to reopen the meeting following suspension
8. To co-opt to the vacant Parish Councillor position.
9. To decide on the appointment of Personnel Committee Members (currently Councillors Sweeting, Watson and Yarrow)
10. To decide on the Appointment to Saltmarshe and Laxton Charity (currently Councillor Yarrow)
11. To decide on the Appointment to Laxton Village Hall Committee (currently Councillor Collins)
12. To decide on the Appointment to Laxton Allotments Committee (currently Councillor Sweeting)
13. To consider moving to bi-monthly meetings and to agree meeting dates for 2023/24
14. To receive the action log from the Clerk
15. To receive an update from Ward Councillors
16. To receive an update from Parish Councillors
17. To discuss the following correspondence:
 - i. ERYC, Refusal of siting of container for secure storage and erection of fence / gates to site entrance (retrospective application), Land North of 2 Back Street Laxton
 - ii. ERYC, Invite to Neighbourhood Watch Annual Networking Event
 - iii. ERYC, Approval of £500 Grant for King's Coronation Approved
 - iv. ERYC, Planning enforcement notice issued for Land South of 6 St Peters Lane, Laxton
 - v. ERYC, Planning Approval – Erection of a detached building for use as a garden room, Old Vicarage, Chapel Lane, Laxton
 - vi. ERYC, Taskforce schedule
 - vii. ERNLLCA, Training Schedule



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18. To consider planning application for erection of detached building (retrospective) for proposed ground floor use as Village Shop / Coffee Shop and first floor use as Office Accommodation, Land South of 6 St Peters Lane, Laxton
19. To agree next steps following CCTV assessment of Laxton Village Drains
20. To agree to submit an exemption from External Audit
21. To approve Section 1 of the Annual Governance Statement
22. To approve Section 2 of the Annual Governance Statement
23. To receive the budget outturn report and bank reconciliation for 2022/23
24. To approve the schedule of accounts for payment
25. To agree any agenda items for the next Parish Council meeting

LAXTON PARISH COUNCIL

7.00pm 22 March 2023

PRESENT: Councillors Goulden (Chair), Collins, Huntley, Sweeting, Watson and Yarrow.

Ward Councillors Aitken and Bayram were also in attendance.

Clerk: Alan Bravey.

The meeting was held at Laxton Victory Hall.

26/23 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS – There were no declarations of interest.

27/23 MINUTES OF THE PREVIOUS MEETING – Resolved – That the minutes of the meeting of the Parish Council held on Wednesday 22 February 2023 should be confirmed as a correct record and signed by the Chair.

28/23 PUBLIC PARTICIPATION – There were no members of the public present.

29/20 ADOPTION OF A LOGO FOR THE PARISH COUNCIL – A local graphic designer had produced a logo for use by the Parish Council, based on four representations of the area identified by the Parish Council.

Resolved – i) That the Parish Council considered that it was a very suitable design and should be used with immediate effect ii) and that thanks would be placed on record to the designer for giving up his time to produce the logo.

30/23 HOWDEN CIVIC SOCIETY EXPANSION OF TERMS OF REFERENCE – Mr Mephram from Howden Civic Society attended the meeting to explain the Society hoped to expand its terms of reference to cover all of Howdenshire, an area that pre-dated the Domesday book. Its objective was to preserve the identity of the area, particularly at a time of electoral boundary change. The Society would not have a role in planning, beyond the conservation area in Howden. Laxton Parish Council had no objections to the proposal and offered to publicise events and activities.

31/23 ACTION LOG UPDATE – Yorkshire Water had resolved the odour problem from their asset near Church Close. It was noted that the branch in the dyke at Cotness Corner had not yet been removed. The Clerk had submitted the end of project report for the Cinema night activities.

32/23 WARD COUNCILLOR UPDATE – The local elections were a few weeks away, and the deadline for nomination forms to be submitted to County Hall was the 4th April. Energy costs appeared to have peaked, but these and other inflationary costs had significantly impacted on budgets leaving very little to spend on day to day services such as highways. ERYC were challenging the Environment Agency to acknowledge issues of waste

and accept liability. They were also challenging EA to carry out adequate repairs to scouring of the river bank near to the new pumping station. It was expected that the “Do it for East Yorkshire” Community Grant would re-open shortly. OFSTED had re-assessed the Council’s Childrens Services and the outcome was due to be published imminently. 89% of schools in the East Riding had been ranked good or outstanding.

33/23 PARISH COUNCILLOR UPDATE – A query was raised on planning in Saltmarshe, which the Clerk agreed to raise with ERYC.

34/23 CORRESPONDENCE – Resolved – (a) that the following correspondence should be received by the Council:

- i. ERNLLCA, Newsletter and Flyer for 15 September Conference
- ii. ERYC, Community Payback Scheme reopened
- iii. ERYC, Village Walkabout Schedule - Tuesday 04-Apr 9:45
- iv. ERYC, Active Communities Team, Support re Physical / Mental Health at Events
- v. Howden Civic Society, Expansion of Terms of Reference
- vi. Resident, Suggestion of token for Children for Coronation

b) that Councillor Yarrow and Collins would attend the walkabout

35/23 KINGS CORONATION CELEBRATIONS 7 May – Further to the outline of the arrangements agreed at the previous meeting, it was **Resolved** – a) that subject to grant approval the Clerk would purchase i) 6 table cloths, two door banners, a street sign, bunting and balloons for decoration during the coronation ii) coronation themed cakes, biscuits and mugs for adult’s competition prizes, and book vouchers for children’s competition prizes iii) a coronation book for child entry, as well as medals and fridge magnets for all entries b) that three local residents would be approached to judge the competitions c) that baking and craft competition entries would be dropped at the village hall for judging and that any uncollected cakes would be sold on Monday 8th May for charity d) that a newsletter would be produced and circulated e) that Councillor Huntly would look at alternatives for the “Ring for the King” as the church bells were out of order e) that Councillor Watson and a volunteer resident would assemble the Jubilee Gardens furniture in time for the picnic.

36/23 PARISH PLANTERS – There had been offers of support from residents in Laxton to maintain planters in the village, but no offers in Cotness, Metham or Saltmarshe.

Resolved – i) that the Clerk would submit a Goole Wind Farm Quick Fix Fund application for two planters, embossed with the new parish council logo ii) that further applications would be considered if volunteers from other communities came forward to maintain.

37/23 GRASS CUTTING AT JUBILEE GARDENS – Resolved – The Clerk would approach the gardener who maintains the Church grounds to cut Jubilee Gardens every month at £50 per cut.

38/23 **CLEARING THE BONFIRE AREA - Resolved** – The Clerk would request pink bin bags from ERYC to support a community clean up of the bonfire area.

39/23 **ACCOUNTS FOR PAYMENT – Resolved** – a) that the Parish Council should note the payments made since the last meeting:

- i. Clerk, DVD for Cinema Night - £10.98
- ii. Laxton Victory Hall, Refreshments for Cinema Night - 23.85

and approve the following accounts for payment:

- i. HMRC, PAYE - £66.40
- ii. Alan Bravey, Salary - £100.32
- iii. ERNLLCA, Annual Subscription - £312.43

40/23 **AGENDA ITEMS FOR NEXT MEETING – Resolved** – i) that the next meeting would be at 6:45 on the 17th May for the Annual Parish Assembly, with the Parish Council meeting on the rise ii) that bi-monthly Parish Council meetings and fencing at the allotment would be added to the Parish Council meeting agenda.

SIGNED:

DATE:

Laxton Parish Council Action Log

Action	Status	Lead	Update
Check status of the Cotness Footbridge Bridge.	Ongoing	Clerk	Cllr Aitken asked to get involved in ongoing discussions between ERYC and Landowner at Cotness Corner.
Check expected repair time of bridge at Skelton footpath.	Ongoing	Clerk	Badger Sett holding up works. 14/10 update - New bridge required, but badger sett underneath the footings and the placement site and so consultation with Natural England required / underway.
Clerk to request ERYC carry out speed survey on Front Street	Ongoing	Clerk	Demand has meant that traffic surveys being re-evaluated for priority. .
Clerk to report lack of road edge markings on Trandy Lane / Skelton Broad Lane	Ongoing	Clerk	ERYC have agreed to install the road markings - these will be added to the yearly schedule so may take some time to complete.
Ask ERYC to renew "slow" road marking near to station.	Ongoing	Clerk	Reported to ERYC - 19 February 2022.
Clerk to ask Drainage Board for a position on the unmaintained drain from St Peters to Cotness Corner.	Ongoing	Clerk	ERYC highways, who have agreed to survey all village drainage systmes with camera later in year. Due to be carried out w/b 6th March.
Parish Logo	Ongoing	Clerk	On Agenda
Play Area Committee	Ongoing	Clerk	First meeting to be arranged.
Signs on Back Street	Ongoing	Clerk	ERYC advised up by end of year. Chased up. No further update - 15/3. The bend right junction left sign was installed to Lamp Column 6 on Back Street on 17/10/2022. The second bend / directional junction sign to be placed on St Peters Lane has been ordered and will be installed in 4-6 weeks.
Collapsed Culvert	Complete	Clerk	ERYC to review during drain inspection visit.
Salt Bin on New Lane / Station Road	Complete	Clerk	Salt Bin has been installed
Planters - -- i) That 2 planters would be installed by the village entry signs in Laxton in 2023 in Laxton, because residents had volunteered to maintain them	Ongoing	Clerk	Grant Claim submitted to Goole Wind Farm Quick Fix Fund on the 24 March for 2X planters, plus personalisation and compost.
The requirement for an allotment fence should be raised at the next meeting of the allotment committee and a recommendation made to a later Parish Council meeting.	Ongoing	Cllr Sweeting	To be discussed at next Allotment meeting.
Power Cuts / Telephony Outages	Ongoing	Clerk	Contacted Ofcom to request advice on resilience of phones lines following pstn switchover. No response.
Planning query in Saltmarsh	Complete	Clerk	Raised with planning enforcement who are investigating.
Pink Bin Bags	Ongoing	Clerk	Order from ERYC
Jubilee Gardens Furniture and Grass Cutting	Complete		Furniture installed, and gardener engaged to cut every two months.

Laxton Parish Council Correspondence Record

20 March to 9 May

The Clerk will circulate correspondence when considered appropriate. If Councillors would like to see a copy of correspondence that has not be circulated, please notify the Clerk on laxtonpc@btinternet.com on 07932 016856.

Date Received	Attached?	From	Purpose of Correspondence
30 March 2023	N	ERYC	Refusal of siting of container for secure storage and erection of fence / gates to site entrance (retrospective application), Land North of 2 Back Street Laxton
3 April	N	ERYC	Invite to Neighbourhood Watch Annual Networking Event, Saturday 24 th June, Beverley Race Course
5 April	N	ERYC	£500 Grant for King's Coronation Approved
6 April	N	ERYC	Planning enforcement notice issued for Land South of 6 St Peters Lane, Laxton
12 April	N	ERYC	Planning Approval – Erection of a detached building for use as a garden room, Old Vicarage, Chapel Lane, Laxton
13 April	Y	ERYC	Please find attached a copy of the taskforce schedule produced. Work listed on this schedule will be undertaken during the course of the grass cutting season. Also attached is another schedule detailing the issues outside the remit of the taskforce team which were raised and which have been passed on to the relevant sections.

2 May	Y	ERNLLCA	Training Schedule. Offer of 3 hour “Being a Good Councillor” Training Session delivered at our venue for £400. Maximum number of attendees 25. New Councillor networking event – 25 May, Barton – 10am -12pm.
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ERNLLCA

East Riding & Northern Lincolnshire
Local Councils Association

Training and Events Programme

May 2023

Date	Time	Course	Overview	Provider	Price
2 nd	2.30-3.30 pm	Register of Interests	Free - Webinar covering completion & storage of Register of Interests	ERNLLCA	FREE
2 nd	10-11.30am	The role of the Internal Auditor	Explains the role of the internal auditor in making sound financial decisions	Parkinson Partnership	£20-£30
2 nd	10am-12pm	Communicating with community – 2	Explore tools, strategies & techniques to better promote your message	Breakthrough	£20-£30
3 rd	10am-12pm	Communicating with community – 1	Explore creating an effective communications strategy	Breakthrough	£20-£30
4 th	10-11.30am	VAT – Partial Exemption	Understanding the rule of partial exemption	Parkinson Partnership	£20-£30
5 th	6.30 - 8.30pm	Data protection training – Cllrs	Understand how data protection sits with your role as elected member	Breakthrough	£20-£30
9 th	10-11.30am	VAT unregistered councils	Claiming VAT using form VAT126, essential for large building projects	Parkinson Partnership	£20-£30
9 th	11am – 1pm	Engaging with Young people	Explore issues that matter to young people & how to effectively reach them	Breakthrough	£20-£30
10 th	11am – 1pm	Crisis Communications	Preparing for a crisis – expert tips and guidance	Breakthrough	£20-£30
11 th	10am-12pm	Social Media – getting started	Creating a social media strategy, time-saving tools & techniques	Breakthrough	£20-£30
12 th	10am – 12pm	Data Protection & GDPR – Part 2	Overview of lawful basis for councils processing personal data	Breakthrough	£20-£30
16 th	11am – 1pm	Social Media - advanced	Advances strategies for using a range of social media platforms	Breakthrough	£20-£30
17 th	6.30-8.30pm	Social Media – Councillors	Covering essential ways to engage with your residents via social media	Breakthrough	£20-£30
16 th	10-11.30am	Procurement	Overview of procurement, quotes, specifications & managing contracts	Parkinson Partnership	£20-£30
18 th	3 hours	Whole council training	Book a training session with ERNLLCA for your council	ERNLLCA	£400
19 th	9.30am-12.30pm	Bid Writing	Developing your project & getting the right funding	Synergy Grimsby	£25-£35
19 th	10am – 12pm	Data Protection & GDPR – Part 3	Advanced data protection session including subject rights requests	Breakthrough	£20-£30
23 rd	2pm-4pm	Councillor Training - Part 1	Online - Induction – Overview of the role of councillor	ERNLLCA	£20-£30

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Maltkiln Road
Barton upon Humber
DN18 5JR

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23 rd	7pm-9pm	Councillor Training - Part 1	Online – Induction – Overview of the role of councillor	ERNLLCA	£20-£30
23 rd	10-11.30am	Finance for Councillors	Overview of financial controls and councillors roles & responsibilities	Parkinson Partnership	£20-£30
24 th	2pm-4pm	Councillor Training - Part 2	Online – Effective meeting practice, agenda, decision making & minutes	ERNLLCA	£20-£30
24 th	7pm-9pm	Councillor Training - Part 2	Online – Effective meeting practice, agenda, decision making & minutes	ERNLLCA	£20-£30
25 th	10am – 12 noon	New Councillors Networking	Waters Edge – Introduction to the ERNLLCA team & networking	ERNLLCA with cake!	FREE
30 th	2pm-4pm	Councillor Training - Part 3	Online – Experienced cllr - Community engagement & difficult situations	ERNLLCA	£20-£30
30 th	7pm-9pm	Councillor Training - Part 3	Online – Experienced cllr - Community engagement & difficult situations	ERNLLCA	£20-£30

June 2023

Date	Time	Course	Overview	Provider	Price
1 st	10am-12pm	Communicating with community – 1	Explore creating an effective communications strategy	Breakthrough	£20-£30
2 nd	6.00 - 8.00pm	Data protection training – Cllrs	Understand how data protection sits with your role as elected member	Breakthrough	£20-£30
5 th	10am – 12pm	Data Protection & GDPR – Part 1	Theory & core principles of GDPR and related legislation, policies & processes	Breakthrough	£20-£30
6 th	11am-1pm	Communicating with community – 2	Explore tools, strategies & techniques to better promote your message	Breakthrough	£20-£30
6 th	9.30am-3.00pm	Chairman's training Part 1 & 2	In person - Intro to Chairmanship, legislation, procedure, chairing skills	ERNLLCA	£60-£70
6 th	10-11.30am	Finance for Councillors	Overview of financial controls and councillors roles & responsibilities	Parkinson Partnership	£20-£30
7 th	10.30am-12.30pm	Engaging with Young people	Explore issues that matter to young people & how to effectively reach them	Breakthrough	£20-£30
7 th	10am – 11am	Clerk's Chat	Clerks network, discuss ideas & problem solve with ERNLLCA	ERNLLCA	FREE
7 th	2pm-3pm	Chairmen's Chat	Chairmen network, discuss ideas & problem solve with ERNLLCA	ERNLLCA	FREE
8 th	10am-11.30am	New Clerk's Finance	Overview of roles & responsibilities to do with finance for new clerks	Parkinson Partnership	£20-£30
8 th	3 hours	Whole council training	Book a training session with ERNLLCA for your council	ERNLLCA	£400
8 th	10am – 12pm	Dealing with local & regional media	Building effective relationship with journalists and writing press releases	Breakthrough	£20-£30
9 th	10am – 12pm	Data Protection & GDPR – Part 2	Overview of lawful basis for councils processing personal data	Breakthrough	£20-£30

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13 th 14 th	2pm-4pm	Councillor Training - Part 1	Online - Induction – Overview of the role of councillor	ERNLLCA	£20-£30
13 th 14 th	7pm-9pm	Councillor Training - Part 1	Online – Induction – Overview of the role of councillor	ERNLLCA	£20-£30
13 th	10am – 12pm	Data Protection & GDPR – Part 3	Advanced data protection session including subject rights requests	Breakthrough	£20-£30
14 th	10.30am-12.30pm	Social Media – getting started	Creating a social media strategy, time-saving tools & techniques	Breakthrough	£20-£30
15 th	11am – 1pm	Social Media - advanced	Advances strategies for using a range of social media platforms	Breakthrough	£20-£30
15 th	2pm-3.30pm	Introduction to Planning	Understand your role in the planning system	Andrew Towler	£20-£30
15 th	10am-11.30am	VAT unregistered councils	Claiming VAT using form VAT126, essential for large building projects	Parkinson Partnership	£20-£30
16 th	10am – 12pm	Freedom of Information	Policies, procedures & obligations in relations to FOI requests	Breakthrough	£20-£30
18 th	6pm-8pm	Chairing meetings effectively	Explore how to prepare & get the most out of your meetings	Breakthrough	£20-£30
20 th 21 st	2pm-4pm	Councillor Training - Part 2	Online – Effective meeting practice, agenda, decision making & minutes	ERNLLCA	£20-£30
20 th 21 st	7pm-9pm	Councillor Training - Part 2	Online – Effective meeting practice, agenda, decision making & minutes	ERNLLCA	£20-£30
20 th	10am-12pm	Recruiting & retaining Cllrs	How to find and encourage a more diverse pool of people to stand	Breakthrough	£20-£30
20 th	10-11.30am	Finance for Councillors	Overview of financial controls and councillors roles & responsibilities	Parkinson Partnership	£20-£30
21 st	11am – 1pm	Managing difficult people	Discover practical techniques and ideas to manage difficult people	Breakthrough	£20-£30
22 nd	10-11.30am	Procurement	Overview of procurement, quotes, specifications & managing contracts	Parkinson Partnership	£20-£30
22 nd	6.00-8.00pm	Social Media – Councillors	Covering essential ways to engage with your residents via social media	Breakthrough	£20-£30
22 nd	3 hours	Whole council training	Book a training session with ERNLLCA for your council	ERNLLCA	£400
22 nd	2pm-3.30pm	Enforcement & Appeals - Planning	What can be done when a bad or unlawful planning decision is made	Andrew Towler	£20-£30
26 th	10am – 11am	CCLA – Investing in a Better Future	Sustainable investment with Q&A session	CCLA – Lee Jagger	FREE
27 th	10-11.30am	VAT – Partial Exemption	Understanding the rule of partial exemption	Parkinson Partnership	£20-£30
27 th 28 th	2pm-4pm	Councillor Training - Part 3	Online – Experienced cllr - Community engagement & difficult situations	ERNLLCA	£20-£30
27 th 28 th	7pm-9pm	Councillor Training - Part 3	Online – Experienced cllr - Community engagement & difficult situations	ERNLLCA	£20-£30

29 th	2pm-3.30pm	Planning Reforms	Overview of the recent changes in planning and their impact	Andrew Towlerton	£20-£30
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July 2023

Date	Time	Course	Overview	Provider	Price
3 rd	6.30 - 8.30pm	Data protection training – Cllrs	Understand how data protection sits with your role as elected member	Breakthrough	£20-£30
4 th	2pm-3pm	Committees and working groups	Free - Webinar covering different types of committees & groups	ERNLLCA	FREE
4 th	9.30-3.30	Councillor Training – 1-3	In person – overview of the role, legislations and practise	ERNLLCA - Wilderspin	£70 - £80
4 th	10.30-12.30pm	Communicating with community – 1	Explore creating an effective communications strategy	Breakthrough	£20-£30
4 th	10-11.30am	Finance for Councillors	Overview of financial controls and councillors roles & responsibilities	Parkinson Partnership	£20-£30
5 th	10am-12pm	Communicating with community – 2	Explore tools, strategies & techniques to better promote your message	Breakthrough	£20-£30
5 th	10-11.30am	Internal Controls	Roles & responsibilities, financial risk, purpose & examples of controls	Parkinson Partnership	£20-£30
5 th	2pm-4pm	Chairman's training Part 1	online - Intro to Chairmanship – Legislation and procedure	ERNLLCA	£20-£30
5 th	7pm-8.30pm	Introduction to Planning	Understand your role in the planning system	Andrew Towlerton	£20-£30
6 th	11am – 1pm	Engaging with Young people	Explore issues that matter to young people & how to effectively reach them	Breakthrough	£20-£30
6 th	2pm-4pm	Chairman's training Part 2	Online - Practical skills; Effective chairing & managing disruption	ERNLLCA	£20-£30
7 th	10am – 12pm	Data Protection & GDPR – Part 1	Theory & core principles of GDPR and related legislation, policies & processes	Breakthrough	£20-£30
10 th	10am – 12pm	Data Protection & GDPR – Part 2	Overview of lawful basis for councils processing personal data	Breakthrough	£20-£30
11 th	2pm-4pm	Councillor Training - Part 1	Online - Induction – Overview of the role of councillor	ERNLLCA	£20-£30
11 th	10-11.30am	Procurement	Overview of procurement, quotes, specifications & managing contracts	Parkinson Partnership	£20-£30
11 th	10am-12pm	Social Media – getting started	Creating a social media strategy, time-saving tools & techniques	Breakthrough	£20-£30
12 th	11am – 1pm	Social Media - advanced	Advances strategies for using a range of social media platforms	Breakthrough	£20-£30
12 th	2pm-4pm	Councillor Training - Part 2	Online – Effective meeting practice, agenda, decision making & minutes	ERNLLCA	£20-£30
12 th	7pm-8.30pm	Enforcement & Appeals - Planning	What can be done when a bad or unlawful planning decision is made	Andrew Towlerton	£20-£30

13th	7pm-9pm	NL District Committee	Committee meeting over zoom	ERNLLCA	FREE
13 th	10-11.30am	Finance for Councillors	Overview of financial controls and councillors' roles & responsibilities	Parkinson Partnership	£20-£30
13 th	10am-12pm	Recruiting & retaining Cllrs	How to find and encourage a more diverse pool of people to stand	Breakthrough	£20-£30
13 th	6.30-8.30pm	Social Media – Councillors	Covering essential ways to engage with your residents via social media	Breakthrough	£20-£30
14 th	10am – 12pm	Data Protection & GDPR – Part 3	Advanced data protection session including subject rights requests	Breakthrough	£20-£30
17 th	3 hours	Whole council training	Book a training session with ERNLLCA for your council	ERNLLCA	£400
18th	7pm-9pm	NEL District Committee	Committee meeting over zoom	ERNLLCA	FREE
18 th	10-11.30am	VAT unregistered councils	Claiming VAT using form VAT126, essential for large building projects	Parkinson Partnership	£20-£30
18 th	7pm-9pm	Chairing meetings effectively	Explore how to prepare & get the most out of your meetings	Breakthrough	£20-£30
19 th	2pm-4pm	Councillor Training - Part 3	Online – Experienced cllr - Community engagement & difficult situations	ERNLLCA	£20-£30
19 th	7pm-8.30pm	Planning Reforms	Overview of the recent changes in planning and their impact	Andrew Towleron	£20-£30
20th	7pm-9pm	ER District Committee	Committee meeting over zoom	ERNLLCA	FREE

August 2023

Date	Time	Course	Overview	Provider	Price
9 th	9.30am-12.30pm	Clerks Role – Part 1	Online – Intro to key roles in the council inclu. Proper Officer & RFO	ERNLLCA	FREE
10 th	9.30am-12.30pm	Clerks Role – Part 2	Online - Effective meetings and decision making	ERNLLCA	FREE

September 2023

Date	Time	Course	Overview	Provider	Price
5 th	9.30am-12.30pm	Cemetery Management	Covering LACO 1972, Admin, grave digging, memorials & exhumation	ERNLLCA - ICCM	£75
6 th	9.30am-12.30pm	Cemetery Management	Granting, exercising and transferring Exclusive Right of Burial		
6 th	2pm-3pm	Agenda	Free - Webinar covering creation on Agendas	ERNLLCA	FREE
13 th	10am – 12pm	Crisis Communications	Preparing for a crisis – expert tips and guidance	Breakthrough	£20-£30

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15 th	9.30am-3.30pm	ERNLLCA Conference	Village Hotel – Day event with various breakouts & lunch	ERNLLCA	£75 - £95
15 th	4pm-5.30pm	ERNLLCA AGM	AGM – vote on governance issue – all welcome to attend – Village Hotel	ERNLLCA	FREE
19 th	7pm-9pm	Councillor Training - Part 1	Online – Induction – Overview of the role of councillor	ERNLLCA	£20-£30
20 th	7pm-9pm	Councillor Training - Part 2	Online – Effective meeting practice, agenda, decision making & minutes	ERNLLCA	£20-£30
21 st	7pm-9pm	Councillor Training - Part 3	Online – Experienced cllr - Community engagement & difficult situations	ERNLLCA	£20-£30

October 2023

Date	Time	Course	Overview	Provider	Price
4 th	2pm-3pm	Minutes	Free - Webinar covering minutes & their adoption	ERNLLCA	FREE
5 th	1.00-3.00 pm	Clerk networking	Waters Edge – in person networking with a focus on budgets	ERNLLCA with cake!	FREE
10 th	2pm-3pm	Chairmen's Chat	Chairmen network, discuss ideas & problem solve with ERNLLCA	ERNLLCA	FREE
11 th	2pm – 4pm	Report Writing	How to write an effective and meaningful report	ERNLLCA	£20-£30
18 th	7pm-9pm	Chairman's training Part 1	In person - Intro to Chairmanship – Legislation and procedure	ERNLLCA	£20-£30
25 th	7pm-9pm	Chairman's training Part 2	In person – Practical skills; Effective chairing & managing disruption	ERNLLCA	£20-£30
	7pm-9pm	NL District Committee	Committee meeting over zoom	ERNLLCA	FREE
	7pm-9pm	NEL District Committee	Committee meeting over zoom	ERNLLCA	FREE
	7pm-9pm	ER District Committee	Committee meeting over zoom	ERNLLCA	FREE

November 2023

Date	Time	Course	Overview	Provider	Price
7 th	10am – 11am	Clerk's Chat	Clerks network, discuss ideas & problem solve with ERNLLCA	ERNLLCA	FREE
14 th	2pm-4pm	Councillor Training - Part 1	Online – Induction – Overview of the role of councillor	ERNLLCA	£20-£30
15 th	1pm – 3pm	Councillor networking	Waters Edge – in person - networking with a focus on finances	ERNLLCA with cake!	FREE
21 st	2pm-4pm	Councillor Training - Part 2	Online – Effective meeting practice, agenda, decision making & minutes	ERNLLCA	£20-£30

28 th	2pm-4pm	Councillor Training - Part 3	Online – Experienced cllr - Community engagement & difficult situations	ERNLLCA	£20-£30
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December 2023

Date	Time	Course	Overview	Provider	Price
		Christmas Event			

January 2024

Date	Time	Course	Overview	Provider	Price
9 th	10am – 11am	Clerk's Chat	Clerks network, discuss ideas & problem solve with ERNLLCA	ERNLLCA	FREE
10 th	2pm-3pm	Overview of a Council Year	Free – Webinar covering a year in the life of a council	ERNLLCA	FREE
17 th	9.30am-12.30pm	Clerks Role – Part 1	Online – Intro to key roles in the council inclu. Proper Officer & RFO	ERNLLCA	FREE
18 th	9.30am-12.30pm	Clerks Role – Part 2	Online - Effective meetings and decision making	ERNLLCA	FREE
24 th	10am-noon	Chairman's networking	Waters Edge – in person event with a focus of annual meetings	ERNLLCA with cake!	FREE

February 2024

Date	Time	Course	Overview	Provider	Price
6 th	2pm-3pm	Delegation	Free – Webinar covering S142	ERNLLCA	FREE
13 th	1pm – 2.30pm	AGAR & Year End	Overview of AGAR process and completing the year end	ERNLLCA	

Waters Edge Business Centre
Maltkiln Road
Barton upon Humber
DN18 5JR

Tel: 01652 661617
Email: enquiries@ernllca.info
Website: www.ernllca.info

DATE - Tuesday 4th April 2023

OFFICER - Jim McGivern

SCHEDULE OF ISSUES OUTSIDE REMIT OF TASKFORCE

PARISH – Laxton

Parish Clerk Mr Alan Bravey
Email: laxtonpc@btinternet.com

ROAD	ELEMENT				LOCATION/DETAILS	COMMENTS
1) Metham Lane	C'Way		Signage	■	Highways - Request for replacement Laxton finger post sign at junction with Greenoak Lane.	After walkabout observed that sign had already been replaced.
	F'Way		Sweeping			
	Painting		Other			
2) Chapel Lane, St Peters Lane and Station Road	C'Way		Signage		Environmental Services – Request for mechanical sweep of these roads due to build up of soil/detritus at kerb edges. See photos 9618 & 9619.	Requested logged on 13/4/23. Reference number 3101352.
	F'Way		Sweeping	■		
	Painting		Other			
3) St Peters Lane	C'Way		Signage		Highways – Request for partly faded white line at/on approach to Chapel Lane to be refreshed. See photo 9617.	Passed to Highways Engineers, 13/4/23.
	F'Way		Sweeping			
	Painting		Other	■		
4) Trandy Lane	C'Way		Signage		Highways – Request for faded white lines at carriageway edges from village nameplate heading towards Skelton to be refreshed.	Passed to Highways Engineers, 13/4/23.
	F'Way		Sweeping			
	Painting		Other	■		
5) New Lane	C'Way		Signage	■	Highways – Request for Saltmarshe directional sign at junction with Station Road to be reset as loose and sign pointing to the sky.	Passed to Highways Engineers, 13/4/23.
	F'Way		Sweeping			
	Painting		Other			
6) New Lane	C'Way	■	Signage		Highways – Report of a number of potholes towards Fox Lane, on Fox Lane and on Main Street, Saltmarshe outside Joiners Cottage and up to the entrance to Saltmarshe Hall. Not viewed on walkabout.	Passed to Highways Engineers, 13/4/23.
	F'Way		Sweeping			
	Painting		Other			

DATE - Tuesday 4th April 2023

OFFICER - Jim McGivern

VILLAGE TASKFORCE SCHEDULE

PARISH – Laxton

Parish Clerk Mr Alan Bravey
Email: laxtonpc@btinternet.com

ROAD	ELEMENT				LOCATION/DETAILS	DATE COMPLETED
1) Chapel Lane	C'Way Pothole		Signage		Stain bench in front of church.	
	F'Way Pothole		Sweeping			
	Painting	■	Other			
2) Station Road	C'Way Pothole	■	Signage		At side of manhole cover in front of property called Corner Bays just before New Lane.	
	F'Way Pothole		Sweeping			
	Painting		Other			
3) Station Road	C'Way Pothole	■	Signage		X 2 in centre at junction with New Lane.	
	F'Way Pothole		Sweeping			
	Painting		Other			
4) New Lane	C'Way Pothole		Signage	■	Clean derestriction signs	
	F'Way Pothole		Sweeping			
	Painting		Other			
5) New Lane	C'Way Pothole		Signage		Benches x 2 at junction with Station Road. Stain wooden sections and paint concrete sections white.	
	F'Way Pothole		Sweeping			
	Painting	■	Other			
6) Jubilee Avenue	C'Way Pothole		Signage		Stain wooden bench on LHS approx. 200 metres from junction with St Peters Lane.	
	F'Way Pothole		Sweeping			
	Painting	■	Other			
7) Jubilee Avenue	C'Way Pothole		Signage		Wire brush/scrape litter bin on RHS approx. 200M from junction with St Peters Lane to remove yellow fungus.	
	F'Way Pothole		Sweeping			
	Painting		Other	■		

Application for Planning Permission

Town and Country Planning Act 1990 (as amended)

Publication of applications on planning authority websites

Please note that the information provided on this application form and in supporting documents may be published on the Authority's website. If you require any further clarification, please contact the Authority's planning department.

Site Location

Disclaimer: We can only make recommendations based on the answers given in the questions.

If you cannot provide a postcode, the description of site location must be completed. Please provide the most accurate site description you can, to help locate the site - for example "field to the North of the Post Office".

Number

Suffix

Property Name

Address Line 1

Address Line 2

Address Line 3

Town/city

Postcode

Description of site location must be completed if postcode is not known:

Easting (x)

Northing (y)

Description

Applicant Details

Name/Company

Title

Mr

First name

M

Surname

Alder

Company Name

Viking Building and Joinery Contractors Limited

Address

Address line 1

Unit 3 Humber Street Workshops,

Address line 2

Address line 3

Town/City

Goole

County

East Riding of Yorkshire England

Country

Postcode

DN14 5U

Are you an agent acting on behalf of the applicant?

☒ Yes

☐ No

Contact Details

Primary number

***** REDACTED *****

Secondary number

Fax number

Email address

Agent Details

Name/Company

Title

First name

Surname

Company Name

Address

Address line 1

Address line 2

Address line 3

Town/City

County

Country

Postcode

Contact Details

Primary number

***** REDACTED *****

Secondary number

***** REDACTED *****

Fax number

Email address

***** REDACTED *****

Site Area

What is the measurement of the site area? (numeric characters only).

426.00

Unit

Sq. metres

Description of the Proposal

Please note in regard to:

- **Fire Statements** - From 1 August 2021, planning applications for buildings of over 18 metres (or 7 stories) tall containing more than one dwelling will require a 'Fire Statement' for the application to be considered valid. There are some exemptions. [View government planning guidance on fire statements](#) or [access the fire statement template and guidance](#).
- **Permission In Principle** - If you are applying for Technical Details Consent on a site that has been granted Permission In Principle, please include the relevant details in the description below.
- **Public Service Infrastructure** - From 1 August 2021, applications for certain public service infrastructure developments will be eligible for faster determination timeframes. See help for further details or [view government planning guidance on determination periods](#).

Description

Please describe details of the proposed development or works including any change of use

Proposed and Part Retrospective Application for the Erection of Village Shop, Coffee Shop and Office Accommodation at First Floor At Land South of 6 St. Peters lane, Laxton, East Yorkshire, DN14 7UA

Has the work or change of use already started?

☒ Yes

☐ No

If yes, please state the date when the work or change of use started (date must be pre-application submission)

04/04/2022

Has the work or change of use been completed?

☐ Yes

☒ No

Existing Use

Please describe the current use of the site

Building Site

Is the site currently vacant?

- ☐ Yes
- ☒ No

Does the proposal involve any of the following? If Yes, you will need to submit an appropriate contamination assessment with your application.

Land which is known to be contaminated

- ☐ Yes
- ☒ No

Land where contamination is suspected for all or part of the site

- ☐ Yes
- ☒ No

A proposed use that would be particularly vulnerable to the presence of contamination

- ☐ Yes
- ☒ No

Materials

Does the proposed development require any materials to be used externally?

- ☒ Yes
- ☐ No

Please provide a description of existing and proposed materials and finishes to be used externally (including type, colour and name for each material)

Type:

Walls

Existing materials and finishes:

Red Facing Brickwork

Proposed materials and finishes:

Red Facing Brickwork

Type:

Roof

Existing materials and finishes:

N/A

Proposed materials and finishes:

Profile Roof Tiles

Type:

Windows

Existing materials and finishes:

N/A

Proposed materials and finishes:

White UPVC

Type:

Doors

Existing materials and finishes:

N/A

Proposed materials and finishes:

White UPVC

Are you supplying additional information on submitted plans, drawings or a design and access statement?

☒ Yes

☐ No

If Yes, please state references for the plans, drawings and/or design and access statement

23029 - S101 A - Plans, Section and Elevations as Existing

23029 - P101 A - Plans, Section and Elevations as Proposed

Pedestrian and Vehicle Access, Roads and Rights of Way

Is a new or altered vehicular access proposed to or from the public highway?

☐ Yes

☒ No

Is a new or altered pedestrian access proposed to or from the public highway?

☐ Yes

☒ No

Are there any new public roads to be provided within the site?

- ☐ Yes
☒ No

Are there any new public rights of way to be provided within or adjacent to the site?

- ☐ Yes
☒ No

Do the proposals require any diversions/extinguishments and/or creation of rights of way?

- ☐ Yes
☒ No

Vehicle Parking

Does the site have any existing vehicle/cycle parking spaces or will the proposed development add/remove any parking spaces?

- ☒ Yes
☐ No

Please provide information on the existing and proposed number of on-site parking spaces

Vehicle Type:

Cars

Existing number of spaces:

0

Total proposed (including spaces retained):

2

Difference in spaces:

2

Trees and Hedges

Are there trees or hedges on the proposed development site?

- ☒ Yes
☐ No

And/or: Are there trees or hedges on land adjacent to the proposed development site that could influence the development or might be important as part of the local landscape character?

- ☒ Yes
☐ No

If Yes to either or both of the above, you may need to provide a full tree survey, at the discretion of the local planning authority. If a tree survey is required, this and the accompanying plan should be submitted alongside the application. The local planning authority should make clear on its website what the survey should contain, in accordance with the current 'BS5837: Trees in relation to design, demolition and construction - Recommendations'.

Assessment of Flood Risk

Is the site within an area at risk of flooding? (Check the location on the Government's [Flood map for planning](#). You should also refer to national [standing advice](#) and your local planning authority requirements for information as necessary.)

- ☒ Yes
☐ No

Is your proposal within 20 metres of a watercourse (e.g. river, stream or beck)?

- ☐ Yes
☒ No

Will the proposal increase the flood risk elsewhere?

- ☐ Yes
☒ No

How will surface water be disposed of?

- ☐ Sustainable drainage system
☐ Existing water course
☒ Soakaway
☐ Main sewer
☐ Pond/lake

Biodiversity and Geological Conservation

Is there a reasonable likelihood of the following being affected adversely or conserved and enhanced within the application site, or on land adjacent to or near the application site?

To assist in answering this question correctly, please refer to the help text which provides guidance on determining if any important biodiversity or geological conservation features may be present or nearby; and whether they are likely to be affected by the proposals.

a) Protected and priority species

- ☐ Yes, on the development site
☐ Yes, on land adjacent to or near the proposed development
☒ No

b) Designated sites, important habitats or other biodiversity features

- ☐ Yes, on the development site
☐ Yes, on land adjacent to or near the proposed development
☒ No

c) Features of geological conservation importance

- ☐ Yes, on the development site
☐ Yes, on land adjacent to or near the proposed development
☒ No

Supporting information requirements

Where a development proposal is likely to affect features of biodiversity or geological conservation interest, you will need to submit, with the application, sufficient information and assessments to allow the local planning authority to determine the proposal.

Failure to submit all information required will result in your application being deemed invalid. It will not be considered valid until all information required by the local planning authority has been submitted.

Your local planning authority will be able to advise on the content of any assessments that may be required.

Foul Sewage

Please state how foul sewage is to be disposed of:

- ☒ Mains sewer
- ☐ Septic tank
- ☐ Package treatment plant
- ☐ Cess pit
- ☐ Other
- ☐ Unknown

Are you proposing to connect to the existing drainage system?

- ☒ Yes
- ☐ No
- ☐ Unknown

If Yes, please include the details of the existing system on the application drawings and state the plan(s)/drawing(s) references

23029 - S101 A - Plans, Section and Elevations as Existing
23029 - P101 A - Plans, Section and Elevations as Proposed

Waste Storage and Collection

Do the plans incorporate areas to store and aid the collection of waste?

- ☐ Yes
- ☒ No

Have arrangements been made for the separate storage and collection of recyclable waste?

- ☐ Yes
- ☒ No

Trade Effluent

Does the proposal involve the need to dispose of trade effluents or trade waste?

- ☐ Yes
- ☒ No

Residential/Dwelling Units

Does your proposal include the gain, loss or change of use of residential units?

- ☐ Yes
- ☒ No

All Types of Development: Non-Residential Floorspace

Does your proposal involve the loss, gain or change of use of non-residential floorspace?

Note that 'non-residential' in this context covers all uses except Use Class C3 Dwellinghouses.

- ☒ Yes
- ☐ No

Following changes to Use Classes on 1 September 2020: The list includes the now revoked Use Classes A1-5, B1, and D1-2 that should not be used in most cases. Also, the list does not include the newly introduced Use Classes E and F1-2. To provide details in relation to these or any 'Sui Generis' use, select 'Other' and specify the use where prompted. Multiple 'Other' options can be added to cover each individual use. [View further information on Use Classes.](#)

<p>Use Class: A1 - Shops</p> <p>Existing gross internal floorspace (square metres): 0</p> <p>Gross internal floorspace to be lost by change of use or demolition (square metres): 0</p> <p>Total gross new internal floorspace proposed (including changes of use) (square metres): 26</p> <p>Net additional gross internal floorspace following development (square metres): 26</p>
<p>Use Class: A3 - Restaurants and cafes</p> <p>Existing gross internal floorspace (square metres): 0</p> <p>Gross internal floorspace to be lost by change of use or demolition (square metres): 0</p> <p>Total gross new internal floorspace proposed (including changes of use) (square metres): 37</p> <p>Net additional gross internal floorspace following development (square metres): 37</p>
<p>Use Class: B1(a) - Office (other than A2)</p> <p>Existing gross internal floorspace (square metres): 0</p> <p>Gross internal floorspace to be lost by change of use or demolition (square metres): 0</p> <p>Total gross new internal floorspace proposed (including changes of use) (square metres): 47</p> <p>Net additional gross internal floorspace following development (square metres): 47</p>

Totals	Existing gross internal floorspace (square metres)	Gross internal floorspace to be lost by change of use or demolition (square metres)	Total gross new internal floorspace proposed (including changes of use) (square metres)	Net additional gross internal floorspace following development (square metres)
	0	0	110	110

A1 - Shops Net Tradable Area

Existing tradable floor area (square metres)

Tradable floor area to be lost by change of use or demolition (square metres)

Total new tradable floor area proposed (including change of use) (square metres)

0.0

Net additional tradable floor area following development (square metres)

0.0

Loss or gain of rooms

For hotels, residential institutions and hostels please additionally indicate the loss or gain of rooms:

Employment

Are there any existing employees on the site or will the proposed development increase or decrease the number of employees?

☒ Yes

☐ No

Existing Employees

Please complete the following information regarding existing employees:

Full-time

0

Part-time

0

Total full-time equivalent

0.00

Proposed Employees

If known, please complete the following information regarding proposed employees:

Full-time

2

Part-time

2

Total full-time equivalent

3.00

Hours of Opening

Are Hours of Opening relevant to this proposal?

☒ Yes

☐ No

Please add details of the of the Use Classes and hours of opening for each non-residential use proposed.

Following changes to Use Classes on 1 September 2020: The list includes the now revoked Use Classes A1-5, B1, and D1-2 that should not be used in most cases. Also, the list does not include the newly introduced Use Classes E and F1-2. To provide details in relation to these or any 'Sui Generis' use, select 'Other' and specify the use where prompted. Multiple 'Other' options can be added to cover each individual use. [View further information on Use Classes.](#)

If you do not know the hours of opening, select the Use Class and tick 'Unknown'

Use Class:

F2 - Local community

Unknown:

No

Monday to Friday:

Start Time:

08:00

End Time:

16:00

Saturday:

Start Time:

09:00

End Time:

14:00

Sunday / Bank Holiday:

Start Time:

End Time:

Industrial or Commercial Processes and Machinery

Does this proposal involve the carrying out of industrial or commercial activities and processes?

☐ Yes

☒ No

Is the proposal for a waste management development?

☐ Yes

☒ No

Hazardous Substances

Does the proposal involve the use or storage of Hazardous Substances?

☐ Yes

☒ No

Site Visit

Can the site be seen from a public road, public footpath, bridleway or other public land?

☒ Yes

☐ No

If the planning authority needs to make an appointment to carry out a site visit, whom should they contact?

- ☐ The agent
- ☒ The applicant
- ☐ Other person

Pre-application Advice

Has assistance or prior advice been sought from the local authority about this application?

- ☐ Yes
- ☒ No

Authority Employee/Member

With respect to the Authority, is the applicant and/or agent one of the following:

- (a) a member of staff
- (b) an elected member
- (c) related to a member of staff
- (d) related to an elected member

It is an important principle of decision-making that the process is open and transparent.

For the purposes of this question, "related to" means related, by birth or otherwise, closely enough that a fair-minded and informed observer, having considered the facts, would conclude that there was bias on the part of the decision-maker in the Local Planning Authority.

Do any of the above statements apply?

- ☐ Yes
- ☒ No

Ownership Certificates and Agricultural Land Declaration

Certificates under Article 14 - Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)

Please answer the following questions to determine which Certificate of Ownership you need to complete: A, B, C or D.

Is the applicant the sole owner of all the land to which this application relates; and has the applicant been the sole owner for more than 21 days?

- ☒ Yes
- ☐ No

Is any of the land to which the application relates part of an Agricultural Holding?

- ☐ Yes
- ☒ No

Certificate Of Ownership - Certificate A

I certify/The applicant certifies that on the day 21 days before the date of this application nobody except myself/ the applicant was the owner* of any part of the land or building to which the application relates, and that none of the land to which the application relates is, or is part of, an agricultural holding**

* "owner" is a person with a freehold interest or leasehold interest with at least 7 years left to run.

** "agricultural holding" has the meaning given by reference to the definition of "agricultural tenant" in section 65(8) of the Act.

NOTE: You should sign Certificate B, C or D, as appropriate, if you are the sole owner of the land or building to which the application relates but the land is, or is part of, an agricultural holding.

Person Role

☒ The Applicant

☐ The Agent

Title

Mr

First Name

M

Surname

Alder

Declaration Date

23/03/2023

☒ Declaration made

Declaration

I / We hereby apply for Full planning permission as described in this form and accompanying plans/drawings and additional information. I / We confirm that, to the best of my/our knowledge, any facts stated are true and accurate and any opinions given are the genuine options of the persons giving them. I / We also accept that: Once submitted, this information will be transmitted to the Local Planning Authority and, once validated by them, be made available as part of a public register and on the authority's website; our system will automatically generate and send you emails in regard to the submission of this application.

☒ I / We agree to the outlined declaration

Signed

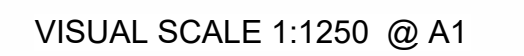
Howard Bruce

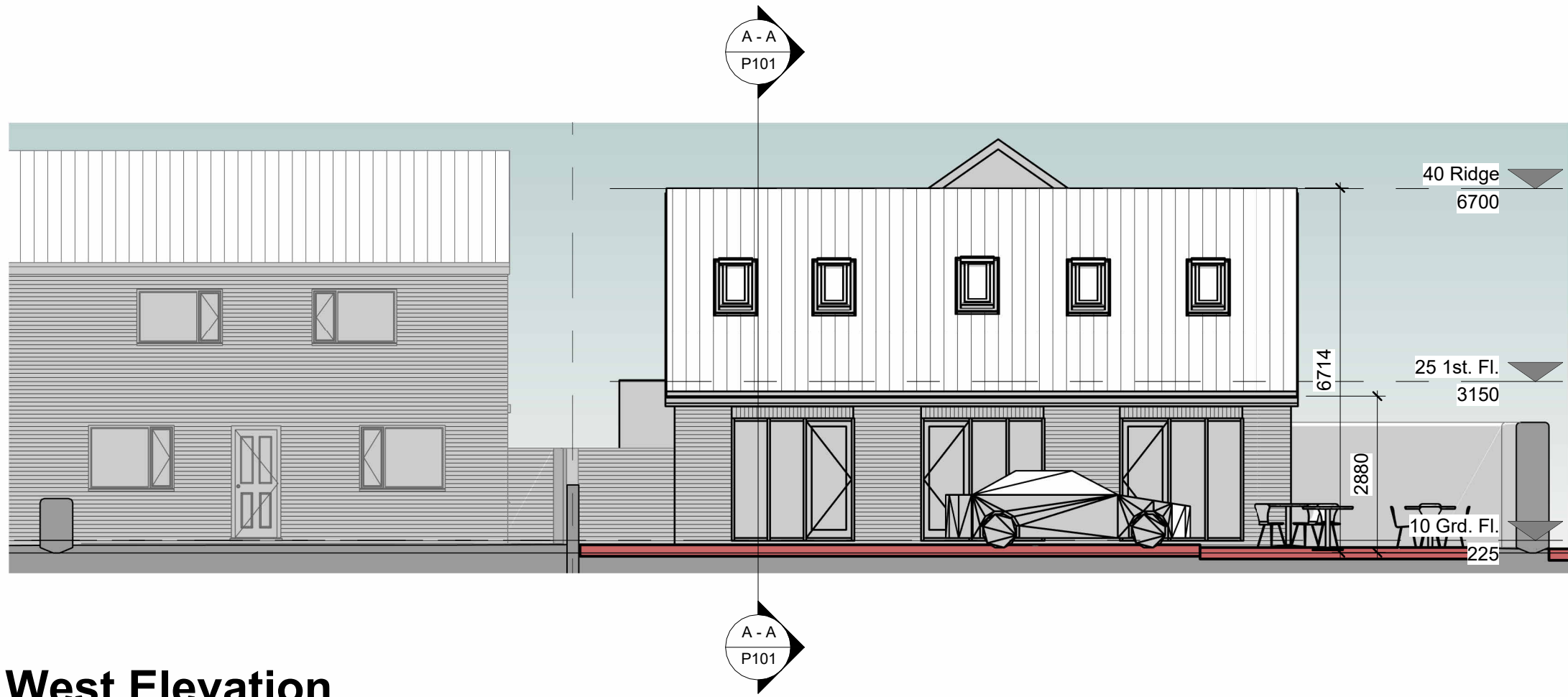
Date

28/03/2023

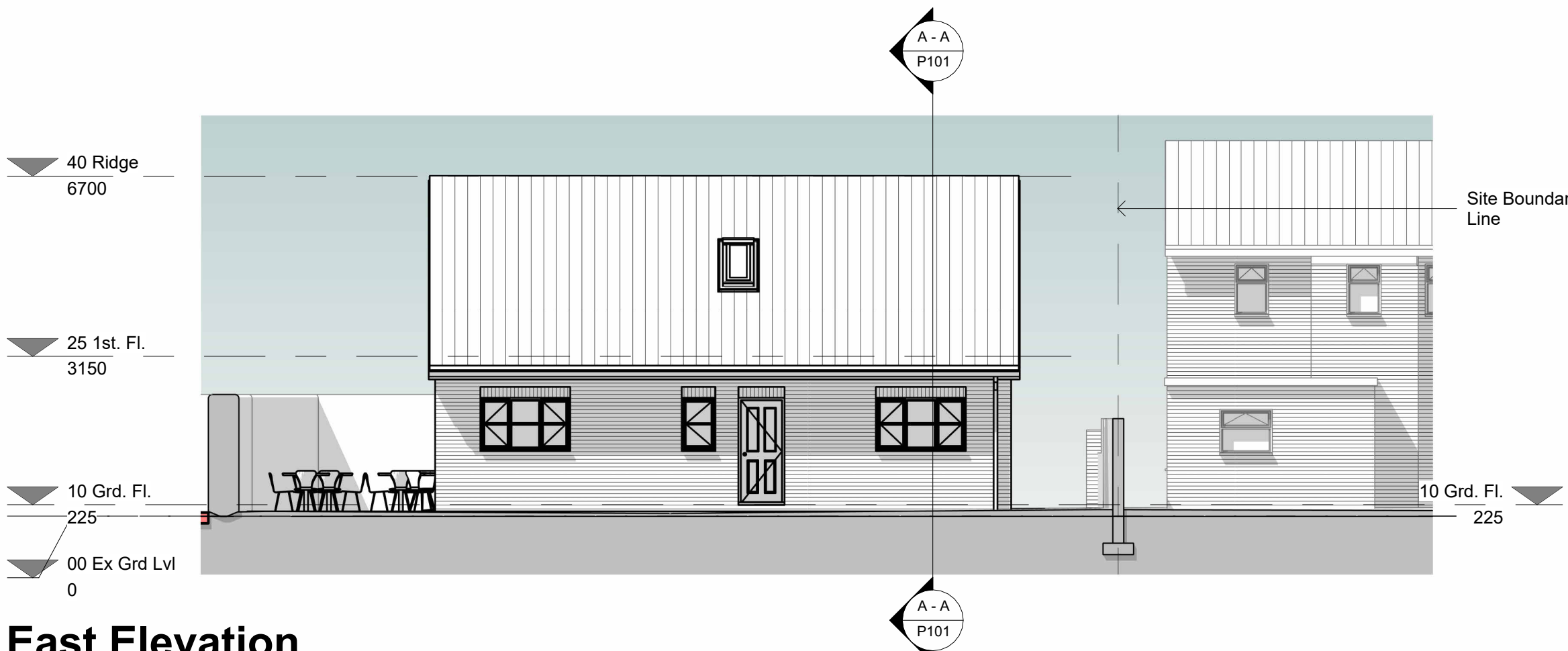
Amendments Summary

Design and Access Statement & Flood Risk Assessment Added to the application.

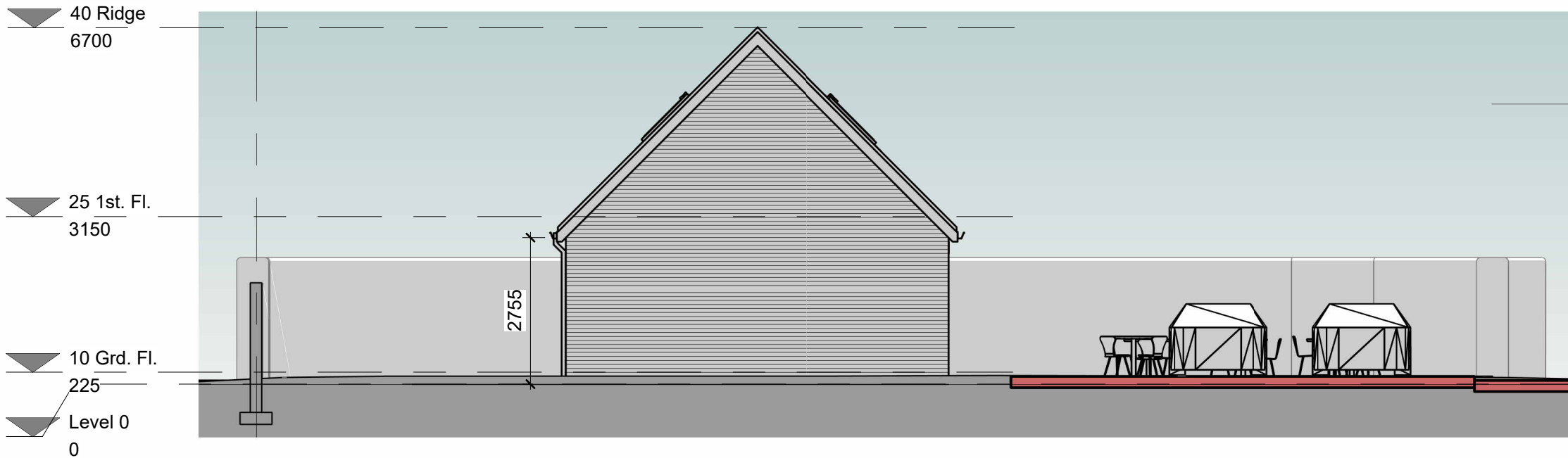




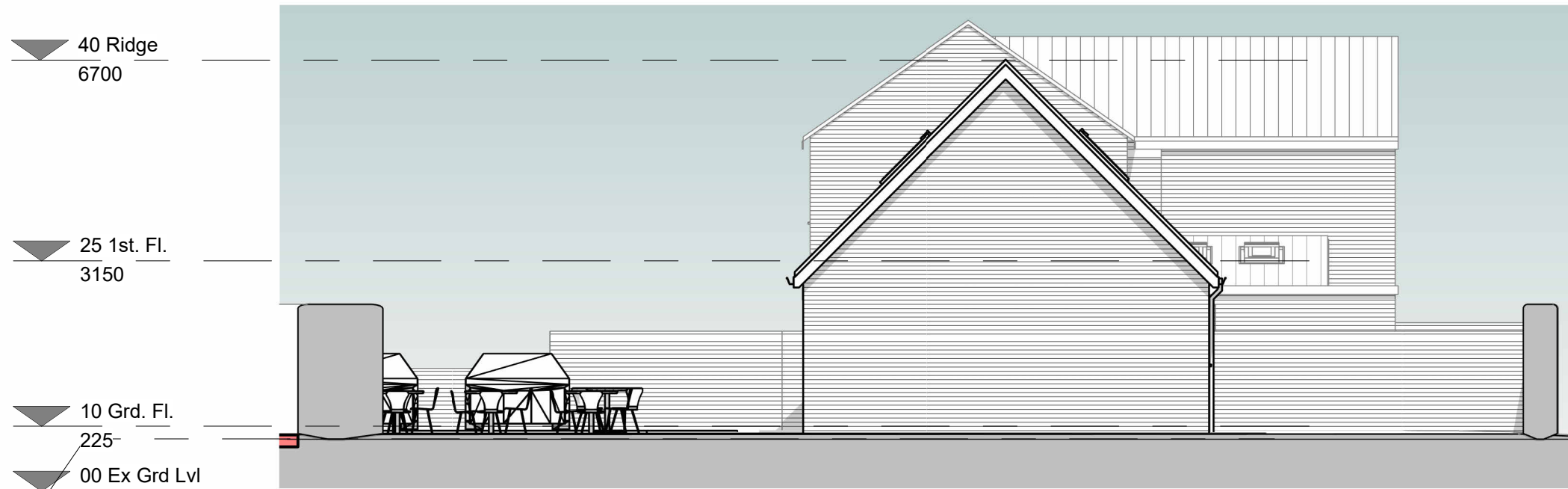
West Elevation
1 : 100



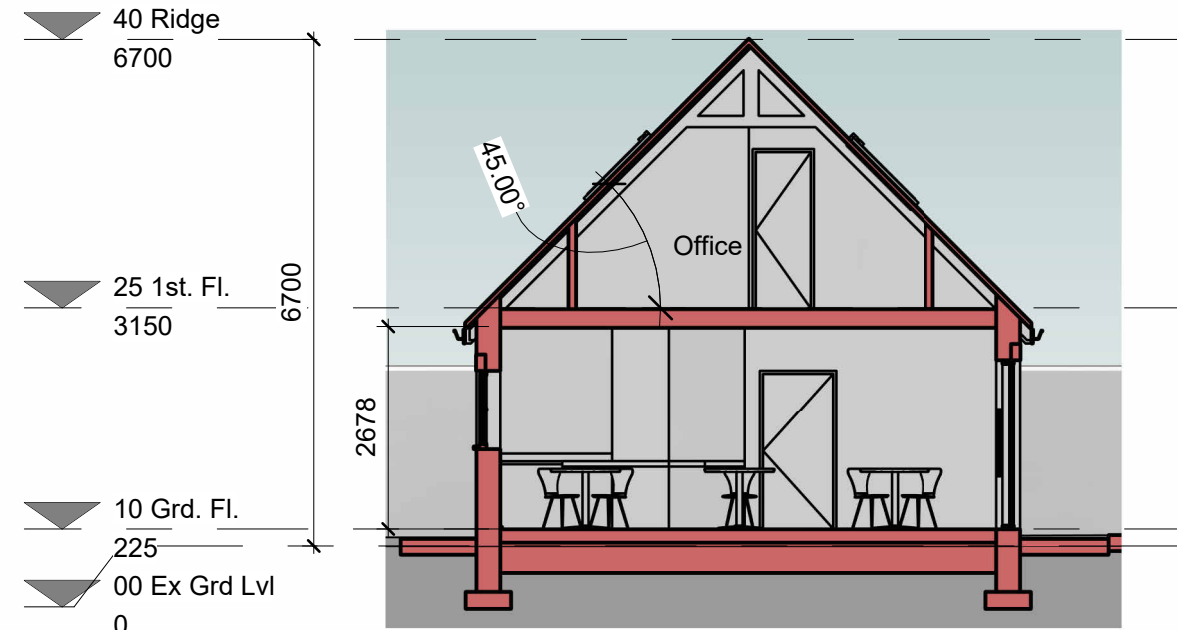
East Elevation
1 : 100



North Elevation
1 : 100



South Elevation
1 : 100



Section A - A
1 : 100

NOTES
Do not scale from this drawing. Only figured dimensions are to be taken from this drawing.
The contractor must verify all dimensions on site before commencing any work or shop drawings. The contractor must report any discrepancies to the designer before commencing work. If this drawing exceeds the quantities taken in any way, the designer is to be informed before the work is initiated.
Work within The Construction (Design and Management) Regulations 1994 is not to start until a Health and Safety Plan has been produced.

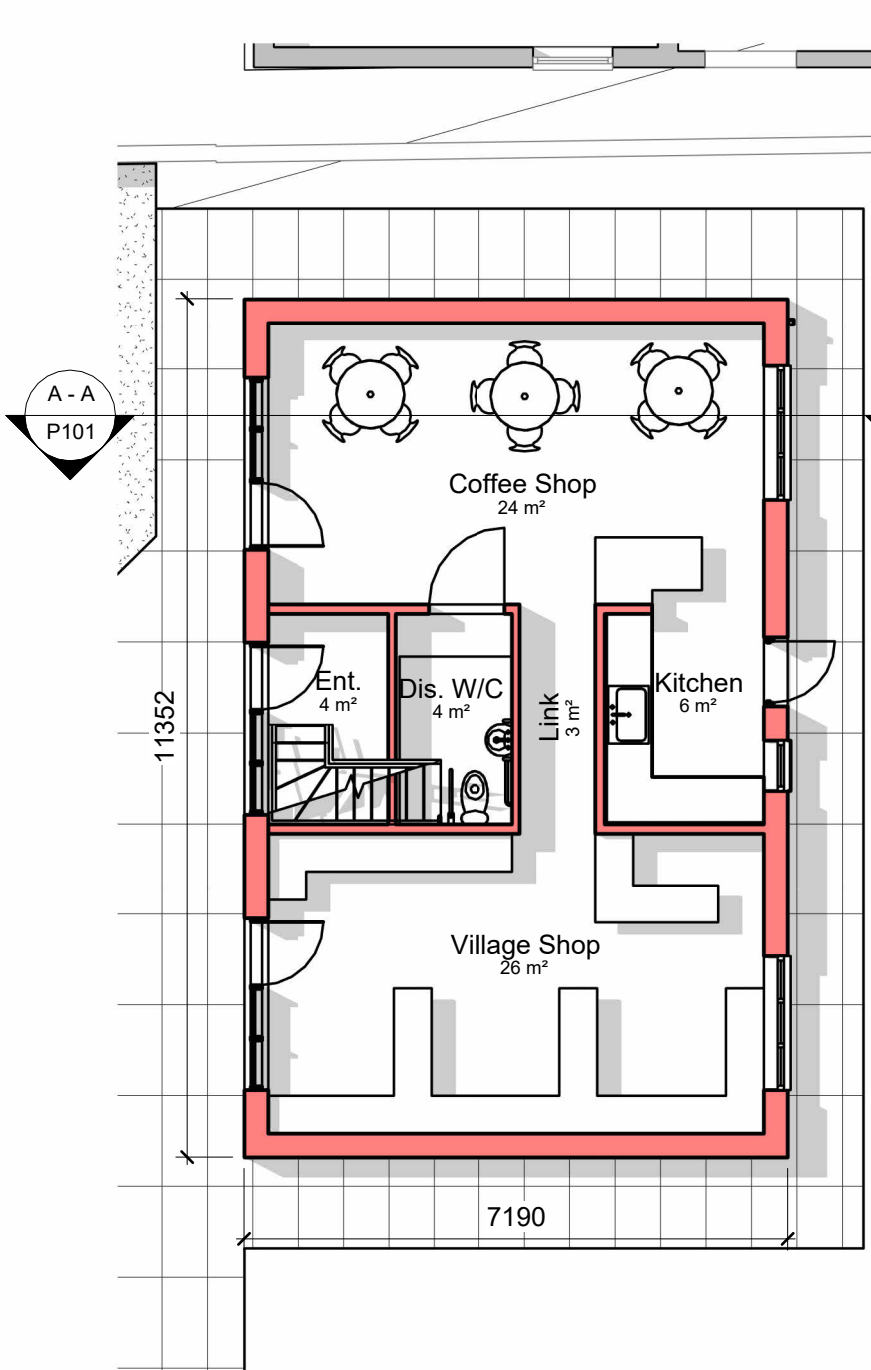
© Copyright				
All rights prescribed in Chapter IV of the Copyright and Patents Act 1988 have been generally asserted.				
Rev.	Description	By	Date	Chd/Chd Date

0m 2m 4m 6m 8m 10m

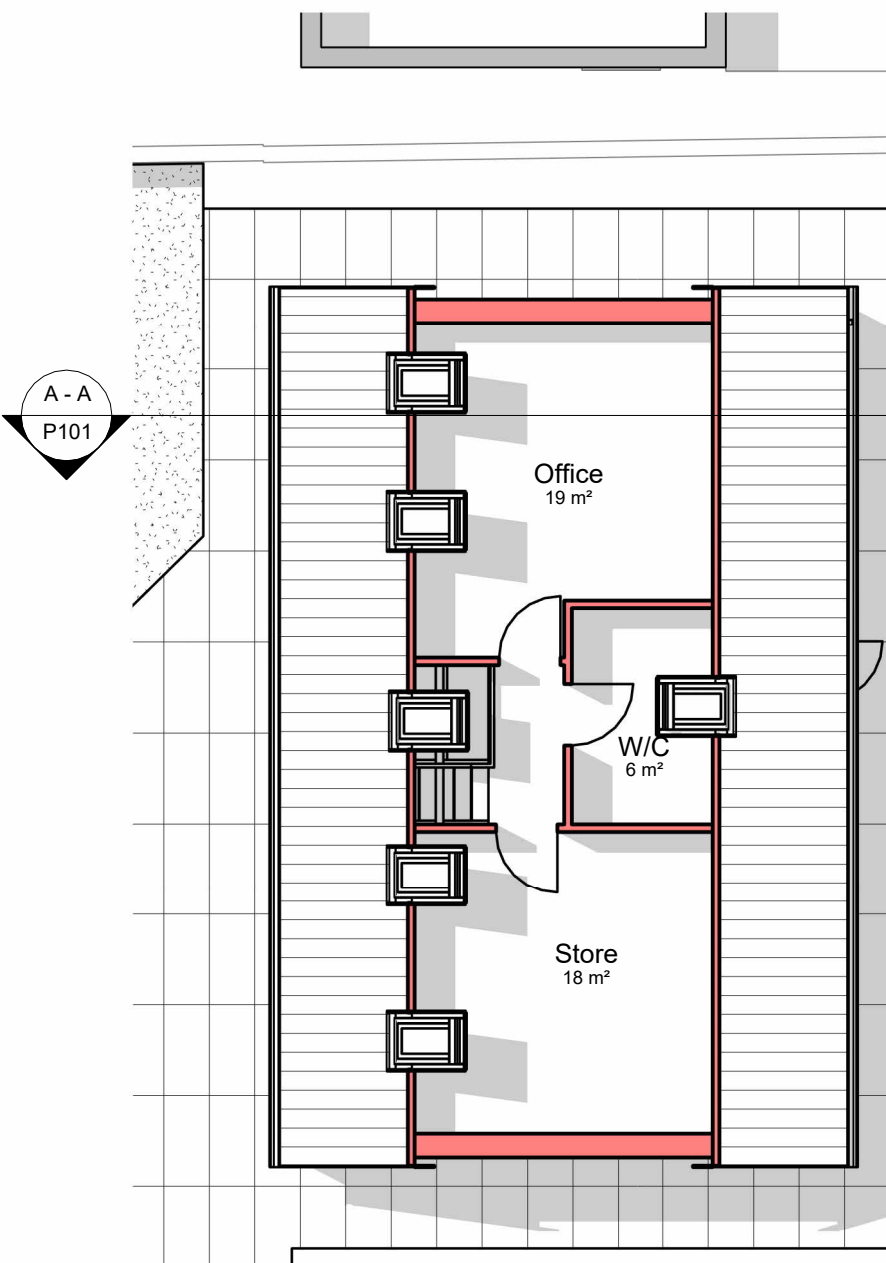
VISUAL SCALE 1:100 @ A1

0m 10m 20m 30m 40m 50m

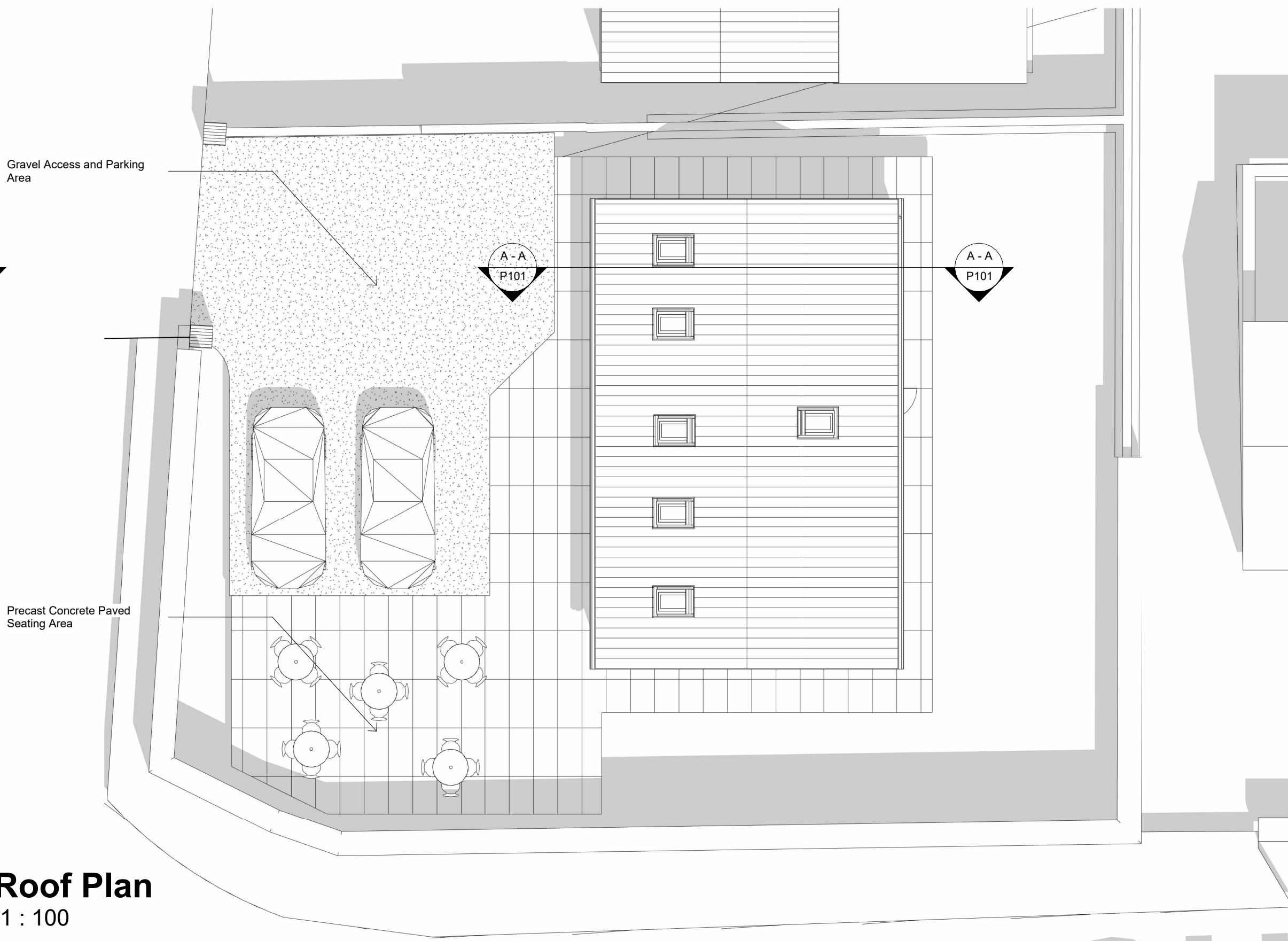
VISUAL SCALE 1:500 @ A1



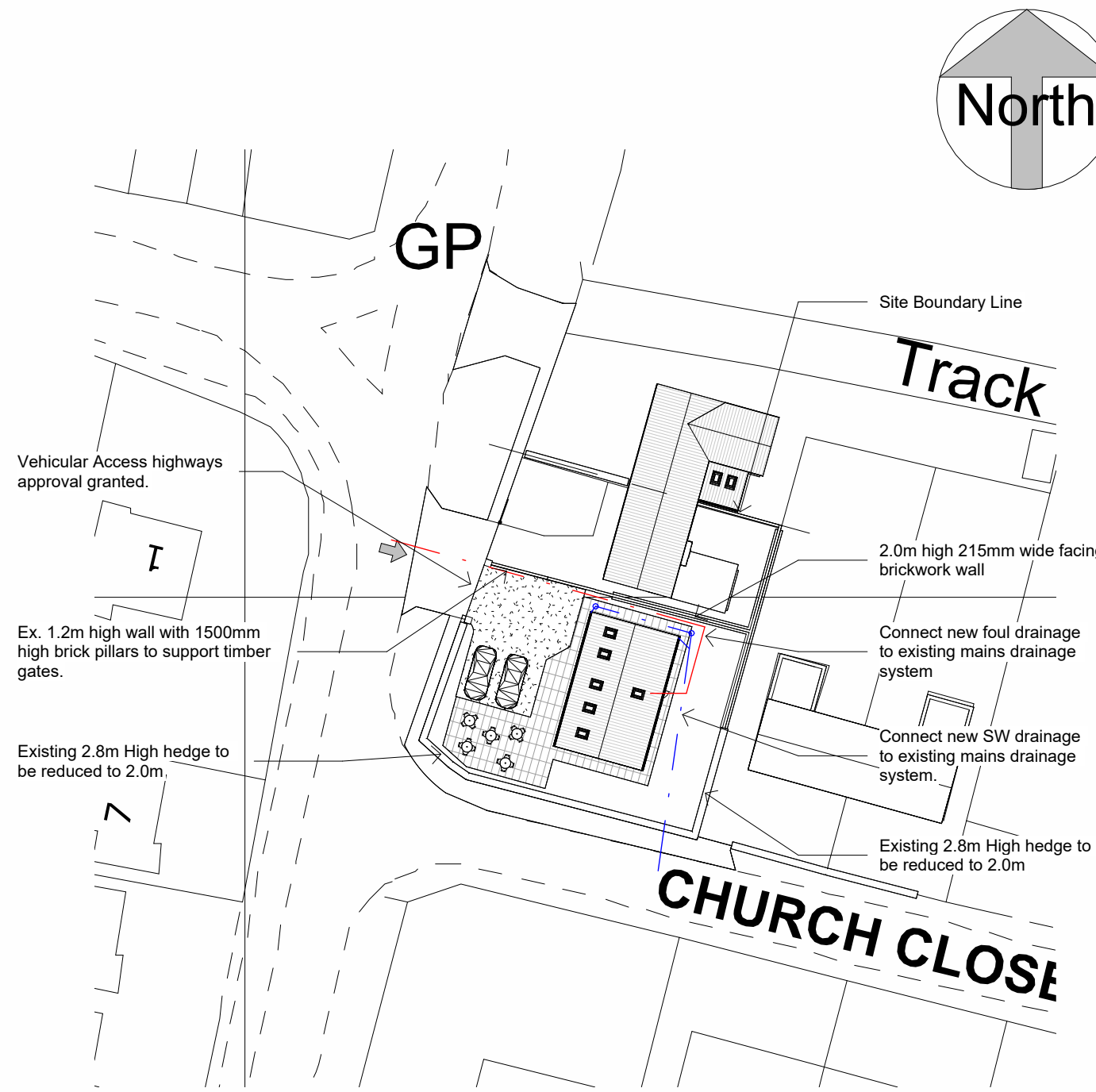
Ground Floor Plan
1 : 100



First Floor Plan
1 : 100



Roof Plan
1 : 100



Block Plan
1 : 500

CLIENT: Mr. M. Alder
PROJECT: Erection of Village Shop, Coffee Shop and Office Accommodation at First Floor At Land South of 6 St. Peters lane, Laxton, East Yorkshire, DN14 7UA

STUDIO OFFICE: Briar Cottage, Clementhorpe Road, Gilberdyke, Brough East YorkShire, HU15 2UB.
Tel: 01430 448385 Mob: 07870503730

DWG. TITLE: Plans, Section and Elevations as Proposed

SCALE: As indicated
DRAWING STATUS: Planning
DRAWN: HAJB
DATE: 20/03/23
PROJECT No: 23029
DWG. No: P101
REV: A

Email: info.aebarchitecture@gmail.com
Web: www.aebarchitectureanddesign.com



Benson Planning Studio has prepared this document for Mr M Alder as supporting documentation to seek consent for a building comprising village shop and cafe with office and storage on first floor level and creation of outdoor cafe seating area and car parking at the front on land to the south of 6 St Peters Avenue, Laxton.

The application is part retrospective as the applicant has erected a part built structure (part of garage approved within Planning Application 21/02931/PLF) which would form the footprint and basis for this proposal. It is fully accepted that each application is determined on its own merits despite the presence of a part built structure on the site.

Section 42 of the Planning and Compulsory Purchase Act 2004 requires a Design and Access Statement to be submitted with some planning applications and the purpose of the report is to satisfy the requirements of the aforementioned act.

This statement has been prepared under the requirements of the Town & Country (General Development Procedures) (Amendment) (England) Order 2006. The structure and content has been informed by:

- The Town & Country Planning (General Development Procedure) (Amendment) (England) Order 2010
- DCLG 'Guidance on Information Requirements and Validation (March 2010)
- 'Design & Access Statements – How to write, read and use them' (CABE 2006)
- Secretary of State Appeal decisions on the role of a Design & Access Statement

The statement seeks to explain the design principles for the development, based upon an understanding of what is appropriate for the site, determined through an analysis of the surrounding context. These principles are based upon good practice as set out in national planning and urban design guidance.

The document has the following functions and purpose:

- To identify the existing context of the site
- To provide a description of the key issues, constraints and opportunities afforded by the site, and the evaluation that has informed and led to the proposed form of development
- To identify the key development principles and framework which has informed the design of the scheme
- To provide appropriate information on the development in terms of layout, scale, amount, appearance and access

There are numerous best practice documents relating to design including 'By Design' (DETR and CABE), The Urban Design Compendium (English Partnerships and Housing Corporation), and the companion guide to PPG3 'Better Places to Live By Design' which all outline the importance of good urban design and provide advice for the design of residential areas. All of which will provide the underlying principles on which the development for this site is designed. There is general consensus over the principles of good design, although different terminology is sometimes applied. The core factors contributing to good urban design which underpin all of the above best practice include the following principles:

Character: Somewhere with a sense of place and local distinction

Legibility: A place, which is easy to understand and navigate

Permeability: Achieving a form of layout, which makes for efficient pedestrian and vehicular movement

An Articulated Townscape: Creating an interesting, locationally responsive townscape utilising building height, scale and massing all of which should be human in scale

Human Scale: The arrangement of building forms, which are easy for the human eye to read and provide a sense of scale and perspective

Security / Natural Surveillance: Creating places, which are properly overlooked and make effective passive and active policing

Detailing, Richness and Interest: Promoting ornamentation, rhythm, consistent vernacular, richness and intrigue to the built environment

Quality within the Public Realm: Promoting routes and spaces, which are attractive, safe and uncluttered

Continuity and Enclosure: Promoting the continuity of the street frontage and the definition of public and private space

Adaptability, Robustness and Sustainability: The layout of the site and individual buildings should all contribute towards the minimisation of resources from the design stage

The site lies within the development limits of Laxton as designated by the East Riding Local Plan Policies Map and the proposal is considered to be appropriate in the heart of the village where community shops and cafes such as this form an integral part of daily life.

The purpose of the Statement is also to assess the proposals against the relevant planning considerations, in respect of currently planning policy and the policy guidance in the National Planning Policy Framework (NPPF) and with regard to any other material considerations.

Prior to the submission of the proposal, a detailed design analysis was undertaken and it is considered that the proposal represents a quality development that provides a high standard of design throughout using good architectural principles and materials throughout.

The information within this Statement will provide the justification, amongst other things, that this development is suitable on this site that there would be no harm to the character of the streetscape or residential amenity.

It is considered that there are significant benefits for the community arising from this development.

The Application is supported by plans and technical documents as detailed in the table below and the reader is urged to read this Statement alongside the documents listed.

Document	Contributor
Architectural Plans and Drawings	AEB Architecture & Design
Design and Access Statement	Benson Planning Studio
Planning Application Form	AEB Architecture & Design
Flood Risk Assessment	A&F Consulting

The Design and Access Statement has been produced in line with CABE guidelines to establish the parameters and principles of the development proposals.

Planning Applications are to be determined in accordance with the policies in the Development Plan which comprises the East Riding Local Plan Strategy Document.

The application site is a parcel of land to the south of St Peters Lane, Laxton and contains a part built structure.

Access to the site is directly from St Peters Lane.

The site is located on the junction of Church Close and to the west of a pair of semi detached properties on this road.

The land is enclosed by a wall and hedgerow.

The surrounding area is totally residential in form and properties on St Peters Lane and Church Close are simple two storey pitched roof structures.

As identified on the Insert Map within this Report, the site is located within the defined Development Limits of the village.

Location Map



Application Site

Site Photos



Reference	Proposal	Decision
19/01158/PLF	Erection of 2 semi-detached dwellings with associated works and erection of a 2m high brick wall and 1.3m high fence with 1.5m high posts to 6 St Peters Lane	Refused
19/03811/PLF	Erection of boundary fence and walls (Retrospective)	Approved
20/01594/PLF	Erection of a detached dwelling and associated works (Revised Scheme of 19/01158/PLF)	Refused
21/02931/PLF	Erection of a single storey extension to rear following demolition of existing outhouse and erection of a detached three bay garage	Approved

Overview

The site has been developed following a detailed analysis of the site and local context whilst taking into consideration Local and National requirements. This Design and Access Statement sets out how the design concept for the scheme has developed in terms of both form and function.

The proposals have been developed through careful consideration of the site including:

- Analysis of the local character and context
- Evaluation of use requirements of the local area
- Detailed analysis of the site itself including orientation, access, proximity to neighbours and connection with the streetscape

Aims of Proposal

The redevelopment of the site will provide;

1. A new place for sustainable development which is set within a well-planned infrastructure network
2. The best and most efficient use of site and part constructed building
3. Limit harm to residential and visual amenity
4. Provision of community facility

Analysis

A site analysis exercise was undertaken as part of the design process. This informed the proposals by identifying key features and characteristics of the site and its surroundings together with constraints and opportunities.

Constraints and Opportunities have been identified as follows;

Constraints

1. Flood risk
2. Planning history

Opportunities

1. Highly sustainable site
2. Economic opportunities
3. Provision of community facilities for local people

Key Determining Issues

- Principle of Development
- Employment
- Amenity
- Highways
- Flood Risk

Proposal

The proposed structure shares many of the characteristics of the garage which was approved in Planning Application 21/02931/PLF, which has been partially implemented.

The proposed structure is to be sited on land to the south of 6 St Peters Lane. The land has now been sub divided by a wall. The proposed building measures 11.35m by 7.19m. It has a ridge height of 6.7m and an eaves height of 2.75m. It would be of a dual pitched roof design and there would be roof lights in both roof slopes and glazing situated on the eastern and western elevations. Large floor to ceiling windows and doors form the front elevation which will allow lots of light into the main commercial area. There is a more domestic appearance to the rear with smaller windows and door.

A gravel drive and parking area is proposed at the front and a paved seating area for the café.

The site is enclosed by a combination of brick wall and hedgerow.

Layout

The internal layout of the building derives from the space available but the proposal provides a clear, functional and cohesive commercial arrangement.

Floor	Rooms
Ground	Convenience Store Coffee Shop Kitchen Toilet
First	Office Store Toilet

Amount

It is considered that the provision of a modest mixed use development such as this would be commensurate to the available space within the building which would meet the business needs and those of the community.

Deliveries

Such is the size of the business, the applicant has confirmed that deliveries would likely be in a car or small van which would park within or outside the site. There will be no regular deliveries or those using large vehicles.

Car Parking

Due to the location of the site, there are two on site parking spaces available which will likely be used for staff. That said, the presence of community shop and coffee shop would not likely generate significant demand for parking in the area and the absence of on street parking restrictions in the locality ensures that parking can be adequately accommodated nearby. It is likely that most customers would be local people who would visit the premises on foot.

Town Centre Use Impact Assessment

According to Paragraph 86 of the NPPF, Councils should 'apply a sequential test to planning applications for main town centre uses which are neither in an existing centre nor in accordance with an up-to-date plan. Main town centre uses should be located in town centres, then in edge of centre locations; and only if suitable sites are not available (or expected to become available within a reasonable period) should out of centre sites be considered.'

Policy EC3 of the Local Plan sets out Local Policy reinforcing this National Policy position by seeking to direct new retail development to existing centres before considering edge of centre locations. Where suitable sites are not available in these locations, out of centre sites will be considered, with preference given to accessible sites that are well connected to the Centre.

Part J of this Policy states that 'proposals for small-scale retail, office and leisure uses in out-of-town locations will be supported where they are below 100m² of floor space.

Where relevant, proposals above 100m² floor space:

- Will be required to assess the impact of the development; and
- Where they do not serve a purely localised need, will be required to demonstrate compliance with the Sequential Approach.'

The useable floor space of this development is below the threshold.

05

East Riding Local Plan Strategy Document April 2016

Policy S1 – Presumption in favour of sustainable development

Policy S2 – Addressing climate change

Policy S3 – Focusing development

Policy A4 – Goole & Humberhead Levels sub area

Policy C2 – Supporting community services and facilities

Policy EC1 – Supporting the growth and diversification of the East
Riding economy

Policy EC3 – Supporting the vitality and viability of centres

Policy ENV1 – Integrating high quality design

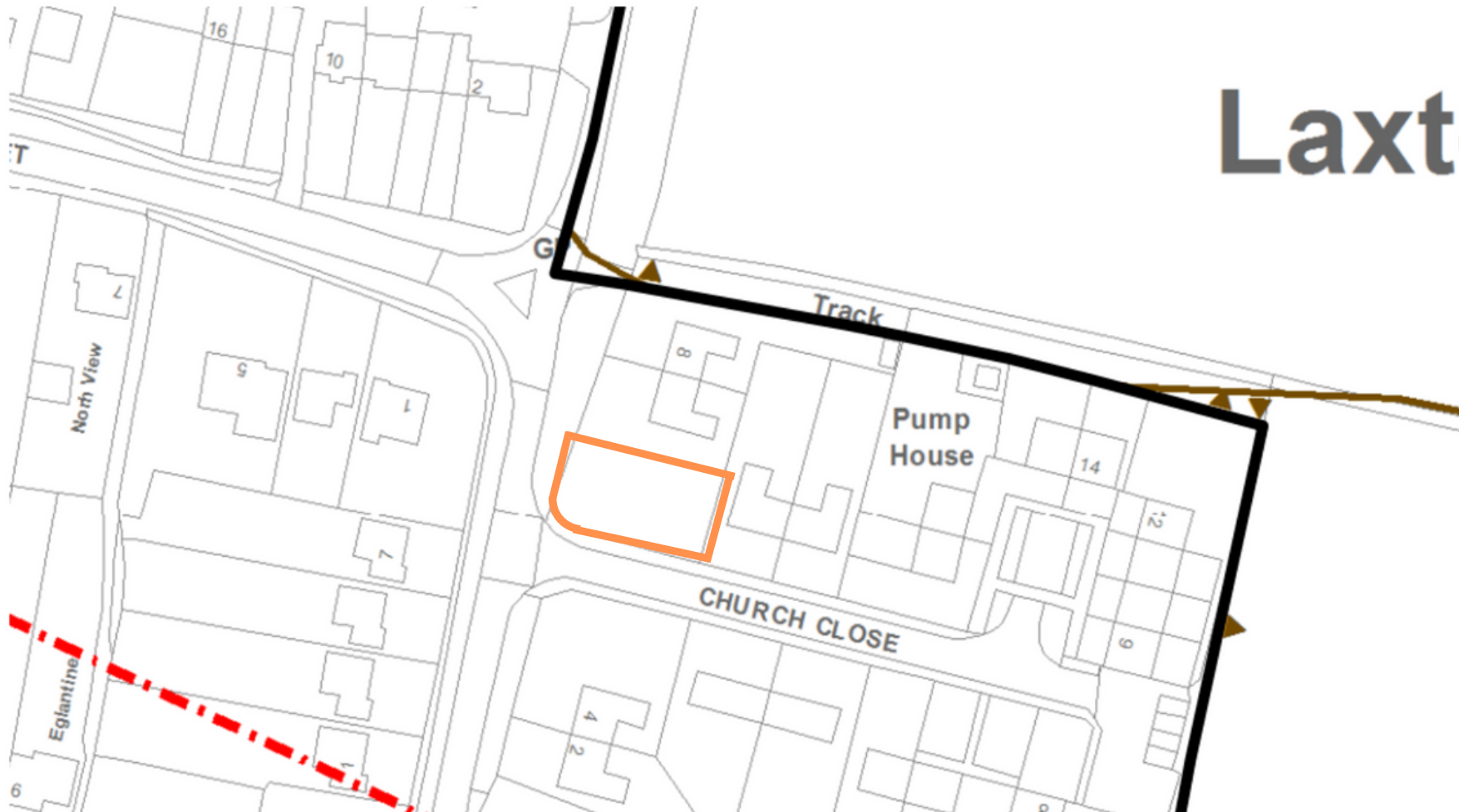
Policy A4 – Goole & Humberhead Levels sub area

National Design Guide (2021)

Policy C1 – Understand and relate well to the site, its local and wider
context

Policy I1 – Respond to existing local character and identity

Laxton



Application Site

The adopted Local Plan sets out a settlement hierarchy in the Strategy Document, in order to promote sustainable patterns of development required by the NPPF.

In the Local Plan, the Council identifies a Settlement Hierarchy through Policy S3. By identifying the settlement hierarchy, the Council is seeking to focus development into existing settlements, where development would generally make the best use of existing services and infrastructure and minimise the need for travel. This aligns with one of the core planning principles of the NPPF to actively manage patterns of growth to make the fullest possible use of public transport, walking and cycling. It is also a requirement of Policies S1 and S2 of the Local Plan.

Policy S4 of the Local Plan supports development which helps to maintain the vibrancy of villages where such development is appropriate in scale to its location, encourages the re-use of previously developed land and does not detract from the character and appearance of the village. Laxton is identified as a village and Policy S4 Part B4 of the Local Plan policy supports such developments in villages relating to economic development. Part 4.37 of the Local Plan states 'new and enhanced local services and facilities will be supported as these can add to the vitality of the Village, offering employment opportunities and reduce the need to travel elsewhere. These should be provided for the benefit of local people and proposals which draw significant numbers of people from elsewhere will not normally be considered appropriate. Policies EC3 and C1 provide additional guidance for certain types of services and facilities.'

The proposal would provide a new local shop and coffee shop to support the village. It would provide enhanced local services and meeting some of the basic needs of the village. The proposal would accord with Policy EC1 and also EC3 without significant impact upon the vitality of nearby towns and centres.

Policy EC3 would consider the impact of development upon the vitality and viability of town centres, but would support proposals that are not of a scale that would conflict with an established centre or existing parade of shops. It would also support small scale centre retail, office and leisure use in 'out of town' locations. Small parades of shops in residential areas provide a range of Class E retail services and as well as local services. The Town Centres & Retail Study considers that within Rural Service Centres and also Primary Villages it is important to retain and enhance the range of facilities, where possible.

The proposal would provide a new local shop and café to support the village. It would provide enhanced local services and meeting some of the basic needs of the village and would accord with Policy EC1 and also Part E policy EC3. Part J of this policy would support small scale business developments in out of town locations where the floor area of the building does not exceed 100m². The total floor area is 82m² and therefore does not exceed this threshold. Paragraph 7.39 of this policy clarifies that the Sequential Approach should not be applied to applications for small scale rural development. In this case, it is considered unlikely that the proposal would have a significant impact upon the nearest centres (Goole and Howden) in that it would be serving a predominantly local need. It would therefore be considered that an impact assessment would not be required in this instance. The proposal would accord with Policy EC3 as a result of its small scale and therefore it would not have a significant impact upon the vitality of nearby towns and centres.

Policy C2 seeks to maintain and improve access to a range of services and facilities in the East Riding, supporting proposals that retain or enhance existing services and facilities and provide for new services and facilities. Part A2 of the Policy states that 'in order to maintain and improve access to a range of services and facilities in the East Riding, which meet the needs of residents and in appropriate circumstances visitors, proposals will be supported that provide for new services and facilities, including, where appropriate, new mixed use and multi-purpose facilities' This policy reflects the aims of the NPPF (Supporting a prosperous rural economy) which promotes the retention and development of local services and community facilities in villages, such as local shops, meeting places, sports venues, cultural buildings, public houses and places of worship. Part 9.16 of the Local Plan states that 'new and enhanced community services and facilities will be supported where they are well related to the communities they serve and address their particular needs. This should ensure that a facility is readily accessible by foot, cycle, and public transport.' In this regard, it is considered that all aspects of this Policy are complied.

Policy ENV1 expects all development proposals to contribute to safeguarding and respecting the diverse character and appearance of the area through their design, layout, construction and use. Part B of the Policy supports development where it achieves a high quality of design and contributes to a sense of place. To achieve this, development should, amongst other things, have regard to the specific characteristics of the site's wider context and the character of the surrounding area and be of an appropriate scale, height and material. The NPPF reinforces the requirement for good design and seeks to ensure that developments function well and add to the overall quality of the area, are visually attractive as a result of good architecture and are sympathetic to local character and history, including the surrounding built environment. It is acknowledged that the proposal would change the overall character of the site and would introduce built development but the site is surrounded on all sides by existing development and therefore it is considered that the proposal would not have a significant or detrimental impact on the character of the area. Given that the proposed building and the approved garage share the same attributes, it is considered that these matters are acceptable overall. The scale of the proposed building is considered to be acceptable and would not result in harm to the character and appearance of the area. The materials to be used in the construction of the proposal and the hard / soft surfacing plus the existing boundary treatments are considered to be acceptable and will be in keeping with the character and appearance of the area. The proposed development would respect characteristics of the site's wider context and the character of the surrounding area, and is appropriate in terms of its scale, massing, height and materials.

The National Planning Policy Framework (NPPF) was originally published in March 2012 and most recently revised in July 2021. The NPPF is a material consideration in determining planning applications (paragraph 2). The Government expects communities to plan positively to support sustainable development (paragraph 29). So that sustainable development is pursued in a positive way, at the heart of the Framework is a presumption in favour of sustainable development (Paragraph 10). It also follows that development plans, under the current plan-led system, ought to be consistent with the objectives, principles and policies set out in the NPPF.

Plans should positively seek opportunities to meet the development needs of their area. Development proposals which accord with an up-to-date development plan should be approved without delay. Where there are no relevant development plan policies, or the policies which are most important for determining the application are out-of-date, granting permission unless:

- The application of policies in this Framework that protect areas or assets of particular importance provides a clear reason for refusing the development proposed; or
- Any adverse impacts of doing so would significantly and demonstrably outweigh the benefits, when assessed against the policies in this Framework taken as a whole (Paragraph 11).

The NPPF encourages growth. Local planning authorities should approach decisions on proposed development in a positive and creative way. They should work proactively with applicants to secure developments that will improve the economic, social and environmental conditions of the area. Decision makers at every level should seek to approve applications for sustainable development where possible (Paragraph 38).

Paragraph 38 states that Local Authorities are encouraged to work proactively with applicants to secure developments that will improve the economic, social and environmental conditions of the area.

Paragraph 47 states that, in determining applications, decision-making should be in accordance with the development plan, and should take place as quickly as possible within the statutory timescales.

Paragraph 81 states that planning policies and decisions should help create the conditions in which businesses can invest, expand and adapt. Significant weight should be placed on the need to support economic growth and productivity, taking into account both local business needs and wider opportunities for development.

Paragraph 83 states that planning policies and decisions should recognise and address the specific locational requirements of different sectors.

Paragraph 92 Part A states that planning policies and decisions should aim to achieve healthy, inclusive and safe places which: **promote social interaction, including opportunities for meetings between people who might not otherwise come into contact with each other** and **Part C** states decisions enable and support healthy lifestyles, especially where this would address identified local health and well-being needs – for example through the provision of safe and accessible green infrastructure, sports facilities, **local shops**, access to healthier food, allotments and layouts that encourage walking and cycling

Paragraph 93 Part A states that to provide the social, recreational and cultural facilities and services the community needs, planning policies and decisions should plan positively for the provision and use of shared spaces, community facilities (such as local shops, meeting places, sports venues, open space, cultural buildings, public houses and places of worship) and other local services to enhance the sustainability of communities and residential environments;

Paragraph 105 states that significant development should be focused on locations which are or can be made sustainable, through limiting the need to travel and offering a genuine choice of transport modes. This can help to reduce congestion and emissions, and improve air quality and public health.

Paragraph 110 states in assessing sites that may be allocated for development in plans, or specific applications for development, it should be ensured that

- a. appropriate opportunities to promote sustainable transport modes can be – or have been – taken up, given the type of development and its location
- b. safe and suitable access to the site can be achieved for all users
- c. any significant impacts from the development on the transport network (in terms of capacity and congestion), or on highway safety, can be cost effectively mitigated to an acceptable degree

Paragraph 111 states 'development should only be prevented or refused on highways grounds if there would be an unacceptable impact on highway safety, or the residual cumulative impacts on the road network would be severe.'

Paragraph 119 states that planning policies and decisions should promote an effective use of land in meeting the need for homes and other uses, while safeguarding and improving the environment and ensuring safe and healthy living conditions. Strategic policies should set out a clear strategy for accommodating objectively assessed needs, in a way that makes as much use as possible of previously-developed land.

Paragraph 120 Part D states 'planning policies and decisions should promote and support the development of under-utilised land and buildings, especially if this would help to meet identified needs for housing where land supply is constrained and available sites could be used more effectively (for example converting space above shops, and building on or above service yards, car parks, lock-ups and railway infrastructure.'

Paragraph 123 states that planning policies and decisions should support development that makes efficient use of land, taking into account the identified need for different types of other forms of development, and the availability of land suitable for accommodating it.

Paragraph 126 states 'the creation of high quality buildings and places is fundamental to what the planning and development process should achieve. Good design is a key aspect of sustainable development, creates better places in which to live and work and helps make development acceptable to communities. Being clear about design expectations, and how these will be tested, is essential for achieving this. So too is effective engagement between applicants, communities, local planning authorities and other interests throughout the process.'

Paragraph 130 Part A, B, C and F state 'planning policies and decisions should ensure that developments will function well and add to the overall quality of the area, not just for the short term but over the lifetime of the development; are visually attractive as a result of good architecture, layout and appropriate and effective landscaping, are sympathetic to local character and create places that are safe, inclusive and accessible and which promote health and well-being, with a high standard of amenity for existing and future users and where crime and disorder, and the fear of crime, do not undermine the quality of life or community cohesion and resilience.'

Paragraph 134 and 135 state 'permission should be refused for development of poor design that fails to take the opportunities available for improving the character and quality of an area and the way it functions, taking into account any local design standards or style guides in plans or supplementary planning documents. Conversely, where the design of a development accords with clear expectations in plan policies, design should not be used by the decision-maker as a valid reason to object to development. Local planning authorities should also seek to ensure that the quality of approved development is not materially diminished between permission and completion, as a result of changes being made to the permitted scheme (for example through changes to approved details such as the materials used).

Paragraph 159 states 'inappropriate development in areas at risk of flooding should be avoided by directing development away from areas at highest risk (whether existing or future). Where development is necessary in such areas, the development should be made safe for its lifetime without increasing flood risk elsewhere.'

Assessing the proposed development against the main objectives of the NPPF, it is clear the scheme accords with the overarching approach to planning in that:-

- It is promoting development through the use of a sustainably located site within a Village (identified in Local Plan)
- The proposal will make effective use of the part constructed building and land
- Assessment of design and residential amenity implications undertaken in previous planning application
- No flood risk implications
- No adverse effect on local highway

Part B9 of Policy ENV1 of the Local Plan sets out that development should promote equality of safe access, movement and use. Furthermore Policy EC4 Part C advises that new developments should provide an appropriate amount of car parking taking into account several considerations.

The Councils Sustainable Transport SPD, suggests that for a development such as this then 4 on site parking spaces would be required which leaves a shortfall of 2.

The proposal provides 2 on site car parking spaces which are considered to be appropriate for a development of this nature. The proposal is attracted at local people within the village of Laxton and those in surrounding villages and hamlets. There is on street parking in the area but it is unlikely that any potential overspill would cause issues in the neighbourhood especially as most properties have on site parking provision of their own. Given that operational hours are during core day time working times then it further lessens any impact on parking availability on local streets.

The village of Laxton is not well served by means of public transport, although a rail station is 600m away with a small number of services per day between Hull and Doncaster, and would therefore mainly be reached by persons, who are not residents, by the private car or by cyclists or walkers who may be attracted to this form of use.

A small convenience store and café in this location would primarily be used by local residents who would be able to walk to the site

Policy ENV1 seeks to ensure that development proposals have regard to the amenity of neighbouring properties which reflects the requirements of the NPPF. The application site abuts the boundaries of two neighbouring properties and an assessment of the proposal has been made in respect of its impact on these neighbours.

Given the proximity to residential properties, there is the potential for increased noise and disturbance but opening hours are such that they are not unreasonable and only operate during 'core' daytime hours. There is no proposed early morning or late evening activity. Given the size of the premises, and its focus on the use by the local community, it is unlikely that there would be significant movements to and from that site which would cause insurmountable harm to those who live in the area.

In terms of odour, no means of external extraction equipment is proposed to be installed and while some hot food is proposed, this is 'light touch' and doesn't involve any fried food. The primary focus of the coffee shop will be to provide drinks, snacks, sandwiches and cakes. If any extraction equipment is required in the future then then a planning application would be required and this would be assessed on its own merits. In order to ensure a level of control should this be the case, a planning condition would be accepted, which would ensure that no extraction equipment can be added without a separate grant of planning permission. This would ensure that any future extraction equipment is acceptable and would not cause harm to the amenities of nearby residents in terms of odour and noise.

Given the similarities with the proposal within Planning Application 21/02931/PLF, it is not considered that a further assessment is required on how the built form of the structure impacts residential or visual amenity.

Conclusion

There is sufficient information provided to justify an application of this nature on the site in question.

The application site is within the development limits for Laxton and it is within a sustainable location within an area where the redevelopment would not detract the character and appearance of the site.

Policy S4 of the Local Plan identifies Laxton as a Village within the Settlement Network and such settlements are considered to be sustainable locations for development. The provision of a much needed community resource as a shop and café should be welcomed and supported by the Council because of the wide ranging benefits.

The presence of a community shop and café can lead to increased local engagement and participation, encouraging mutual support and care within the community. Such hubs significantly reduce isolation and poor mental health by providing opportunities for involvement and having a regular chat with someone at the till can make all the difference to someone's mental wellbeing. For some, such facilities are their only social point of contact especially in rural areas such as this.

Such businesses are a resilient form of business that can help regenerate the local economy by stocking products and using services from local suppliers, improving access to other local services and creating local employment opportunities. Such initiatives also provide volunteering, work experience or paid employment opportunities for young people in the area.

The principle of development would therefore generally be in line with such requirements as detailed within relevant Local Plan Policies and sections of the NPPF as detailed which seek to direct such developments to accessible and sustainable locations to meet the needs of the area.

Full consideration has been taken to need, land use, sustainable access, highways, residential amenity and general relationships and it is considered that the development complies with all the relevant Policies within the East Riding Local Plan Strategy Document and the National Planning Policy Framework.

There are no material planning considerations which would indicate that the recommendation should be other than for support.

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

Laxton Parish Council
ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		
	Yes	No	'Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

*For any statement to which the response is 'no', an explanation must be published

This Annual Governance Statement was approved at a meeting of the authority on:

17/05/2023

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

Information required by the Transparency Code (not part of the Annual Governance Statement)

The authority website/webpage is up to date and the information required by the Transparency Code has been published.	Yes	No
	✓	

www.laxtonpc.org.uk
ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2022/23 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	13,374	10,930	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	7,545	7,709	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	380	2,880	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	2,030	1,879	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	3,141	3,141	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	5,198	9,009	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	10,930	7,490	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	10,930	7,490	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	8,732	10,798	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	16,195	13,808	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

13/05/2023

I confirm that these Accounting Statements were approved by this authority on this date:

17/05/2023

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

2022 / 2023 Outturn Report

<u>Expenditure</u>	Budget £	Actual Spend £	Difference £	Notes
Salaries / N.I.	2005	1,879.12	-125.88	
Training Budget	100	40.00	-60.00	
Postage/Stationery / Printing / Office	250	742.70	492.70	Printer - 287, Jubilee Canvases etc.108, Newsletters 114
Mileage / Subsistence	50	0.00	-50.00	
PC Insurance	260	257.60	-2.40	
Seats / Bins / Notice Boards	50	639.00	589.00	Replacement Noticeboard due to storm damage - 639
Room Booking / Village Hall Rent	200	0.00	-200.00	Hire invoice coming in soon
Grants	250	250.00	0.00	
Emergency equipment	414.39	252.00	-162.39	No payments other than then annual contract
Public Works Loan	3141.44	3,141.44	0.00	
Subscriptions	300	339.92	39.92	
Audit	200	215.00	15.00	
Lighting SLA	260	457.87	197.87	Increased energy costs.
Election Costs	0	0.00	0.00	
Drainage Rates	3.13	3.38	0.25	
Allotments	100	2,048.41	1948.41	Jubilee Gardens Project (clearance, furniture) and Strimmer.
Contingencies / Misc.	175.43	0.00	-175.43	
Entertainment	500	2781.39	2281.39	1932 Jubilee Celebration, 849.14 Cinema Project
Total Expenditure	8259.39	13047.83	4788.44	
<u>Income</u>				
Precept	7709.39	7709.39	0.00	
Allotments	50	70	20.00	
Grants / Reimbursements	500	2530	2030.00	£500 jubilee grant, £500 noticeboard grant, £1180 jubilee furniture, £350 50% cinema grant
Reserves	0	2738.44	2738.44	
Other	0	0	0.00	
Total Income	8259.39	13047.83	4788.44	
Reserves			8191.56	

Prepared by Alan Bravey, Clerk to Laxton Parish Council

Closing Statements 31 March 202	£	£	£	£
Current Account 050439		1978		
Premium Account 227884		5452		
Petty Cash Float		60		
			7490	
Add				
Undeposited Cash:			0	
NET BALANCES				7490
Ledger				
Opening Balance		10930		
Add Reciepts in the Year		10590		
Less Payments in the Year		14029		
CLOSING CASH BOOK BALANCE				7490

Laxton Parish Council

Accounts for Payment

May 2023

Payments made to be noted

Payee	Details	Total	VAT
Clerk	Coronation Newsletter, Coronation Expenses and Web Domain Renewal	607.82	TBC
Resident	Postcrete	17.58	TBC
Public Works Loan Board	Loan Repayment	1570.72	0
George Hall	Gardening Services	60	10
Laxton Victory Hall	2022/23 Room Hire	280	0
Internal Drainage Board	Drainage Fees	4.30	0
East Riding of Yorkshire Council	Install Salt Bin	382.00	76.40

Receipts to be noted

Payer	Details	Total
ERYC	Final Payment for Cinema Night Grant	349.74
HMRC	VAT Reclaim	978.42
ERYC	50% Precept	3854.50
ERYC	Kings Coronation Grant	500

Payments to be Authorised

Payee	Details	Total	VAT
HMRC	PAYE	66.40	
Alan Bravey	Salary (100.32, 2022/23 Working from Home Payment £100, Postage Costs – 12.85, Microsoft 365 Costs 29.88	243.05	