**STILLINGFLEET PARISH COUNCIL**

**OFFICIAL NOTICE OF A MEETING OF**

**STILLINGFLEET PARISH COUNCIL**

 **TO BE HELD AT 7.30pm IN STILLINGFLEET VILLAGE INSTITUTE ON THURSDAY 4 APRIL 2019**

Chairman: Cllr Paul Elmhirst

 Clerk/RFO: Ruth Swales, Brookfield, The Green Stillingfleet YO19 6SG

clerk@stillingfleetparishcouncil.org

Meetings are open to the Press and Public except for any item labelled as part 2 under the Public Bodies (Admission to Meetings) Act 1960, Section 1

**Press and public may not speak when the council is in progress; when councillors are discussing council business nor when councillors are in the process of decision making**.

* Any elector is entitled to attend this meeting but as there will have been the opportunity for any member of the public to raise any concerns, questions or suggestions at the preceding Annual Meeting of the Parish, there will not be any further public participation in this particular meeting.
* Listeners may however speak at the end of the meeting (for information only).
* Decisions cannot be made at this meeting on items not on the agenda.

**Councillors are summoned to attend this Meeting of the Parish Council (detailed above) and to consider and resolve the business to be transacted on the agenda below.**

**A G E N D A**

19000. **Welcome:** Chair to welcomeCouncillors, Clerk and any visitors to the meeting.

19001 **Apologies / Attendance**

a)Council to receive apologies and any reasons for absence from Councillors and to consider and resolve whether or not to accept any reasons given.

b)All present are requested to sign the Attendance sheet.

19002 **Declarations of Interests:**

Chair to remind members to make any declarations of interest in any agenda items.

19003 **Minutes:**

a). Council to resolve whether to accept Minutes of the Parish Council meeting held on 7 February 2019.

b). If approved, Chairman to initial and sign minutes as a true record.

19004 **Matters Arising from the last meeting:**

To receive information on the following ongoing issues and decide further action where necessary:

19004.1 **Playground** update:

To receive an update from Cllr Elmhirst re recent correspondence with the owner of the land directly behind the Village Institute which has been identified as a potential site for a children’s playground.

19004.2 **Rope Swing update**:

To receive an update from Cllr Elmhirst regarding recent investigations into the feasibility of erecting a rope swing on The Green

19004.3 **Play Stillingfleet update**:

 To receive an update from Cllr Lewis

19004.4 **Village Green** **update**:

To receive an update from Cllr Elmhirst regarding:

- enquiries of Selby Planning re drainage under The Green;

- request for a derogation from Natural England re re-grading of the grips and ditches;

- consider the quotation from Anthony Atkinson for undertaking the work.

* To note that an invitation to tender for mowing and baling the Green has been drafted and resolve to publicise with tenders to be returned to Cllr Elmhirst.
* To note that the Council has been asked to apply to the Rural Payments Agency (RPA) for the annual environmental stewardship grant and resolve to submit this claim by 15 May 2019.

19004.5 **Risk Assessment update:**

* To consider the 2019 annual risk assessment undertaken by Cllr Elmhirst and Cllr Daniel (appendix 1).
* To consider any recommendations re tree safety particularly with regard to concern expressed by the resident of Rose Cottage (York Road) re the Ash tree adjacent to their property.

19004.6 **Bus service subsidy:**

 To resolve to ratify continuing to subsidise the provision of the 42 bus service for the next 2 years from April 2019 – worst case scenario of funding cost to Stillingfleet PC would be £118.40 per annum. (proposal already circulated 24 February 2019).

**19005. Police Matters:** To receive information and consider any police matters raised by Councillor Harrison.

19005.1 To receive an update re a recent meeting concerning community concerns for inclusion in a NYCC mapping project.

19006. **Planning Matters:** To receive information and updates on the following:

19006.1 **Stillingfleet Mine Site**

* Update re the further **postponement** of the planning hearing in relation to the application for change of use of part of the former coal mine site, Escrick Road, Stillingfleet. – ref: NY/2016/0251/FUL.
* Update re the drafting of a letter of objection by David Hardy (the Planning Lawyer) in the light of the refusal of neighbouring Councils to share the costs of instructing him.

19006.2 **Escrick Clay Pit Site**

Update re Plasmor’s proposal for crossing the bike path which, as at 19 February, was under detailed consideration by Sustrans.

19007. **Council Elections update:**

To receive an update from the Clerk re the delivery of nomination papers to the Returning Officer.

19008. **Matters raised by Councillors**

To consider the following issues tabled by Councillors and discuss and decide upon any further action where necessary:

19008.1To receive an update from Cllr Cook following his attendance at the Selby branch meeting of the YLCA at which Sharon Fox of NYCC Selby Highways was the speaker.

19008.2 **Tour de Yorkshire 2019**

To consider whether the Council wishes to encourage dressing the route of the TDY as it passes through our village on 2 May

19008.3 **Great British Spring Clean**:

Keep Britain Tidy (KBT) has launched the Great British Spring Clean for 2019 being held between 23 March and 23 April and NALC is calling on local councils to get involved. Council to consider whether we wish to register to be involved as the country’s biggest ever mass action environmental campaign.

**19009 Financial Matters**

19009.1 **Electricity costs:**

To note that an enquiry has been sent to NYCC to seek clarification re the Council’s street lighting costs and how these costs can be minimised but to date no response has been forthcoming.

19009.2 To receive a report from the Clerk/RFO re recent receipts and closing balances,

**Recent receipts:**

|  |  |
| --- | --- |
| 2nd 50% of S106 funding towards dog waste bins | £264.38 |

Net cost to the Council of the dog waste bins after receipt of S106 funding and VAT refund would be £184.50

19009.3 **CIL receipts:**

* To note that the 6 monthly CIL statement has been received advising that the Council is due £2,967.30 CIL receipts in respect of the development on the Plantation House site and to resolve to claim these funds before 30 April 2019.
* To resolve to offset the Council’s outstanding CIL receipts (from October 2017) of £112.50 against the dog waste bins meaning final net cost to the Council will be £72.

19009.4 **Closing balances as at 31 March 2019** :

Parish Council current account £5,676.96

Parish Council NS& I account £2,087.08

Charity Field Current account £8,098.07

19009.5 To consider and approve the **2018/19 year-end budget comparison** (appendix 2) noting that total income including S106 funding was 26% above budget. Excluding S106 funding, income was 14.9% above budget mainly due to receipt of £708 VAT refund which had not been included in the budget.

Total expenditure was 10% over budget. However excluding the funded cost of the picnic table and the dog waste bins (funded from S106 and CIL payments) expenditure was 1.1% over budget.

19009.6To consider and approve the **breakdown of expenditure greater than £100**: (See appendix 3)

19009.7 **VAT Refund:**

 To note that a VAT126 form has been submitted on behalf of the Council to claim a VAT refund of £850.28 for the period 1 April 2018 – 31 March 2019

19009.8 **Bank reconciliation and internal control:**

To approve the Council’s bank account reconciliations as at 31 March 2019 (financial year-end).

To seek nomination of another Councillor (to assist Councillor Daniel and replace Councillor Dixon) to undertake the year-end internal control check

and resolve that the internal control check will be undertaken by 19 April 2019.

19009.9 **Year-end procedures:**

* To note receipt of the 2018/19 instructions under the Annual Internal Audit Reporting requirements (AGAR) and resolve to complete all necessary procedures for Council’s approval at the annual meeting of the Council on 16 May.
* To resolve to commission Helen Guest (Clerk/RFO Escrick) to undertake the 2018-19 internal audit in accordance with the AGAR requirements.
* In accordance with those AGAR procedures to resolve to certify an exemption from submission of the AGAR to the external auditor.

19009.10 T**o resolve to make the following payments:**

|  |  |
| --- | --- |
| Samantha Lyth re Red Kite Services (website maintenance) | £60.00 |
| CPRE Annual membership | £36.00 |
| HMRC re Clerk’s tax for January & February | £29.40 |
| Solutions for payroll | £12.05 |
| YLCA annual membership | £131.00 |
| To note payment of Clerk’s salary for January & February |

**19010. Dates of future Meetings:**

 To confirm the date of the next meeting as Thursday 16 May 2019 at 7.30pm and note that this meeting will be the annual Parish Council meeting.

 To note that dates for further meetings in this new Council year are as follows: 1 August 2019, 3 October 2019, 5 December 2019 and 6 February 2020.

Signed ; Ruth Swales, Clerk to the Council, clerk@stillingfleetparishcouncil.org