**STILLINGFLEET PARISH COUNCIL**

**MINUTES OF THE ANNUAL MEETING OF STILLINGFLEET PARISH COUNCIL HELD 16 MAY 2019**

19011 **Welcome:**

TheOut-going Chair welcomed councillors and clerk as follows:

**Councillors:** Paul Elmhirst, John Cook, Richard Daniel, Terry Harrison, Lesley Collingridge, Sally Lewis, James Atkinson

**Clerk:** Ruth Swales

All present signed the Attendance register**.** There was no public participation session as no members of the public were present

19012 **Apologies**

Council received and accepted apologies from County Councillor Richard Musgrave.

19013 **Declarations of Interests:**

Cllr Atkinson declared an interest in the agenda item relating to the playground.

19014 **Outcome of May 2019 elections:**

1. In accordance with the published notice of uncontested election, Cllr Elmhirst thanked Councillors for standing for re-election.
2. All Councillors signed their Declarations of Acceptance of Office (with the clerk counter-signing as appropriate).
3. Councillors were requested to complete their Register of Members’ Interests form and ensure it is returned to the Clerk **by 23 May 2019.**
4. Cllr Atkinson completed his return of election expenses and Council **resolved** that all election expenses returns be submitted before the deadline.
5. Council **resolved** to publish the two Councillor vacancies on the Parish noticeboard and Council website – closing date for applications to be 12 July 2019.

**Statutory Annual Meeting business**

19015 **Election of Chairman** of the Parish Council

a) Cllr Elmhirst was elected as Chairman for the year.

b) Chairman signed his acceptance of office which the Clerk countersigned.

**Election of vice-chairman** of the Parish Council

a) Cllr Cook was elected as Vice-Chairman for the year.

b) Vice-chairman signed his acceptance of office which the Clerk countersigned.

19016.1 **Elections to the following offices were approved:**

a) Council’s Internal Controllers: Cllr Daniel, Cllr Collingridge.

b) Village Institute Committee Representative: Cllr Harrison

c) YLCA Representatives: Cllr Elmhirst and Cllr Cook. It was noted that the elected Councillors are required to attend YLCA Branch meetings and represent the Council as voting representatives at those meetings.

d) Bank Account signatories: Cllr Elmhirst, Cllr Lewis and Cllr Atkinson.

19016.2 The following were confirmed as Lead Councillors for:

a) Parish Field: Cllr Elmhirst and Cllr Atkinson.

b) Conservation: Cllr Elmhirst

c) Police Matters: Cllr Harrison

d) Lighting: Cllr Harrison

e) Defibrillator maintenance: Cllr Harrison and Cllr Lewis

19016.3 Committee members were confirmed as:

1. Play Area Committee: Cllrs Elmhirst, Cook, Collingridge and Lewis
2. Village Green Committee: Cllrs Elmhirst, Daniel, Cook and Atkinson.
3. Employment Committee: Cllrs Elmhirst, Cook and Collingridge.
4. Policy Review Committee: Cllrs Elmhirst and Cook and Clerk Swales

19016.4 Council **resolved** to re-constitute the Village Green Committee and to define new terms of reference which would include (amongst other things) the development of a long term plan for the management of the Green and a full review of all drainage matters. A meeting of this Committee is to be convened in the near future.

19016.5 Council **resolved** to constitute a Planning Committee and to approve its terms of reference (which are to be published on the website). Planning Committee will be Cllrs Elmhirst, Cook, Collingridge and Atkinson with Ruth Swales acting as Planning Clerk.

19017 **Review of Policies:**

In accordance with the annual statutory requirement and the recommendations of the Policy Review Committee, Council considered the adequacy of the Council’s policies and re-approved the following policies without any changes: • Standing Orders • Financial Regulations • Code of Conduct • Complaints Procedure • FOI and Publication Scheme • Data Protection • Security Incident Response • Subject Access Request • Records Management.

19018 **Insurance:**

In accordance with the annual statutory requirement Council reviewed and **resolved** to approve the Council’s insurance renewal quotation from Zurich Municipal for the year commencing 1 June 2019 which quotes a renewal premium of £292.50 including IPT. Council confirmed the adequacy of the Council’s insurance cover which exceeds the latest value in the Council’s Asset Register.

**Ordinary Meeting Business**

19019 **Minutes:**

Council **resolved** to accept Minutes of the Parish Council meeting held on 4 April 2019 and the Chairman signed the minutes as a true record.

19020 **Matters Arising from the last meeting:**

Council received information on the following ongoing issues:

19020.1 **Playground** update:

Cllr Atkinson left the room for this agenda item. Cllr Elmhirst advised Council that it appeared that the owner of the land directly behind the village institute had some issues to resolve with the land registry before any sale could be considered. Cllr Elmhirst is to make further enquiries.

19020.2 **Rope Swing update**:

Cllr Elmhirst advised that he would chase up the Riccall Councillor who was ROSPA registered re undertaking a general site risk assessment into the feasibility of erecting a rope swing on The Green. Cllr Cook pointed out that even if the tree was considered safe there was still the issue of the proximity of the tree to the road which would present a safety hazard. Cllr Elmhirst offered to write to the Council’s insurers to ascertain what the insurers would deem to be reasonable steps that the Council should take to ensure adequacy of its insurance cover is adequate when children ignore or remove council notices and put up their own rope swings where they please.

19020.3 **Village Green** **update**:

i Cllr Elmhirst advised that in order to consider the requested derogation Natural England had asked for a photograph of the grips and ditches which the Council is seeking to re-grade. Cllr Elmhirst pointed out that this photograph needed to be taken after the grass has been cut and there has been a period of significant rainfall.

ii. Consideration of the quotations obtained from Anthony Atkinson and Sweetings for undertaking the re-grading work is to be carried forward to the next meeting.

iii. Debate took place regarding the proposals which had been put forward for addressing the construction of a gulley to take surface water run-off from the development at Manor Cottages. A meeting of the Village Green Committee with the developer is to be convened to progress.

iv. Only one tender had been received for mowing and baling the Green and Council resolved to accept that submitted by David Atkinson at a cost of £1,400 + VAT. Cllr Elmhirst advised that Natural England had approved the derogation allowing the hay making to commence after 1 July.

v. It was noted that somebody had started mowing the verge of the Green adjacent to the Harmony House car park which is contrary to the Council’s obligations under the Stewardship Scheme. Council **resolved** that the Village Green Committee should produce a leaflet to circulate to properties adjacent to the Green and to publish in the Parish Magazine explaining those obligations.

**19021. Police Matters: There were no police matters to discuss.**

19022. **Planning Matters:** Council received information and updates on the following:

19022.1 **Stillingfleet Mine Site**

Council was very pleased to note that Cllr Musgrave had advised that a report is being prepared for refusal of the planning application for change of use of part of the former coal mine site. That report will then be presented at Planning Committee. The date when that will happen has not yet been determined.

19022.2 **Escrick Clay Pit Site:**

Cllr Elmhirst advised he had been chasing for an update re the negotiations between Plasmor and Sustrans re the possibility of building a bridge over the bike track to avoid lorries needing to use the Escrick Road.

19022.3 **Update re recent Planning applications received:**

Council noted that no observations had been submitted on behalf of the Council re the proposed erection of a single storey rear extension at Grove House, The Green, Stillingfleet, YO19 6SG – ref: 2019/0330/HPA.

19022.4 **Plantation House development**:

Council noted that a complaint had been received re the developer failing to protect the trees around the Plantation House development contrary to the conditions specified in the planning approval. Selby District Council Planners had agreed to look into this compliance.

**19023 Financial Matters**:

19023.1 **Street Lighting and** **Electricity costs:**

Cllr Harrison advised that despite numerous conversations the replacement street light at the end of Laburnum Grove had still not been installed.

Council also noted that despite a chaser having been sent there has still not been any response from NYCC to provide clarification of the Council’s street lighting costs and how these costs can be minimised. Cllr Elmhirst offered to write a letter of complaint to NYCC re the pole/light replacement and another letter to the Electricity Board re the charging arrangements for electricity consumption.

19023.2 Council received a report from the Clerk/RFO re recent receipts and closing balances,

**Recent receipts:**

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| --- | --- |
| HMRC VAT Refund | £850.28 |
| 50% Precept for 2019-20 | £2,275.73 |
| CIL funds in relation to the Plantation House development | £2,967.30 |

Council approved committing these CIL funds towards the potential purchase of land for the children’s playground and **resolved** to hold the funds in the Council’s NS&I account as a reserve as opposed to the Council’s current account.

19023.3 **Closing balances as at 30 April 2019** :

Parish Council current account £11,384.06

Parish Council NS& I account £2,087.08

19023.4 Council **resolved** to make the following payments:

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| --- | --- |
| Ruth Swales re Expenses | £31.67 |
| Zurich Municipal | £292.50 |
| HMRC re Clerk’s tax for March & April | £44.60 |
| Solutions for payroll | £12.05 |
| Council noted payment of Clerk’s salary for March & April | |

19023.5 I**nternal control:**

Council noted that Cllrs Daniel and Collingridgehad completed the Council’s Internal Control Check for H2 2018/19 and that satisfactory explanation had been provided regarding the minor observations recorded.

19023.6 **Annual Internal Audit:**

Council noted that Helen Guest (the Council’s Independent Auditor for 2017/18) had indicated she was unable to fulfill the Council’s 2018/19 requirements, hence Council **resolved** to apply to be part of a pilot proposed by YLCA which aims to provide an Internal Audit Service for Smaller Councils – fee expected to be £120 + reimbursement for any auditor travel time and mileage.

19023.7 **Year-end procedures:**

Council noted that as the Annual Governance and Accountability Return (AGAR) for 2018/19 has to be certified after the completion of the internal audit the Council will need to have an additional meeting proposed for **20 June 2019** to complete the year-end financial requirements. Clerk is to arrange the booking of the Village Institute for this meeting.

**19024. Dates of future Meetings:**

The date of the next ordinary meeting was confirmed as Thursday 1 August 2019 at 7.30pm.

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| Signed as an accurate record of the meeting held on 16 May 2019 | PAUL ELMHIRST  CHAIRMAN | 1 August 2019 |
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