**STILLINGFLEET PARISH COUNCIL**

**MINUTES OF PARISH COUNCIL MEETING HELD ON**

**THURSDAY 4 APRIL 2019**

19001. **Welcome, attendance and apologies:**

TheChair welcomedcouncillors and the clerk as follows:

**Councillors:** Paul Elmhirst (Chair), John Cook (Vice-chair), Richard Daniel, Terry Harrison, Richard Musgrave (County Councillor).

**Clerk**: Ruth Swales

**Public**: Neil Reader.

Council received and accepted apologies from Cllr Dixon, Cllr Lewis, Cllr Swinglehurst and Cllr Atkinson. All present signed the Attendance sheet.

There was no public participation session as the meeting had been preceded by the annual meeting of the Parish.

19002 **Declarations of Interests:**

There were no declarations of any interest in agenda items.

19003 **Minutes:**

Council resolved to accept the Minutes of the Parish Council meeting held on 7 February 2019 and the Chairman signed the minutes as a true record.

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

Council received information on the following ongoing issues:

19004.1 **Playground** **update:**

Council was advised that the owner of the land directly behind the village institute is investigating whether the land could be developed as building land. Should this fail and the land be for sale as accommodation land then the Council have expressed interest in buying it to develop as a children’s play area.

Cllr Cook advised that with this in mind Play Stillingfleet had made an application to the CEF for funding towards the purchase of the land but the application had been unsuccessful as the CEF were uncomfortable contributing to land purchase although they advised they may look more favourably on an application for funding towards play equipment. Council to await outcome of any planning application.

19004.2 **Rope Swing update**:

Council were advised that enquiries had been made of ROSPA Play Safely re commissioning a general site risk assessment for erecting a tree swing on the tree on the edge of the Green on Stewart Lane (but excluding a professional tree survey and erection costs). Such an assessment would cost £450 but in view of ROSPA’s expressed concerns re the age of the tree and its proximity to the road, the preferred approach was to ask one of the Riccall’s councillors (who is qualified as a volunteer play equipment assessor) for a second opinion. Cllr Elmhirst will report back to Council.

19004.4 **Village Green** **updates**:

* Enquiries had been made of Selby DC re the drainage proposals under The Green for the Plantation House development and it had been established that Planning had approved the installation of a soak-away as an alternative to any drainage channel across The Green.
* Cllr Elmhirst recommended that when the Village Green Sub-Committee is reconstituted at the annual meeting the future terms of reference should include a full review of all drainage matters and the development of a long term plan for the management of The Green.
* Council were advised that an estimate of 16 hours work at £28 per hour had been received from Anthony Atkinson to undertake the re-grading of the grips and ditches. So that the Council has two quotations to consider Sweetings will be asked to quantify their previous estimate of completing the work with the view to deciding on which contractor to deploy at the next meeting.
* Council **resolved** to publish an invitation to tender for mowing and baling the Green with submission of tenders to Cllr Elmhirst by 10 May.
* Council **resolved** to apply to the Rural Payments Agency (RPA) for the annual environmental stewardship grant – deadline for submission 15 May 2019.

19004.5 **Risk Assessment update:**

Council considered the 2019 annual risk assessment undertaken by Cllr Elmhirst and Cllr Daniel which is to be published on the website. Council **resolved** to take the actions as recommended.

19004.6 **Bus service subsidy:**

Council **resolved** 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 being estimated as £118.40 per annum.

19005 **Police matters:**

Cllr Elmhirst updated Council on a meeting held recently to share community concerns for inclusion in a NYCC mapping project. It is hoped that as a result of this project a leaflet will be produced for circulation around the village advising Parishioners how they can protect themselves particularly in relation to scam threats.

19006. **Planning Matters:** Council received information and updates on the following:

19006.1 **Stillingfleet Mine Site**

Cllr Musgrave advised that there had been a 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 – advising that the new Planning Officer handling the application had obtained fresh legal opinion which suggested the site should be categorised as a green field site as opposed to brown. Such a categorisation would greatly help the case for objecting to the development. Decision expected within the next few weeks.

19006.2 **Escrick Clay Pit Site**

Council were advised that Plasmor were in negotiations with Sustrans re the possibility of building a bridge over the bike track to avoid lorries needing to use the Escrick road and it is understood that there will be a valuer’s meeting scheduled within the next couple of weeks.

19007. **Council Elections update:**

Council were advised that7 nominations for the forthcoming Parish Council elections had been submitted and accepted by the Returning Officer. As a result the election on 2 May 2019 would be uncontested. Council **resolved** to publicise the remaining 2 Councillor vacancies resulting from Cllr Dixon and Cllr Swinglehurst deciding not to stand for re-election.

Clerk to obtain guidance from Democratic Services and YLCA re appropriate procedures.

All Councillors were requested to complete their election expenses return which the Clerk must submit by 30 May 2019.

19008. **Matters raised by Councillors**

19008.1Cllr Cook advised there was little to report following his attendance at the Selby branch meeting of the YLCA at which Sharon Fox of NYCC Selby Highways had been the speaker. Highways budgets were tight although they would be setting a policy for dealing with potholes.

19008.2 **Tour de Yorkshire 2019 (TdY)**

Council **resolved** to publicise the TdY passing through Stillingfleet along the top road between Escrick and Cawood on 2 May between 4pm and 5pm. It was noted that the road will be closed at this time and **resolved** to inform the Police that polling in local elections will also be taking place at the Village Institute on that day.

19008.3 **Great British Spring Clean**:

Council **resolved t**o publicise that the village will take part in the Keep Britain Tidy Great British Spring Clean for 2019 by holding a litter pick on Sunday 14 April. All volunteers to meet at 10am on the bridge.

**19009 Financial Matters**

19009.1 **Electricity costs:** Council noted 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. Clerk to monitor for a response.

19009.2 Council received a report from the Clerk/RFO re recent receipts and closing balances,

**Recent receipts:**

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| 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:**

Council noted that the 6 monthly CIL statement had been received advising that the Council is due £2,967.30 CIL receipts in respect of the development on the Plantation House site and **resolved** to claim these funds before 30 April 2019.

Council **resolved** 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. Clerk to post the Council’s CIL annual report on the website.

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

Parish Council current account £5,676.95

Parish Council NS& I account £2,087.08

Charity Field Current account £8,098.07

19009.5 Council considered and approved the **2018/19 year-end budget comparison** 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. Council ended the year with £296 surplus.

19009.6Council considered and approved the **breakdown of expenditure greater than £100.** Clerk to post on the Council’s website.

19009.7 **VAT Refund:**

Council noted that a VAT126 form had 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 I**nternal control:**

Council recognised that **a** nomination of another Councillor was required (to assist Councillor Daniel and replace Councillor Dixon) to undertake the year-end internal control check. Cllr Elmhirst to approach Cllr Collingridge and ask her to perform this requirement. Council **resolved** to complete the internal control check by 19 April 2019.

19009.9 **Year-end procedures:**

Council noted receipt of the 2018/19 instructions under the Annual Internal Audit Reporting requirements (AGAR) and **resolved** to complete all necessary procedures for Council’s approval at the annual meeting of the Council on 16 May.

Council **resolved** 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 recognising that Stillingfleet Parish satisfies the criteria for exemption Council **resolved t**o certify an exemption from submission of the AGAR to the external auditor.

19009.10 Council **resolved** to make the following payments:

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| 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:**

The date of the next meeting was noted as Thursday 16 May 2019 at 7.30pm and noted that this meeting will be the annual Parish Council meeting.

Dates for further meetings in this new Council year were noted as follows: 1 August 2019, 3 October 2019, 5 December 2019 and 6 February 2020.

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| Signed as an accurate record of meeting held on 4 April 2019 | Paul Elmhirst, CHAIR | 16 May 2019 |
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