

## STILLINGFLEET PARISH COUNCIL

### MINUTES OF MEETING HELD ON 5 DECEMBER 2019

#### 19059 **Welcome / Attendance / Apologies**

The Chair welcomed councillors and the clerk as follows:

Councillors: Paul Elmhirst (Chair), Terry Harrison, Richard Daniel, Sally Lewis, James Atkinson, Lesley Collingridge, and David Swinglehurst.

Clerk: Ruth Swales

Public: Neil Reader (Selby DC Councillor), Richard Musgrave (NYCC Councillor)

Apologies were received and accepted from Cllr John Cook and Cllr Juan Brooks.

All present signed the Attendance sheet.

19060 **Public Participation:** There was no public participation.

#### 19061 **Declarations of Interests:**

Cllr Atkinson declared a family interest in the agenda item 19063.1

Cllr Swinglehurst declared an interest in agenda item 19069.2 – ByeLaw Field

#### 19062 **Minutes:**

Council **RESOLVED** to accept the minutes of the Parish Council meeting held on 3 October 2019 and the Chairman signed the minutes as a true record.

#### 19063 **Matters Arising from the last meeting:**

Council received information on the following ongoing issues and discussed further action where necessary:

##### 19063.1 **Playground** update:

- Council noted that the owner of the plot of land behind the Village Institute (which had been identified as a potential site for the playground) has submitted a planning application to build a single dwelling and garage.
- Council noted that its observations on this planning application have been submitted and that full details can be found on the Selby District Council planning website under reference 2019/1064/FUL.
- Council recognised that if planning consent is granted there is little possibility of a play area on that plot, hence the Council and Play Stillingfleet will continue their search for a suitable alternative site.

##### 19063.2 **Village Hall ownership** update:

Council were advised that it had been established that the title to the village hall appears to belong to a charity of which the Parish Council is the sole custodian trustee with the Village Hall Committee being the administrative body responsible for all matters relating to the village hall.

Council **RESOLVED** to apply to register the title to the Village Institute at the land registry and noted fees of c.£150 are likely to be payable.

##### 19063.3 **Village Green** update:

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Council were advised that a meeting of the Village Green Committee will be convened to:

- progress the re-grading of the grips and ditches to aid drainage off the road bordering the Green – a budget of £450 + VAT has already been approved.
- consider and pursue a one year extension to the ES Higher level Stewardship agreement being offered by Natural England which is due to expire in 2020.
- request the donation of £300 which has been offered from the developer re the Manor Cottages to put towards rectifying drainage issues.
- decide the next steps re the preliminary exploratory excavation to identify the householders whose drainage systems may be leaking in order to have the leak repaired.

#### 19063.4 **Update re Street Lighting costs:**

- Council noted that NYCC have responded to the enquiry re the Council's street lighting electricity costs by confirming that the Council's future energy bill will be based upon the Council's recent street lighting inventory and will reflect that the Council currently has 3 LED lanterns. The 2020/21 invoice will be based on the previous 12 months consumption, however, there will not be any rebate from previous years.
- Council noted that NYCC have confirmed that upgrading a sodium lantern to LED would generate £41 p.a. saving per 20w LED replacement or £46 p.a. per 15w LED replacement and based upon these estimates and the forecasted cost of replacement previously advised by NYCC (£710 + VAT) pay-back on each LED replacement would take 17 years.
- In the light of the payback calculation Council concluded it was not financially viable to commit to a wholesale upgrade to LED lighting and that it would consider replacement on a case by case basis as and when Sodium light fittings needed replacement.

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19064. **Police Matters:** Cllr Harrison reported that the Cross Keys public house had been broken into and that the culprits had been reprimanded.

#### 19065. **Planning Matters:**

##### 19065.1 **Stillingfleet Mine Site**

- Council noted that the final hearing regarding the revised planning application for change of use of part of the former coal mine site, Escrick Road, Stillingfleet. (ref: NY/2016/0251/FUL) is now scheduled for 21 January 2020. The Council's objections will be made at that hearing.

##### 19065.2 **Escrick Clay Pit**

Council noted that its observations on the proposed new quarry had been submitted. Full details can be found on the North Yorkshire County Council planning website under reference NY/2019/0136/ENV)

No date has been advised for when any final decision will be made.

##### 19065.3 **Update re recent Planning decisions:**

- Council noted the **granting of planning permission** re the proposed construction of a new rear single storey extension with flat roof and parapet, the introduction of a new personnel door to the rear elevation of the garage and formation of 2 new window openings to the rear gable at

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ground floor level at Croft View, Dales Court, Stillingfleet (ref: 2019/0802/HPA)

- Council noted the **discharge of conditions** of approval re planning application (Ref: 2016/1311/FUL) relating to the conversion of existing barns into three dwelling houses at Woodlands Farm Barns, Moreby, Stillingfleet.
- Council noted the **permitting** of the erection of a 1.5 storey self-contained annexe (ref: 2019/0710/HPA) (to replace the larger 1.5 storey garage/stable block with loft over approved previously under application reference 2010/117/HPA) at Lilac Cottage, Stillingfleet Lane, Escrick.

#### 19065.4 Update re recent Planning applications received:

- Council noted that a re-consultation and request for listed building consent had been received re the proposed **conversion of service wing at Moreby Hall** into 9 residential units to include minor internal alterations, replacement doors and windows. Full details can be found on the Selby District Council planning website under reference 2019/0942/LBC.
- Council noted the observations that had been submitted were as follows:
- Council noted that an application for consent had been received re the removal of 10 Conifer trees along the southern border of **Chapel House, The Green** which is to be replaced with Laurel hedging (ref: 2019/1071/TCA).
- Council noted receipt of and **approval** to a planning application re a proposed installation of a new flue on the side elevation of Chapel House, The Green (ref: 2019/1001/HPA).
- Council noted receipt of and **approval** to an application for consent to a 30% reduction of the sides of 2 maple trees covered by TPO 4/2003 at **Riber House Stewart Lane** Stillingfleet York YO19 6HP.
- Council noted receipt of a planning application re the demolition of **Fearndale, The Green, YO19 6SG** and the proposed erection of two new dwellings. Council noted that its observations on this planning application have been submitted and that full details can be found on the Selby District Council planning website under reference 2019/1055/FUL.

#### 19065.5 Planning application review process:

Council discussed its cumbersome current practice of circulating hard copies of planning applications around Councillors for comment. Council **RESOLVED** that the Planning Committee's terms of reference would be amended to the effect that:

- Clerk will send electronic notification of all planning applications to all Councillors for their information
- If a Councillor is not going to be available to review any application in the stated timescale they should advise the Clerk to avoid delay.
- Hard copies of the detailed planning papers will only be circulated around all Councillors where the planning application is deemed to be significant.

- Hard copies of planning papers in respect of small scale inconsequential planning applications will only be circulated to members of the Planning Committee.

19066. **Website Accessibility requirements:**

- Council noted that under the Public Sector Bodies (Website and mobile applications) Accessibility Regulations 2018 all local councils have a duty to review their website and produce and publish a website accessibility statement.
- Council **RESOLVED** to appoint Red Kite Services (the Council's current website provider) to assist with the completion of the accessibility audit and make appropriate reasonable changes to the website to enhance its compliance. A budget of £200 was approved for the completion of this work.

19067. **Matters raised by Councillors:**

19067.1 Council **RESOLVED** to write to NYCC Highways Department to seek repair of the road sign on Cawood Road, outside Eskridge which has one post that has corroded away completely at ground level leaving it in a dangerous condition.

19067.2 Cllr Daniel agreed to approach the owners of some properties on Cawood Road and Church Hill who have allowed their boundary hedges to overgrow the pavement, causing potential difficulties for pedestrians.

19068 **Financial Matters:**

19068.1 **Recent receipts:**

2 <sup>nd</sup> 50% of 2019-20 Precept	£2,275.72
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Council noted that to date only one quarter of this year's Environmental Stewardship Grant had been received from the RPA and **RESOLVED** that Cllr Elmhirst would write to the RPA to try and hasten payment of the remaining grant before year end.

**Closing balances as at 30 November 2019:**

Parish Council current account	£6,723.01
Parish Council NS& I account	£5,054.38
(NS&I reserve includes £2,967 CIL payment which needs to be used or returned by April 2024)	

19068.2 Council **RESOLVED** to make the following payments:

HMRC re Clerk's tax (Sept/Oct)	£44.20
Solutions for payroll	£12.05
Clerk's expenses	£42.82
RBL Poppy Appeal – (\$137 expenditure)	£20.00

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Council noted payment of Clerk's salary for September & October
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19068.3 **Half yearly internal control check:**

Cllrs Daniel and Collingridge reported that the half yearly internal control check of the Council's accounting and governance had been completed and everything appeared to be in order.

19068.4 **Internal Audit 2019/20 year-end**

Council **RESOLVED** to appoint the YLCA's Internal Audit Panel as its independent internal auditor for 2019/20 financial year end and noted to expect the fee to be £140 plus any auditor travel time and mileage @ £0.45 per mile.

19068.5 **Budgeting:**

- Council reviewed the predicted outturn for year ending 31 March 2020 against the 2019/20 budget and considered the explanations of any projected material variances (i.e. greater than £100 or 15% above/below budget).
- Council noted the various options for setting the 2020/21 precept which had been estimated based upon the parish base of Band D equivalent properties.
- Council considered the annual budget proposals for 2020/2021 and **RESOLVED** to fix the precept for next year at £4711.52 which equates to a 2% increase in the charge of Band D equivalent properties.

19069 **Charity Fund:**

19069.1 Council, as trustee of the ByeLaw Field Charity, **RESOLVED** to apply to register the title to the ByeLaw Field at the land registry and noted fees of c.£150 are likely to be payable.

19069.2 As Trustee of the ByeLaw Field Charity, Council noted that the rent on the Parish Field of £1,539.90 is due during December 2019.

19070. **Dates and timing of future Meetings:**

- Council **RESOLVED** that in future ordinary Council meetings would start at 7pm as opposed to 7.30pm.
- The date of the next meeting was confirmed as Thursday 6 February 2020 at 7.00pm.
- The proposed dates of meetings for the 2020/21 were noted as 2 April, 21 May (annual meeting), 6 August, 1 October, 3 December and 4 February 2021. The village institute will be booked accordingly at a cost of £96.00.
- Council noted that the April meeting will be preceded by the annual meeting of the Parish commencing at 6.30pm.

Signed as an accurate record of the meeting held on 5 December 2019	PAUL ELMHIRST CHAIRMAN	6 February 2020

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