

**SUMMARY OF COUNCIL'S CONSIDERATIONS UNDER THE
CORONAVIRUS EMERGENCY PROCEDURES
FEBRUARY/MARCH 2020**

20004 An Extraordinary meeting was held 2 April 2020 at which Council **resolved** to adopt a revised process for decision making during the Coronavirus emergency. This process calls for a summary to be prepared and published summarising any matters arising noting any proposed action and the intention to ratify any such decisions at the next ordinary meeting of the Council. That document is to also publish financial records and any planning applications and decisions.

This document is the first summary under these procedures documenting matters brought to Council's attention since the last ordinary meeting in February 2020.

20005 **Minutes:**

In the absence of any suggested amendments Cllr Elmhirst has signed the minutes of the Parish Council meeting held on 6 February 2020 as a true record.

20006 **Matters Arising from the last meeting:**

20006.1 **Village Institute title registration:**

An application has been submitted to the Land Registry to register the Village Hall charity as the absolute owner of the land on which it stands. It is not yet known if the Land Registry will first require the charity to be registered with the Charity Commission.

20006.2 **Village Green update:**

- Council has accepted the one year extension to the ES Higher level Stewardship agreement which has been offered by Natural England and will provide £2,201.62 for the period 1 Jan 2020 to 31 Dec 2020 and £1,291.03 for the period 1 Jan 2021 to 30 Sept 2021.
- Once a meeting of the Village Green Committee can be convened, it is expected that a drainage firm will be instructed, for an affordable price, to investigate and repair the leakage evident outside Heron's Flight. It is not yet known what has caused the leak, nor who should be responsible for its repair. An invitation to tender for mowing and baling of the Green has been drafted and publicised with tenders to be returned to Cllr Elmhirst.
- A ROSPA trained Councillor (from another council) who undertook a site risk assessment of erecting the rope swing on a tree on the green, near the Stewart Lane corner, expressed concern re the proximity of the tree to the road and the difficulty in determining its strength. In view of that opinion the Council decided not to proceed, but invited suggestions for other possible sites for tree swings.

20006.3 **BT Phone box update:**

Selby DC has made a final decision in response to the proposal by BT to remove the public phone box at Stillingfleet and following extended consultation, has decided that it will object to the removal as the traditional phone box makes a positive contribution to the street scene.

20007 **Risk Assessment:**

Cllr Elmhirst and Cllr Daniel have undertaken the annual risk assessment detailing actions required to address identified risks. Annual assessment is posted on the website.

20008. **Planning Matters:**

20008.1 **Stillingfleet Mine Site**

The Stillingfleet Mine site application (ref: NY/2016/0251/FUL) did not come to the Planning Meeting of 31st March. Subsequent meetings are currently cancelled for the foreseeable future due to the current restrictions in view of the COVID 19 virus. An emergency decision making process is currently being developed by NYCC, but it is not yet clear how public participation will be accommodated in that.

20008.2 **Update re recent Planning applications received:**

- A planning application has been received requesting permission to fell 7 beech trees at Swallow House, The Green, Stillingfleet, YO19 6SG (ref: 2020/0129/TCA). No observations have been submitted.
- A re-consultation has been received re the proposed demolition of the existing bungalow and erection of two detached dwellings and garages at Fearndale, The Green. Amended plans and surveys and the Council's observations can be viewed on the Selby DC Planning website under ref: 2019/1055/FUL.

20008.3 **Update re recent Planning decisions:**

- The application for consent to crown lift by 2 metres and crown reduce by 30% 2 Yew trees covered by a TPO (4/2019) and to fell 1 Hawthorn tree within the conservation area at Paddock View, York Road, YO19 6SJ has been **authorised** subject to conditions (ref 2019/1306/TPO).
- The planning application and request for listed building consent re the proposed conversion of service wing at Moreby Hall into 9 residential units has been **granted** subject to conditions (ref: 2018/0810/FUL & 2019/0942/LBC).

20009 **Update on Police matters:**

Notification has been received of the appointment of PC 938 Nigel Collins as the new Neighbourhood Officer for Stillingfleet. PC Collins along with his colleague PCSO Hollywood will have responsibility for a number of villages of which Stillingfleet is one. He will be looking to spend as much time as possible in the village either on high visibility patrol or working remotely. PC Collins has 15 years' service and is hoping to build on the existing links already established between the village and the police by, where possible, attending any village events and parish council meetings or by sending a report ahead of the meeting that can be read in his absence.

20010 **YLCA website:**

Councillors are asked to note that the new YLCA website went live from February 2020 (address www.yorkshirelca.gov.uk) and that all councillors have been advised of their new log in and password details.

20011 **Training availability:**
YLCA’s Training & Development calendar from April to September 2020 has been circulated but please note that the Planning Seminars scheduled for 17 & 25 April have been cancelled.
Any Councillors who wish to attend any of the training should complete an application form and return to the Clerk.

20012 **Policy Review update:**
As NALC have made some changes to their model financial regulations and recommended that these changes be mirrored in the Council's regulations, Council **resolved** to adopt the updated Financial Regulations.

20013 **Financial Matters:**

Council are asked to note:

20013.1 **Recent receipts (upto 31 March 2020):**

Burridge Homes contribution in lieu of gulley improvement	£350.00
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20013.2 **Budget comparison:**

The **2019/20 year-end budget comparison** has been circulated and approved. Council are asked to note that:

- i. Total income including CIL funds received was 49% above budget. Excluding the CIL funds, income was 12.3% above budget mainly due to the final quarter’s RPA grant from the previous year being received together with the full grant for 2019/20 and the donation from Burridge Homes towards drainage improvement.
- ii. Total expenditure (excluding the transfer of the CIL funds to the investment reserve) was 23% under budget.
- iii. The Council’s finances will report a surplus of £3,140 at year-end although £1,150 of this has been committed through resolutions already made re drainage investigation and the regrading of grips.

20013.3 The **breakdown of expenditure greater than £100 for the year ending 31 March 2020** has been circulated and published on the website.

20013.4 **Bank reconciliation and internal control:**

Closing balances as at 31 March 2020:

Parish Council current account	£8,904.34
Parish Council NS& I account	£5,083.37

It is noted that the NS&I reserve includes £2,967 CIL payment which needs to be used or returned by April 2024. Cllr Elmhirst approved the annual CIL report as at 31 March 2020 which has been posted on the website.

Cllr Daniel and Cllr Collingridge are asked to approve the Council’s bank account reconciliations as at 31 March 2020.

Cllr Daniel and Cllr Collingridge are asked to undertake the year-end internal control check.

20013.5 VAT Refund:

A VAT126 form has been submitted on behalf of the Council to claim VAT refunds for the period 1 April 2019 – 31 March 2020 amounting to £580.94 due to the Parish Council and £24.00 due to the Byelaw Field Charity.

20013.6 Financial Risk Assessment:

Cllr Elmhirst has reviewed the Council's financial risk assessment as at 31 March 2020 which shows no change from the previous year.

20013.7 Year-end procedures:

Council to note that in light of the stringent coronavirus lockdown measures instructions for the completion of the 2019/20 AGAR will not be issued until such time as there is more clarity over the implications for smaller authorities – further guidance from the government as to the approach to be taken for this year is awaited

20013.8 The following **payments** have been made – all of which are within budget:

CPRE annual subscription	£36.00
YLCA Annual subscription	£134.00
YLCA Audit processes training via webinar	£15.00
Solutions for payroll	£12.05
HMRC re Clerk's tax (Jan/Feb)	£30.40
Expenses	£19.61
Payment of Clerk's salary for January & February	

20014 The Byelaw (Charity) Field registration:

An application has been made to the Land Registry to register the Byelaw Field Charity as the absolute owner. Although there are no deeds, the schedule registered with the Charity Commission does refer to 11 acres of the 13 acre field. It is expected that the Land Registry will require a separate application for possessory title in respect of the remaining 2 acres.

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