

STILLINGFLEET PARISH COUNCIL issued on 13 May 2020

OFFICIAL NOTICE OF AN ORDINARY MEETING OF STILLINGFLEET PARISH COUNCIL TO BE HELD AT 7.00pm REMOTELY VIA ZOOM ON THURSDAY 21 MAY 2020

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. Should any elector wish to participate please email the clerk for the joining instructions.

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 raise any concerns, questions or suggestions. The time for this public participation will be limited to 15 minutes.
- Beyond the public participation session listeners may also speak at the end of the meeting to share 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

- 20015 **Welcome and Public Participation:**
To welcome all present to the meeting and to open a public participation session as appropriate.
- 20016 **Apologies**
To receive apologies and approve any reasons for absence from councillors.
- 20017 **Conduct of a remote meeting**
To approve and adopt an addendum to the Council's Standing Orders to cover the conduct of remote meetings of the Council (appendix 1)
- 20018 **Declarations of Interests:**
To receive any declarations of interest not already declared under the council's code of conduct or members Register of Disclosable Pecuniary Interests.
- 20019 **Matters Arising from the last meeting:**
To receive information on the following ongoing issues and decide further action where necessary:

Village Green update:

- i To note that the Environmental Stewardship Claim form has been submitted
- ii To receive an update from the Village Green Committee re the investigations into the foul water leakage evident outside Heron's Flight
- iv To note that the invitation to tender for the contract to cut and bale the Green has been posted inviting submissions by 30 May; to consider any tenders received and to contract for its completion early July (weather and Natural England permitting).

20020. **Police Matters:** To receive information and consider any police matters raised by Councillor Harrison or PC Collins.

20021. **Planning Matters:** To receive information and updates on the following:

20021.1 **Stillingfleet Mine Site**

To receive any update re the planning application for change of use of part of the former coal mine site, Escrick Road – ref: NY/2016/0251/FUL.

20021.2 **To receive the following planning decisions:**

- Demolition of the existing bungalow and the erection of 2 detached dwellings at Fearndale, The Green, YO19 6SG has been **granted**. (Ref: 2019/1055/FUL).

20021.3 **To note receipt of the following planning applications:** (full details of each can be found on the Selby DC planning public access site under each reference no.)

- The proposed demolition of the existing bungalow and commercial garage on the Stillingfleet Service Station site, YO19 6SJ which proposes the erection of a replacement dwelling and 3 detached houses with garages. (Ref 2020/0340/FUL). The Council's observations have been submitted.
- The proposed conversion of the single dwelling house at Moreby Hall into 11 apartments with limited internal alterations (Ref: 2020/0414/FUL).
- The proposed conversion and extension of the former garage at Moreby Hall (Ref: 2020/0427/FUL). The Council's observations have been submitted.
- The proposed redevelopment of the farmstead to include demolition of outbuildings and barns and the erection of a dwelling at Hill Top Farm, Cawood Road, Stillingfleet (Ref: 2020/0371/FUL). Observations need to be submitted by 25 May 2020.
- The proposed crown reduction by 30% of a sycamore tree in our conservation area at Carrick Cottage, York Road, YO19 6SJ (Ref: 2020/0436/TCA).

20022. **Financial Risk Assessment:**

- In accordance with the annual statutory requirement to review and **RESOLVE** to approve the Council's insurance renewal quotation from Zurich Municipal for the year commencing 1 June 2020 which quotes a renewal premium of £295.40 (including IPT) – which is a 13% increase year on year but within budget.

- To confirm the adequacy of the Council's insurance cover which exceeds the latest value in the Council's Asset Register.
- To note that under the agreed Covid19 emergency operating procedures 5 councillors considered and approved the Council's Financial Risk Assessment as at 31 March 2020.

20023 **Policy Review update:**

- To **RESOLVE** to adopt the revised Financial Regulations which have been considered under the Covid19 emergency operating procedures and are recommended for adoption by the Council.
- To address a recommendation from the recent internal audit by **RESOLVING** to adopt an Equality and Diversity Policy which is recommended by the Employment Committee (appendix 2).

20024 **Matters raised by Councillors:**

- To note that a Maintenance Issue form has been submitted to NYCC to request that they investigate concerns about the safety of the footbridge over the beck where the footpath from the end of Stewart Lane crosses the Green.
- To note that a Maintenance Issue form has been submitted to NYCC to highlight problems with missing footpath signs/arrows and bridges over ditches on the footpaths between Stillingfleet and Kelfield.

20025 **Annual Governance and Accountability:**

20025.1 To note the completion of the Council's Internal Control Check for H2 2019/20 by Cllrs Daniel and Collingridge and the correction of the minor observation recorded.

To note the completion of the Council's bank reconciliation as at 31 March 2020 which will be duly posted on the website.

20025.2 To note that under the agreed Covid19 emergency operating procedures 5 councillors considered and approved the year-end budget comparison noting and approving the material variances.

20025.3 To note receipt of the 2019/20 instructions under the Annual Governance and Accountability Reporting requirements (AGAR) and as the Council's gross income and gross expenditure is less than £25,000, to **RESOLVE** to certify an exemption from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015.

20025.4 To consider and note the Annual Internal Audit for 2019/20 (already circulated to councillors).

20025.5 To consider and **APPROVE** Section 1 – Annual Governance Statement 2019/20 on page 5 of the AGAR 2019/20.(appendix 3)

20025.6 To consider and **APPROVE** Section 2 – Accounting Statements 2019/20 on page 6 of the AGAR.

20025.7 To consider and **APPROVE** the Explanation of Variances 2018/19 .v. 2019/20 (appendix 4)

20025.8 To **APPROVE** the publication of documents required by the Accounts & Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities.

20026 **Financial Matters:**

20026.1 To receive a report from the Clerk/RFO re recent receipts and closing balances,

Recent receipts:

1 st instalment of 2020/21 precept	£2,355.76
Covid19 Support Grant for Amy Sinclair's support to self-isolating residents	£300.00

Closing balances as at 30 April 2020 :

Parish Council current account	£11,345.18
Parish Council NS& I account	£5,083.37

20026.2 To **resolve** to make the following payments:

VAT refund due to the ByeLaw Field charity	£24.00
Zurich Municipal Insurance	£295.40
NYCC re street lighting	£1,538.66
HMRC re clerk's tax (March/April)	£64.00
Solutions for payroll	£12.05
Ruth Swales re expenses	£35.50
To note payment of Clerk's salary for March & April	

20027. ByeLaw Field Charity:

To note recent receipt of:

Annual rent from David Swinglehurst	£1,539.90
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The ByeLaw Field Charity bank balance as at 30 April 2020 stands at:
£7,153.97

20027. Dates of future Meetings:

To note that the next meeting on Thursday 6 August 2020 at 7.00pm will be the Parish Council AGM and, assuming the Covid19 restrictions have been lifted by then, note that the meeting will be preceded by the Annual Meeting of the Parish commencing at 6.30pm in the Village Institute.

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