

**STILLINGFLEET PARISH COUNCIL
MINUTES OF AN ORDINARY MEETING HELD REMOTELY
21 MAY 2020**

20015 **Welcome and Public Participation:**

The Chair welcomed all those attending the remote meeting as follows:
Councillors: Paul Elmhirst (Chair), Lesley Collingridge, James Atkinson, Sally Lewis, Juan Brooks, Terry Harrison, Richard Daniel, Richard Musgrave (County Councillor), Neil Reader (District councillor).
Councillor John Cook attempted to join the meeting but couldn't connect.
No members of the public joined the meeting.

20016 Apologies were received from Councillor Swinglehurst.

20017 Council approved and adopted an addendum to the Council's Standing Orders governing the conduct of remote meetings by the Council.

20018 There were no declarations of interest from anyone present.

20019 **Village Green Update:**

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

- i. Council noted that the Environmental Stewardship Claim form has been submitted
- ii Cllr Elmhirst advised that to further investigate the source of the foul water leakage evident outside Heron's Flight he intended to contact the occupants of Hill Top Farm. He also advised that in response to his request for assistance Ben Hymers of Selby DC had requested a plan of the drainage discharges into the beck.
Martin Ineson of Yorkshire Water Services has also been in contacted and suggested the Council might want to consider submitting an application for the village to have a sewage system installed. It was agreed that this suggestion be tabled for further discussion at the next meeting and at the annual meeting of the Parish.
- iii Council noted that the invitation to tender for the contract to cut and bale the Green had been posted inviting submissions by 30 May - to date only one tender had been received from David Atkinson. Council indicated that it wished to seek the views of Cllrs Swinglehurst and Daniel prior to accepting this tender. Council noted that a request had been submitted to Natural England seeking permission to mow the Green from 1 July.

20020. **Police Matters:** Cllr Harrison informed the meeting that PC Collins (Stillingfleet's Neighbourhood Officer) was seeking to expand the existing neighbourhood watch scheme to include new signage.

PC Collins had provided the Council with his monthly report which advised of 3 incidents in the village namely:

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- i. Theft of a cycle stolen from a driveway on Escrick Road.
- ii. Theft occurring from a garden on Church Hill where a mobile greenhouse, a wheelbarrow and some pots had been stolen.
- ii. A burglary at a property on the Green where suspects broke into the rear of the property and stole jewellery and a number of commemorative coins. Anyone with any information in relation to any of these crimes is asked to contact the police on 101.

20021. **Planning Matters:** Council received the following updates:

20021.1 **Stillingfleet Mine Site**

Cllr Musgrave advised that the Planning Hearing regarding the change of use of part of the former coal mine site had been delayed yet again as the Planning Officer had been ill. The application is expected to be considered at the next hearing although as the County Council is now operating under emergency powers, it is expected that this will take place behind closed doors. Council expressed its disappointment with this approach but Cllr Musgrave advised that all the objections already lodged against this application would still be taken into account.

20021.2 Council were updated on 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).
- Cllr Elmhirst advised that the prospective owners of the new properties had requested permission to change the driveway to the new properties. Cllr Elmhirst has provided them with a copy of the Council's policy which deals with access drives passing over verges of the Green which sets out the cost of converting a single entrance to a double entrance at £3,500 plus costs. That matter is being progressed.

20021.3 Council noted 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 Council's observations have been submitted.
- The proposed conversion and extension of the former garage at Moreby Hall (Ref: 2020/0427/FUL). Council's observations are due by 25 May.
- 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).

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20022. **Insurance:**

- Council **RESOLVED** 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.
- Council confirmed the adequacy of the Council's insurance cover noting it exceeds the latest value in the Council's Asset Register.
- Council noted that under the agreed Covid19 emergency operating procedures 5 councillors had considered and approved the Council's Financial Risk Assessment as at 31 March 2020.

20023 **Policy Review update:**

- Council **RESOLVED** to adopt the revised Financial Regulations which have been considered under the Covid19 emergency operating procedures and had been recommended for adoption by the Council.
- To address a recommendation from the recent internal audit Council **RESOLVED** to adopt an Equality and Diversity Policy which had been recommended by the Employment Committee.

20024 **Matters raised by Councillors:**

Council noted that two Maintenance Issue forms had 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.
- 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 Council noted the completion of the Council's Internal Control Check for H2 2019/20 and bank reconciliation as at 31 March 2020 and thanked Cllrs Daniel and Collingridge for their assistance in these matters.
- 20025.2 Council noted that (under the agreed Covid19 emergency operating procedures) 5 councillors had considered and approved the year-end budget comparison noting and approving the material variances.
- 20025.3 Council noted receipt of the 2019/20 instructions under the Annual Governance and Accountability Reporting requirements (AGAR) and **RESOLVED** that Stillingfleet Parish Council is exempt from external audit for the year 2019/20 as its annual turnover does not exceed £25,000.
- 20025.4 Council considered and noted the completion of the Annual Internal Audit for 2019/20 (included at page 4 of the AGAR).
- 20025.5 Council **RESOLVED** to approve Section 1 Annual Governance Statement 2019/20 (on page 5 of the AGAR).
- 20025.6 Council **RESOLVED** to approve Section 2 Accounting Statements 2019/20 for Stillingfleet Parish Council (on page 6 of the AGAR).
- 20025.7 Council **RESOLVED** to approve the Explanation of Variances 2018/19 .v. 2019/20.

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20025.8 Council **RESOLVED** that, in accordance with the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015, SI 2020/404, The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 and the Transparency Code for Smaller Authorities, Stillingfleet Parish Council will publish the following documents on their public website:

- Certificate of Exemption,
- Annual Internal Audit Report 2019/20,
- Section 1 – Annual Governance Statement 2019/20,
- Section 2 – Accounting Statements 2019/20,
- Analysis of variances
- Bank Reconciliation to 31 March 2020
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015 with a publication period commencing on 15 June 2020 and concluding on 24 July 2020.

20026 **Financial Matters:**

20026.1 Council noted:

Recent receipts:

HMRC VAT refund	£604.94
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 Council **RESOLVED** to make the following payments:

VAT refund due to the ByeLaw Field charity	£24.00
Acorn Lighting Services	£70.80
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
YLCA re audit fee	£140.00
To note payment of Clerk's salary for March & April	

20027. ByeLaw Field Charity:

Council noted:

Recent receipt of:

Annual rent from David Swinglehurst	£1,539.90
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Closing balance as at 30 April 2020 on the ByeLaw Field Charity account of £7,153.97

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20027. **Dates of future Meetings:**

Council noted 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, that that meeting will be preceded by the Annual Meeting of the Parish commencing at 6.30pm in the Village Institute.

Signed as an accurate record of the meeting held on 21 May 2020	PAUL ELMHIRST	6 August 2020
	CHAIRMAN	

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