

STILLINGFLEET PARISH COUNCIL issued on 26 March 2021

**OFFICIAL NOTICE OF AN ORDINARY MEETING OF
STILLINGFLEET PARISH COUNCIL
TO BE HELD REMOTELY AT 7.00pm ON THURSDAY 1 APRIL 2021**

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 except for any item labelled as part 2 under the Public Bodies (Admission to Meetings) Act 1960, Section 1.

The joining instructions for this remote meeting are:

Join Zoom Meeting

<https://zoom.us/j/9776154150?pwd=YWFOZEFqVEkvb2R5QTJ5djRtakFxZz09>

Meeting ID: 977 615 4150

Passcode: 8FQSNa

- If any member of the public would like to receive the joining instructions electronically please email the Clerk.
- Any elector is entitled to attend this meeting and is invited to raise any concerns, questions or suggestions in the time set aside for public participation. The time limit for any such public participation is set at 15 minutes.
- Beyond the public participation 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. Listeners may however speak at the end of the meeting (for 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

21001 Welcome and Apologies:

To welcome all present to the meeting.

To receive apologies and approve any reasons for absence from councillors.

21002 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.

21003 Public participation:

To note Ross Powell's suggestion that the Council considers creating a new dedicated bank account for a playground fund into which any received CIL funds be credited.

21004 **Minutes from last meeting:**

To **RESOLVE** to approve the minutes of the Parish Council meeting held on 4 February 2021. If approved, Chairman to initial and sign as a true record.

21005 **Matters Arising from the last meeting:**

To receive information on the following ongoing issues and decide further action where necessary:

21005.1 **Consultation by Selby District Council on its new Local Plan:**

- To note that the Parish Council has submitted and published its observations, comments and preferences as part of the consultation process into the preferred options under the new Local Plan. The Council's submission can be viewed at <https://www.stillingfleetparishcouncil.org/parish-councils-response-to-the-preferred-options-under-the-local-plan/>
- To receive an update from Cllr Musgrave regarding next steps following the closure of the consultation period

21005.2 **Local Government reorganisation:** To receive any update from Cllr Musgrave regarding the proposed local government reorganisation.

21005.3 **Village Green:**

- i Update re the Council's offer to make an ex-gratia payment towards the costs of the repairs to drains serving 6 households shared with Banbury House.
- ii Update re the drainage and right of way easements in relation to the Fearndale development.
- iii. Update re a quotation from Fallon re weed wiping the banks of the beck.
- iv. Update re claiming reimbursement for damage to the Green caused by Nixon Hire.

21005.4 **Play Area:**

- i. To note the **granting** of planning permission re the proposed erection of a detached two storey dwelling and detached single storey garage on land east of Croft Cottages, York Road, Stillingfleet –(ref 2019/1064/FUL) (recognising that this plot behind the Village Institute had been identified as a potential site for the Play Area).
- ii. To note that the owner of this plot is expected to market the land for sale with offers in the region of £100,000.
- iii. To receive an update from the Play Area Committee about the PlayStillingfleet presentation delivered on 19 March concerning the possible acquisition of the plot as a site for the play area. (Copy of presentation attached as appendix 1).
- iv. To begin to consider Council's potential appetite for pursuing the possibility of funding from the Public Works Loan Board?

- v. To consider whether Council should prepare a business plan and financial case to present to the parish and if so the best and most inclusive method of ensuring maximum community engagement.

21005.4 The future management of The Green:

- i. To consider and agree the configuration of the proposed Village Green and Environment Committee and develop the terms of reference.
- ii. To note that the Rural Payments Agency has advised the Council can expect to receive a form to claim under the 2021 Environmental Stewardship Scheme.
- iii. To agree the tendering process for mowing the Green in 2021.

21005.5 Sewage system proposal:

Update re Yorkshire Water's assessment of the current sewerage arrangements and their consideration of whether they have a duty to provide a public sewer.

21005.6 BT Telephone Box:

Update re tendering for quotations to rectify the subsidence and undertake refurbishment of the BT phone box prior to deciding on its adoption and use as a community library.

21005.7 Problem of dog fouling:

Update re response from Selby DC re their willingness to empty a further dog waste bin should the Council decide to purchase and install a further bin on Stewart Lane.

21006 Annual Risk assessment:

To request that Cllrs Elmhirst and Daniel undertake the 2021 annual risk assessment and report back to Council at the May annual meeting.

21007 Planning Matters:

21007.1 Stillingfleet Mine Site

- To note that the planning application (ref: NY/2016/0251/FUL) re the proposed change of use of part of the former coal mine site has been **refused** but that an appeal is thought to be likely.
- To consider whether Council should investigate appointing planning consultants to defend the planning decision.
- To consider joining with Kelfield Parish Council (and potentially Escrick PC) to discuss alternative uses of the site with the land owner and the developer.

21007.2 Consultation re expansion of Leeds East Airport:

- To note that Leeds East Airport (LEA) is consulting on proposals to introduce instrument approach procedures (IAPs) to two of its runways in order to support the development of the airport into a Business and Executive Aviation hub for North Yorkshire. (The consultation document, which describes the proposed change and how to respond, is available at <https://www.leedseairport.co.uk/>)
- To consider whether the Parish Council intends to submit any observations to the consultation recognising that these proposals impact the airspace

above the village. (A Q&A on addressing questions received so far to date is attached as appendix 2.)

21007.3 To note the following planning decisions:

- The **withdrawal** of the application to construct a 1.5 storey extension to the rear of 1 Croft Cottages, York Road – ref 2020/1309/HPA
- The **granting** of Section 73 application which varies a condition in the plans, and the discharge of conditions relating to materials, drainage, contamination, temporary drainage plan & the design details contained in the approval of the erection of two detached dwellings on the Fearndale plot granted on 30.04.2020.- ref: 2020/0885/S73.
- The **refusal** of planning permission re the proposed conversion of an existing agricultural building for use as a single dwelling house at Haverland Farm, Stewart Lane – ref: 2018/1036/FUL.

21007.4 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.)

- Application re the demolition of the existing rear extensions, the formation of a new two storey and single storey rear extension, the creation of a new first floor with dormer windows, the creation of new vehicular access and the removal of paint from the brickwork at 1 School House Bungalow, Church Hill – ref 2021/0105/HPA. Council’s observations have been submitted.
- Submission of amended plans re the listed building consent and planning application for the conversion and extension of the former garage at Moreby Hall – ref: 2020/0427/FUL & 2020/0428/LBC.
- Application to crown reduction and shape by 25% 3 Silver Birch trees, 1 Hornbeam tree and cut back a lower overhanging limb of 1 Ash tree at Kenilworth House, The Green YO19 6SF – ref: 2021/0141/TCA.
- Amended plans re the proposed demolition of the existing bungalow and commercial garage and the erection of a replacement dwelling and 3 detached houses with garages at the Bungalow, Stillingfleet Service Station, York Road – ref: 2020/0340/FUL. Council’s observations have been submitted.
- Application for the change of use of land to a caravan park and associated operational development at Old Pasture Park, York Road – ref: 2021/0088/COU. Council’s observations have been submitted.

21008 Matters raised by Councillors:

- To note that Cllr Lewis has tendered her resignation as councillor as she is intending moving out of the village and to express the Council’s thanks for her services over the previous 4 years.
- Council to discuss a plan for co-opting a replacement which will include posting an advert of the ordinary vacancy with a closing date of 30 April thereby enabling Council to consider applications and reach a decision of who to co-opt at the May meeting. (Appendix 3)

21009 Financial Matters:

21009.1 To receive a report from the Clerk/RFO re recent receipts and closing balances,

Recent receipts:

HMRC VAT refund for period 1/3/20 to 28/2/21	£670.64
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To note closing balances as at 28 February 2021:

Parish Council current account	£10,328.06
Parish Council NS& I account	£ 5,119.97

- 21009.2 To ask Cllrs Daniel and Brooks to undertake the:
- i. Bank reconciliations as at 31 March 2021
 - ii. Year-end internal control check ahead of the 2020/21 year end internal audit.

21009.3 To resolve to make the following payments:

CPRE Subscription	£36.00
Acorn Lighting Services	£92.40
Ruth Swales - Expenses	£75.71
Solutions for payroll	£12.05
HMRC re Clerk's tax (Jan/Feb)	£51.20
YLCA – annual subscription	£138.00
To note payment of Clerk's salary for January & February	

21009.4 **Year-end procedures:**

To consider and approve:

- i. **2020/21 year-end budget comparison** (appendix 4) noting that:
 - total income was £8,837 (7.7% above budget due to early receipt of 2020/21 VAT refund)
 - total expenditure was £7,278 (13% below budget)
 - giving a £1,559 surplus to add to reserves.
- iii. **Breakdown of expenditure greater than £100** for the year ending 31 March 2021 (appendix 5)
- iv. **Annual CIL report** for the year ending 31 March 2021(appendix 6) noting that the Council's CIL reserves of £2,967 need to be used by April 2024 or they will have to be returned to Selby DC.
- v. **Financial risk assessment** as at 31 March 2021. (appendix 7)

21009.5 **Internal Audit 2020/21 year-end**

- To note receipt of the 2020/21 instructions under the Annual Internal Audit Reporting requirements (AGAR) and resolve to complete all necessary procedures for Council's approval at the annual meeting of the Council on 27 May.
- In accordance with those AGAR procedures to **RESOLVE** to certify an exemption from submission of the AGAR to the external auditor.

21010 **ByeLaw Field:**

To receive an update from Cllr Elmhirst re appropriate next steps re the Farm Business Tenancy of the ByeLaw Field which expired on 30 September 2020.

21011 **Dates of future Meetings:**

To confirm the date of the annual parish council meeting as Thursday 27 May 2021 at 7.00pm and to note that government guidelines are awaited regarding whether this meeting will be held face to face or remotely.

To note that the Annual Meeting of the Parish should take place before 1 June and that YLCA's current guidance is that Councils should plan to hold this meeting remotely. To agree a date and time for the annual meeting and resolve to publicise.

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