

**STILLINGFLEET PARISH COUNCIL**  
**MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL**  
**THURSDAY 27 MAY 2021**

21012 **Welcome and Apologies:**

The Chair welcomed all those attending the meeting as follows:

Councillors: Paul Elmhirst, James Atkinson, Juan Brooks, Richard Daniel, David Swinglehurst.

Clerk: Ruth Swales

Local Councillors: Neil Reader

Parishioners: Emma Powell, Joanne Sears

Apologies were received and accepted from Cllr Cook, Cllr Collingridge, Cllr Musgrave, Cllr Reader.

21013 **Declarations of Interests:**

Cllr Swinglehurst declared an interest in agenda item 21027 – the ByeLaw Field.

21014 **Notice of intention to co-opt to fill the two Councillor vacancies:**

21014.1 Council noted that the Notice of Vacancies had been displayed on the council's website and noticeboard since 6 April 2021 giving electors the opportunity to call for an election. However no such election had been called by the deadline of 26 April 2021.

21014.2 Council noted that as a result the Council intended to fill the two vacancies by following its adopted co-option procedure and that the vacancies had been advertised with effect from 27 April.

21014.3 Council noted that applications and eligibility certifications had been received from 2 potential candidates and that those applications had been circulated to Councillors in advance of the meeting.

21014.4 Both applicants introduced themselves to Council.

21014.5 Council **RESOLVED** to co-opt Emma Powell and Joanne Sears as councillors and both were asked to sign declarations of acceptance of the office of councillor.

**Statutory Annual Meeting business**

21015 **Election of Chairman and Vice-Chairman** of the Parish Council

Cllr Elmhirst was elected as Chairman for the year. Cllr Elmhirst stated that 2021/22 would be his final year as Chairman.

Cllr Cook was elected as Vice-Chairman for the year.

Both were asked to sign their acceptance of office declaration.

21016.1 **Elections to the following offices were approved:**

a) Council's Internal Controllers: Cllr Daniel, Cllr Brooks.

b) Village Institute Committee Representative: Cllr Swinglehurst

c) YLCA Representatives: Cllr Elmhirst and Cllr Cook.

d) PC Current Account signatories: Cllr Elmhirst, Cllr Atkinson and Cllr Powell.

e) Charity Account signatories: Cllr Elmhirst, Cllr Brooks and Cllr Sears

21016.2 The following were confirmed as Lead Councillors for:

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- a) Parish Field: Cllr Elmhirst and Cllr Atkinson.
- b) Conservation: Cllr Cook
- c) Police Matters: Cllr Powell
- d) Lighting: Cllr Cook,
- e) Defibrillator maintenance: Cllr Brooks and Clerk
- f) Flood Wardens: North side Cllr Atkinson, South side Cllr Daniel

21016.3 Committee members were confirmed as:

- a) Play Area Committee: Cllrs Elmhirst, Cook, Collingridge and Sears
- b) Village Green & Environment Committee: Cllrs Elmhirst, Daniel, Cook, Atkinson, Collingridge, Swinglehurst and Powell.
- c) Employment Committee: Cllrs Elmhirst, Cook and Collingridge.
- d) Policy Review Committee: Cllrs Elmhirst, Cook and Sears. Clerk Swales
- e) Planning Committee: Cllrs Elmhirst, Cook, Atkinson and Collinridge.

21017 **Review of Policies:**

In accordance with the annual statutory requirement and the recommendations of the Policy Review Committee, Council considered the adequacy of the Council's policies and re-approved the following policies without any changes:

- Standing Orders • Financial Regulations • Code of Conduct • Complaints Procedure • FOI and Publication Scheme • Data Protection • Security Incident Response • Subject Access Request • Records Management • Equality & Diversity.

21018 **GDPR requirements:**

21018.1 As Data Controller under the GDPR regulations, Council **RESOLVED** to pay the £40 data protection fee to the Information Commissioners Office (ICO).

21018.2 Councillors were asked to check their contact details and provide their consent for these personal details to be held for the purposes of conducting council business.

21019 **Insurance:**

21019.1 In accordance with the annual statutory requirement Council **RESOLVED** to approve the Council's insurance renewal quotation from Zurich Municipal for the year commencing 1 June 2021 which quotes a renewal premium of £298.38 (including IPT).

21019.2 Council confirmed the adequacy of the Council's insurance cover noting it exceeds the latest value in the Council's Asset Register.

21020 **Annual Risk assessment:**

21020.1 Council noted the completion of the annual risk assessment by Cllrs Elmhirst and Daniel and committed to undertaking the actions required to address the identified risks.

21020.2 Council noted that a comment has been lodged by a parishioner enquiring about a number of properties which share verges with the Green where householders have begun arranging stones/boulders along the verge in an attempt to prevent damage by vehicles. As the verge is owned by the Council and the recent practice could present a risk the Village Green & Environment Committee will consider the matter and take whatever action is deemed appropriate.

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### **Ordinary Meeting Business**

#### 21021 **Minutes from last meeting:**

Council **RESOLVED** to approve the minutes of the Parish Council meeting held on 1 April 2021 and the Chairman signed the minutes as a true record.

#### 21022 **Matters Arising from the last meeting:**

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

21022.1 **Local Government reorganisation:** There was no update from Cllr Musgrave regarding the proposed local government reorganisation.

#### 21022.2 **Village Green:**

- i Council noted that the offer of an ex-gratia payment of £500, which had been offered to the owner of Banbury House, has been withdrawn as not all of the 6 householders who share the recently repaired drains were prepared to sign the release confirming they have no outstanding claims against the Parish Council.
- ii Council noted receipt of a draft of the proposed easement re the drainage and right of way access in relation to the Fearndale development. Clerk to chase up its completion.
- iii. Cllr Swinglehurst agreed to chase up Fallon to request a quotation re weed wiping the banks of the beck.
- iv. Council thanked Cllr Powell as she had kindly arranged for some redial work to be undertaken to partially address the damage to the Green caused by Nixon Hire. The Clerk is to chase up Nixon Hire who have not as yet responded to the quotation for completing the repair.

#### 21022.3 **Play Area:**

Council noted that Play Stillingfleet have requested three quotations from potential contractors to construct a playground in the south west corner of the Green. When all these are received the Play Area Committee will meet with Play Stillingfleet to review the proposals and consider the mechanism for granting Play Stillingfleet a licence or a lease to enable the development and management of the play area.

#### 21022.4 **The future management of The Green:**

- i. Council noted that the RPA have agreed the 2021 Environmental Stewardship claim which will generate £1,726 for the period 1/1/21 to 31/12/21 and £1,291 for the period 1/1/22 to 30/9/22.
- ii. Council noted that only one tender has been received re haymaking of the Green in 2021 and that is from S Atkinson & Son. Cllr Elmhirst will clarify with David Atkinson precisely what work is required before accepting this tender particularly in relation to the disposal of the bales.

#### 21022.5 **Sewage system proposal:**

Council were pleased to note that Yorkshire Water have advised that they do have a duty to provide a public sewer under Section 101a of the Water Industry Act 1991. The next steps are as follows:

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- Yorkshire Water will produce a robust cost plan in order to seek the required funding approval. (Council noted that due to the complex nature & associated high cost of the public solution required, it is currently unknown how long seeking funding for this will take.)
- Yorkshire Water will formulate an indicative construction programme which will outline the timescales for the scheme. (Council noted that Yorkshire Water have committed to keep the Parish Council updated at the relevant milestones but warned it is possible that the works may take up 5-10 years to commence.
- When more details become available a public meeting will be held in the village to answer all queries in relation to this development.

**21022.6 BT Telephone Box:**

Council noted that the transfer of ownership of the BT phone box has now been completed and asked Cllr Collingridge to progress the obtaining of an estimate for its refurbishment and use as a community library.

**21022.7 Problem of dog fouling:**

Council noted that Selby DC had advised that they do not fit dog waste bins on high speed roads due to safety issues and as the proposed location for the additional bin suggested by Council was after the national speed limit sign they would not commit to installing or emptying a bin at that place on Stewart Lane. Cllr Elmhist will discuss with Cllr Cook whether an alternative site should be considered.

**21023 Planning Matters:**

**21023.1 Stillingfleet Mine Site**

Council noted that a meeting had taken place with representatives of Kelfield PC to discuss potential alternative uses for the former mine site. Kelfield, like Stillingfleet, are keen to ensure access to the public footpaths and woodland surrounding the site is retained as a valuable recreational area.

**21023.2 Council RESOLVED** to submit an application for registering the mine site as an asset of community interest. Council thanked Cllr Cook for his work preparing this submission.

**21023.2 Consultation re expansion of Leeds East Airport:**

Council noted the submission of the Council's observations and objections in response to the consultation on the proposed introduction of instrument approach procedures at Leeds East airport. Council thanked Cllr Brooks for his thorough and diligent submission.

**21023.3 Council noted the following planning decisions:**

- The granting of planning permission re the proposed demolition of the existing bungalow and commercial garage and the erection of a replacement dwelling and 2 detached houses with garages at the Stillingfleet Service Station, York Road – ref: 2020/0340/FUL
- The granting of permission to crown reduce 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.
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21023.4 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.)

- A Section 73 application for the removal of the condition about permitted development rights relating to the proposed demolition of the existing bungalow and commercial garage and erection of a replacement dwelling and 3 detached houses on the Stillingfleet Service station site (Ref : 2021/0447/S73). Council's observations have been submitted.
- Submission of amended plans re the planning application and listed building consent for conversion and extension of the former garage at Moreby Hall (refs: 2020/0428/LBC & 2020/0427/FUL).
- A planning application for the erection of a triple garage with 'work from home' office over Stickle Barn at Haverland Farm on Stewart Lane (ref: 2021/0558/HPA). Council's observations have been submitted.
- An application for consent to remove a silver birch tree within the conservation area at Beech Tree House, The Green (ref: 2021/0541/TCA).

21024 **42S Parish funded bus service update:**

Council considered the update provided by Cllr Cattanach re the future funding of the 42S bus service and decided that it would not continue to subsidise the bus service in the current circumstances due to the impact of Covid on passenger numbers.

21025 **Annual Governance and Accountability:**

21025.1 Council noted the completion of the Council's Internal Control Check for H2 2020/21 by Cllrs Daniel and Brooks and confirmed the adequacy of the Council's internal control.

21025.2 Council noted the completion of the Council's bank reconciliation as at 31 March 2021.

21025.3 Council considered and noted the completion of the Annual Internal Audit for 2020/21.

21025.3 Council considered and **APPROVED** Section 1 of the AGAR 2020/21 – Annual Governance Statement 2020/21.

21025.4 Council considered and **APPROVED** Section 2 of the AGAR 2020/21 – Accounting Statements 2020/21.

21025.5 Council considered and **APPROVED** the Explanation of Variances - 2019/20 .v. 2020/21.

21025.6 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, the Parish Council will publish the following documents on their public website:

- Certificate of Exemption,
- Annual Internal Audit Report 2020/21,
- Annual Governance Statement 2020/21,
- Accounting Statements 2020/21,
- Explanation of variances
- Bank Reconciliation to 31 March 2021

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- 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 14 June 2021 and concluding on 23 July 2021.

21026 **Current Year Financial Matters:** Council noted:

21026.1 **Recent receipts:**

1 <sup>st</sup> instalment of precept 2021-22	£2,000
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**Closing balances as at 30 April 2021:**

Parish Council current account	£11,703.12
Parish Council NS& I account	£5,119.97

21026.2 Council **RESOLVED** to make the following payments:

Stillingfleet Village Institute	£80.00
North Yorkshire CC re street lighting energy	£1566.04
Zurich Municipal re annual insurance premium	£298.38
Ruth Swales - expenses	£37.67
Solutions for payroll	£12.05
HMRC re Clerk's tax (March/April)	£86.60
Ruth Swales - expenses	£42.84
YLCA – re annual audit	£200.00
To note payment of Clerk's salary for March & April	

21027 **ByeLaw Field:**

- 21027.1 Cllr Swinglehurst advised that he had received the Farm Business Tenancy Agreement of the ByeLaw Field which has been backdated to renew from 1 October 2020 and that he will arrange for its execution as soon as possible.
- 21027.2 Cllr Swinglehurst indicated that the kissing gate on the public footpath into the ByeLaw Field was in need of repair. Cllr Elmhirst agreed to approach NYCC to ascertain whether they would undertake this repair.

21028 **Dates of future Meetings:**

Council noted the date of the next parish council meeting as Thursday 5 August 2021 at 7.00pm in the Village Institute.

Signed as an accurate record of the meeting held on 27 May 2021	PAUL ELMHIRST, CHAIRMAN	

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