

STILLINGFLEET PARISH COUNCIL
MINUTES OF THE MEETING OF THE PARISH COUNCIL
THURSDAY 7 APRIL 2022

21082 **Welcome and Apologies:**

The Chair welcomed all those attending the meeting as follows:

Parish Councillors: Paul Elmhirst, John Cook, Richard Daniel, David Swinglehurst, James Atkinson, Juan Brooks, Emma Powell with Lesley Collingridge and Joanne Sears joining the meeting remotely.

Clerk: Ruth Swales

District Councillor: Neil Reader,

Parishioners: Eloise Livsey, Amanda Finn, Calum Finn.

21083 **Public Participation:** There was no additional public participation as those residents present were scheduled to present on agenda items below.

21084 **Declarations of Interests:**

Cllr Swinglehurst declared an interest in agenda item 22009.3 re land at Tiger Island.

21085 **Minutes from last meeting:**

Council **RESOLVED** to approve the minutes of the Parish Council meetings held on 3 February 2022. The Chair signed the minutes as a true record.

21086 **Matters Arising from the last meeting:**

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

21086.1 **Jubilee Big Lunch:**

Eloise Livsey, on behalf of the Big Lunch Organising Group, shared their developing plans for the Jubilee Street Party scheduled for 5 June. Council congratulated the Group on their efforts thus far.

Eloise provided an itemised list of expected outgoings and Council **RESOLVED** to approve a budget of £470 for funding towards the event, authorising payment against presented receipts.

21086.2 **Jubilee Commemorative tree and bench:**

- There was much debate amongst councillors regarding an appropriate site for the commemorative tree under the Queen's Green canopy initiative with concerns expressed regarding potential impact on drains and line of sight for traffic. Cllr Brooks offered to speak with Jane Smith to come up with a proposal which could be presented back to the May meeting for consideration.
- The Village Green Committee were asked to press ahead with ordering a commemorative bench and plaque with the hope that the village might be able to take delivery in time for the Jubilee celebrations. Council approved a budget of £500 for the bench.

21086.3 **Stillingfleet Telephone Box Restoration Project:**

Chair's initials

- Amanda and Calum Finn presented an update regarding the endeavours of this group of residents who are aiming to save the village telephone box and restore it to its former glory. The group are aiming to raise funds either to renovate it themselves or pay for it to be taken away for restoration. The group are keen to publicise their work and fund raising via a website that will be live in the near future.
- Amanda agreed to keep Cllrs Sears and Collingridge informed of their activities so that any necessary steps can be taken to insure the phone box to cover potential repair costs when plans are finalised.
- Council asked the Clerk to draw up a terms of reference for the project so there was clear line of sight regarding roles and responsibilities.

21086.4 **Village Green:**

- Council noted that an application has been submitted to extend the Environmental Stewardship Higher Level scheme for a further 12 months until 30 September 2023 which if approved, should lead to payments of £1,726 for the period 1/1/22 to 31/12/22 and £1,291 for the period 1/1/23 to 30/9/23.
- Council noted that as part of Selby's Local Plan process SDC are looking to re-survey a number of SINC's (Site of importance for natural conservation) in the district and that the VG Committee has given permission for the Village Green to be surveyed in May.

21086.5 **Play Area:**

- i. Council considered and approved the proposed terms of reference for the Play Area Sub-Committee.
- ii. Council noted with frustration the impasse that has been reached regarding the planning application for the playground noting that NYCC were insisting the Council pay for an expensive ecological survey without which Selby DC will not progress the planning application.
- iii. Council noted the legal advice from YLCA embodied in NALC's Legal Topic Note 56 and resolved to write to the Head of Planning at SDC to ask that this be taken into consideration.
- iv. Council asked Cllr Sears to take up an offer from the CPRE to speak to a planning consultant to seek advice on appropriate next steps and whether SDC can insist upon an ecological survey.
- v. Council noted that subject to the receipt of planning permission *Play Stillingfleet* has secured £10,000 from the Two Ridings – Heart of Yorkshire fund and £10,000 from the National Lottery Fund towards the playground costs. Together with the £10,000 reserve the Council has earmarked and the £2,200 grant from the ByeLaw Field Charity, the Playground fund totals £32,200.
- vi. *Play Stillingfleet* advised that PlayScheme had submitted a revised quotation for their proposed design with their total costs as at 16 February increasing by 6% to £56,881 + VAT. However *PlayStillingfleet* have ascertained that all the play equipment excluding the zipwire, path, matting and fencing could be delivered within the funds already raised. *Play Stillingfleet* presented a suggested timeline for future activities but Council insisted that the planning situation be resolved before any expenditure was committed regarding site preparation.

21086.6 Street Lighting:

- Cllr Cook provided an update re the repair and upgrade of the light outside Banbury House which requires Northern Powergrid to repair the fuse box and fit the new fixture. Their estimate for completing this work is awaited.
- Council is also awaiting the quotation for the replacement of the two lamps on the bridge. Therefore at this stage it is not possible to quantify the capital cost of completing the objective of converting all the village's street lights to LED.
- Council noted that NYCC have confirmed that the 2021/22 energy bill is due in April and that this bill will cover 10 months of sodium powered lighting and 2 months of LED (£1,218.20 + VAT – total £1,461.84). Hence the budget for electricity of £510 in the 2022/23 budget will be insufficient. Council approved that the net budget shortfall of c. £700 be covered from the current account general reserve. Council authorised payment of this invoice upon receipt.

21086.7 Traffic calming:

There was no further update re the proposals for the North Yorkshire Police Speed Watch initiative – a response from NY Police is awaited.

21086.8 Defibrillator training:

Cllr Brooks advised that the defibrillator training would be open to a maximum of 25 residents on a first come first served basis. It will take the form of a half hour 'show and tell' session probably to precede the August parish council meeting at 6.30pm. When finalised the opportunity will be publicised via the Parish Magazine and the facebook Community Chat page. Council approved an outside budget spend of £150 + VAT.

21086.9 Affordable Housing Need Survey:

Council noted that the Need Survey had been distributed on 7th March with a deadline of 8th April for completion in order that the relevant report can be compiled and sent to Council ahead of the May meeting.

21086.10 Environment - CPRE Community Visioning Policy

Cllr Cook advised that following completion of the series of workshops facilitated by the CPRE the first draft vision of their proposals is awaited and will be circulated to all councillors upon receipt.

21087 Parish Council elections:

Council noted that 7 nominations have been filed and accepted for the forthcoming Parish Council elections which will take place on Thursday 5 May. As a result the election will not be contested and the Council will have two councillor vacancies to consider after the new appointments are confirmed.

21088 Councillors' Code of Conduct:

Council considered and **RESOLVED** to adopt a revised Councillors' Code of Conduct which is based on the model produced and recommended by the Local Government Association.

21089 Annual Risk assessment:

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Cllrs Elmhirst and Daniel have recently undertaken the 2022 annual risk assessment which will be presented to Council at the May annual meeting.

21090 **Planning Matters:**

21090.1 Cllr Brooks advised that following the final round of consultation re the Leeds-East Airport development nothing had changed regarding the potential environmental impact. Some changes to safety recommendations had been suggested but were not deemed to be high risk considerations by the LEA.

21090.2 Council noted the following **planning decisions:**

- Application **REFUSED** for consent to fell 2 Oak trees covered by TPO at The Croft, Stewart Lane, Stillingfleet – ref 2021/1500/TPO.
- Application for consent **PERMITTED** to fell a sycamore tree at Lupin House, Church Hill – ref 2021/1424/TCA
- **Discharge of conditions** relating to surface water, highways and joinery details in planning permission 2019/1064/FUL re the erection of a detached 2 storey dwelling and single storey garage on land east of Croft Cottages on York Road – ref 2021/1322/DOC
- **Discharge of condition** relating to rooflights in the approval of 2021/0105/HPA re the demolition of the existing rear extensions and formation of a new 2 storey and single storey rear extension at 1 School House Bungalow, Church Hill – ref 2021/1491/DOC.

21090.3 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.)

- Application re the formation of a new access and parking with post and rail fencing at 1 School House Bungalow, Church Hill, Stillingfleet – ref 2022/0035/HPA. Council’s observations have been submitted pointing out that as the owner of the verge over which the access is requested the Council’s approval and an easement would be required.
- Application re an extension to the rear and lifting of the existing roof line to allow for an increase of usable floor space at The Lodge, York Road, Stillingfleet – ref 2022/0068/HPA.
- Application for the erection of a double garage with ‘work from home’ office over Stickle Barn, Haverland Farm, Stewart Lane – ref 2022/0078/HPA. SPC had no objections or observations to this application.
- Application re the installation of security gates and the erection of 2 outbuildings (part retrospective) at Woodlands Farmhouse, Moreby – ref: 2021/1311/FUL. SPC had no objections or observations to this application.
- Application re the erection of a 2 storey rear extension and alteration to the fenestration to the front elevation of Brimir, Escrick Road – ref 2022/0162/HPA. SPC had no objections or observations to this application.
- Prior notification for an agricultural building on land at Tiger Island, Stewart Lane – ref 2022/0192/AGN.
- Application for consent to fell a Cedar tree, a Yew tree and 2 conifers at Beech Tree House, The Green, YO19 6SF – ref 2022/0251/TCA.

- Planning appeal (APP/N2739/W/21/3279924) re proposed conversion of existing agricultural building for use as a single dwelling at Haverland Farm (ref 2018/1036/FUL).

21091 **Financial Matters:** Council received an update from the Clerk/RFO re recent receipts and year-end closing balances.

21091.1 **Recent receipts:**

Fearndale Easement from Elmhirst Parker solicitors	£11,820.00
VAT refund	£920.11
Selby DC – re planning fee refund	£19.00

21091.2 **Closing balances as at 31 March 2022 – 2021/22 year-end:**

Parish Council current account	£16,892.22
Parish Council NS& I account	£5,120.48

21091.3 **Budget comparison:**

Council considered and approved the 2021/22 year-end budget comparison noting that:

- total income was £19,401 (1% above budget)
- total expenditure was £12,836 (1% above budget after claiming VAT refund)
- leading to a **£6,565** surplus.

21091.4 **Reserves:**

Council reviewed the Council's reserves as at 2021/22 year-end and in accordance with the Reserves Policy (minute ref 21069) approved:

- Holding £7,771 as general reserve in the current account
- Transferring £9,122 from the current account to the NS&I investment account taking surplus reserves to £14,222.
- Ear-marking £10,000 of those surplus reserves for the Playground and £1,000 for the platinum Jubilee commemorations.
- Holding the remaining £3,222 surplus reserves without specific ear-mark although noting that to be quantified outside budget capital expenditure on street lighting is imminent in 2022.

21091.5 **Internal Control:**

Cllrs Daniel and Brooks were asked to undertake the:

- Bank reconciliations as at 31 March 2022
- Year-end internal control check ahead of the 2021/22 year end internal audit.

21091.6 **Year-end procedures:**

Council considered and approved:

- Breakdown of expenditure greater than £100** for the year ending 31 March 2022

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- ii. **Annual CIL Report** for the year ending 31 March 2022 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.
- iii. **Financial Risk Assessment** as at 31 March 2022
- iv. **Asset Register** as at 31 March 2022
All of which will be uploaded to the Council's website.

21091.7 **Annual Governance & Accountability (AGAR) 2021/22 year-end**

- Council noted that the YLCA's Internal Audit service has been appointed to under the 2021/22 year-end audit. The Clerk/RFO was instructed to complete all necessary procedures.
- Council noted receipt of the 2021/22 AGAR instructions and **RESOLVED** to complete all necessary procedures for Council's approval at the annual meeting of the Council on 24 May.
- In accordance with those AGAR procedures Council **RESOLVED** to certify an exemption from submission of the AGAR to the external auditor.

21091.8 In the new financial year Council **RESOLVED** to make the following **payments:**

CPRE – annual subscription	£36.00
Purely Payroll re Jan/Feb	£12.05
HMRC re Clerk's tax (Jan/Feb)	£53.20
Ruth Swales - Expenses	£31.18
YLCA – annual subscription	£139.00
To note payment of Clerk's salary Jan/Feb	

21091.9 **Salary Review:**

Council noted the recently approved 2021/22 national salary scale for parish council clerks which is to be backdated to 1 April 2021 and approved the increase in the Clerk's hourly rate accordingly.

21092 **ByeLaw Field Charity:**

21092.1 As Trustee of the charity Council **RESOLVED** to make the following payment:

Juan Brooks re expenses re batteries for Christmas Lights	£22.25
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21092.2 Council noted that an invoice had been issued for the annual rent on the Charity Field for the period 1 October 2021 to 30 September 2022 – the rent date being 1 April 2022.

21093 **Dates of future Meetings:**

Council noted the date of the annual parish council meeting as **Tuesday 24 May 2022** at 7.00pm in the Village Institute.

Signed as an accurate record of the meeting held on 7 April 2022	CHAIRMAN	24 May 2022
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