

STILLINGFLEET PARISH COUNCIL
MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL
TUESDAY 24 MAY 2022

22001 **Welcome and Apologies:**

The out-going Chair welcomed all those attending the meeting as follows:
Parish Councillors: Paul Elmhirst, John Cook, Richard Daniel, Juan Brooks, Emma Powell, Lesley Collingridge and Jonathan Foy
Clerk: Ruth Swales
Apologies were noted from Cllr Joanne Sears and her reason for absence approved.

22002 **Public Participation:** There was no public participation.

22003 **Outcome of May 2022 elections:**

- a) In accordance with the published notice of uncontested election, Cllr Elmhirst thanked the following Councillors for standing for re-election:
Cllrs Juan Brooks; Lesley Collingridge; John Cook; Richard Daniel; Emma Powell; Joanne Sears.
- b) Cllr Elmhirst welcomed **Jonathan Foy** as an elected councillor.
- c) The outgoing Vice-Chair thanked Cllr Elmhirst, Cllr Atkinson and Cllr Swinglehurst for their previous service to the council and the community. The Council acknowledged Cllr Elmhirst many years of diligent service to the community as Chair of the Council.
- d) The elected councillors present signed their Declarations of Acceptance of Office and were requested to complete their Register of Members' Interests form which should be returned to the Clerk **by 31 May 2022.**
- e) Council **RESOLVED** to permit Cllr Sears who was unable to sign her Declaration of Acceptance of Office at this meeting to sign her Declaration before the next ordinary meeting of the Council.

22004 **Notice of intention to co-opt to fill the two Councillor vacancies:**

Council noted that an advert will be displayed on the council's website, the Community facebook page and noticeboard inviting applications with a closing date of 30 June 2022.
It is noted that the Council intends to fill these two vacancies by following its adopted co-option procedure.

Statutory Annual Meeting business

22005 **Election of Chairman and Vice-Chairman** of the Parish Council

- a) Council duly elected Cllr Juan Brooks as Chairman for the 2022-23. Cllr Brooks signed his acceptance of office
- b) Cllr Elmhirst formally relinquished the office of chairman.
- c) Council duly elected Cllr John Cook as vice-chairman for 2022-23. Cllr Cook signed his acceptance of office

22006 **Elections to the following offices were approved:**

- 22006.1
- a) Council's Internal Controllers: Cllr Daniel, Cllr Foy.
 - b) Village Institute Committee Representative: Cllr Brooks
 - c) YLCA Representatives: Cllr Cook and Cllr Brooks.

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- d) PC Current Account signatories: Cllr Brooks, Cllr Collingridge and Cllr Powell.
- e) PC NS&I Investment account signatories: Cllr Brooks, Cllr Collingridge and Cllr Powell.
- e) ByeLaw Field Charity Account signatories: Cllr Brooks, Cllr Foy and Cllr Powell.

22006.2 The following were confirmed as Lead Councillors for:

- a) Conservation: Cllr Cook
- b) Police & Fire Service Matters: Cllr Powell
- c) Lighting: Cllr Cook,
- d) Defibrillator maintenance: Cllr Brooks and Cllr Powell
- e) Flood Wardens: Cllr Daniel and Cllr Powell
- f) Risk Assessors: Cllr Daniel and Cllr Sears

22006.3 Committee members were confirmed as:

- a) Play Area Committee: Cllr Sears (Play Area Supervisor), Cllr Cook, Cllr Collingridge and Cllr Powell with Ross Powell and Sally Lewis of Play Stillingfleet as non-councillor committee members.
- b) Employment Committee: Cllrs Brooks, Cook and Collingridge.
- c) Policy Review Committee: Cllrs Brooks, Cook and Sears. Clerk Swales
- d) Planning Committee: Cllrs Brooks, Cook, Sears and Collinridge.
- e) Council decided to disband the Village Green & Environment Committee as all decisions appertaining to the Green are taken in full Council.

Council **RESOLVED** to create a Charity Committee to carry out the Council's responsibilities as sole trustee of the ByeLaw Field Charity. The terms of reference for this committee were approved. The committee members were appointed as Cllr Brooks, Cllr Foy, Cllr Daniel and Cllr Powell.

22007 **Review of Policies:**

In accordance with the annual statutory requirement, Council considered the adequacy of the Council's policies and **RESOLVED** to adopt:

- 22007.1 Revised Standing Orders based on the NALC model reflecting 2022 revisions to new procurement thresholds.
- 22007.2 Revised Financial Regulations similarly based on the NALC model reflecting 2022 revisions re new procurement thresholds.
- 22007.3 A Freedom of Information Policy.
- 22007.4 Revised Complaints Procedure (based on the YLCA recommended procedure for Smaller Authorities).
- 22007.5 Council re-approved the following policies without any changes:
 - Councillors Code of Conduct • Publication Scheme • Data Protection
 - Security Incident Response • Subject Access Request • Records Management
 - Equal Opportunities.

22008 **GDPR requirements:**

- 22008.1 As Data Controller under the GDPR regulations, Council **RESOLVED** to pay the annual data protection fee to the Information Commissioners Office (ICO) when due.

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22008.2 Councillors were asked to check their contact details and provided their consent for these personal details to be held for the purposes of conducting council business.

22009 **Insurance:**

In accordance with the annual statutory requirement, Council reviewed the Council's insurance policy and confirmed the adequacy of the Council's insurance cover which matches the latest value in the Council's Asset Register.

Cllr Brooks indicated his desire to research comparative quotes from other providers and after completing this due diligence Council **RESOLVED** to approve the insurance renewal quotation from Zurich Municipal for the year commencing 1 June 2022 which quotes a renewal premium of £301.45 (including IPT) – which is a 1% increase year on year and within budget.

22010 **Annual Risk assessment:**

Council **RESOLVED** to approve the annual risk assessment undertaken by Cllrs Elmhirst and Daniel noting the actions required to address identified risks. This risk assessment is to be reviewed at the August meeting.

22011 **Annual Governance and Accountability (AGAR):**

22011.1 Council noted the completion of the Council's Internal Control Check for H2 2021/22 by Cllrs Daniel and Brooks.

22011.2 Council formally review the internal control checklist and concluded that nothing else needed adding in order that Council can certify the adequacy and effectiveness of the Council's internal controls.

22011.3 Council noted the completion of the Council's bank reconciliation as at 31 March 2022 which will be duly posted on the website.

22011.4 Council noted that the signed Certificate of Exemption 2021/22 audit had been submitted to PKF Littlejohn – the external auditor.

22011.5 Council considered and noted the Annual Internal Audit Report for 2021/22 and **RESOLVED** to take action where necessary and make recommended improvements as set out in the Audit Action Plan.

22011.6 Council **RESOLVED** to approve the Annual Governance Statement 2021/22 within the 2021/22 AGAR.

22011.7 Council **RESOLVED** to approve the Accounting Statements 2021/22 within the 2021/22 AGAR.

22011.8 Council **RESOLVED** to approve the Explanation of Variances 2020/21 .v. 2021/22.

22011.9 Council **RESOLVED** 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.

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22011.10 Council noted the dates of the period for the exercise of public rights will be 13 June 2022 to 22 July 2022.

Ordinary Meeting Business

22012 **Declarations of Interests:**

There were no declarations of interest in any of the ensuing agenda items.

22013 **Minutes from last meeting:**

Council **RESOLVED** to approve the minutes of the Parish Council meeting held on 7 April 2022. The Chairman signed as a true record.

22014 **Matters Arising from the last meeting:**

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

22014.1 **Jubilee Big Lunch:**

Council received an update on behalf of the Big Lunch Organising group re their developing plans for the Jubilee Street Party on 5 June.

22014.2 **Jubilee Commemorative tree and bench:**

- Council considered the quotations obtained for the purchase of a bench and commemorative plaque and instructed the Clerk to progress the order within the previously approved budget of £500. It is the intention to dedicate the bench at the Big Lunch celebrations.
- Cllr Cook outlined a potential proposal for the siting of the commemorative tree under the Queens Green Canopy initiative in the cemetery. Council asked him to develop this proposal and bring it to the August meeting for approval.

22014.3 **BT Telephone Box:**

Council received update from Cllr Collingridge noting that the Stillingfleet Phone Box Restoration Group of volunteers had received 3 donations to date amounting to £210, that they are applying for lottery funding and had set up a Just Giving page to attract further donations.

22014.4 **Play Area:**

Council noted that a response was awaited from Mr Grainger, Head of Planning and Cllr Sears is seeking advice from CPRE Planning Consultant regarding the need or otherwise for an ecological survey or a planning application for the proposed play area.

22014.5 **Village Green:**

- Council noted that the invitation to tender for the contract to cut and bale the Green had been posted and that only one quotation had been received from S Atkinson & son totalling £1,990 + VAT for cutting and making hay, cutting the banks of the beck and for hay bale disposal. Council **RESOLVED** to accept this quotation and instructed the Clerk to respond to Mr Atkinson.

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- Council noted that approval has been granted by the RPA to allow the mowing and baling of hay to commence from 1 July (weather permitting).
- Council **RESOLVED** to agree to the Environment Agency performing another fish survey of Stillingfleet beck.

22014.6 **Street Lighting:**

- Cllr Cook advised that the paperwork requesting the fixing of the defective street light outside Holmefield had now been submitted.
- Cllr Cook indicated that he had been researching the replacement of the two lamps on the bridge. Council **RESOLVED** to approve the purchase of the two lamp-posts needed for the bridge, while they were on offer, suggesting a limit of £200 for the purchase and delivery (fitting and connection to come later at additional cost). Cllr Cook is authorised to purchase these at his own cost with reimbursement by the council. Council indicated a desire to dedicate the new lamps as part of the Platinum Jubilee comemorations.
- Cllr Cook is also looking into the restoration of the commemorative plaques on the bridge.

22014.7 **Speeding:**

- Cllr Powell agreed to chase up a response from North Yorkshire Police re their Speed Watch initiative.
- Council discussed the suggestion of passing a motion supporting the “20splenty for North Yorkshire” campaign. Cllr Foy was asked to research the evidence around this initiative and report back to Council at the August meeting.

22014.8 **Defibrillator training:**

Cllr Brooks advised that an invitation to the defibrillator training is to be posted on the Stillingfleet Community chat page.

22014.9 **Affordable Housing Need Survey:**

Council considered the results of the Needs Survey and noted that the Rural Housing Enabler would attend the August meeting to present any further proposal.

22015 **YLCA Training Programme – June & July:**

Councillors were asked to note the training being offered by YLCA in June & July, that they should self-register for any that are of particular relevance and to inform the Clerk of their attendance.

22016 **Planning Matters:**

22016.1 Council noted the following **planning decisions:**

- The **REFUSAL** to grant planning permission for the erection of a double garage with ‘work from home’ office space at Haverland Farm, Stewart Lane (ref 2022/0078/HPA)
- The **GRANTING** of permission to erect a 2 storey rear extension and make alteration to the fenestration to the front elevation of Brimir, Escrick Road – ref 2022/0162/HPA.

- The **REFUSAL** of a planning 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.
- The **GRANTING** of permission 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 discussed and agreed how the Council should respond if asked by Edenvale Homes to grant an easement in relation to vehicular access across the verge of the Green at 1 School House Cottage.

22017 **Matters raised by Councillors:** Cllr Collingridge raised her concerns re the safety of the road to Riccall and her desire to seek the placement of a mirror to assist with negotiating the dangerous blind bend. Cllr Collingridge was asked to draft a proposal for North Yorkshire Highways.

22018 **Financial Matters:** Council noted:

22018.1 **Recent receipts:**

27/4/2022	1st instalment of precept 2022-23	£2,500
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22018.2 **Closing balances as at 30 April 2022:**

Parish Council current account	£8,263.93
Parish Council NS& I account	£14,242.48

22018.3 Council **RESOLVED** to make the following **payments:**

Invoice date	Details	Amount (inc VAT)
5.4.22	NYCC County Fund re street lighting electricity	£1,461.84
23.3.22	Eloise Livsey re planters for Jubilee commemorations	£60.00
11.3.22	Suzanne McCloud re Jubilee Mugs	£300.00
19.4.22	Ruth Swales re Expenses	£40.98
4.4.22	Stamps - £7.60	
11.4.22	Binder - £0.89	
28.4.22	Good Councillor Guide & welcome pack - £8.85	
28.4.22	Inkjet printer cartridge - £23.64	
28.4.2022	YLCA re Internal Audit fee	£210.00
24.3.22	Zurich Municipal re annual insurance premium	£301.45
13.5.22	Ruth Swales salary (44.75 hours approved for March & April)	£401.29
5.6.22	HMRC re Clerk's tax (March & April)	£100.20
28.4.22	Purely Payroll & book-keeping services	£12.05
5.5.22	Eloise Livsey re printing of Jubilee posters/invites	£43.18
11.2.22	Julie Kemp re Jubilee flags	£14.99
7.2.22	Suzanne McCloud re Jubilee games	£4.99
26.4.22		£22.41
26.4.22	Suzanne McCloud re Jubilee games	£10.99

Chairman's initials

22018.4 **VAT Refund**

Council noted that a VAT refund claim has been submitted for the period 1 Feb to 30 April 2022 claiming £251.25.

22019 **Dates of future Meetings:**

Council confirmed the date of the next ordinary parish council meeting as Thursday 4 August 2022 at 7.00pm in the village institute.

Signed as an accurate record of the meeting held on 24 May 2022	Juan Brooks CHAIRMAN	4 August 2022
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