

STILLINGFLEET PARISH COUNCIL issued on 28 July 2022

OFFICIAL NOTICE OF A MEETING OF STILLINGFLEET PARISH COUNCIL TO BE HELD AT 7.00pm ON THURSDAY 4 AUGUST 2022 IN THE VILLAGE INSTITUTE

Chairman: Cllr Juan Brooks
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.

- 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.
- 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, Clerk, public and press are requested to sign the attendance sheet.

Councillors are summoned to attend this ordinary 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

22020 Welcome and Apologies:

Chair to welcome all present to the meeting, to note any apologies and approve any reasons for absence from councillors.

22021 Public Participation: (as appropriate).

22022 Affordable Housing Needs Survey:

To welcome Matthew Brown (Rural Housing Enabler from Selby DC) and invite him to share with Council the Affordable Housing Needs Survey Report and to consider possible next steps (appendix 1).

22023 Co-option to fill two Councillor vacancies:

22023.1 To note that the notice of vacancies has been displayed on the council's website and noticeboard since 25 May 2022 with a closing date for applications of 30 June.

22023.2 To note that applications and eligibility certifications have been received from 2 potential candidates and circulated to Councillors in advance of the meeting.

22023.3 Both applicants have been invited to introduce themselves to Council should they so wish.

22023.4 Any applicants and any members of the public to be requested to leave the meeting so that Council can discuss each candidates' suitability for the role and follow the adopted co-option procedure to select co-optees.

22023.5 Assuming two new councillors are co-opted both are to be asked:

- To sign their Declarations of Acceptance of Office,
- To complete their Register of Members' Interests form which should be returned to the Clerk **by 31 August 2022.**
- To consent to their personal contact details being held for the purposes of conducting council business, including sharing with other councillors.

22024 **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.

22025 **Minutes from last meeting:**

To **RESOLVE** to approve the minutes of the annual meeting of the Council held on 24 May 2022 and if approved, Chairman to initial and sign minutes as a true record.

22026 **Matters Arising from the last meeting:**

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

22026.1 **Jubilee Commemorative tree and bench:**

- To receive an update from Cllr Cook re plans for the commemorative tree as part of the Queen's Green Canopy initiative.
- To decide upon the placement of the Jubilee bench.

22026.2 **BT Telephone Box:**

- To receive any update from Cllr Collingridge and/or Cllr Sears re the proposed refurbishment of the phone box by a Stillingfleet Phone Box Restoration Group of volunteers.

22026.3 **Play Area:**

- i. To receive an update from Play Area Committee re the need for planning permission for the planned playground.
- ii. To receive an update re any further grant applications.
- iii. To consider and decide upon next steps.

22026.4 **Village Green:**

- To **RESOLVE** to grant the right of way easement in relation to the Hope Cottage development (previously known as School House Bungalow) to Edenvale Homes Limited in return for the consideration of £3,905.
- To note the completion of the cutting and baling of the Green and to discuss the contractors observations in relation to:
 - i. Strimming the edges of the Harmony House car park
 - ii. Broken manhole covers in the NE sector (referenced in the March 2022 risk assessment)
 - iii. The on-going management of the Green.

22026.5 **Risk Assessment:**

To receive any update from Cllr Daniel on actions taken as a result of the March 2022 risk assessment (appendix 2).

22026.6 **Street Lighting:**

To receive an update from Cllr Cook re the sodium street lighting replacement outside Banbury House and the replacement of the two lamps on the bridge.

22026.7 **Speeding:**

- To receive any update from Cllr Powell re proposals for the North Yorkshire Police Speed Watch initiative.
- To receive an update from Cllr Foy regarding his further research into whether Council should pass a motion supporting the “20splenty for North Yorkshire” campaign calling on North Yorkshire to implement a 20mph in Stillingfleet.

22026.8 **Defibrillator training:**

To receive an update from Cllr Brooks re further defibrillator training.

22026.9 **Environment - CPRE Community Visioning Plan:**

To note receipt of the CPRE’s latest draft of a Community Visioning Plan for Stillingfleet (appendix 3) and to discuss next steps.

22027 **Planning Matters:**

22027.1 **Selby Local Plan:**

To note that the Publication Local Plan (Pre-Submission version) is being presented to Selby DC Executive on 4th August to seek approval to consult on the document between 29th August and 7th October 2022. The Publication Report can be viewed via this link:

<https://democracy.selby.gov.uk/documents/s16613/Report%20Publication%20Local%20Plan%20Consultation%20Document%20and%20Revised%20Local%20Development%20Scheme%20E2212.pdf>

To discuss how our Council should approach the next round of consultation.

22027.2 To note the following **planning decisions:**

- Permission **GRANTED** to install security gates at Woodlands Farmhouse, Moreby (ref 2021/1311/FUL)

22027.3 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 for approval to the erection of replacement front and rear extensions at Chapel House, The Green, YO19 6SG. The Council’s observations have been submitted.
- Application to construct a 3.8m x 3.8m foundation block and erect a 9m galvanised steel monopole at the Radio Station on Escrick Road (ref 2022/0571/FUL. No observations or objections submitted on behalf of the Council.

22028 **Information sources:**

Cllr Brooks to increase awareness of various information sources that Councillors can access to keep up to date with important developments which may impact locally.

e.g. <https://www.northyorks.gov.uk/about-council>
<https://www.nalc.gov.uk/>

22029 Employment Matters – Clerk’s Contract Review

To act upon a recommendation from the 2022 Internal Audit by reviewing the Clerk’s contracted hours, the evaluation of the role and any resultant budget implications (appendix 4).

22030 Financial Matters: To receive a report from the Clerk/RFO re recent receipts and closing balances,

22030.1 Recent receipts:

11.5.2022	VAT refund from HMRC	£251.25
1.7.2022	Selby DC re refund of planning fee	£231.00

22030.2 VAT Refund claim:

To note that a further VAT refund claim has been submitted for the period 1 May to 30 June 2022 claiming £109.82.

22030.3 Closing balances as at 30 June 2022:

Parish Council current account	£ 7,040.65
Parish Council NS& I account	£14,242.48

22030.4 Bank reconciliation:

To request that Cllr Daniel and Cllr Foy undertake a bank reconciliation as at 31 July 2021 upon receipt of the July statement.

22030.5 To resolve to make the following payments:

Invoice date	Details	VAT	Amount (inc VAT)
26.5.2022	Ruth Swales – reimbursement of cost of Jubilee bench bought from Sloane & sons & commemorative plaque from Brunel Engraving	£88.16 £5.56	£529.00 £33.36
10.6.2022	Ruth Swales – reimbursement of Information Commissioners Office data protection fee		£40.00
4.7.2022	Purely Payroll re payroll admin (May/June)		£12.05
4.8.2022	HMRC re Clerk’s tax (May/June)		£74.40
4.8.2022	Ruth Swales – Salary (35 hours approved for May/June)		£297.65
5.7.2022	YLCA re Good Councillor Guides & dividers		£14.15
	Ruth Swales – reimbursement of expenses totalling £79.13 as follows:		
27.5.2022	- Fast track delivery of commemorative plaque	£3.00	£18.00
28.5.2022	- 8 1 st class stamps		£7.60

14.7.2022	- 2 x Ring binders re new councillors		£1.78
6.7.2022	- 5 Reams of printer paper	£5.58	£33.50
25.5.2022	- Printer ink cartridge	£3.04	£18.25
28.6.2022	John Cook reimbursement re lamps on bridge	£29.29	£175.73
20.7.2022	S Atkinson & son re hay-making	£398.00	£2388.00

22030.6 Budgeting:

- To review the predicted outturn for year ending 31 March 2023 against the 2022/23 budget and consider the explanation of any projected material variances (i.e. greater than £100 or 15% above/below budget) - Appendix 5
- To note jubilee commemorations and street lighting upgrade are to be funded from ear-marked reserves.
- To discuss and agree any likely expenditure on weed-wiping and playground establishment and operating costs to factor into budget projection.
- Ear-marking of any resultant surplus after receipt of easement funds to be discussed at Finance meeting in December/January.

22030.7 Ear-marked reserves:

To **resolve** to transfer £1,000 from ear-marked reserve in NS&I to the current account in relation to the budgeted Jubilee commemorations expenditure.

22031 Dates of future Meetings:

To confirm the date of the next ordinary parish council meeting as Thursday 6 October 2022 at 7.00pm in the village institute.

Appendices:

<https://www.stillingfleetparishcouncil.org/appendices-to-agenda-4-august-2022/>

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