

**STILLINGFLEET PARISH COUNCIL**  
**MINUTES OF THE ORDINARY MEETING OF THE PARISH COUNCIL**  
**THURSDAY 4 AUGUST 2022**

22020 **Welcome and Apologies:**

The Chair welcomed all those attending the meeting as follows:  
Parish Councillors: Juan Brooks, John Cook, Richard Daniel, Emma Powell,  
Lesley Collingridge, Joanne Sears and Jonathan Foy  
Clerk: Ruth Swales.  
Ross Powell, Play Stillingfleet  
Matthew Brown, Rural Housing Enabler, Selby DC  
3 members of the public.  
Apologies were noted from Cllr Cattanach and Cllr Reader.

22021 **Public Participation:** There was no public participation.

22023 **Play Area:**

Ross Powell summarised a presentation explaining that Selby District Council have now advised that planning permission to build the playground is not required and that SDC have withdrawn the application and refunded the planning fee.  
However SDC had advised that planning permission may be needed from the Planning Inspectorate under the Commons Act – section 38 which is designed to protect rights over registered common land.  
Stillingfleet village green is not registered common land and based on all publicly held records the conclusion of the Play Area Committee is that the playground does not required planning approval.  
This conclusion is supported in her professional capacity by Planning Consultant Katie Atkinson from KVA Planning (recommended to the council by the CPRE).  
On that basis, the Parish Council **RESOLVED** to instruct the Play Area Committee to progress the project forward to deliver a playground and committed to apply the ear-marked reserve previously set aside for that purpose. Play Stillingfleet to share the detailed project plan with the Play Area Committee.

22022 **Affordable Housing Needs Survey:**

Matthew Brown (Rural Housing Enabler from Selby DC) shared with Council the Affordable Housing Needs Survey Report which concludes that based upon the survey there are potentially 6 households keen to take up affordable housing if available in the village.  
Council **RESOLVED** to instruct Mr Brown to proceed to the next stage which is to scope out a potential site recognising that this is on a no commitment basis at this stage.  
A more detailed plan will be presented back to Council at the October meeting.

22024 **Co-option to fill two Councillor vacancies:**

22024.1 Council noted that the notice of vacancies had been displayed on the council's website and noticeboard since 25 May 2022 with a closing date for applications of 30 June.

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- 22024.2 Council noted that applications and eligibility certifications had been received from 2 potential candidates and had been circulated to Councillors in advance of the meeting.
- 22024.3 Both applicants, Annette Strickland and Nigel Kemp were invited to introduce themselves to Council.
- 22024.4 The applicants and all members of the public were requested to leave the meeting so that Council could discuss each candidates' suitability for co-option.
- 22024.5 Council **RESOLVED** to co-opt Annette Strickland and Nigel Kemp as parish councillors and asked both:
- 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.
- 22025 **Declarations of Interests:**  
There were no declarations of interest in any of the ensuing agenda items.
- 22026 **Minutes from last meeting:**  
Council **RESOLVED** to approve the minutes of the annual meeting of the Council held on 24 May 2022. The Chairman initialled and sign the minutes as a true record.
- 22027 **Matters Arising from the last meeting:**  
Council received information on the following ongoing issues and decided further action where appropriate:
- 22027.1 **Jubilee Commemorative tree and bench:**
- Cllr Cook updated Council re the plan to plant a commemorative tree as part of the Queen's Green Canopy initiative in the hedge adjoining the cemetery and to submit a faculty application to the diocese to have a stone bearing a plaque to commemorate the Jubilee.
  - Council decided to leave the Jubilee bench in the village institute garden until positioning it in the new play area when the playground is more advanced.
- 22027.2 **BT Telephone Box:**
- Cllr Collingridge advised that the Phone Box Restoration Group had accrued further funds from the Jubilee festivities and had other fund raising initiatives in plan including submitting a grant application to the National Lottery. The Phone Box Restoration Group are asked to bring forward a more detailed report and plan for completion to the October council meeting to secure Council's continued support.
- 22027.3 **Village Green:**
- Council **RESOLVED** 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.

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- Council noted the completion of the cutting and baling of the Green and understood why it had not been possible to complete the strimming of the bank adjoining the village carpark in the north-west sector of the green. In future years advanced notice will be given to vehicle owners re the requirement to park elsewhere whilst mowing is completed.
- A reminder is to be posted in the Parish magazine reminding residents that vehicles should not be parked on the village green or its verges.
- Recognising the need for its continuation, Council **RESOLVED** to re-constitute the Village Green Committee (VGC) and appointed the following councillors to that committee with immediate effect: Cllrs Brooks, Cook, Powell, Kemp and Daniel.
- A meeting of the VGC is to be arranged to invite the contractor who completed this year's hay-making to share his views re the future management of the Green.

#### 22027.4 **Risk Assessment:**

- Cllr Daniel agreed to follow up on outstanding actions arising from the March 2022 risk assessment.
- Council asked the Clerk to write to NYCC to raise concerns re the safety of the footbridge over the beck in the western sector of the Green.
- Council noted that permission had been granted to an agency commissioned by Northern Powergrid to undertake some minor pruning of branches close to high voltage power lines in the north-east sector of the Green.

#### 22027.5 **Street Lighting:**

- Council thanked Cllr Cook for arranging the installation of the new lamps on the bridge and noted that he was progressing a commemorative plaque to dedicate the lamps as part of the Platinum Jubilee.
- Cllr Cook advised that he is persisting in securing the repair and replacement of the faulty street light outside Banbury House which is awaiting Northern Powergrid's attention.

#### 22027.6 **Speeding:**

- There was no further update from Cllr Powell re proposals for the North Yorkshire Police Speed Watch initiative. Cllr Powell agreed to chase up.
- Cllr Foy shared his further research into the "20splenty for North Yorkshire" campaign. Council **RESOLVED** to support this campaign and to write to NYCC requesting a 20mph speed limit on roads throughout North Yorkshire where people live, work, shop, play or learn, with 30 mph as the exception on those roads, where full consideration of the needs of vulnerable road users allows a higher limit.

#### 22027.7 **Defibrillator training:**

Cllr Brooks advised that 3 further potential dates had been obtained to progress the defibrillator training and that details would be posted on the Community Chat page as soon as possible.

#### 22027.8 **Environment - CPRE Community Visioning Plan:**

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Council noted receipt of the CPRE's latest draft of a Community Visioning Plan for Stillingfleet which seeks to address the future of renewable energy in the village. Council recognised that this document marks the beginning of a potential conversation about the feasibility of a solar farm being built possibly on the old Stillingfleet mine site. Cllr Cook offered to draft a letter to the owners of the mine site to open that discussion.

22028 **Planning Matters:**

22028.1 **Selby Local Plan:**

- Council noted that the Publication Local Plan (Pre-Submission version) was being presented to Selby DC Executive on 4<sup>th</sup> August to seek approval to consult on the document between 29<sup>th</sup> August and 7<sup>th</sup> 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> )
- Council agreed to take up the offer of a meeting with the Selby Planning Policy Manager to learn more about the best ways for the Council / village to voice its strong objections to the choice of Heronby as the preferred site for large scale development.
- Cllr Brooks is to reach out to the Chair of Escrick PC to agree to join forces with Escrick and Riccall Parish Councils and plan the next steps in our communities to fight this process.

22028.2 Council noted the following **planning decisions:**

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

22028.3 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 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.

22029 **Information sources:**

This agenda item is to be carried forward to the October meeting.

22030 **Employment Matters – Clerk's Contract Review**

The Clerk withdrew from the meeting for this agenda item.

Council noted that acting on a recommendation from the 2022 Internal Audit the Staffing Review Committee had undertaken a review of the Clerk's current contract. As a result Council **RESOLVED** to increase the Clerk's annual contracted hours from 96 per annum to 156 per annum and to re-evaluate the role in accordance with NALC guidelines matching the Stillingfleet Clerk role

to LC1 – scale point 15. Council noted that this would trigger an increase in the Clerk’s hourly rate of pay and recognised the resultant budget implications.

22031 **Financial Matters:** Council noted:

22031.1 **Recent receipts:**

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

22031.2 **VAT Refund claim:**

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

22031.3 **Closing balances as at 30 June 2022:**

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

22031.4 **Bank reconciliation:**

Cllr Daniel and Cllr Foy were asked to undertake a bank reconciliation as at 31 July 2021 upon receipt of the July statement.

22031.5 Council **RESOLVED** to make the following **payments:**

Invoice date	Details	VAT	Amount (inc VAT)
27.5.2022	Eloise Livsey – compost for jubilee planters		£12.00
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 <sup>st</sup> 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

22031.6 **Budgeting:**

Chairman’s initials

- Council reviewed the predicted outturn for year ending 31 March 2023 against the 2022/23 budget and considered the explanation of any projected material variances (i.e. greater than £100 or 15% above/below budget).
- Council noted that it had previously been approved that the Jubilee commemorations and the street lighting upgrade were to be funded from ear-marked reserves.
- Council noted that the ear-marking of any resultant surplus after receipt of easement funds will be discussed at Finance meeting in December/January.

22031.7 **Ear-marked reserves:**

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

22032 **Dates of future Meetings:**

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

Signed as an accurate record of the meeting held on 4 August 2022	Juan Brooks  CHAIRMAN	6 October 2022
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