

STILLINGFLEET PARISH COUNCIL issued on 25 November 2022

OFFICIAL NOTICE OF A MEETING OF STILLINGFLEET PARISH COUNCIL TO BE HELD AT 7.00pm ON THURSDAY 1 DECEMBER 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

22041 Welcome and Apologies:

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

22042 Public Participation:

22042.1 Potential village website – To receive a suggestion from a parishioner regarding the creation and administration of a village website.

22043 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.

22044 Minutes from previous meetings:

To **RESOLVE** to approve the minutes of the meeting of the Council held on 6 October 2022 and if approved, Chairman to initial and sign minutes as a true record.

22045 Matters Arising from the last PC meeting:

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

22045.1 Publication of Selby District Local Plan (PLP)

- To note that a copy of the Stillingfleet PC's response to the consultation has been sent to all Selby District councillors so that they are fully briefed ahead of the SDC vote on its PLP.
- To receive an update from the Halt Heronby Action Group members and agree any next steps in continuing the Council's challenge to the soundness and legal compliance of the PLP.

22045.2 Play Area:

- i. To receive an update from the Play Area Committee meeting – 17 November (appendix 1).
- ii. To review the Playground Income and Expenditure monitor (appendix 2)

22045.3 Village Green:

- To receive any update re the completion of the right of way easement in relation to the Hope Cottage development by Edenvale Homes Limited in return for the consideration of £3,905.
- To receive an update from the Village Green Committee following its meeting with David Atkinson to discuss his thoughts relating to the on-going management of the Green. (Minutes of VGC 17 Nov – appendix 3)

22045.4 Affordable Housing

To consider information provided by Matthew Brown (Rural Housing Enabler, Selby DC) regarding the identification of potential sites in the village for an affordable housing development.

22045.4 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.

22045.5 Potential renewable energy proposition

To receive any update from Cllr Cook re any developments in relation to the mine site.

22045.6 Risk Assessment:

- To receive any update from Cllr Daniel regarding matters flagged in the village risk assessment.
- To receive an update from Cllr Brooks re the repair of the temporarily closed wobbly footbridge across the beck.

22045.7 Speeding:

- To note the purchase and placement of the "20's Plenty" banners and to decide what action can be taken regarding their following theft and removal.
- To discuss whether any action can be taken regarding the recurring incident of a speeding black BMW observed driving at high speed through the village.

- 22046 **Planning Matters:** (full details of each application can be found on the Selby DC planning public access site under each reference no.).
- 22046.1 To note the following **planning decisions:**
- Permission GRANTED re the erection of replacement front and rear extensions at Chapel House, The Green, Stillingfleet (ref 2022/0525/HPA).
 - Section 73 application GRANTED to vary condition 02 of 2021/0105/HPA relating to renovations at Hope Cottage, The Green (ref 2022/1119/S73).
 - Erection of replacement front & rear extensions PERMITTED at Chapel House, The Green (ref 2022/0525/HPA).
 - Crown reduction by 1.5 meters PERMITTED of a flowering plum tree at Hope Cottage, The Green (ref 2022/1017/TCA).
- 22046.2 To note receipt of the following **planning applications:**
- Proposed ground floor extension and new dormer to the east elevation at The Lodge, York Road (ref 2022/1251/HPA).
- 22047 **Consultation on the devolution deal to form the new unitary authority:**
To receive an update from Cllr Brooks on the potential impact the devolution deal will have on how the Parish Council operates.
- 22048 **Local Council Award Scheme:**
To consider whether Council would wish to register to take part in the Local Council Award Scheme with a view to achieving Foundation level accreditation during 2023 (appendix 4).
- 22049 **Civility and Respect Pledge:**
To consider whether the Council wishes to take the Civility and Respect Pledge as advocated by NALC.
<https://www.nalc.gov.uk/our-work/civility-and-respect-project#the-pledge>
- 22050 **Parish Council Plan 2023/24:**
To discuss developing a Parish Council Plan for 2023/24 to increase transparency into the Council's aims and objectives.
- 22051 **Future funding applications:**
To consider whether the Council wishes to explore any future funding to enhance the community amenities and events.
- 22052 **Clerk's Salary Review:**
To review the recently approved 2022/23 national salary scale for parish council clerks which is to be backdated to 1 April 2022 and approve the increase in the Clerk's hourly rate accordingly. (See appendix 5 - Clerk's salary range is set at pay band LC1 above substantive – scale point 15).
- 22053 **Financial Matters:** To receive a report from the Clerk/RFO re recent receipts and closing balances,
- 22053.1 **VAT:**

To note that a VAT refund claim has been submitted for £6,504.85 (£6,471.52 of which relates to the PlayScheme completion balance).

22053.2 Recent receipts:

12.10.2022	Transfer from non-ear marked reserve in NS&I (to be replenished from Hope Cottage easement upon receipt)	£3,000.00
13.10.2022	NYCC Locality Grant from John Cattnach	£1,500.00
13.10.2022	Ross Powell re funding raised through Just Giving	£1,130.39
31.10.2022	SDC Locality Grant from Neil Reader	£1,250.00

22053.3 Closing balances as at 30 November 2022 (after above receipts and transfer between accounts but before payments detailed below):

Parish Council current account	£38,935.14
Parish Council NS& I account	£ 242.48

22053.4 To resolve to make the following payments:

Invoice date	Details	VAT	Amount (inc VAT)
28/10/2022	S.J Danby Ltd – re playground/zipwire/noticeboard completion	£6,471.52	£38,829.12
	Ruth Swales – reimbursement of expenses totalling £166.58 as follows:		
11/10/22	8 x 1 st class stamps		£7.60
16/9/22	Printer ink cartridge	£3.33	£19.99
21/10/22	Royal British Legion re Remembrance wreath S137 expenditure	£4.00	£23.99
21/10/2022	20s Plenty Banners		£115.00
23/10/2022	P Wade re contribution to Halt Heronby Action Group		£246.60
1/12/2022	Stillingfleet Village Institute re VG Comm meeting		£8.00
1/12/2022	Ruth Swales – Salary (44 hours approved for Sept/Oct)		£438.20
1/12/2022	HMRC – Clerk’s tax (Sept/Oct)		£109.60
1/12/2022	Purely Payroll		£12.05

22053.5 Internal Control:

To receive an update from Cllrs Daniel and Foy regarding the completion of the half yearly internal control check as at 30 September.

22053.6 Budgeting:

To note that ordinarily this meeting would consider the draft budget for the forthcoming year. However as details of the 2023/24 precept options have not yet been received, it is proposed that an extraordinary meeting is scheduled for

Thursday 5 January 2023 to consider next year's budget, the setting of the 2023/24 precept and the council's reserves policy.

22053.7 Appointment of an Internal Auditor:

- To note that in the financial year ending 31 March 2023 the Council's income and expenditure will exceed the £25,000 threshold meaning the Council will not be able to take advantage of the YLCA Internal Audit service. To note that quotes have been requested from 3 potential alternative auditors but to date only two positive responses have been received.
- To RESOLVE to approve the appointment of an internal auditor for 2022/23 year end (2 quotes at appendix 5).

22054 Dates of future Meetings:

To confirm the date of the extraordinary finance meeting as Thursday 5 January 2023 and the next ordinary parish council meeting as Thursday 2 February 2023 both at 7.00pm in the village institute.

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

Appendices:

<https://www.stillingfleetparishcouncil.org/appendices-to-the-agenda-1-december-2022/>