

STILLINGFLEET PARISH COUNCIL issued on 31 March 2023

OFFICIAL NOTICE OF A MEETING OF STILLINGFLEET PARISH COUNCIL TO BE HELD AT 7.00pm ON THURSDAY 6 APRIL 2023 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 but there will be no public participation in this particular meeting as it will have been preceded by the annual meeting of the Parish at which any resident is invited to raise any concerns, questions or suggestions for the Council's consideration.
- 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

22077 Welcome and Apologies:

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

22078 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.

22079 Minutes from previous meetings:

To **RESOLVE** to approve the minutes of the ordinary meeting of the Council held on 2 February 2023 and the Play Committee meeting held on 7 March 2023. If approved, Chairman to initial and sign minutes as a true record.

22080 Matters Arising from the last PC meeting:

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

22080.1 Update following meeting with John Cattnach, District Councillor.

22080.2 Halt Heronby:

To receive an update from the recent meeting with the Halt Heronby Action Group.

22080.3 Play Area:

To note the circulation and publication of the minutes of the recent Play Committee meeting held on 7 March and discuss any matters arising which require full council consideration.

22080.4 Footbridges:

To receive an update regarding the replacement of the footbridges across the beck.

22080.5 Village Green:

- i To receive an update from the Village Green Committee regarding proposed work to address some of the drainage issues on the roads adjacent to the Green.
- ii To note that the 2022 Environmental Stewardship revenue grant due at the end of December has not yet been received. The RPA have apologised for the delay and have advised that they have had to refer a matter regarding the negotiated rates in the agreement to their policy team for advice. They have said they will endeavour to get the claim paid as soon as possible but there's no guarantee that will be before year-end.
- iii To note that a request for a minor and temporary adjustment (MTA) to the Stewardship scheme has been approved allowing the cutting of the Green with effect from 1 July 2023.
- iv To note that an invitation to tender for cutting and baling the Green in 2023 has been shared with David Atkinson – any responses will be considered at the May meeting.

22080.6 Affordable Housing

To note that the Council has considered the various sites put forward as potential affordable housing developments and has advised Matthew Brown that the strong preference is for him to investigate the possibility of utilising the land behind the pub (site 3) as this is within the existing development limit of the village. It is recognised that the current owner may not be interested but Council would want to officially rule this out before considering an alternative. MB has been asked to contact the owner to find out his appetite for sale and let Council know the outcome.

22080.7 Village Website:

To receive any update regarding the possible village website.

22080.8 Telephone Box:

To receive an update regarding the Telephone Box restoration and decide on any further action including whether the Council or Charity fund should make a donation to the restoration fund and apply for National Lottery funding.

22081 Risk Assessment and Assessment:

- 22081.1 To request that Cllrs Daniel and Sears undertake the 2023 annual risk assessment and report back to Council at the May annual meeting.
- 22081.2 To review and **RESOLVE** to adopt the Risk Assessment & Management Document for 2023/24 as evidence of the Council's effective risk management. (Appendix 1)
- 22082 **Coronation Celebrations:**
To receive an update from the Coronation celebration volunteers regarding plans to commemorate the occasion in our village.
- 22083 **Draft Parish Charter Consultation:**
To note that the Council's response to the consultation questionnaire regarding the draft Parish Charter produced by North Yorkshire Council has been submitted.
- 22084 **Parish Council Plan 2023/24:**
To **RESOLVE** to approve the latest draft of the Parish Plan for 2023/24. (Appendix 2)
- 22085 **Local Council Award Scheme: Training**
- To **RESOLVE** to adopt the Training & Development Policy (appendix 3).
 - To review training plans for 2023/24.
 - To consider whether Council is interested in the YLCA offer of a 'whole council' training session.
- 22086 **Planning Matters:** (full details of each application can be found on the Selby DC planning public access site under each reference no.).
- 22086.1 To note the following **planning decisions:**
- Permission GRANTED to reduce 22 leylandii trees by 8m leaving them 2m high at Hawthorn Cottage, York Road (ref 2022/1343/TCA)
 - Permission REFUSED to fell 2 willow trees at Hawthorn Cottage, York Road (ref 2022/1343/TCA).
 - Permission GRANTED re the erection of a lean-to agricultural building at the Old Pasture Park, York Road (ref 2022/13341/FUL).
 - Permission REFUSED re the erection of a 2 storey dwelling to replace the existing outbuildings at Hawthorn Cottage, York Road (ref 2022/1409/FUL).
- 22086.2 To note receipt of the following **planning applications:**
- Application for the discharge of several conditions of the approvals 2021/0447/S73 & 2020/0340/FUL relating to the demolition of the existing bungalow and commercial garage and the erection of a replacement dwelling and 3 detached houses with garages granted in April 2021 (Ref 2023/0108/DOC).
 - Application for consent to pollard a white poplar tree by 50% and crown reduce a eucalyptus tree by 1 meter at Rose Villa, The Green (ref 2023/0161/TCA).
- 22087 **Financial Matters:** To receive a report from the Clerk/RFO re recent receipts and closing balances.

22087.1 **Recent receipts:**

9.2.2023	Elmhirst Parker solicitors re Hope Cottage Easement	£3,905.00
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22087.2 **Predicted Closing balances as at 31 March 2023:** (to be confirmed upon receipt of March bank statement).

Parish Council current account	£8,559.97
Parish Council NS& I account	<u>£ 243.44</u>
	£8,803.41

22087.3 **Internal Control:**

To ask Cllrs Daniel and Foy to undertake the:

- i. Bank reconciliations as at 31 March 2023
- ii. Year-end internal control check ahead of the 2022/23 year end internal audit.

22087.4 **Budget comparison:**

To consider and approve predicted 2022/23 year-end budget comparison (appendix 4) noting that:

- budget monitor excludes all outside budget income & expenditure raised/incurred re the playground.
- total income was £9,137 (£2131 above budget due to receipt of outside budget easement funds and absence of the Stewardship grant).
- total net expenditure was £9,336 (£1,565 above budget but £1,000 provided from ear-marked reserve (EMR) for the Jubilee and £247 for Halt Heronby and £115 on 20's Plenty approved from general reserve)
- leading to a £199 deficit to be funded from general reserve.

22087.5 **Reserves:**

- To note that SPC's Reserve Policy is to hold the equivalent of 12 months predicted net revenue expenditure (NRE) as a general reserve and according to the approved budget for 2023/24 the predicted NRE will be £9,215.
- To **RESOLVE** that all of the current account balance at year end will be held in the current account as a general reserve meaning that at 2023 year-end there are no funds available to transfer to any ear-marked reserve.
- To agree in principle to the desire to ear-mark a "sinking fund" for the playground repair/replacement but recognise there are no funds available to ear-mark at this time.

22087.6 **Year-end procedures:**

To consider and approve:

- i. Breakdown of expenditure greater than £100 for the year ending 31 March 2023 (appendix 5)
- ii. Annual CIL Report for the year ending 31 March 2023 (appendix 6) noting that all the Council's CIL reserves of £4,761 have been spent towards the construction of the playground.
- iii. Financial Risk Assessment as at 31 March 2023 (appendix 7)
- iv. Asset Register as at 31 March 2023 (appendix 8).

22087.7 Annual Governance & Accountability (AGAR) 2022/23 year-end

- To note that Carrie Pillow of Elkerlodge bookkeeping services has been appointed to undertake the 2022/23 year-end internal audit, to instruct the Clerk/RFO to complete all necessary procedures and undertake the audit meeting on 25 April.
- To **RESOLVE** to pay the internal audit fee of £300 upon completion of the certification in the AGAR.
- To note receipt of the 2022/23 AGAR instructions and **RESOLVE** to complete all necessary procedures for Council’s approval at the annual meeting of the Council on 18 May.

22087.8 To resolve to make the following payments:

Invoice date	Details	VAT	Amount (inc VAT)
6.4.2023	Stillingfleet Village Institute – additional fees for 2023-24 hall bookings due to price increase		£24.00
10.2.2023	Samantha Lyth re annual web hosting and SSL		£94.80
6.4.2023	Ruth Swales salary (36.5 hours approved for Jan/Feb)		£392.73
6.4.2023	HMRC – Clerk’s tax (Jan/Feb)		£98.20
5.4.2023	Purely Payroll (Jan/Feb)		£12.05
	Ruth Swales – reimbursement of expenses totalling £28.44 as follows:		
28.2.2023	Recorded delivery postage		£2.85
6.3.2023	8 x 1 st class stamps		£7.60
21.2.2023	Printer ink cartridge	£3.00	£17.99
12.4.2023	CPRE – annual subscription		£36.00
9.3.2023	YLCA re Clerk’s training		£30.00
11.3.2023	Paul Herrieven re Coronation Mugs		£260.00

22088 Dates of future Meetings:

- 22088.1 To confirm the date of the next parish council meeting (the annual meeting) as Thursday 18 May 2023 at 7.00pm in the village institute.
- 22088.2 To note that the May meeting will be preceded by a Charity Committee meeting commencing at 6.30pm. Should Councillors have any requests for grants to put before the Charity Committee for consideration they are asked to submit these to the Clerk by end of April.

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