

**STILLINGFLEET PARISH COUNCIL**  
**MINUTES OF THE ORDINARY MEETING OF THE PARISH COUNCIL**  
**THURSDAY 6 APRIL 2023**

22077 **Welcome and Apologies:**

The Chair welcomed all those attending the meeting as follows:  
Parish Councillors: Juan Brooks, John Cook, Richard Daniel, Nigel Kemp, Annette Strickland, Lesley Collingridge, Joanne Sears, Emma Powell.  
Clerk: Ruth Swales.  
Apologies were noted from Cllr Jonathan Foy.

22078 **Declarations of Interests:**

There were no declarations of interest.

22079 **Minutes from previous meetings:**

Council **RESOLVED** 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. The Chairman signed the minutes as a true record.

22080 **Matters Arising from the last PC meeting:**

Council received information on the following ongoing issues and decided further action where appropriate.

22080.1 Council noted that as Cllr John Cattanach, County Councillor wasn't able to attend the meeting there will be an opportunity to meet with him to receive an update from North Yorkshire Council on 4 May at 10am.

22080.2 **Halt Heronby:**

Council noted that Selby DC had handed over their work in progress regarding the Selby Local Plan to North Yorkshire Council for them to decide on the way forward. Although North Yorkshire Executive are due to meet on 2 May, at this stage it is not known whether the Local Plan will be on that agenda. The Parish Council noted that the Halt Heronby Action Group have forwarded their extensive body of work submitted in response to the consultation to North Yorkshire so it can be taken into account.

22080.3 **Play Area:**

- Council noted that the volunteers who will carry out the bi-weekly safety inspections of the playground have now been trained and that the inspection rota will be set up. 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.
- Cllr Powell is to finalise the invitation to tender for the grass cutting contract for the playground so this can be circulated to potential contractors.

22080.4 **Footbridges:**

Council were pleased to note that the replacement of the two footbridges across the beck has been completed.

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22080.5 **Village Green:**

- i Council **RESOLVED** to grant permission to the owners of Barnbrook to sink a new inspection chamber on the verge outside their property in order to allow renovation of their drain which has been causing some water leakage onto the road adjacent to the Green.
- ii Council expressed disappointment that the 2022 Environmental Stewardship revenue grant due at the end of December has not yet been received. Council noted that the RPA had apologised for the delay and will endeavour to get the claim paid as soon as possible.
- iii Council noted that a request for a minor and temporary adjustment (MTA) to the Stewardship scheme had been approved allowing the cutting of the Green with effect from 1 July 2023.
- iv Council noted that an invitation to tender for cutting and baling the Green in 2023 had been published and that any responses will be considered at the May meeting.
- v. Council decided that it would not grant permission for the Women's Institute to plant a flowering cherry tree next to the playground bench on the Green in commemoration of the Kings Coronation and instead is to suggest that the Women's Institute might like to consider replacing the bench over-looking the Green outside the Methodist Chapel as it is used regularly but is in disrepair.

22080.6 **Affordable Housing**

Council noted that consideration had been given to the various sites put forward as potential affordable housing developments and had advised Matthew Brown, (the Rural Housing Enabler) that the strong preference is for him to investigate the possibility of utilising the land behind the pub as this is within the existing development limit of the village. It was recognised that the current owner may not be interested but Council would want to officially rule this out before considering an alternative. MB has contacted the owner to find out their appetite for sale and let Council know the outcome.

22080.7 **Village Website:**

Council noted that as there had been very limited response to the survey seeking residents appetite for having a separate village website this suggestion was being placed on hold and alternative channels for engaging with the community are being considered.

22080.8 **Telephone Box:**

In the absence of any new update Cllr Brooks is to speak with the Telephone Box Restoration Group to advise that a decision needs to be made at the May meeting whether this initiative is to proceed or whether an alternative plan should be investigated.

22081 **Risk Assessment and Management:**

- 22081.1 Council requested that Cllrs Daniel and Sears undertake the 2023 annual risk assessment and report back to Council at the May annual meeting.
- 22081.2 Council reviewed and **RESOLVED** to adopt the Risk Assessment & Management Document for 2023/24 as evidence of the Council's effective risk management.

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- 22082 **Coronation Celebrations:**  
Council noted that a small group of Coronation celebration volunteers were progressing plans for a 'Bring your Own' community picnic to be held on the Green in the playground area on 6 May. As part of the national Big Help Out initiative planned for Monday 8 May the group are proposing to organise a community litter pick and tidy up of the village and surrounding roadsides. Details will be published on the Community Chat page.
- 22083 **Draft Parish Charter Consultation:**  
Council noted that Cllr Brooks is to submit a response on behalf of SPC to the consultation questionnaire regarding the draft Parish Charter produced by North Yorkshire Council.
- 22084 **Parish Council Plan 2023/24:**  
Council **RESOLVED** to approve the latest draft of the Parish Plan for 2023/24 with the intention of signing this off at the May annual meeting.
- 22085 **Local Council Award Scheme: Training**  
Council **RESOLVED** to adopt the Training & Development Policy and to review training plans for 2023/24 over the next couple of months.
- 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 Council noted 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). Council noted that subsequent to this reduction the leylandii had now been fully removed and a replacement hedge had been planted.
  - 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 Council noted 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:** Council noted:
- 22087.1 **Recent receipts:**

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9.2.2023	Elmhirst Parker solicitors re Hope Cottage Easement	£3,905.00
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22087.2 **Closing balances as at 31 March 2023:**

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

22087.3 **Internal Control:**

- Cllrs Daniel and Foy were asked to complete the bank reconciliation as at 31 March 2023.
- Council also requested that Cllrs Daniel and Foy undertake the Year-end internal control check ahead of the 2022/23 AGAR completion.

22087.4 **Budget comparison:**

Council considered and approved the 2022/23 year-end budget comparison noting that the:

- 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 the absence of the Stewardship grant).
- total net expenditure was £9,336 (£1,565 above budget but £1,000 of this being provided from ear-marked reserve (EMR) for the Jubilee. Council also noted that additional budgets of £247 for Halt Heronby and £115 for 20's Plenty banners had been approved during the year which was funded from the general reserve)
- year-end deficit of £199 is to be funded from the general reserve.

22087.5 **Reserves:**

- Council noted 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.
- Council **RESOLVED** 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.
- Council agreed in principle to the desire to ear-mark a "sinking fund" for the playground repair/replacement but recognised there are no funds available to ear-mark at this time.

22087.6 **Year-end procedures:**

Council considered and **RESOLVED** to approve the following documents – all of which will be published on the Council's website:

- i. Breakdown of expenditure greater than £100 for the year ending 31 March 2023
- ii. Annual CIL Report for the year ending 31 March 2023 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

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iv. Asset Register as at 31 March 2023.

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

- Council noted that Carrie Pillow of Elkerlodge bookkeeping services has been appointed to undertake the 2022/23 year-end internal audit and instructed the Clerk/RFO to complete all necessary procedures and undertake the audit meeting on 14 April.
- Council **RESOLVED** to pay the internal audit fee of £300 upon completion of the certification in the AGAR.
- Council noted receipt of the 2022/23 AGAR instructions and **RESOLVED** to complete all necessary procedures for Council's approval at the annual meeting of the Council on 18 May.

22087.8 Council **RESOLVED** 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 <sup>st</sup> 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
3.4.2023	YLCA re annual subscription		£141.00

**22088 Dates of future Meetings:**

22088.1 Council confirmed 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 Council noted 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 as an accurate record of the meeting held on 6 April 2023	Juan Brooks CHAIRMAN	18 May 2023
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