

**STILLINGFLEET PARISH COUNCIL
MINUTES OF THE ANNUAL MEETING OF THE PARISH
COUNCIL
18 MAY 2023**

Statutory Annual Meeting Business:

23001 Election of Chairman and Vice-Chairman of the Parish Council:

23001.1 Council duly elected Cllr Juan Brooks as Chairman for the 2023-24. Cllr Brooks signed his acceptance of office

23001.2 Council duly elected Cllr John Cook as vice-chairman for 2023-24. Council **RESOLVED** to permit Cllr Cook who was not present to sign his Declaration of Acceptance of Office before the next ordinary meeting of the Council.

23002 Welcome and apologies:

The Chair welcomed all those attending the meeting as follows:

Councillors: Juan Brooks, Lesley Collingridge, Richard Daniel, Jonathan Foy, Emma Powell, Joanne Sears, Annette Strickland.

Clerk: Ruth Swales

2 parishioners

Apologies were noted and accepted for Cllr Kemp.

23003 Elections to the following offices were approved:

23003.1 Council's Internal Controllers: Cllr Daniel, Cllr Foy.

Village Institute Committee Representative: Cllr Brooks

YLCA Representatives: Cllr Cook and Cllr Brooks.

PC Current Account signatories: Cllr Brooks, Cllr Collingridge and Cllr Powell.

PC NS&I Investment account signatories: Cllr Brooks, Cllr Collingridge and Cllr Powell.

ByeLaw Field Charity Account signatories: Cllr Brooks, Cllr Foy and Cllr Powell.

23003.2 The following were confirmed as Lead Councillors for:

Climate Change & the Environment: Cllr Cook

Police & Fire Service Matters: Cllr Powell

Street Lighting: Cllr Cook,

Health & Wellbeing: Cllr Strickland

Defibrillator maintenance: Cllr Strickland

Flood Wardens: Cllr Daniel and Cllr Powell

Risk Assessors: Cllr Daniel and Cllr Sears

Communication & Community Involvement: Cllr Brooks and Cllr Collingridge

Council Development: Cllr Brooks

23003.3 Council reviewed the terms of reference of the following committees and confirmed the Committee members as:

Village Green & Environment Committee: Cllrs Kemp, Daniel, Brooks, Cook and Powell

Chairman's initials

Play Area Committee: Cllr Sears (Play Area Supervisor), Cllrs Brooks, Cook, Collingridge and Emma Powell with Ross Powell and Annette Strickland of *Play Stillingfleet* as non-councillor committee members.

Employment Committee: Cllrs Brooks, Cook and Collingridge.

Policy Review Committee: Cllrs Brooks, Cook and Sears. Clerk Swales

Planning Committee: Cllrs Brooks, Cook, Sears, Collinridge and Kemp.

Charity Committee: Cllrs Brooks, Foy, Daniel and Powell.

23004 **Review of Policies:**

Council considered the adequacy of the Council's policies and **RESOLVED** to re-approve the following policies without any changes:

- Standing Orders • Financial Regulations • Councillors Code of Conduct • Publication Scheme • Data Protection • Data Security Incident Response • Subject Access Request • Records Management • Equal Opportunities • Freedom of Information • Council's Complaints Procedure.

23005 **GDPR requirements:**

23005.1 As Data Controller under the GDPR regulations, Council **RESOLVED** to pay the annual data protection fee of £40 to the Information Commissioners Office when due.

23005.2 Councillors were asked to check their contact details and provide their continuing consent for these personal details to be held for the purposes of conducting council business.

23006 **Insurance:**

Council reviewed the Council's insurance policy; confirmed its adequacy in line with the latest value of assets as quoted in the Asset Register and **RESOLVED** to approve the insurance renewal quotation from Zurich Municipal for £610 for the year commencing 1 June 2023. Council noted that the policy includes all risk cover for the playground valued at £42,000 and is within budget.

23007 **Annual Risk assessment:**

- Cllrs Daniel and Sears confirmed they had undertaken the annual risk assessment which will be circulated to councillors when it has been written up.
- Cllr Daniel agreed to attend to taping up some broken glass in the telephone box.
- Council will consider what other actions are required as a result of flagged potential risks at the August meeting.

23008 **Annual Governance and Accountability:**

23008.1 Cllr Daniel confirmed that the completion of the Council's Internal Control Check for H2 2022/23 was in hand.

23008.2 Council reviewed the internal control checklist and confirmed no changes were necessary to enable its certification of the adequacy and effectiveness of the Council's internal controls.

Chairman's initials

- 23008.3 Council noted the completion of the Council's bank reconciliation as at 31 March 2023 which will be duly posted on the website.
- 23008.4 Council considered and noted the Annual Internal Audit Report for 2022/23 noting there were no actions arising.
- 23008.5 Council **RESOLVED** to approve Section 1 – Annual Governance Statement 2022/23 of the AGAR 2022/23.
- 23008.6 Council **RESOLVED** to approve Section 2 – Accounting Statements 2022/23 of the AGAR.
- 23008.7 Council **RESOLVED** to approve the Explanation of Variances 2021/22 .v. 2022/23.
- 23008.8 Council **RESOLVED** to approve the publication of documents required by the Accounts & Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities.
- 23008.9 Council noted the dates of the period for the exercise of public rights will be 5 June 2023 to 14 July 2023. This notice has been published on the website from 19 May 2023.

Ordinary Meeting Business

23009 **Declarations of Interests:**

There were no further declarations of interest not already declared under the council's code of conduct or members Register of Disclosable Pecuniary Interests.

23010 **Public Participation:**

- A resident wished to congratulate the Council on the installation of the new footbridges across the beck.
- A resident wished his concerns to be noted that it appeared the occupants of Hawthorn Cottage had failed to comply with the planning decision (ref 2022/1343/TCA) which allowed the reduction 22 leylandii trees by 8m leaving them 2m high commenting that subsequent to this reduction the leylandii had now been fully removed and a replacement hedge had been planted. It was opined that failure to comply with the planning decision potentially set a dangerous precedent risking the future of the village's hedgerows. Council will consider this matter and revert as appropriate.

23011 **Minutes from previous meetings:**

Council **RESOLVED** to approve the minutes of the Annual meeting of the Parish and the Parish Council meeting both held on 6 April 2023. The Chairman signed as a true record.

23012 **Illegal Rave:**

- Council noted that Cllr Cattanach had had what he described as an excellent meeting with Fran Naughton, Selby Police who had apologised for the initial slow response of NY Police which was due to staffing

Chairman's initials

shortages and minimal information. She advised that in the early hours of Sunday morning an Inspector took ownership of the complaint and declare the situation as a major incident bringing in a good number of units from other parts of North Yorkshire. She confirmed there had been 9 arrests but their enquiries are still on-going as they seek to find out who the organiser was. She indicated Selby Police would welcome any information residents of Stillingfleet could provide. How to contact Selby Police in relation to this incident will be posted on the Community Chat facebook page.

- Council is to investigate whether North Yorkshire has an emergency contact number / hot line which can be accessed should there be similar major incidents impacting the village.
- Council noted that the village's new PCSO Declan Robinson has been instructed to be very visible in the village over coming weeks. PCSO Robinson is to be invited to share in a familiarisation walk round village and to attend future Council meetings
- Council noted that Harworth's (the owners of the mine site) had advised that they are undertaking a review of the site security to minimise the chances of a repeat of the illegal rave.

23013 Matters Arising from the last meeting:

Council received information on the following ongoing issues and decided further action where necessary:

23013.1 Play Area:

Council noted that the invitation to tender for the grass cutting contract of the playground had been published. Council delegated permission for the Play Area Committee to meet to decide on the awarding of the contract and consider any updates regarding the further applications for grant funding for additional play equipment.

23013.2 Green Management:

- i Council considered the response to the invitation to tender for the cutting and baling of the Green and **RESOLVED** to award the contract to David Atkinson asking that the Green be cut as soon as weather permitted after 1 July.
- ii Council noted that the 2023 annual claim form for payment under the Environmental Stewardship scheme had been submitted.
- iii Council noted that North Yorkshire Council had advised that a cultivation licence would be required to give permission to plant daffodil bulbs on the verges of the B1222 on the approaches to the village. The Women's Institute have been asked to clarify their planting proposals.
- iv. In response to a matter raised at the Annual meeting of the Parish an inclusion will be published in the Parish Magazine reminding property owners who place large stones on the grass verges outside their properties of their liability for any injury caused to pedestrians or cyclists as a result.
- v. Council is to make enquiries of Zurich Insurance regarding any liability for injury caused by stones placed on verges owned by the Parish Council.
- vi. In response to the drainage problem flagged by a resident which is causing standing water on the road bordering the Green on the South East quadrant Council decided in the first instance to install a pipe to drain run off water onto the Green. A budget of up to £50 + VAT was approved for this work.

Council will review the success of this remedial action at its October meeting and if necessary consider alternative potential solutions.

23013.3 Village Infrastructure:

In response to a matter raised at the Annual meeting of the Parish an inclusion will be published in the Parish Magazine property owners that bins should not be left on the road either prior to and after emptying as it could create an access issue for agricultural vehicles.

23013.4 Affordable Housing

- Council noted that the landowner of the site at the rear of the Cross Keys pub had confirmed that they would have no interest in making the land available for affordable housing development.
- Matthew Brown, Rural Housing Enabler, has been instructed to make similar enquiries on a no commitment basis regarding the alternative site previously identified as site 4 adjacent to homes on Escrick Road.

23014 Parish Council Plan 2023/24:

Council **RESOLVED** to approve the Parish Plan for 2023/24 which will be posted on the website.

23015 Planning Matters: (full details of each application can be found on the Selby DC planning public access site under each reference no.).

23015.1 Council noted the following planning decisions:

- Permission **GRANTED** to build new matching/symmetrical facades to both ranges, demolish the east range (garage and store) and rebuild to match proportions of the west range. To raise the roofs slightly of both ranges to provide standard ceiling heights in these parts of the dwelling and create new and enlarged openings internally and reconfigure the rear of the west range utility space on the ground floor at Rose Villa, The Green (Ref 2022/1384/LBC & 2022/1383/HPA).

-

23015.2 Council noted receipt of the following planning applications:

- Application for approval to crown lift and laterally reduce to provide 6m height clearance over highway, lateral reduction of lowest branch on NE, removal of branch to east, crown thinning over garden, removal of lower branch to north, lateral reduction by 3m to lowest branch on west over garden to an oak tree at Lyndum, Church Hill (ref 2023/0297/TCA).
- Application for permission to erect a double garage with work from home office over at Stickle Barn, Haverland Farm, Stewart Lane – ref 2023/0193/HPA.
- Application for approval to replace the existing white painted timber frame French doors and fixed pane sidelights with new white powder coated aluminium frame bi-fold doors to the existing lounge area at Pear Tree House, 1 Dales Court (ref 2023/0296/HPA).

-

23016 Financial Matters: Council noted:

23016.1 Recent receipts:

Chairman's initials

28.4.2023	1 st instalment of precept from North Yorkshire Council	£3,125.00
-----------	--	-----------

23016.2 **Closing balances as at 30 April 2023:**

Parish Council current account	£10,688.35
Parish Council NS& I account	£ 243.44

23016.3 Council **RESOLVED** to make the following **payments:**

Invoice date	Details	VAT	Amount (inc VAT)
6.4.2023	Elkerlodge Bookkeeping – Annual Internal Audit		£140.00
4.4.2023	Zurich Municipal annual insurance renewal		£610.28
18.4.2023	The Sign Maker re commemorative plaque	£15.70	£94.20
	Ruth Swales – reimbursement of expenses totalling £28.59 as follows:		
31.3.2023	Printer ink cartridge	£3.30	£19.79
20.4.2023	8 x 1 st class stamps		£8.80
18.5.2023	Ruth Swales salary (34.5 hours approved for March/April)		£371.23
18.5.2023	HMRC – Clerk’s tax (March/April)		£92.80
4.5.2023	Purely Payroll (March/April)		£12.05

23017 **Dates of future Meetings:**

23017.1 Council noted a Play Area Committee meeting will be arranged for 5 June 2023 at 7.30pm and a Charity Committee meeting will be arranged for 6 June 2023 at 7.30pm.

23017.2 Council noted that the next meeting with John Cattanach, County Councillor will be on 3 July between 10am – 11.30am at Littlebeck House.

23017.3 The dates of the parish council meetings for this municipal year were noted as 3 August 2023, 5 October 2023, 14 December 2023, 1 February 2024, 4 April 2024. (All meetings to commence at 7pm in the Village Institute).

Signed as an accurate record of the meeting held on 18 May 2023	Juan Brooks CHAIRMAN	3 August 2023
---	-----------------------------	---------------

Chairman’s initials