

STILLINGFLEET PARISH COUNCIL issued on 28 July

OFFICIAL NOTICE OF AN ORDINARY MEETING OF STILLINGFLEET PARISH COUNCIL TO BE HELD AT 7.00pm ON THURSDAY 3 AUGUST 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 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 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

23018 Welcome and Apologies:

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

23019 Public Participation:

23020 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.

23021 Minutes from previous meeting:

To **RESOLVE** to approve the minutes of the Annual meeting of the Parish Council held on 18 May 2023, the Play Committee meeting held on 5 June 2023 & the Charity Committee meeting held on 6 June 2023. If approved, Chairman to initial and sign as a true record.

23022 Matters Arising from the last meeting:

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

23022.1 **Play Area:**

- To note that after the first successful cut of the playground Meticulous Gardens have been commissioned to undertake further cuts every 6 weeks up until October.
- To note that further funding has been received to fund the additional play equipment required to complete the Climbing Trail (£2k from Drax, £2K from the Two Ridings Foundation and a further £883 from John Cattanach's Locality Budget) and to note that the further equipment has been installed.

23022.2 **Green Management:**

To note that an acceptance declaration has been submitted to the Rural Payments Agency accepting their offer to extend the Environmental Stewardship/Higher Level Stewardship agreement by a further 5 years to 30 September 2028. This will generate £1,729 p.a.

23022.3 **Affordable Housing**

To note that Matthew Brown (Rural Housing Enabler) has advised that after making contact with the relevant landowner for the other parcel of land (plot 4 off Escrick Road), there has been no response so it is assumed they have no intention of releasing the land for affordable housing development. Council are asked to consider whether it would like MB to look at any other opportunities.

23022.4 **Speeding Concerns:**

To note the continued and frequent concerns expressed by residents about speeding traffic passing through our village and to consider what action(s) can be undertaken to address these.

23023 **Various updates from Chair on recent meetings:**

23024 **Parish Council Website:**

To consider whether to enhance the PC website by the inclusion of Councillors' biogs and photographs.

23025 **Local Transport Plan consultation:**

To note that over the next few months, as part of the development of North Yorkshire's new Local Transport Plan, NY are asking key stakeholders to complete a survey about transport and travel in North Yorkshire. Councillors are asked to provide any views for inclusion in the Council's response (closing date is 11 August.)

23026 **Garden Waste collection:**

To note that all property owners have been advised that from 28 August to continue to receive garden waste collections residents need to pay £29 for a licence which is to be displayed on their green bin.

To consider John Cattanach's observations regarding these changes and consider whether the Council wants to write to the Executive Member of NYC responsible for managing the environment to echo those concerns.

23027 **Planning Matters:**

To note that Cllr Juan Brooks has stepped down as Chair of the Planning Committee and that in accordance with the Committee's terms of reference Cllr Nigel Kemp has been appointed as Chair.

23027.2 To note the following **planning decisions:**

- Permission GRANTED re the replacement of the existing white painted timber frame French doors and fixed pane sidelights with new white coated, aluminium frame bi-fold doors to the existing lounge area at Pear Tree House, The Green – ref 2023/0291/HPA.
- Permission REFUSED re the erection of a double garage with work from home office at Stickle Barn, Haverland Farm, Stewart Lane – ref 2023/0193/HPA.
- Permission GRANTED re the erection of side extensions and a detached double garage at Hawthorn Cottage, York Road. (Ref 2022/1394/HPA).

23027.3 To note receipt of the following **planning applications:**

- Application for the demolition of the existing bungalow and erection of new four bedroom dwelling at Charnwood, York Road – ref ZG2023/0541/FUL.
- Application for consent for ground works and associated root severance to install a root barrier to 2 oak trees covered by TPO 8/2002 at 4 Labernum Grove, Stillingfleet (Ref ZG2023/0654/TPO).
- Application for consent to erect a 2 storey dwelling to replace outbuildings at Hawthorn Cottage, York Road (ref ZG2023/0667/FUL).

23028 **Financial Matters:**

23028.1 **2022/23 Year-end External Audit:**

To note that the External Auditor (PKF Littlejohn) has advised that on the basis of their review of Section 1 & 2 of the AGAR, the Council's 2022/23 AGAR has been completed in accordance with Proper Practices and no other matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met. PKF Littlejohn have issued their closure letter and the Clerk is asked to post this notice of conclusion of the Audit on the noticeboard and website.

23028.2 **Recent receipts:**

30.5.2023	ES Grant from RPA for 2022	£1,728.80
11.7.2023	£2K grant from Drax, £2K grant from 2 Ridings Foundation & £851 from J Cattanach Locality Budget	£4,851.00

22028.3 **VAT Refund claim:**

To note that a further VAT refund claim has been submitted for the period 1 Dec 2022 to 30 June 2023 claiming £164.61.

23028.4 **Closing balances as at 31 July 2023:**

Parish Council current account	£15,157.56
Parish Council NS& I account	£ 243.44

22028.5 Bank reconciliation:

To request that Cllr Daniel and Cllr Foy undertake a bank reconciliation as at 31 July 2023 upon receipt of the July statement.

23028.6 To RESOLVE to make the following payments:

Invoice date	Details	VAT	Amount (inc VAT)
1.6.2023	North Yorkshire Council re street lighting	£118.61	£711.64
23.2.23	NALC re LCA registration	£10.00	£60.00
14.6.23	YLCA re training		£35.00
	Ruth Swales – reimbursement of expenses totalling £80.33 as follows:		
31.5.2023	Printer ink cartridge	£3.08	£18.49
6.6.2023	Caution tape for playground	£1.03	£6.19
13.06.2023	Information Commission annual fee		£40.00
16.6.2023	YLCA re training		£35.00
6.6.2023	8 1 st class stamps		£8.80
6.6.2023	Special delivery to RPA		£6.85
	Ruth Swales reimbursement re Epson Eco Tank printer	£37.00	£222.00
20.6.2023	SR Snowton re printer installation & fixing email issue		£100.00
20.6.2023	SLCC Enterprises Ltd re Planning training	£24.00	£144.00
24.6.2023	GB Daniel & Sons re installing pipe	£6.00	£36.00
27.6.2023	Meticulous Gardens Ltd re playground cut		£70.00
	Ruth Swales salary (26 hours approved for May/June)		£279.90
	HMRC – Clerk’s tax (May/June)		£69.80
	Purely Payroll (May/June)		£12.05
10.7.2023	YLCA re training		£37.00
12.7.2023	S.J Danby Ltd – installation of adventure trail	£970.20	£5,821.20
27.7.2023	PKF Littlejohn – External audit	£63.00	£378.00

22028.6 Budgeting:

To review the predicted outturn for year ending 31 March 2024 against the 2023/24 budget and consider the explanation of any projected material variances (i.e. greater than £100 or 15% above/below budget) - Appendix 1

23029 Date of next Meeting:

To confirm the date of the next parish council meeting as 5 October 2023 commencing at 7pm.

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