

STILLINGFLEET PARISH COUNCIL issued on 26 January 2024

**OFFICIAL NOTICE OF AN ORDINARY MEETING OF
STILLINGFLEET PARISH COUNCIL
TO BE HELD AT 7.00pm ON THURSDAY 1 FEBRUARY 2024 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

- 23057 **Welcome and Apologies:**
Chair to welcome all present to the meeting; to note any apologies from councillors who are unable to attend; to consider the reasons for absence provided and RESOLVE the Council's acceptance of these if felt relevant.
- 23058 **Public Participation:**
To receive any questions or concerns from members of the public.
- 23059 **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.
- 23060 **Minutes from previous meeting:**
To RESOLVE to approve the minutes of the Parish Council meeting held on 14 December 2023. If approved the Chair to initial and sign as a true record.
- 23061 **Parish Plan:**
To review and approve the Parish Plan for 2024/25 (appendix 1).

23062 Matters Arising from the previous meetings:

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

23062.1 Green Management:

- i) To note that the removal of the fallen willow tree opposite Swallow House had to be delayed due to the flooding and is to be rearranged when the Green is sufficiently dried out.
- ii) To receive an update from Cllr Kemp regarding his investigations into the waste water drainage arrangements for the Old School House and Hope Cottage in order to establish the cause of the water emerging from the crack in the road bordering the Green and to formulate a plan for remedial action.
- iii) To RESOLVE to approve the revised draft deeds of easement re granting access rights and drainage rights across verges of the Green (final drafts to follow ahead of the meeting).

23062.2 Car Parks:

- i.) To receive an update from Cllr Daniel regarding the re-surfacing of the Church/VI car park (opposite Dales Court).
- ii.) To agree the communications plan for the introduction of the parking permit scheme for the Church/VI car park.
- iii.) To approve the wording of the signage for the car park (appendix 4) and RESOLVE to place the order for the signage and fixings and the Resident Permit hangers at a total cost of £140 + VAT.
- iv.) To agree what parking arrangements would be required for visitors to Harmony House
- v.) To receive an update from Cllr Daniel regarding the scraping of the grasscrete on the Chapel car park and the trimming of the boundary to better delineate the edges.

23062.3 Playground:

- i.) To note that the annual playground safety inspection is booked to be carried out by playinspections.co in March.
- ii.) To receive an update from Cllr Powell regarding the contract agreed with Meticulous Gardens for the grass cutting between April and October.

23062.4 Speeding Concerns:

To receive an update from Cllr Foy regarding the request that NY resurrect the application for a Community Speed Watch initiative in our village.

23062.5 Biodiversity Duty:

In accordance with the Council's Biodiversity policy to review and approve the Council's first annual biodiversity audit (appendix 5).

23062.6 ByeLaw Field:

To receive an update from Cllr Daniel following his discussions with the tenant regarding the need to repair/replace the kissing gates entering the field.

23062.7 Local Council Award Scheme:

To note that the Council's application for a Foundation Standard under the award scheme has been submitted and further clarification is to be submitted by the clerk.

23063 **Community Emergency Resilience Plan:**

- i.) To receive an update from Cllr Brooks following his recent meeting with the IDB.
- ii.) To RESOLVE that the Council should develop a Community Emergency Resilience Plan to ensure the village is better prepared to cope with and respond to local and major emergencies (e.g. flooding, power outages, cold weather, damage to local infrastructure, the cutting off our community's access to local amenities).
- iii.) To review the Council's Flooding Policy and procedures for inclusion in that Resilience Plan.

23064 **Village Infrastructure:**

- i.) To receive an update from Cllr Collingridge regarding any progress by the Telephone Restoration Volunteers and decide whether it is now time to pursue its sale rather than its restoration.
- ii.) To note that the Parish Council / Village Institute noticeboard is in very poor condition and to consider options for replacement noting that it may be possible to apply for a locality grant under the 2024/25 scheme.

23065 **Community Engagement strategy:**

- i.) As part of the Council's Community Engagement strategy note that bi-monthly Community Drop-in sessions have commenced and will be available from 6.30pm ahead of each Parish Council meeting.
- ii.) To help raise the profile of the Council and improve the Council's website agree a plan to post Councillors photographs and biogs on the website.
- iii.) To consider creating a logo for the Parish Council.

23066 **YLCA meeting:**

To note that the next meeting of the Selby branch of the YLCA will be held on 28 February 2024 and to consider whether the Council has any agenda items it would wish to raise.

23067 **Planning Matters:**

23067.1 **Selby DC Local Plan:**

To receive an update from the NYC planning meeting held on 16 January 2024 at which it was proposed to withdraw the Heronby new town proposal from the Selby Local Plan.

23067.2 To note the following **planning decisions:**

- Permission granted to increase the height of the existing garden wall along the York Road frontage of the Old School House, The Green. (Ref ZG2023/1127/HPA)
- Change of use granted to change conservatory at Harmony House into that of a cafe open to the public Ref ZG2023/0707/COU).
- Permission granted to demolish the existing bungalow and erect a new 4 bedroom dwelling at Charnwood, York Road (ref ZG2023/0541/FUL).

23067.3 To note the following **planning applications:**

- Application for consent to crown reduce by approx. 2 meters a row of mixed trees grown as a hedge and to fell 2 conifers at Beech Tree House, The Green (ref ZG2023/13443/TCA).

23068 **Financial Matters:**

23068.1 **Internal Control:** To receive an update from Cllr Daniel and Cllr Foy regarding the completion of the half yearly internal control check.

23068.2 **Recent receipts:**

To note the receipt of the following funds:

4.12.2023	ESS Higher level grant for 2023	£1,728.80
1.1.2024	Interest on NS& I investment account	£1.88
31.1.2024	Northern Powergrid – Wayleave rent 2022 & 2023	£481.30

23068.3 **Closing balances as at 1 January 2024:**

To note the following closing balances:

Parish Council current account	£10,384.61
Parish Council NS& I account	£ 245.32

23068.4 To consider and RESOLVE to approve the payment of the following invoices:

Invoice date	Details	VAT	Amount (inc VAT)
2/1/2024	YLCA re LCA application		£80.00
4/1/2024	Purely Payroll (November/December)		£12.05
	Ruth Swales re expenses totalling £10.99		
8/1/2024	8 x 1 st class stamps		£10.00
8/1/2024	25 x Large envelopes		£0.99
1/2/2024	Stillingfleet Village Institute		£120.00
To note the payment of the Clerk's salary and tax for November/December with arrears from April 2023 in accordance with the contract & payment for 11 further hours of approved training.			

23069 **Dates of Meetings:**

- i.) To note the date of the next ordinary parish council meeting as 4 April 2024 commencing at 7pm.
- ii.) To note that the Annual Meeting of the Parish will precede the April PC meeting and commence at 6.30 pm and to ask Cllr Brooks to ensure wide communication of the opportunity to attend.
- iii.) To approve the meeting dates for the next municipal year as: 9 May (annual meeting of the council), 1 August, 3 October, 12 December, 6 February 2025 and 3 April 2025.

Signed: Ruth Swales, Clerk to the Council,

clerk@stillingfleetparishcouncil.org

Appendices:

1. Draft Parish Plan 2024/25
2. Draft Deed of Easement re Access Rights
3. Draft Deed of Easement re Drainage Rights
4. Proposed Car park sign
5. Biodiversity Audit Report – Jan 2024