

**STILLINGFLEET PARISH COUNCIL  
MINUTES OF THE ORDINARY MEETING OF THE PARISH  
COUNCIL  
14 DECEMBER 2023**

23042 **Welcome and apologies:**

The Chair welcomed all those attending the meeting as follows:

Councillors: Juan Brooks, John Cook, Richard Daniel, Jonathan Foy, Annette Strickland, Nigel Kemp.

Clerk: Ruth Swales

Apologies were noted and the reasons for absence accepted from Cllr Powell, Cllr Collingridge and Cllr Sears.

23043 **Public Participation:**

There was no public participation.

23044 **Declarations of Interests:**

There were no further declarations of interest over and above those already declared under the council's code of conduct or members Register of Disclosable Pecuniary Interests.

23045 **Minutes from previous meeting:**

Council RESOLVED to approve the minutes of the Parish Council meeting held on 5 October 2023 and the Village Green Committee meeting held on 9 November. The Chair signed the minutes as a true record.

23046 **Matters Arising from the previous meetings:**

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

23046.1 **Green Management:**

- i) Council considered the quote obtained from the Lower Derwent Conservation Group re the spot spraying service they can provide of address the prevalence of docks on the Green and approved a budget of up to £300 for this work to be undertaken (by virtue of the power contained within the Public Health Act 1875, S164 and the Local Government Act 1972 Sch14 para 27).
- ii) Recognising the PC's concern for climate change and its commitment to promoting biodiversity, Council RESOLVED that the Green will continue to be managed in accordance with requirements of the Higher Level Environmental Stewardship Scheme.

23046.2 **Car Parks:**

- i.) Council considered the plan put forward by Cllr Daniel to re-surface the Church/VI car park (opposite Dales Court) and approved a budget of up to £750 to enable this work to be undertaken in January 2024 (by virtue of the power contained within the Road Traffic Act 1984, S57).

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- ii.) Council considered the proposal put forward by Cllr Cook to introduce a parking permit scheme for the Church/VI car park and approved the proposed terms of the Occasional Use Permit. Cllr Cook offered to engage residents whose properties front onto the north side of The Green to explain the reasons for the introduction and encourage relevant residents to apply for a free permit.
- iii.) Council considered and approved a budget of up to £100 for signage and fixings for the car park and Resident Permit hangers (by virtue of the power contained within the Road Traffic Act 1984, S57). Cllr Cook to work with the Clerk on the appropriate wording for the sign.
- iv.) Council RESOLVED to arrange for the scraping of the grasscrete on the Chapel car park and the trimming of the boundary to better delineate the edges and thanked Cllr Daniel for offering to complete this work in Q1 2024.

#### 23046.3 **Playground:**

- i.) Council noted that the annual inspection of the playground was overdue and considered the quotes received from rospaplaysafety (£255 + VAT) and playinspections.co (£175 + VAT). Council approved the appointment of playinspections to undertake the inspection (by virtue of the power contained in the Local Government (Miscellaneous Provisions) Act 1976, S19.)
- ii.) Council considered the grass cutting requirements for the playground for 2024 and approved a budget of up to £560 (being a maximum of 8 cuts per year @ £70 + VAT per cut. Cllr Powell to be asked to negotiate an appropriate contract with Meticulous Gardens to provide this service.

#### 23046.4 **Speeding Concerns:**

- i.) Cllr Foy advised that he had completed the necessary training and accreditation to be able to operate a Community Speed Watch initiative should it be approved by NY Police. Cllr Kemp agreed that he too would complete the appropriate accreditation.
- ii.) Council noted NY Police will only approve an application for such a scheme for our village if they perceive there is a valid speeding concern and emphasised that residents should continue to submit Speeding Concern reports to NY to bolster the Council's submission.
- iii.) Council noted that Highways have confirmed that they are to consider the Council's request that white lines are painted and mirrors erected on the dangerous junction of Moor Lane with the Kelfield/Riccall road.

#### 23046.5 **Affordable Housing:**

Council noted that after making contact with the relevant landowner of the plot behind the previous Service Station Matthew Brown (MB) had received no response and had therefore unfortunately assumed that there was no desire to release part of the land for affordable housing delivery. MB had advised that as no additional sites were identified as part of the parish walkabout, for the time being an affordable housing development in Stillingfleet had been placed on hold until potential additional land opportunities were available. Council noted that the Housing Need Survey is valid for a period of 5 years, so there are still a number of years for any possible affordable housing delivery in the future.

23047 **Planning Matters:**

23047.1 **North Yorkshire Local Plan:**

- Council noted that NYC has commenced consultation on its Statement of Community Involvement (the first stage of the Local Plan process) which involves setting out how and when NYC will engage with communities and other organisations Council noted that this consultation closes on 22 December.
- Council noted that NYC has also been consulting on their draft Housing Strategy which includes references to the potential new town of Heronby. As far as the Council is aware the 'Halt Heronby' group has not submitted anything further to this consultation to reaffirm the strength of objection to this new town in our local villages.

23047.2 Council noted the following **planning decisions:**

- The refusal of planning permission for the erection of two storey dwelling to replace outbuildings at Hawthorn Cottage, York Road (ref ZG2023/0667/FUL).

23047.2 Council noted receipt of the following **planning applications:**

(Any planning applications may be viewed online at [www.northyorks.gov.uk](http://www.northyorks.gov.uk) under each reference no.)

- Further consultation regarding the demolition of the existing bungalow and the erection of a new four bedroom dwelling at Charnwood, York Road (ref ZG2023/0541/FUL).
- Application to increase the height of the existing garden wall along the York Road frontage at the Old School House, The Green (ref ZG2023/1127/HPA).
- Application to replace the clay tiles to the north aisle roof with terne-coated stainless steel at St Helen's Church (Ref ZG2023/1204/FUL).

23048 **Flood Policy:**

Council noted that its Flood Policy had been reviewed and updated on the website.

Cllr Brooks and Cllr Cook offered to approach the Environment Agency to ascertain how they manage and control the use of the Village Green as a flood plain to provide reassurance that the security of properties in our village is not threatened.

23049 **ByeLaw Field:**

Council noted that the tenant of the ByeLaw Field had suggested that the two kissing gates accessing the footpath across the ByeLaw Field need replacing and that he had quoted £575 each as the cost of replacement.

Cllr Daniel offered to speak to the tenant about what action is appropriate.

23050 **Biodiversity Duty:**

Council noted its duty under the Environment Act 2021 to conserve and enhance biodiversity and reiterated its continuing commitment to managing the Green and the ByeLaw Field for biodiversity net gain.

Council RESOLVED to adopt a formal Biodiversity Policy and to keep that policy and the action plan derived from that policy under annual review.

23051 **Media Policy:**

Council RESOLVED to adopt the proposed Media Policy.

23052 **Local Council Award Scheme:**

Council considered its application for the foundation level of the Local Council's Award Scheme and RESOLVED that as all documentation and information is in place it approved the submission of the application to the YLCA for consideration.

23053 **Clerk's Salary Review:**

Council considered the recently approved 2023/24 national salary scale for parish council clerks which is to be backdated to 1 April 2023 and approved an increase in the Clerk's hourly rate accordingly.

23054 **Financial Matters:**

23054.1 **Internal Control:**

Cllrs Daniel and Foy advised that the half yearly internal control check as at 30 September will be complete by 31 December.

23054.2 **Audit Plan:**

Council considered and approved the Audit Plan for implementation from January 2024.

23054.3 **Recent receipts:**

Council noted the receipt of the following funds:

21.9.2023	VAT refund from HMRC	£431.20
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23054.4 **Closing balances as at 30 November 2023:**

Council noted the following closing balances:

Parish Council current account	£ 8,990.61
Parish Council NS& I account	£ 243.44

23054.5 Council considered and approved the payment of the following invoices:

Invoice date	Details	VAT	Amount (inc VAT)
8.10.2023	Meticulous Gardens Ltd – playground grass cutting		£70.00
14.12.2023	Ruth Swales – reimbursement for purchase of Remembrance Tommy Lamp post signs and remembrance wreath – by virtue of the power contained in S137 of the Local Government Act 1972	£8.60	£75.57
11.9.2023	Purely Payroll (September/October)		£12.05

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3.11.2023	YLCA re training day		£70.00
14.11.2023	Ruth Swales – reimbursement for ILCA registration fee paid to SLCC	£24.00	£144.00
	Annette Strickland – reimbursement for 2 replacement sets of defibrillator pads	£31.80	£190.80
14.12.2023	Council noted the payment of the Clerk’s salary and tax for September/October in accordance with the contract		

**23054.6 Predicted year end Budget Monitor:**

Council reviewed the predicted outturn for year ending 31 March 2024 against the 2023/24 budget and considered the explanation of any projected material variances (i.e. greater than £100 or 15% above/below budget).

**23054.7 2023/24 Budget and fixing the precept:**

Council considered and RESOLVED to approve the annual budget for 2024/2025.

**23054.8 Precept arrangements 2024/25:**

Council noted the precepting arrangements for the financial year 2024/25 and the receipt of the Parish precept calculator which had been populated with Stillingfleet’s data. Council RESOLVED to fix the precept to be levied for the ensuing financial year at £6,850 – an increase of £600 on the previous year.

**23054.9 Predicted Reserves:**

- Council considered its predicted reserves as at 2023/24 year end and assuming income and expenditure is in line with the 30 November projection, noted and accepted that a precept of £6,850 could lead to a predicted general reserve equating to 74% of its 2024/25 net revenue expenditure.
- Council agreed to ear-marked the small reserve of £243 in the NS&I account to start a Playground Sinking fund.

**23055 Year End Procedures:**

Council agreed that the Internal Audit procedures executed by ElkerLodge Bookkeeping Services for the year ending 31 March 2023 had been fully effective and after considering the terms of the letter of engagement from Elkerlodge bookkeeping services RESOLVED to approve their appointment as the Council’s internal auditor for 2023/24 year end at a cost of £210 to be paid upon presentation and signing of the AGAR.

**23056 Date of next Meeting:**

Council noted the date of the next parish council meeting as 1 February 2024 commencing at 7pm.

Signed as an accurate record of the meeting held on 14 December 2023	Juan Brooks CHAIRMAN	1 February 2024
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