

STILLINGFLEET PARISH COUNCIL issued on 29 March 2024

**OFFICIAL NOTICE OF AN ORDINARY MEETING OF
STILLINGFLEET PARISH COUNCIL
TO BE HELD AT 7.00pm ON THURSDAY 4 APRIL 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 but there will be no public participation in this particular meeting as it will have been preceded by the annual meeting of the Parish at which any resident is invited to raise any concerns, questions or suggestions for the Council's consideration.
- 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

23070 Welcome and Apologies:

Chair to welcome all present to the meeting; to receive any apologies for absence and record these in the minutes and to consider the approval of reasons for absence given by councilors.

23071 Declarations of Interests:

- To receive, consider and decide upon any applications for dispensation
- To receive any declarations of interest not already declared under the council's code of conduct or members Register of Disclosable Pecuniary Interests.

23072 Minutes from previous meeting:

To RESOLVE to approve the minutes of the Parish Council meeting held on 1 February 2024 as a true and correct record.

23073 Matters Arising from the previous meetings:

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

23073.1 **Green Management:**

- i) **Fallen Willow Tree:** To note that the removal of the fallen tree opposite Swallow House will be rearranged for a time when the village green has dried out further. To note that the £500 additional budget approved for this work will be carried forward to the new financial year.
- ii) **Spot weeding:** To receive an update re the spot weeding to be undertaken by the Lower Derwent Conservation Group and to note that if this work has not been completed and invoiced before the year-end then the approved budget of £300 will be carried forward to the new financial year.
- iii) **Annual Hay-making:** To note that an invitation to tender for cutting and baling the Green in 2024 has been posted on the website and shared with David Atkinson – any responses will be considered at the May meeting.
- iv) **Environmental Stewardship Scheme:** To note that a request for a minor and temporary adjustment (MTA) to the Stewardship scheme has been submitted requesting approval to the cutting of the Green with effect from 1 July 2024 but the RPA have advised that they will make a permanent amendment to our agreement to this effect to avoid the need for annual submission of an MTA.
- v) **Environmental Stewardship Scheme:** To note that the annual revenue claim under the Higher level ESS has been submitted for 2024.

23073.2 **Car Parks:**

- i.) **Signage:** To note that signage for the car park has been received and agree on its placement.
- ii.) **Parking Permits:** To note that 11 applications for parking permits have been approved and issued plus 4 permits for use by Harmony House guests.
- iii.) **Chapel Car Park:** 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.

23073.3 **Playground:**

- i.) **Annual Safety Inspection:** To receive an update regarding the annual playground safety inspection which is to be carried out by playinspections.co. Should this not be completed and invoiced before the financial year-end then the approved budget of £175 will be carried forward to 2024/25.
- ii.) **Grass Cutting:** To approve a contract in accordance with the terms of the invitation to tender with Meticulous Gardens Ltd for 6 cuts of the playground at a cost of £70 per cut which is within the allocated budget for 2024.

23073.4 **Speeding Concerns:**

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

23073.5 **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.

23073.6 Local Council Award Scheme:

- i.) To note that the LCA assessor flagged the need for the Council to review its Standing Orders and Publication scheme to ensure closer alignment with the NALC and ICO recommended models. Hence to RESOLVE to adopt the revised Standing Orders (appendix 1) and the revised Model Publication Scheme (appendix 2) with the next review scheduled for May 2025.
- ii.) To note that further information requested by the LCA assessor will be submitted after this meeting and their decision re the award is awaited.

23073.7 Village Infrastructure:

- i.) **Telephone Box:** To receive an update from Cllr Collingridge regarding any progress by the Telephone Restoration Volunteers and revisit the sale option so that Council can decide whether it is now time to pursue its sale rather than its restoration.
- ii.) **Noticeboard:** To receive an update from Cllr Brooks regarding the replacement of the noticeboard for the Parish Council & Village Institute noting that a locality grant might be available to match any funding by the Parish Council.
- iii.) **Roll out of full fibre Broadband:** To note that the Council has agreed to enter into a wayleave agreement in return for £5,000 consideration with Quickline Communications Ltd granting permission for the broadband fibre ducting to be channelled under the verges of the Green.
- iv.) To note that Quickline Communications have full 3rd party indemnity insurance against any damage caused to drains under the Green resulting from their cable laying which will indemnify property owners bordering the Green for any subsequently discovered drainage damage.
- v.) **Mains sewage connection:** To note that Yorkshire Water have provided an update advising they have completed a feasibility study and optioneering to look at the most beneficial and cost effective solution to install a new sewerage network and treatment in Stillingfleet. They have a preferred option to investigate fully which will be progressed at the start of April 2025 with delivery within the following 5 year period.

23073.8 Community Engagement strategy:

- i.) To consider and decide upon the preferred logo for the Parish Council (appendix 3).
- 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.

23074 Parish Council website:

- i.) To note that the PC has expressed interest in an initiative being led by the Parish Council Domains Helper Team in collaboration with the Cabinet Office, which aims to assist local councils in transitioning to .gov.uk domains. (See this [guide](#) which outlines the steps needed to get the 'greenlight' from council should it wish to proceed.)
- ii.) **Website domain name** - to consider the proposal to change to a gov.uk domain name, to agree the name of that new domain as stillingfleetparishcouncil.gov.uk and to continue to own the current domain in the meantime.

- iii.) **Approved Registrar** - to consider instructing the clerk to investigate appointing an Approved Registrar to register the new domain name and provide support recognising that £100 towards the cost would be available under the Parish Council Domains Helper Service.
- iv.) **Gov.uk email addresses:** - To establish the potential appetite of councillors to have a gov.uk email account for their council business.
- v.) **Website provider** - to review the current provision of the website hosting currently provided by Red Kite Services and consider instructing the clerk to obtain quotations to convert the current website to gov.uk and convert to gov.uk email.

23075 **Risk Assessment and Assessment:**

- 23075.1 To request that Cllrs Daniel and Sears undertake the 2024 annual risk assessment and report back to Council at the May annual meeting.
- 23075.2 To review and approve the Risk Assessment & Management Document for 2024/25 as evidence of the Council's effective risk management. (Appendix 4).
- 23075.3 To note concern that the playground safety inspections haven't been completed as frequently as is required and discuss how this process might be improved going forward. (Appendix 5)

23076 **GDPR Compliance:**

To note that to date the Council has not provided the clerk and councillors with an appropriate privacy notice as required under GDPR and to RESOLVE to adopt and circulate such notice in order to comply with GDPR requirements (appendix 6).

23077 **Garden Waste Disposal:**

To consider whether any scheme could be put in place for residents to dispose of green garden waste over the winter period when NY do not collect green bins.

23078 **Planning Matters:**

23078.1 **Revised Selby Local Plan:**

- i.) To note that on 8 March NYC started a new consultation period of 6 weeks regarding a revised version of the Selby Local Plan (excluding the Heronby option) and consider how the Council should respond to this new consultation
- ii.) To consider whether there might be any potential building opportunities in our village which could be put forward and whether the Council should consider recommending a reorganisation of the village's development limits. (Please see following link for details.)

<https://www.northyorks.gov.uk/planning-and-conservation/planning-policy/planning-policy-your-local-area/selby-planning-policy/selby-new-local-plan>.

23078.2 To receive and note the following **planning decisions:**

- Permission granted to replace the clay tiles to the north aisle roof with terne-coated stainless steel at St Helen's Church (Ref ZG2023/1204/FUL).

- Consent granted 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).

23079 **Financial Matters:**

23079.1 **Recent receipts:**

To note the receipt of the following funds:

20.2.2024	VAT refund to 31.1.2024	£186.40
3.3.2024	Grant from ByeLaw Field Charity towards cutting of the playground	£210.00

23079.2 **Predicted Closing balances as at 31 March 2024:** (to be confirmed upon receipt of March bank statement).

To receive and note predicted closing balances as at the financial year-end

Current account	£9,474.46
NS& I account	£ 245.32

23079.3 **Internal Control:**

To ask Cllrs Daniel and Foy to undertake the:

- Bank reconciliations as at 31 March 2024
- Year-end internal control check ahead of the 2023/24 year end internal audit.

23079.4 **Budget comparison:**

To consider and approve the 2023/24 year-end budget comparison (appendix 7) noting that:

- budget monitor excludes all outside budget capital income & expenditure raised/incurred re the playground.
- total income was £10,401 (£2,175 above budget due to receipt of 2 years RPA & wayleave grants).
- total net expenditure was £9,469 (£254 above budget)
- leading to a £932 contingency which will be carried forward towards committed expenditure not yet invoiced re tree removal, spot spraying & playground inspection).

23079.5 **Reserves:**

- To **RESOLVE** to formally adopt SPC's Reserve Policy noting that it has been the Council's previous practice to aim to hold the equivalent of 12 months predicted net revenue expenditure (NRE) as a general reserve and consider ear-marking any surplus reserve above that figure. (Appendix 8).
- To note that according to the approved budget for 2024/25 the predicted NRE will be £8,804. (Appendix 9)
- To **RESOLVE** that all of the predicted current account balance at year end (after accounting for budgeted expenditure where invoices are outstanding) will be held in the current account as a general reserve

meaning that at 2023/24 year-end there are no funds available to transfer to any ear-marked reserve.

23079.6 To consider and **RESOLVE** to approve the payment of the following invoices:

Invoice date	Details	VAT	Amount (inc VAT)
4.2.2024	Ruth Swales – reimbursement for 2 packs of Parking Permit hangers	£3.99	£23.91
	CPRE – annual subscription		£36.00
12.2.2024	Value Products Ltd re parking permit sign & post	£25.42	£152.56
31.1.2024	J Atkinson & son re stone for car park resurfacing	£112.00	£672.00
23.2.2024	Samantha Lyth re Website hosting for 2024		£96.00
5.3.2024	Purely Payroll – processing Jan/Feb payroll		£12.05
	To note payment of Clerk’s salary and tax in accordance with the contract for January/February and payment for a further 2.5 hours of approved training and 4 additional hours previously authorised for completion of submission of the LCA application.		

23080 **Year-end procedures:**

To consider and approve:

- i. Breakdown of expenditure greater than £100 for the year ending 31 March 2024 (appendix 10)
- ii. Annual CIL Report for the year ending 31 March 2024 (appendix 11)
- iii. Asset Register as at 31 March 2024 (appendix 12).
- iv. To note that Zurich Municipal have added the additional Adventure Trail play equipment and new printer to the Council’s insurance schedule and waived the small additional premium for the remainder of this year.

23081 **Annual Governance & Accountability (AGAR) 2023/24 year-end**

- To note that Carrie Pillow of Elkerlodge bookkeeping services has been appointed to undertake the 2023/24 year-end internal audit, to instruct the Clerk/RFO to complete all necessary procedures and undertake the audit meeting on 19 April.
- To **RESOLVE** to pay the internal audit fee of £210 upon completion of the certification in the AGAR.
- To note receipt of the 2023/24 AGAR instructions and **RESOLVE** to complete all necessary procedures for Council’s approval at the annual meeting of the Council on 9 May.
- In accordance with those AGAR procedures, as the Council’s total annual gross income and expenditure did not exceed £25,000, to **RESOLVE** to certify an exemption from submission of the AGAR to the external auditor.

23082 **Clerk’s Salary scale:**

Recognising the recent ILCA qualification attained by the Clerk, to consider and approve an increase in her salary scale from LC1-SCP15 to LC1-SCP16 to take effect from 1 April 2024.

23083 **Dates of Meeting:**

- i.) To note the next parish council meeting will be the annual meeting and will be held on 9 May 2024 commencing at 7pm.
- ii.) To note 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.
- iii.) To ask the Chair to post an appropriate message on the Community Chat facebook page and in the Parish Magazine reminding residents of the purpose of the Charity fund and encourage people to apply for grants that meet those criteria.

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

Appendices:

1. Revised Standing Orders
2. Revised Model Publication Scheme
3. Parish Council logo options
4. Risk Assessment & Management 2024/25
5. Playground inspection log
6. Staff & Councillors Privacy Notice
7. 2023/24 year-end budget comparison
8. SPC Reserves Policy
9. Consideration of Reserves
10. Breakdown of expenditure greater than £100 for the year ending 31 March 2024
11. Annual CIL Report for the year ending 31 March 2024
12. Asset Register as at 31 March 2024