

**STILLINGFLEET PARISH COUNCIL
MINUTES OF THE ORDINARY MEETING OF THE PARISH
COUNCIL
4 APRIL 2024**

23070 **Welcome and apologies:**

The Chair welcomed all those attending the meeting as follows:
Councillors: Juan Brooks, John Cook, Richard Daniel, Annette Strickland,
Emma Powell, Joanne Sears, Lesley Collingridge, Nigel Kemp, Jonathan Foy.
Clerk: Ruth Swales
There were no apologies submitted.

23071 **Declarations of Interests:**

No applications for dispensation were received and there were no further declarations of interest lodged under the council's code of conduct or members Register of Disclosable Pecuniary Interests.

23072 **Minutes from previous meeting:**

Council RESOLVED to approve the minutes of the Parish Council meeting held on 1 February 2024. The Chair signed as a true record.

23073 **Matters Arising from the previous meetings:**

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

23073.1 **Green Management:**

- i) **Fallen Willow Tree:** Council noted that the removal of the fallen tree opposite Swallow House will be rearranged for a time when the village green has dried out further. Council noted that the £500 additional budget approved for this work will be carried forward to the new financial year.
- ii) **Spot weeding:** Council noted that Fallon (of LDC group) plans to undertake a site inspection of the Green in the next week with a view to undertaking the spot weeding as soon as possible. The approved budget of £300 for this work will be carried forward to the new financial year.
- iii) **Annual Hay-making:** Council noted that an invitation to tender for cutting and baling the Green in 2024 had been posted on the website and shared with David Atkinson – any responses will be considered at the May meeting. Cllr Sears will also publish the invitation to tender on social media.
- iv) **Environmental Stewardship Scheme:** Council noted that a request for a minor and temporary adjustment (MTA) to the Stewardship scheme had 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:** Council noted that the annual revenue claim under the Higher level ESS had been submitted for 2024.

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23073.2 **Car Parks:**

- i.) **Signage:** Council noted that signage for the car park had been received and agreed that this should be affixed to the railings outside Harmony House.
- ii.) **Parking Permits:** Council noted that 12 applications for parking permits had been approved and issued plus 4 permits for use by Harmony House guests.
- iii.) **Chapel Car Park:** Cllr Daniel advised that scraping of the grasscrete on the Chapel car park and the trimming of the boundary to better delineate the edges will be carried out when conditions improve.

23073.3 **Playground:**

- i.) **Annual Safety Inspection:** Council noted that the annual playground safety inspection had been undertaken and the resultant report has been shared with the Play Area Committee for them to consider its findings and decide upon an appropriate action plan. In the first instance Cllr Powell advised that Ross Powell will contact PlayScheme to seek their opinion on the findings of playinspections. Council noted that the approved budget of £175 for this work will be carried forward to 2024/25 and approved payment of the invoice upon receipt.
- ii.) **Grass Cutting:** Council approved the 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: Council were advised that there has still been no response from North Yorkshire Police regarding the Council's application for a Community Speed Watch initiative in our village. Cllr Brooks will ask Cllr Cattanach for his suggestions re an appropriate contact to chase this up and similarly the clerk will ask our local PCSO.

Speed Consultancy Assessment: The clerk was asked to investigate the costs/feasibility of commissioning a speed consultancy assessment to recommend potential suggestions which could help shape plans for addressing these problems experienced in the village.

23073.5 **ByeLaw Field:**

Cllr Daniel advised he had discussed the broken kissing gates to the ByeLaw Field with the tenant and the tenant has agreed to repair the gates by either replacing the rotten post or bracing it with another post.

23073.6 **Local Council Award Scheme:**

- i.) Noting that the LCA assessor had 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, Council RESOLVED to adopt the revised Standing Orders and the revised Model Publication Scheme with the next review scheduled for May 2025.
- ii.) Council noted 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:**

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- i.) **Telephone Box:** Cllr Collingridge advised that the Telephone Box Restoration Volunteer Group had decided that their project would not be continued and that they were in the process of returning all donations received to date. Cllr Brooks will include this update in the next issue of the Parish Magazine.
- ii.) Council had asked Cllr Collingridge to investigate options for the removal of the phone box. Two quotes had been received to date with a third awaited. Council will decide next steps at the August meeting.
- iii.) **Noticeboard:** Council acknowledged that the PC/Village Institute noticeboard needs replacing and the village noticeboard (beside the bridge) needs repairing. A contribution to the funding of these upgrades should be available from both the Village Institute and John Cattanach's Locality budget. Cllr Brooks is to approach Trevor Hall to ask him to quote for these replacement/repairs.
- iv.) **Roll out of full fibre Broadband:** Council noted that the Council had 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.
- v.) Council noted 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.
- vi.) **Mains sewage connection:** Council noted that Yorkshire Water had provided an update advising they had 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 of the mains sewage installation within the following 5 year period.

23073.8 **Community Engagement strategy:**

- i.) Council considered and decided upon the preferred logo for the Parish Council. Cllr Brooks will circulate the resultant logo to bring into use with immediate effect.
- ii.) To help raise the profile of the Council and improve the Council's website Councillors agreed to publishing their photographs and biogs on the website. Drafts of such biogs to be provided ahead of the May meeting.

23074 **Parish Council website:**

- i.) Council noted that the PC had 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.
- ii.) **Website domain name** – Council instructed the clerk to proceed with purchasing a gov.uk domain name as *stillingfleetparishcouncil.gov.uk* and to investigate the costs of appointing an Approved Registrar to register the new domain name and obtain the £100 contribution towards the cost under the Parish Council Domains Helper Service.
- iii.) **Gov.uk email addresses:** - The Clerk was asked to investigate the costs of councillors having a gov.uk email account for their council business.

- iv.) **Website provider** – The Clerk was also asked to review the current provision of the website hosting currently provided by Red Kite Services and obtain quotations to convert the current website to gov.uk.

23075 **Risk Assessment and Assessment:**

- 23075.1 Cllrs Daniel and Sears were asked to undertake the 2024 annual risk assessment and report back to Council at the May annual meeting.
- 23075.2 Council reviewed and approved the Risk Assessment & Management Document for 2024/25 evidencing the Council’s effective risk management.
- 23075.3 Going forward the Clerk was asked to remind the playground inspection volunteers ahead of their scheduled inspection according to the published rota so that the frequency of inspections is improved.

23076 **GDPR Compliance:**

Council RESOLVED to adopt the Privacy Notice addressed to the councillors and the clerk in order to comply with GDPR requirements and councillors/clerk acknowledged their personal receipt of such notice.

23077 **Garden Waste Disposal:**

Council considered 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 but did not come up with any suggestions.

23078 **Planning Matters:**

23078.1 **Revised Selby Local Plan:**

- i.) Council noted that on 8 March NYC started a new consultation period of 6 weeks regarding a revised version of the Selby Local Plan (SLP) (excluding the Heronby option). Cllr Sears was asked to draft the Council’s response to this consultation and submit before 19 April.
- ii.) After appropriate discussion the Council concluded that there were no potential building opportunities in our village which it would want to put forward for inclusion in the SLP it not wish to recommend any change to the current development limits.

23078.2 Council noted 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:**

Council noted 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

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23079.2 **Closing balances as at 31 March 2024:**

Council noted the closing balances as at the financial year-end

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

23079.3 **Internal Control:**

Cllrs Daniel and Foy were asked to undertake the:

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

23079.4 **Budget comparison:**

Council considered and approved the 2023/24 year-end budget comparison 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)
- which lead 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:**

- Council **RESOLVED** 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.
- Council noted that according to the approved budget for 2024/25 the predicted NRE will be £8,804.
- Council **RESOLVED** 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.
- The Clerk was asked to investigate what opportunities there might be to convert the Council's current account to an interest bearing account.

23079.6 Council considered and **RESOLVED** 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

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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
2.4.2024	YLCA – annual subscription		£148.00
29.3.2024	Play Inspection Company Ltd.	£35.00	£210.00
	Council noted 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:**

Council considered and approved:

- i. Breakdown of expenditure greater than £100 for the year ending 31 March 2024
- ii. Annual CIL Report for the year ending 31 March 2024
- iii. Asset Register as at 31 March 2024.
- iv. Council noted that Zurich Municipal had 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**

- Council noted that Carrie Pillow of Elkerlodge bookkeeping services had been appointed to undertake the 2023/24 year-end internal audit and instructed the Clerk/RFO to complete all necessary procedures and undertake the audit meeting on 19 April.
- Council **RESOLVED** to pay the internal audit fee of £210 upon completion of the certification in the AGAR.
- Council noted receipt of the 2023/24 AGAR instructions and **RESOLVED** to complete all necessary procedures for Council's approval at the annual meeting of the Council on 9 May.
- As the Council's total annual gross income and expenditure did not exceed £25,000, Council **RESOLVED** 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, Council approved an increase in her salary scale from LC1-SCP15 to LC1-SCP16 to take effect from 1 April 2024.

23083 **Dates of Meeting:**

- i.) Council noted the next parish council meeting will be the annual meeting and will be held on 9 May 2024 commencing at 7pm.
- ii.) Council noted that the May meeting will be preceded by a Charity Committee meeting commencing at 6.30pm. Should Councillors have any

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requests for grants to put before the Charity Committee for consideration they were asked to submit those to the Clerk by end of April.

- iii.) Council asked 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 to encourage people to apply for grants that meet those criteria.

Signed as an accurate record of the meeting held on 4 April 2024	Juan Brooks CHAIRMAN	9 May 2024
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