



## **MINUTES OF THE ORDINARY MEETING OF THE PARISH COUNCIL 3 OCTOBER 2024**

### **24030 Welcome and apologies:**

The Chair welcomed all those attending the meeting as follows:

Nathan Culpan, Ouse & Derwent Internal Drainage Board

Councillors: Juan Brooks, John Cook, Richard Daniel, Emma Powell.

Clerk: Ruth Swales

Resident: Stephen Galpin

Apologies were noted and the reasons for absence accepted from Cllr Foy, Cllr Kemp, Cllr Strickland, Cllr Sears and Cllr Collingridge.

### **24031 Public Participation:**

Council noted that Stephen Galpin had attended the 'drop-in' session immediately preceding this meeting to share his experience of being a volunteer as part of the North Yorkshire 'Ready for Anything' Group which responds to emergency situations as necessary across the county. An awareness of how this group operates will be factored into the Council's evolving Emergency Resilience Plan.

### **24032 Internal Drainage Board (IDB):**

Nathan Culpan was invited to share information about the work of the IDB and to discuss relevant issues affecting Stillingfleet.

### **24033 Declarations of Interests:**

No further declarations of interest were lodged under the council's code of conduct or members Register of Disclosable Pecuniary Interests.

### **24034 Minutes from previous meeting:**

Council **RESOLVED** to approve the minutes of the annual Parish Council meeting held on 1 August 2024 and the Charity Committee meeting held on the same date.

### **24035 Matters Arising from the previous meetings:**

#### **24035.1 Charity Committee meeting:**

##### **Farm Business Tenancy (FBT) over the ByeLaw Field:**

- Council noted that the Charity Committee had taken advice on an appropriate rent review for the Parish Field and as the tenancy was up for

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renewal from October, invitations to apply for the 2 year FBT effective from October 2024 had been advertised at a cost of £125 per acre (+£7 per acre on the previous rent).

- Council noted that the previous tenant had given notice that he would not be applying to renew the FBT and that he would remove his stock and fencing ahead of the expiry date.
- Council noted that the Charity Committee are in negotiations with a potential new tenant who had expressed interest in the FBT and that the Charity Committee will revert to full council with a recommendation for the future tenancy in due course.

#### 24035.2 **Matters arising from previous full Council meeting:**

##### **Green Management:**

- Cllr Daniel was asked to undertake the scraping of the grasscrete of the Chapel car park in order to better delineate the boundary edges.
- Council considered the recommendations from the Village Green Committee regarding the operation of the Church/VI car park and Chapel car park and agreed that:
  - i.) The current parking scheme had helped ensure the car park was available when needed for weddings and funerals etc.
  - ii.) The existing parking notice needed to be re-sited to the opposite side of the road to increase visibility – Cllr Kemp is to be asked to action
  - iii.) The existing parking permit holders to be advised that the scheme is to be renewed under the existing terms for 12 months but that no new permit hangers will be issued
  - iv.) The existing parking permit holders to be advised that on a specified date/time they need to park elsewhere to allow access for the edge of the car park to be strimmed to better delineate the boundary.
  - v.) The Clerk should respond to the owner of the new Art Studio to thank him for sharing his projections re usage of the Chapel car park and advise that the Council will keep its operation under review as the business matures.

#### 24035.3 **Play Area:**

- Council **RESOLVED** to approve the terms of reference for the Play Area Committee.
- Council noted that one of the bi-weekly inspections had flagged up a loose post as part of the Adventure Trail and that PlayScheme had rectified this defect.
- Council noted that the annual ROSPA inspection of the Playground is booked to take place in October and **RESOLVED** to pay the PlaySafety invoice when due.
- Council noted that a Play Area Committee meeting will be called to consider the findings of the inspection and any recommendations for action will be brought back to full council at its meeting in December.

#### 24035.4 **Community Speed Watch:**

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Cllr Foy advised Council that following an ongoing dialogue with the North Yorkshire Police traffic bureau, in addition to the existing site on the Cawood Road, approval had now been given to 2 new Speedwatch sites in the village 30mph zone (one on Church Hill – south towards the pub and north towards zone church and a second on the B1222 – south towards the village hall and north towards Naburn). Cllr Foy advised that the first session on the B1222 took place on 28 September and the proportion of offenders (unsurprisingly) was far higher. It is to be hoped that a regular presence on these new sites will have an appreciable impact on speeding within the village. Council noted that since the last PC meeting in August the following data had been recorded and submitted to NY Police.

Location	Date	Time	Offenders	Speeds	Vehicle count	%
Cawood Road	16/7/2024	10.30 – 11.30	7	47 - 82	104	7
Cawood Road	7/8/2024	8.00 – 9.00	13	46 – 54	280	5
Cawood Road	27/8/2024	8.00 – 9.00	15	46 – 53	212	7
Cawood Road	29/8/2024	8.01 – 9.01	13	46 – 63	237	5
Cawood Road	4/9/2024	8.06 – 9.06	13	46 – 53	375	3
Cawood Road	11/9/2024	8.03 – 9.03	16	46 – 61	428	4
Cawood Road	18/9/2024	8.02 – 9.01	3	47 - 48	558	0.5
Cawood Road	19/9/2024	8.02 – 9.02	2	47	522	0.3
B1222	28/9/2024	16.35 – 17.00	8	35 - 48	68	12

#### 24035.5 Annual Risk Assessment:

Cllr Daniel shared the outcome of the 2024 annual risk assessment and the Clerk was instructed to seek action on the risks identified.

#### 24035.6 Village Infrastructure:

- i. **Noticeboard:** Cllr Brooks shared various quotes which had been sourced regarding the replacement of the noticeboard for the Parish Council & Village Institute and approved, in principle, to progress the purchase of the noticeboard from PlayScheme at an overall cost of £1,200 + VAT. Cllr Brooks was asked to pursue a £400 contribution from the Village Institute and a £400 Locality grant to reduce the PC's outlay to £400 and then place the order with PlayScheme.
- ii. **Telephone Box:** Council noted that the sale of the telephone box had been completed and the proceeds received although the purchaser had not as yet removed the kiosk.

#### 24035.7 Migration to a Gov.uk domain:

- i. Council noted that Aubergine 262 Ltd had been appointed as the council's approved registrar in relation to the website and their terms of engagement re the creation of a new compliant website had been signed.
- ii. Council noted that Aubergine have registered the new domain name (stillfleetparishcouncil.gov.uk) using the Cabinet Office grant of £100 and that work is now well underway constructing the new pages. The

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- Clerk was asked to circulate the link to the new website as ‘work-in-progress’.
- iii. Councillors (where they are agreeable) were asked to let the Clerk have their photo and bio for publication on the Councillor details page.
  - iv. Council noted that Red Kite Services had given the Council notice that they would be winding up their web servicing side of their business with effect from 31 October but had agreed to collaborate with Aubergine to ensure a smooth transition.
  - v. Council noted that Aubergine do not provide a gov.uk email service so quotes for .gov.uk email accounts had been requested from Cloud Next (recommended by Aubergine) and Cloudy IT (recommended by YLCA).
  - vi. Council **RESOLVED** to accept the quote from Cloud Next for a package costing £49.99 + VAT p.a for up to 25 accounts and includes transfer from the current email to the new. The Clerk was instructed in the first instance to progress obtaining 2 .gov.uk email accounts for the Clerk & Chair.

24036 **Matters raised by residents:**

- **Overgrown Walnut tree blocking line of sight when exiting The Green (YO196SF) onto Church Hill**  
Council noted that pruning of this tree had been completed but that it had been asked to re-consider whether further pruning is appropriate. Clerk to offer a site meeting to review any necessary next steps.
- **Feasibility of creating a footpath/cyclepath/bridlepath to link up to the cycle track**  
Council considered this suggestion but concluded that this was not something the Parish Council could advise upon and will suggest that should the resident wish to investigate this further they should contact North Yorkshire Highways.
- **Overgrown Plane tree on The Green outside The Gables**  
As this tree is thought to be potentially impacting the overhead electricity cables the Clerk was instructed to raise the matter with Northern Powergrid.
- **Road visibility when turning onto Church Hill from YO19 6SG**  
The Council considered the concerns raised but felt that this junction would not comply with the requirements specified by North Yorkshire Highways for the installation of a traffic mirror. Recognising the concerns and potential risk Cllr Brooks agreed to speak to the owner of the hedge which hampers visibility to request that corrective action be taken.

24037 **Planning Matters:**

24037.1 Council noted the following planning decisions:

- Permission and listed building consent **GRANTED** for the conversion and change of use of an ancillary building including a new side extension to form one dwelling at Moreby Hall (Ref 2022/0003/FUL & 2022/0004/LBC).
- Condition decision re the discharge of conditions re materials, highways, drainage and contaminated land detailed in the approval 2022/0117/FUL relating to the conversion of barn into a residential dwelling, the

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demolition of the a cement lean-to-barn and replacement section/extension to match existing barn detailing and footprint area of the former lean-to at the Old Coach Hose, Croft Cottages, York Road (Ref ZG2024/0338/DOC).

- Work to a white poplar tree **PERMITTED** by pollarding 40/50% at Rose Villa, The Green, (ref ZG2024/0695/TCA).
- Consent **GRANTED** to crown lift by 2 meters and crown reduce limbs growing towards property and over-hanging the pavement by 2 meters to 2 yew trees covered by TPO 4/2019 at Paddock View, York Road (Ref ZG2024/0765/TPO).

24037.2 Council noted receipt of the following **planning applications:**

- Application for consent to fell a Leylandii tree and a Pyracantha tree; to grind the stump to approximately 150mm below ground level; to crown lift a Leylandii tree to approximately 700-900mm; to trim/prune an Apple tree by 15% to previous pruning point; to trim outer back by 15% to the curb edge and to trim inner and top by 15% to a Viburnum hedge; to trim the inner and top annual extension growth by 10% to the Hawthorn hedge; to trim annual extension growth of a Leylandii tree by 5%; to reduce the height of a Cherry Plum tree by 10%; to trim annual extension growth of a Western Red Cedar tree by 10% and to lateral prune a Dogwood tree by 15% back to the pond edge at Brookfield, The Green. (Ref ZG2024/0933/TCA).
- Application for consent to reduce the height on both sides of mixed vegetation hedge, to trim annual extension growth by 10 mm and the rose hip to a Yew tree, to reduce height of mixed vegetation hedge to house gutter level and to lateral prune remaining to 10 mm, to reduce height to previous reduction points and to lateral prune hard back to contain growth to leylandii hedge (10 mm) at Fairview, York Road (Ref ZG2024/0954/TCA).

24038 **Staff Costs:**

Council considered and approved the recommendations of the Staffing Committee regarding increasing the Clerks contracted hours from 156 per annum to 172 per annum with effect from 1 November 2024 and noted that the increased staff costs needed to be built into the 2025/26 budget.

24039 **Financial Matters:**

24039.1 **Internal Control:**

Cllr Daniel advised that the half yearly internal control check had been completed and that everything appeared to be in order with no corrective action required.

24039.2 **Closing balances as at 31 August 2024:**

Council noted closing balances of:

Current account	£13,522.28
NS& I account	£ 245.32

24039.3 **Recent receipts:**

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Council noted the receipt of the following funds:

10/7/2024	VAT refund 1.6.24 to 30.6.24	£280.81
5/9/2024	Proceeds of sale of phone box to L Carr Contractors	£550.00
26/9/2024	2 <sup>nd</sup> instalment of precept from North Yorkshire	£3,425.00

24039.4 **VAT Refund claim:**

Council noted that a further VAT refund claim had been submitted for the period 1 July 2024 to 31 August 2024 claiming £502.77.

24039.5 Council considered and **RESOLVED** to approve the payment of the following invoices: (All invoices had been examined, verified and certified by the clerk in advance).

Invoice date	Details	VAT	Amount (inc VAT)
12.8.2024	DP Atkinson re cutting/haymaking & disposal & strimming & tree stump removal	£405.00	£2,430.00
27.8.2024	Meticulous Gardens re 2 month's cutting of playground	£28.00	£168.00
28.8.2024	Aubergine 262 Ltd re new website set up	£65.80	£394.80
1.9.2024	NALC re training	£6.54	£39.22
3.10.2024	Purely Payroll – July/August processing		£13.50
3.10.2024	Meticulous Gardens	£14.00	£84.00
Council noted payment of Clerk's salary and tax for July/August in accordance with the contract.			

24039.6 **On-line banking:**

In order to improve the Council's efficiency the Clerk was asked to investigate what procedures needed to be put in place for the Council to operate on-line banking as opposed to the usage of cheques and stamps.

24039.7 **Budgeting:**

Council considered and **RESOLVED** to approve a revised budget with effect from 1 October 2024 which had been amended to take account of:

- No additional income from an anticipated easement
- £550 receipt from sale of phone box

24040 **Remembrance Commemorations:**

- Council **RESOLVED** to exercise the council's power under S137 of the Local Government Act 1972 to fund the purchase of a RBL remembrance wreath.
- The Clerk was asked to order the wreath ahead of the Remembrance service in November and Council **RESOLVED** to pay the invoice when due.
- Cllr Brooks was asked to arrange for the Tommy signs to be put up from early November.

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24041 **Dates of next Meeting:**

Council noted that the next parish council meeting will be held on 12 December 2024 commencing at 7pm. Councillors were advised that should they have any agenda items for inclusion these should be submitted to the Clerk by 1 December.

Signed as an accurate record of the meeting held on 3 October 2024	John Cook  VICE-CHAIR	12 December 2024
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