

STILLINGFLEET PARISH COUNCIL issued on 6 December 2024

OFFICIAL NOTICE OF AN ORDINARY MEETING OF STILLINGFLEET PARISH COUNCIL TO BE HELD AT 7.00pm ON THURSDAY 12 DECEMBER 2024 IN THE VILLAGE INSTITUTE

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

24045 Welcome and Apologies:

To confirm that in the absence of the Chair, this meeting will be chaired by the vice-chair.

Vice-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 councillors.

24046 Public Participation:

To receive any questions or concerns from members of the public.

24047 Declarations of Interests:

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

24048 Minutes from previous meetings:

To **RESOLVE** to approve the minutes of the Parish Council meetings held on 3 October 2024 and 8 November 2024.

24049 Matters Arising from the previous meetings:

24049.1 Charity Committee: Farm Business Tenancy re the ByeLaw Field:

To receive a recommendation from the Charity Committee regarding the Farm Business Tenancy and **RESOLVE** to agree the terms which will be offered to the potential future tenant.

24049.2 Complaint Committee:

To receive the approved minutes from the Complaint Committee meeting held on 3 December 2024 (appendix 1) and note that under its delegated powers the Complaint Committee has **RESOLVED** that in future, should any work be required to trees in a conservation area on PC owned land, then SPC will ensure that the appropriate prior notification of an intention to undertake such work will be submitted to the appropriate planning authority.

24049.3 Green Management:

To receive an update from Cllr Daniel regarding the scraping of the grasscrete of the Chapel car park.

24049.4 Play Area:

To note that the annual ROSPA inspection of the Playground was completed on 30 September and the Play Committee have considered and made recommendations for appropriate remedial action as set out in the Action Log (appendix 2). The Play Committee will keep this under review going forward.

24049.5 Road Safety:

- To receive an update from Cllr Foy regarding the progress of initiatives to address speeding concerns in our village.
- To consider the Council's response to the request for views on the potential installation of fixed speed cameras or any alternative road safety measure the Parish would like considering. (Appendix 3).

24049.6 Road visibility when turning onto Church Hill from YO19 6SG:

To note that the necessary conditions for NY Highways installing a traffic mirror on this junction cannot be evidenced so the only other option appears to be the PC considering installing it's own mirror on PC land (i.e. The Green). Council to discuss and agree the next steps.

24049.7 Village Infrastructure:

Noticeboards:

- To note that confirmation has been received of a £400 Locality Grant and a £400 contribution from the Village Institute Committee towards the cost of replacing the noticeboard for the Parish Council & Village Institute and **RESOLVE** that the order for this replacement should be placed with PlayScheme as previously approved.
- To discuss and agree that a budget of £550 should be built into the 2025/26 budget for the replacement of the Village Noticeboard currently at the side of the bridge.

24049.8 Migration to a Gov.uk domain:

- i. To note that work has been progressing on the build of the new PC website and the Clerk is liaising with Aubergine to set a potential 'go-live' date of early January.

- ii. To note that the current build of the new website is accessed via the Yorkshire Parishes platform and consider whether Council would prefer its website to stand-alone which can be achieved at a further cost of £200 + VAT which could be accommodated within the existing approved budget.
- iii. To note that Cloud Next have been appointed to host the Council's gov.uk email and will handle the transfer over of the contents of the current Clerk email account – the transition date is to be agreed to coincide with the website launch.
- iv. To note that the Clerk and Chair will work together to plan the launch communications to ensure visibility of our council on-line.

24050 **Community Emergency & Resilience Planning:**

To receive and consider the first draft of a Community Emergency Plan (appendix 4) and agree a date for when the Community Action Working Group can meet for its kick-off meeting to discuss and agree how this can be taken forward.

24051 **Village Institute:**

To note that the Village Institute Committee are facing challenges about the renewal of the insurance of the village hall because of a question regarding its registered ownership and to consider next steps to solve the situation.(Background papers have been circulated).

24052 **Christmas Lights:**

To consider a request for a grant of £500 towards the purchase of Christmas Lights for various trees in the village.

24053 **Planning Matters:**

24053.1 Light Valley Solar Farm proposals:

- To note that as this proposal is classed as a Nationally Significant Infrastructure Project the developer intends to make an application to the Planning Inspectorate for Development Consent under the Planning Act 2008.
- To note that the consultation to inform the Scoping Opinion of this development closed on 9 December. Although the Parish Council has been identified as a consultee, the PC did not contribute to this consultation.
- To note that the resultant Scoping Opinion will be published on the 'Find a National Infrastructure Project' website at the end of the statutory period.

24053.2 To note receipt of the following **planning applications:**

- Hedgerow removal notice re land off The Gale (ref ZG2024/1172/HDG).

24053.3 To note the following **planning decisions:**

- Permission GRANTED re the conversion of the redundant agricultural buildings to provide an extension to the existing domestic dwelling known as Moreby Granary and the conversion of two redundant barns to create a 5 bedroom dwelling house – Ref ZG2024/0220/FUL

- Consent GRANTED 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).
- Permission GRANTED re the conversion of existing residential ancilliary buildings (former barns) into two dwelling houses at Hill Top Farm, Cawood Road (Ref ZG2024/0242/FUL).
- Consent GRANTED to reduce height on both sides of mixed vegetation hedge, trim annual extension growth and the rose hip and a Yew Tree, reduce height of mixed vegetation hedge to house gutter level and lateral prune remaining to 10 mm, reduce height to previous reduction points and lateral prune hard back to contain growth to leylandii hedge in the conservation area at Fairview, York Road. (Ref ZG2024/0954/TCA)

24054 Clerk's Salary Review:

To consider the recently approved 2024/25 national salary scale for parish council clerks which is to be backdated to 1 April 2024 and approve an increase in the Clerk's hourly rate accordingly. (Appendix 5 - Clerk's salary range is set at pay band LC1 above substantive – scale point 16).

24055 Financial Matters:

24055.1 Signatories on the bank mandate:

To **RESOLVE** to add the Clerk as an approved signatory on the current account bank mandate.

24055.2 On-line banking capability:

- To note that Section 150(5) of the Local Government Act 1972, which required a minimum of 2 councillors to sign all cheques, has been repealed.
- To note the guidance that has now been provided by NALC/YLCA on the recommended operating procedures for moving away from issuing cheques and instead using on-line banking (appendix 6).
- To **RESOLVE** to apply for Virgin Money Business Internet Banking (BIB) (appendix 7) noting that there are no set up fees but there is an 18p charge for each on-line transaction.
- To nominate who should be the BIB Corporate Administrators (with viewing access to BIB) and **RESOLVE** that the Council will require two Corporate Administrators to authorise payments on BIB.
- Prior to commencing the usage of BIB, to conduct a risk assessment of the proposed on-line banking as part of the Council's regular financial risk management and to revise the Council's Financial Regulations to reflect the agreed on-line banking procedure (both these to be brought before the February PC meeting for approval).

24055.3 Recent receipts:

To note the receipt of the following funds:

| | | |
|----------|--|---------|
| 4/9/2024 | VAT refund for period 1/7/24 – 31/8/24 | £502.77 |
| 31/10/24 | Grant from the Charity fund towards the upkeep of the playground | £350.00 |

24055.4 Closing balances as at 30 November 2024:

To receive and note closing balances of:

| | |
|-----------------|------------|
| Current account | £14,443.90 |
| NS& I account | £ 245.32 |

24055.5 Bank reconciliation:

To request that Cllr Daniel and Cllr Foy undertake a bank reconciliation as at 30 November 2024 upon receipt of the November statement.

24055.6 To consider and **RESOLVE** to approve the payment of the following invoices:
(All invoices have been examined, verified and certified by the clerk in advance).

| Invoice date | Details | VAT | Amount (inc VAT) |
|---|--|--------|------------------|
| | Ruth Swales re expenses totalling £38.08 | | |
| 4/9/2024 | 8 x 1 st class stamps | | £10.80 |
| 23/8/2024 | Box file | | £2.79 |
| 4/10/2024 | Remembrance wreath (approved S137 expenditure) | £4.08 | £24.49 |
| 3/10/2024 | PlaySafety Limited | £16.40 | £98.40 |
| 14/10/2024 | Cloud Next Limited | £9.99 | £59.98 |
| 23/10/2024 | Meticulous Gardens | £14.00 | £84.00 |
| 12/12/2024 | Stillingfleet Village Institute re Charity Committee | | £10.00 |
| 8.11.2024 | YLCA re Charing skills training | | £105.30 |
| 12.12.2024 | Purely Payroll | | £13.50 |
| 12.12.2024 | Stillingfleet Village Institute re Complaints Committee – 2 meetings | | £15.00 |
| To note payment of Clerk's salary and tax for September/October in accordance with the contract & including 11.5 authorised additional hours. | | | |

24055.7 Predicted year end Budget Monitor:

To review the predicted outturn for year ending 31 March 2025 against the revised 2024/25 budget and consider the explanation of any projected material variances (i.e. greater than £100 or 15% above/below budget). (Appendix 8)

24055.8 2025/26 Budget and fixing the precept:

To consider and **RESOLVE** to approve the annual budget proposals for 2025/2026 (Appendix 8).

24055.9 Precept arrangements 2025/26:

To note the advice of precepting arrangements for the financial year 2025/26 and receipt of the Parish precept calculator which has been populated with Stillingfleet's data. (Appendix 9) and **RESOLVE** to fix the precept to be levied for the ensuing financial year.

24055.10 Predicted Reserves:

- To consider the Council's predicted reserves as at 2024/25 year end and how application of the Council's reserve policy could impact on both the general reserve and any ear marked reserve (EMR). (Appendix 10).
- In order to maximise interest on the EMR, at year-end to consider moving the EMR balance to a 45 day notice deposit account with the Hinckley & Rugby Building Society (appendix 11)
- To consider how the EMR should be ear-marked.

24056 Year End Procedures:

To **RESOLVE** to approve the appointment of elkerlodge bookkeeping as the Council's internal auditor for 2024/25 year end at a cost of £210 to be paid upon completion of the 2025 Internal Audit.

24057 Audit Plan:

To consider and approve the audit plan for implementation from January 2025. (Appendix 12).

24058 Dates of next Meeting:

To note the next parish council meeting will be held on 6 February 2025 commencing at 7pm. Should Councillors have any agenda items for inclusion these should be submitted to the Clerk by 28 January.

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