



## **MINUTES OF AN ORDINARY MEETING OF STILLINGFLEET PARISH COUNCIL HELD ON 12 DECEMBER 2024**

### **24045 Welcome and Apologies:**

Council noted that in the absence of the Chair, this meeting would be chaired by the vice-chair. The Vice-Chair welcomed all those attending as follows:  
Councillors: John Cook, Richard Daniel, Emma Powell, Jonathan Foy, Lesley Collingridge.  
Clerk: Ruth Swales  
Apologies were noted and the reasons for absence accepted from Cllr Brooks, Cllr Sears, Cllr Kemp & Cllr Strickland.

### **24046 Public Participation:**

There were no members of the public present.

### **24047 Declarations of Interests:**

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

### **24048 Minutes from previous meeting:**

Council **RESOLVED** to approve the minutes of the Parish Council (SPC) 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:**

The Charity Committee was asked to present their recommendation regarding the terms of the new Farm Business Tenancy to the February 2025 PC meeting with a view to agreeing terms with the potential tenant to take effect from March 2025.

#### **24049.2 Complaint Committee:**

Council received the approved minutes from the Complaint Committee meeting held on 3 December 2024 and noted that under its delegated powers the Complaint Committee had **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:**

Cllr Daniel was asked to undertake the scraping of the grasscrete of the Chapel car park by the end of January in order to better delineate the edges of the approved parking area.

**24049.4 Play Area:**

Council noted that the annual ROSPA inspection of the Playground had been completed and the Play Committee had considered and had in hand undertaking the appropriate remedial actions as set out in the Action Log. Council noted that the Play Committee will keep this under review going forward.

**24049.5 Road Safety:**

- Cllr Foy advised that the Community SpeedWatch sessions were continuing with over 5000 vehicles having been recorded to date with an offending rate running at c.4%. The CSW volunteers are to be asked to also try holding a session between 2.30 and 3.30pm in order to assess speeding which coincides with the time the young people of our village are returning from school.
- The Clerk was asked to respond to MP Keir Mather's request for views on the potential installation of fixed speed cameras. Council to emphasise that Stillingfleet would welcome such cameras both on York Road in the village and on the B1222 Cawood Road adding that as an alternative road safety measure the Parish would welcome the installation of permanent matrix signs (VAS) on the approaches to the village. KM will be asked to keep the Council informed of the progress of his lobbying.

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

Council noted that the necessary conditions for NY Highways to install a traffic mirror on this junction could not be evidenced. Therefore the other options appeared to be residents asking Selby DC to arrange the lowering of the hedge which is impacting visibility or the PC considering installing its own mirror on PC land (i.e. The Green). Cllr Powell offered to take forward this suggestion.

**24049.7 Village Infrastructure:**

**Noticeboards:**

- Council noted that confirmation had been received of a £400 Locality Grant from North Yorkshire Council and a £400 contribution from the Village Institute Committee towards the cost of replacing the noticeboard for the Parish Council & Village Institute. Council **RESOLVED** that the order for this replacement should be placed with PlayScheme as previously approved.
- Council agreed 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 and noted that an application for a £300 Locality Grant had been placed with NYC to partially fund this replacement.

**Telephone Box:**

- Council noted that the kiosk had been removed but that a post with a box containing electric cables had been left in situ. The Clerk was asked to

revert to the purchaser who had been contracted to safely disconnect and cap off the electricity supply to check this had been completed.

**Street Light on corner of Stewart Lane:**

- Council noted that Acorn Lighting contractors had been asked to quote for the straightening up of the damaged lamp and **RESOLVED** to pay the invoice for the work when completed.

**24049.8 Migration to a Gov.uk domain:**

- i. Council noted that work had been progressing on the build of the new PC website and that the Clerk is liaising with Aubergine to set a potential 'go-live' date sometime in January.
- ii. Council noted that the current build of the new website is accessed via the Yorkshire Parishes platform and decided that the Council would prefer its website to stand-alone which could be achieved at a further cost of £200 + VAT. Council noted this additional cost could be accommodated within the existing approved budget and instructed the Clerk to proceed accordingly.
- iii. Council noted that Cloud Next had 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. Council noted that the Clerk and Chair will work together to plan the launch communications to ensure visibility of our council on-line.

**24049.9 Queen's Green Canopy appeal:**

Cllr Cook advised that an appropriate tree had been purchased and planted in the corner of the cemetery with an appropriate protective surround. Cllr Cook shared a quotation he had obtained for the commemorative plaque. Council **RESOLVED** to approve a budget of up to £250 to complete the village's commemoration under this initiative and to reimburse Cllr Cook for these expenses upon receipt of invoices.

**24050 Community Emergency & Resilience Planning:**

Council received the first draft of a Community Emergency Plan and asked the Clerk to arrange a date in January for when the Community Action Working Group could meet for its kick-off meeting to discuss and agree how this can be taken forward.

**24051 Village Institute:**

Council noted 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. Cllr Sears is to be asked to investigate the Land Registry's registration of title and to advise on next steps to solve the situation.

**24052 Christmas Lights:**

Council considered the request for a grant of £500 towards the purchase of Christmas Lights for various trees in the village. Whilst not against this suggestion in principle, the Council felt that there was insufficient time to achieve a good outcome for 2024 and instead would welcome receiving a

fuller business case of what is requested for consideration in 2025. It was felt that battery operated lights are not satisfactory and that a more permanent sustainable solution should be considered. *PlayStillingfleet* will be asked progress a proposal in good time for next year.

24053 **Planning Matters:**

24053.1 Light Valley Solar Farm proposals:

- Council noted 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.
- It was noted that the consultation to inform the Scoping Opinion of this development closed on 9 December, noting that although the Parish Council had been identified as a consultee, it did not contribute to this consultation.
- It was noted 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 Council noted receipt of the following **planning applications:**

- Hedgerow removal notice re land off Kelfield Road (ref ZG2024/1172/HDG. Planning Committee to be asked to submit their observations.

24053.3 Council noted 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 ancillary 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:**

Council considered the recently approved 2024/25 national salary scale for parish council clerks which is to be backdated to 1 April 2024 and approved an increase in the Clerk’s hourly rate accordingly.

**24055 Financial Matters:**

**24055.1 Signatories on the bank mandate:**

Council **RESOLVED** to add the Clerk as an approved signatory on the current account bank mandate.

**24055.2 On-line banking capability:**

- Council noted that Section 150(5) of the Local Government Act 1972, which required a minimum of 2 councillors to sign all cheques, had been repealed.
- Council noted the guidance that had been provided by NALC/YLCA on the recommended operating procedures for moving away from issuing cheques and instead using on-line banking.
- Council **RESOLVED** to apply for Virgin Money Business Internet Banking (BIB) noting that there are no set up fees but there is an 18p charge for each on-line transaction.
- Council nominated Cllrs Brooks, Collingridge & Powell and the Clerk to be the BIB Corporate Administrators and **RESOLVED** that the Council will require two Corporate Administrators to authorise payments on BIB. The Clerk was asked to progress the application with a view to commencement from February 2025.
- Council noted that prior to commencing the usage of BIB, it needs to conduct a risk assessment of the proposed on-line banking as part of the Council’s regular financial risk management and to revise it’s Financial Regulations to reflect the agreed on-line banking procedure (both these are to be brought before the February PC meeting for approval).

**24055.3 Recent receipts:**

Council noted 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
3/12/2024	Rural Payments Agency Higher level Stewardship Grant	£1,728.80

**24055.4 Closing balances as at 30 November 2024:**

Council noted closing balances of:

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

**24055.5 Bank reconciliation:**

Cllr Daniel and Cllr Foy were requested to undertake a bank reconciliation as at 21 November 2024.

24055.6 Council considered and **RESOLVED** to approve the payment of the following invoices, noting that all invoices had 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 <sup>st</sup> 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 Chairing skills training		£105.30
12.12.2024	Purely Payroll		£13.50
12.12.2024	Stillingfleet Village Institute re Complaints Committee – 2 meetings		£15.00
Council noted 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:**

Council reviewed the predicted outturn for year ending 31 March 2025 against the revised 2024/25 budget and considered the explanation of the projected material variances (i.e. greater than £100 or 15% above/below budget).

**24055.8 2025/26 Budget and fixing the precept:**

Council considered and **RESOLVED** to approve the annual budget for 2025/2026.

**24055.9 Precept arrangements 2025/26:**

Council noted the precepting arrangements for the financial year 2025/26 and 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 £7,250.

**24055.10 Predicted Reserves:**

- Council considered it’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 the ear marked reserve (EMR).
- Council noted that in order to maximise interest on the EMR, at year-end it will consider moving 50% of the General Reserve to an EASY Access Deposit account and the EMR to a 45 day notice Deposit account both with the Hinckley & Rugby Building Society.

**24056 Year End Procedures:**

Council **RESOLVED** 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:**

Council considered and approved the Audit Plan for implementation from January 2025.

24058 **Dates of next Meeting:**

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

Signed as an accurate record of the meeting held on 12 December 2024	John Cook  VICE-CHAIR	6 February 2025
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