

Minutes of the Meeting of Skelton Parish Council held on Thursday 26th October 2017 at Skelton Village Hall which commenced at 7.30 p.m.

	Actions
<p>Present:</p> <p>Councillors: Hayton (Chair), Lumley, Boulton, C Linfoot, Stead, J Linfoot, L Mansell, A Mansell</p> <p>Ward Councillors: 0</p> <p>Public: 1</p>	
<p>17.060 Election of Chairman and Vice Chairman</p> <p>By unanimous vote Councillor Hayton was elected as Chairman and Councillor C Linfoot as Vice Chairman. Both agreed to serve to the end of the Council's year.</p>	
<p>17.061 Apologies for absence</p> <p>Councillors: none</p> <p>Ward Councillors: C Steward</p>	
<p>17.062 Declarations of interest</p> <p>Councillors A and L Mansell noted that they are next door to No. 3 The Dell. Councillor Lumley noted that the tree which is the subject the application from 9 Pasture Close is within sight by him in an adjoining neighbour's garden.</p>	
<p>17.063 Previous Minutes</p> <p>It was resolved to approve and sign the minutes of the meeting of the Council held on 28th September 2017 as a true record.</p>	
<p>17.064 Open Forum</p> <ol style="list-style-type: none"> 1. Police Report <p>There were no crimes reported in the period covered by the report. There is a link to the "crime map" on the Links page of the Council's website.</p> 2. Village Matters <ol style="list-style-type: none"> a. The Chairman of Skelton Village Trust (SVT) raised the following: <ul style="list-style-type: none"> - Local Plan – the SVT will submit a response to the consultation; he drew Council's attention to the final section of the transport report. - Village Signs – the SVT offered to plant up round the signs once they have been installed, the offer was gratefully accepted - 3 The Dell – after having received many comments about the colour of the facing on the house he had contacted Planning to enquire if it had been approved. The officer confirmed that the colour had been approved but admitted that he had not checked that the materials used were what had been approved and said that he will investigate. - Village Archives – at the moment the Village Archives are held in the School and are not readily accessible. To make them more available the SVT hope to move them to a fireproof cabinet in the Village Hall and suggested that the Council share the cabinet. It is dependent upon the agreement of the Management Committee and the success of an application for a Lottery grant to buy the cabinet. b. Councillor A Mansell reported a tree at the south end of the Pasture is covered by ivy which would affect its growth. It was confirmed that the Council is responsible for the tree. Councillor A Mansell offered to cut 	<p>A Mansell</p>

the ivy, his offer was gratefully accepted.

3. Ward and City Council matters
In the absence of a Ward Councillor, there were no matters raised.
4. The Litter Picker's Report
The timbers on the side of the bridge in the Playground are loose.

17.065 Matters arising from the minutes

1. Neighbourhood Plan (NP) (standing item)
It was agreed to continue with the approach of waiting until the Local Plan is published before starting work on our Neighbourhood Plan and to wait until that point is reached to decide who will represent the Council on the working party.
The Clerk noted that we received formal approval to develop a Neighbourhood Plan from the City Council on 25th April 2016.
The Clerk will investigate whether there is a deadline for applications for government funding.
2. Local Plan (standing item)
The Chairman talked through the draft response to the current consultation. It was approved unanimously and the Chairman agreed to submit it on behalf of the Council.
3. Path through The Orchard and Pasture
The specification for the refurbishment was confirmed as: Dig out the existing path, widen it to 1.1m, edge and re-lay it but retain the bend at the northern end.
The Clerk noted that, given the cost of the project, we should seek three quotes.
4. Recruitment of new Clerk
Only one person applied. The Panel will interview on 2nd November.
5. Village Signs
We have received the signs and one was displayed at the meeting. They will replace the two sets of signs on the A19. As the new signs are different in shape and size to the existing ones the pillars will need re-facing before they are installed.
A proposal to refurbish the old signs and use them at other points in the village was put forward. It was decided to discuss it once the old signs have been taken down and we are able to assess their condition.

Clerk

Hayton

Clerk

Clerk

17.066 Receive and decide on necessary action resulting from verbal reports from the Clerk or Councillors on matters in hand

1. Hedge on Park Close – a resident had complained that the hedge is obstructing the road and preventing the street cleaning waggon going down the Close. The Clerk reported that the village maintenance contract includes an annual cut of the hedge and that, since the complaint was made, the hedge had been cut. However, the contractor has been asked to go back and remove a couple of overhanging branches and cut back around the street light.
It was noted that the bin lorries go into the Close, as they are larger than the cleaning waggon there is no reason why the Close should not be cleaned.
2. New bench for the Pasture – the bench has been ordered for delivery in mid-November. The Village Maintenance contractor will install it.
Councillor Lumley kindly agreed to take delivery of the bench and store it until needed.
3. Hedge cutting – the contractor has suggested that cutting the hedges

twice a year would keep them looking tidier. It was agreed to discuss the suggestion at the next meeting.

4. Football field – the work to clear behind the far goalmouth and level the one by the gate has been completed.
5. Insurance declaration – the Clerk reminded Councillors that they each need to respond to the declaration.

All

17.067 Planning

1. New Applications
 - a. 17/02258/FUL- 15 Burtree Avenue - Change of use of dog grooming business to residential garage – it was **resolved** to confirm the response of “no objection”.
 - b. 17/02365/FUL – 4 The Meadows – Single storey rear extension – it was **resolved** to make no objection
 - c. 17/02500/TPO 9 Pasture Close - Crown reduce Sycamore tree protected by TPO No. 1973/107 – it was **resolved** to make no objection
2. Updates to applications:
 - a. 17/02087/TPO – 2 The Vale – Reduce crown of Walnut tree over neighbours’ garden – approved
3. Planning enforcement and related matters
 - a. Lack of consultation from the City about an application from 3 The Dell – A further application for 3 The Dell had been submitted which the Council had not been informed about. It was also noted that there has been work at the old Del Monte site without any consultation with the Council.
The Planning Regulations give the Parish Council, as the village’s representative body, the right to be consulted on all applications from within the parish. It was agreed that the Chairman write to the Head of Planning to remind the City of their obligation to consult.
 - b. Unoccupied property in Grange Close – the City have issued the owner with a formal notice requiring the garden to be brought back to an acceptable state.

Clerk

Hayton

17.068 Financial Matters

1. It was **resolved** to receive and approve the reports on the Council’s financial position as at 29th September 2017.
2. Council noted the following receipts:

a. CYC, 2 nd half of the precept and payments / charges:	£8,750.00
None	
3. It was **resolved** to approve for payment the following: -

a. Litter Picker’s salary for September	£90.10
b. Clerk’s salary and expenses for September inc. VAT £0.00	£350.15
c. Tax for September	£273.62
d. TR Landscaping, Village maintenance contract and clearing fallen tree inc. VAT £146.27 (16/10/17, 7607)	£877.60
e. Park Lane, Playground equipment inspection inc. VAT £7.00 (2017/10/16, 2005)	£42.00
f. RoSPA, Playground safety inspection inc. VAT £18.90 (2017-10-12, 32182)	£113.40
g. Signs of the Times, New village signs inc. VAT £301.20 (11/10/17, 26774)	£1,807.20
h. CYC, Cemetery waste collection inc. VAT £0.00 (1/10/17, 9001639497)	£33.54
4. Additional items circulated at the meeting:

None

17.069 New Items and correspondence for consideration or decision

1. Playground

The annual safety report and the quarterly equipment report were reviewed. Neither raised any immediate concerns but a number of instances of normal wear and deterioration were noted to be monitored. It was **resolved** to authorise the Clerk to commission work immediately if an inspection should recommend repairs be done.

2. Council records

The proposal from the Village Trust discussed in the Forum was considered (see 17.064.2.a above) and it was agreed to support the proposal.

It was, however, agreed that this would not affect the Council's decision to donate the Council's historical documents to the City Archive.

The Clerk reported that he has gone through all the Council's documents and identified those which he recommends be donated to the City. He asked for a Councillor to review them as well to confirm the selection. The Chairman agreed to do this.

3. Councillor's attendance at meetings

The regulations about attendance were reviewed.

The Clerk noted that no Councillors were in breach of the requirements. Councillor A Mansell's attendance was discussed and the Clerk noted that his absences had been approved by Council as unavoidable. The Clerk further noted that Councillor A Mansell contributes to the business of the Council via email when he is not able to attend meetings.

4. Internal Audit Panel

Councillor J Linfoot was appointed to replace Councillor Watt, now retired. The Clerk to arrange a meeting of the Panel before the Council's next meeting.

Hayton / Clerk

Clerk

17.070 Minor Matters delegated to the Clerk and items for the next agenda.

The precept for 2018/19 will be discussed at the next meeting.

Clerk

17.071 It was confirmed that the next meeting of the Council will be on Thursday 23rd November 2017 starting at 19:30.