

Minutes of the Meeting of Skelton Parish Council held on Thursday 23rd
November 2017 at Skelton Village Hall which commenced at 7.30 p.m.

| | Actions |
|---|-----------|
| Present: | |
| Councillors: Hayton (Chair), Lumley, C Linfoot, Stead, L Mansell | |
| Ward Councillors: 0 | |
| Public: 3 | |
| 17.072 Apologies for absence | |
| Councillors: Boulton, A Mansell, J Linfoot | |
| Ward Councillors: | |
| 17.073 Declarations of interest | |
| None | |
| 17.074 Previous Minutes | |
| It was resolved to approve and sign the minutes of the meeting of the Council held on 26 th October 2017 as a true record. | |
| 17.075 Open Forum | |
| 1. Police Report | |
| 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. | |
| 2. Village Matters | |
| a. It was reported that, though the old bungalow at Grandchester has been demolished, the old garage is still standing. | |
| b. The hedge on the A19 side of the garden at 17 Grange Close has been replaced by a fence which may be over the permitted height. | |
| c. It was reported that the streetlight in the playground is not working. | Clerk |
| The Clerk agreed to report it to the City. | |
| d. There was a complaint that the workmen rebuilding the cemetery wall are using the memorial seat by the gate as a workbench. The Clerk agreed to contact the contractor. | Clerk |
| e. The quality of the grass cutting during the year was criticised as poor and untidy. <i>See item 17.080.3 below.</i> | |
| f. The outgoing Clerk was thanked for his work at the Council. | |
| g. Councillor C Linfoot reported that he has received complaints about verges being damaged by vehicles parking on them. The meeting was advised that, while parking on a verge is not an offence damaging them is and should be reported to the Highways Department. | |
| Councillor C Linfoot agreed to report the damage. | C Linfoot |
| 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 Pond continues to be the worst area for litter. | |
| When the goalmouth was levelled the contractors covered the manhole outside the gate with some of the old turf. | |
| 17.076 Matters arising from the minutes | |
| 1. Neighbourhood Plan (NP) (standing item) | |
| The Clerk reported that grants to support local councils developing NPs will be available until 2022. | |
| 2. Local Plan (standing item) | |
| There were no new developments to report. | |

3. Path through The Orchard and Pasture

The Clerk reported that he had invited quotes from five local firms but only one had submitted a quote. Of the other four, 2 had responded but declined to quote and the other 2 had not responded.

It was agreed to continue to seek further quotes.

Clerk

4. Recruitment of new Clerk

The Chairman reported on the recruitment and put to the meeting the recommendation from the Recruitment Panel that Karin de Vries be offered the position of Clerk. The recommendation was approved unanimously.

It was agreed that there should be handover period during which both Clerk's would be employed.

It was **resolved** to authorise the Chairman to finalise the start date and handover arrangements with the new Clerk and sign her contract on behalf of the Council.

Hayton

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

1. New bench for the Pasture – Councillor Lumley reported that the bench has been delivered and is in his garage.
2. Village Signs – The contractor doing the cemetery wall has said he would be interested in preparing the pillars for the new signs. The Clerk will liaise with him to get a quote.
The Village Trust asked to be notified when the signs are installed so they can plant up around them.
3. Village Hall representative – It was pointed out that, since Councillor Watt resigned, the Council had not had a representative on the Village Hall, Management Committee. It was **resolved** to appoint Councillor L Mansell as the Council's representative on the Committee.

Clerk

17.078 Planning

1. New Applications
 - a. 17/02466/FUL – 17 Grange Close - Two storey and single storey side extensions, single storey front extension, formation of new driveway and new entrance to Grange Close – it was **resolved** to confirm the objection to the application.
 - b. 17/02683/TPO - 11 The Vale Skelton York YO30 1YH - Prune 2no. Sycamore trees protected by Tree Preservation Order no. 1973/107 – it was **resolved** to support the application.
 - c. 17/02764/TCA - 1 Orchard View - Remove 2no. conifer and prune 1no. cherry in a Conservation Area – by a majority vote it was **resolved** not to object to the application.
2. Updates to applications:
 - a. 17/01699/TPO – Appletree House, St Giles Rd. - Remove 1 x Ash and 1x Walnut; and crown thin 1 x Beech subject to Tree Preservation Order CYC38 – approved apart from removal of the Ash tree.
 - b. 17/02096/FUL – 14 moorlands Rd. – Rear extension to existing detached garage including storage space in roof – approved with conditions
3. Planning enforcement and related matters
 1. 3 The Dell – The Chairman reported that he had written to the City Council as agreed at the previous meeting and was waiting for their response.
 2. 1 Rawcliffe Landing – Council noted the letter from the owner saying that the Planning Department has confirmed that the development work

Clerk

which is due to start there does not require planning permission.

17.079 Financial Matters

1. It was **resolved** to receive and approve the reports on the Council's financial position as at 30th October 2017.
From the list of bank transactions from 31st October to 26th November the Chairman confirmed that no BACS payments had been made. *See item 17.080.1 below*
2. Council noted the following receipts:

| | |
|-------------------------|--------|
| a. Memorial | £90.00 |
| b. Interment of ashes | £90.00 |
| and payments / charges: | |
| None | |
3. It was **resolved** to approve for payment the following: -

| | |
|--|-----------|
| a. Litter Picker's salary for October | £72.00 |
| b. Clerk's salary and expenses for October inc. VAT £5.48 | £441.73 |
| c. Tax for October | £369.75 |
| d. TR Landscaping, Village maintenance contract, football field, hedge cutting inc. VAT £242.73 (30/10/17, 7620) | £1,456.40 |
4. Additional items circulated at the meeting:

| | |
|--|---------|
| a. HCI, Security update to website inc VAT£40.00 (31/10/17, 15681) | £240.00 |
| b. HCI, website hosting inc VAT £46.76 (31/10/17, 15664) | £280.54 |
| c. C Linfoot, Skip for pond clearing inc VAT£0.00 (11/11/17, 78822) | £150 |
| d. SLCC annual membership inc. VAT £0.00 | £115.00 |
5. Precept and Budget
The Clerk presented a forecast of the year-end financial balance for this year and a draft budget for 2018/19.
The forecasted bank balance at the end of the year is £24,911.
It was noted that Local Councils are recommended keep a reserve of approximately 1 year's expenditure to allow for unexpected costs and that the budgeted expenditure for this year is £25,600.
The draft budget, which includes base expenditure but no new projects, predicts a surplus of income over expenditure during 2018/19 of £2,555.

It was agreed to review the budget at the next meeting.
It was **resolved** by a majority vote to set a precept of £17,500 for 2018/19, this is the same as for 2017/18.

17.080 New Items and correspondence for consideration or decision

1. Internal Audit Panel (ICARAP)
The Panel met on 16th November to carry out the half-year review of the Council's finances and administration and a report on the Panel's findings was presented:
 - a. The Panel reported that they had not found any matters of concern.
 - b. It was recommended that, at each meeting, the Chairman or other appointed Councillor should check the bank statement and list of bank transactions up to the previous day to confirm any BACS payments.
 It was **resolved** to accept the Panel's report and recommendation.
2. Vacancy for a Councillor
The Clerk reported that the City Council had been informed of the vacancy and that the statutory notice had been put up on the website and on the

noticeboards. He also reported that the statutory period during which an election could be requested had expired, though we have not had formal notification from the City.

It was **resolved** to fill the vacancy by co-option.

It was agreed to advertise in the Parish Magazine and on the local Facebook forum.

Clerk /
Stead

3. Village Maintenance Contract

The maintenance work done through the year was reviewed and it was agreed that the quality had been a disappointment.

The contract had been offered for one year with the option to extend it for a further two. It was agreed not to extend it and to close it once all the contracted work had been completed.

The contract had been put out to tender in February. It was agreed that this was recent enough for us to go back to the quotes for an alternative contractor.

The list of quotes was reviewed and it was agreed to approach the 3rd contractor on the shortlist about taking on the contract for 2018/19 and onwards.

It was **resolved** to authorise the Clerk to appoint that contractor if they were prepared to take the contract at a price near what they had quoted. Should that offer not be accepted by the contractor, it was **resolved** to authorise the Internal Audit Panel (ICARAP) to negotiate and appoint a contractor.

4. Cemetery Improvement – Levelling the graves

As we would expect to use the appointed Village Maintenance contractor to carry out groundworks such as levelling graves it was agreed to postpone a decision until a new contractor had been appointed.

Clerk

5. Notice about the City and Parish Council Liaison meeting

Council endorsed the list of topics for the next meeting.

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

None

17.082 It was confirmed that the next meeting of the Council will be on Thursday 25th January 2019 starting at 19:30. There will not be a December meeting.