

Skelton Parish Council

Parish Clerk: c/o, 7 School Lane, Fulford, York YO10 4LU

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Notice is given that the Annual Meeting of Skelton Parish Council will be held on Thursday 24th May 2018 at Skelton Village Hall starting at 19:30

Agenda Annual Meeting

- 18050. Election of Chairman and declaration of acceptance
- 18051. Election of Vice Chair and declaration of acceptance
- 18052. To receive apologies for absence
- 18053. To receive any declarations of interests
- 18054. To appoint the Council's representatives on the following bodies:
 - a. Kyle and Upper Ouse Internal Drainage Board
 - b. Yorkshire Local Council's Association
 - c. Village Hall Maintenance Committee
 - d. Friends of Skelton Pond
- 18055. To appoint committee members and members of working groups.
 - a. Cemetery Advisory panel
 - b. Internal Control and Audit Review Advisory Panel
 - c. Publicity officer
- 18056. To adopt the 2018 Standing Orders
- 18057. To confirm continuance of the Health and Safety Policy and to note scheduled review in December 2018
- 18058. To resolve to renew annual membership of YLCA and SLCC
- 18059. To note insurance cover through Came and Co
- 18060. To note dates, times and place of ordinary meetings of the full council for the year end as follows:

28 th June 2018	26 th July 2018	23 rd August 2018
27 th September 2018	25 th October 2018	22 nd November 2018
24 th January 2019	28 th February 2019	28 th March 2019
25 th April 2019	23 rd May 2019	

All meetings are held at the Village Hall in Skelton starting at 19:30 except for the Annual Parish Assembly in April that starts at 19:00.

Agenda Ordinary Meeting

- 18063 To confirm the minutes of the meeting of the Council held on 26th April 2018 as a true and correct record
- 18064 Open Forum to include: (Please note this will be limited to 30 minutes)
 - 1. Village matters and parishioners' questions
 - 2. To receive Police Reports and report on police/parish councils meeting.
 - 3. To receive a report from the Ward Councillors
 - 4. Litter Picker's report
- 18065 To receive information and decide necessary action on the following matters
 - 1. To formally approve the works on a short path to a bench as well as to confirm the start date of 18 July for the main works on path through the Orchard & Pasture
 - 2. To consider a response to Sleightholm Landscapers' queries with regard to maintenance of the cemetery and to decide any necessary action.
 - 3. To note the compilation of newsletter
 - 4. To note progress on the purchase of a defibrillator

5. To note repairs to the play equipment by the litter picker
6. To note the refurbishment of the old village signs and to decide on any necessary action

18066 To receive and decide necessary action resulting from verbal reports from the Clerk or Councillors

18067 Planning

1. To consider a response to the following planning applications
 - a. 18/00867/FUL 17 Grange Close Skelton York YO30 1YR Two storey side extension, single storey side and front extension, formation of new driveway and new entrance to Grange Close, rendering of existing house and replacement windows (revised scheme).
 - b. 18/00964/TCA Rigbys St Giles Road Skelton York YO30 1XR Reduce 2 limbs on an Atlantic Cedar tree in a Conservation Area

2. To note details of planning applications decided by City of York Council and decide upon any necessary action
 - a. 18/00597/FUL Rosedale Church Lane Skelton. Approved.

3. Other matters related to planning
 - a. Residential Development on the former Del Monte site. To note correspondence sent to Mr Slater regarding the road layout for residential development of former Del Monte site at the A19, Skelton and to decide on any necessary action.
 - b. Residential development of ambulance land at Fairfields, Shipton Lane, Skelton
 - c. Neighbourhood Plan (standing item)
 - d. Local Plan (standing item)

18068 Financial Matters

1. To receive a bank reconciliation and budget comparison to 27th April 2018
2. To note the following receipts

a. Precept part 1	£8750
b. Interment	£460
c. Memorial plaque	£ 80
d. Memorial plaque (additional cheque)	£ 20
d. Headstone	£145
e. Interment	£720
f. Way leave	£6.90

3. To approve the following payments: -

a. Salaries May	£tbd
b. Income tax May	£tbd
c. Clerk's expenses	£tbd
d. Litter picker's expenses	£7.58
e. City of York non-domestic rate	£53
f. Invoice internal auditor	£108
g. Friends of Skelton School	£500

4. Additional items circulated at the meeting.

18069 Annual Governance and Accountability Return

- a. To receive and approve a report from the internal auditor Mrs Harrison
- b. To approve and sign the Asset Register dated 31 March 2018
- c. To approve and sign the bank reconciliation dated 31 March 2018
- d. To approve and sign the 2017/2018 Budget versus End of Year Accounts statement.
- e. To approve and sign the Annual Governance and Accountability Return, Section 1, Annual Governance Statement for the year ending 31 March 2018

- f. To approve and sign the Annual Governance and Accountability Return, Section 2, Accounting Statements, for the year ending 31 March 2018

18070 To consider the requirements of the General Data Protection Regulation 2018 in conjunction with the advice from YLCA and SLCC and decide on any necessary action.

1. To receive the Data Audit and consider any necessary action
2. To consider updating the Council's Data Processing and Protection policy
3. To review the Council's privacy notice
4. To consider a procedure for data breaches
5. To consider to appoint the clerk as Data Processor
6. To consider the purchase of a laptop and lockable cabinet for the clerk's office
7. To consider advice from YLCA regarding quotation from HCI for works relating to the General Data Protection Regulation

18071 To consider the following items and correspondence received and decide action where necessary.

1. To consider having a small display at the 50th Anniversary of Skelton Village Trust on 14 July 2018
2. To note correspondence from a resident regarding cutting of the open grass space outside the houses on Sycamore Close
3. To consider the purchase and installation of a concrete tennis table.

18072 Minor Matters delegated to the Clerk and items for the next agenda.

To consider exclusion of the press and public from the discussion of any aspect of item 18073 and 18074 by virtue of s.1(2) of the Public Bodies (Admission to Meetings) Act 1960.

18074 To review salaries from April 2018 and review of litter picker's working hours from May 2018.

18073 To review terms of reference for Cemetery Advisory group and to provide cemetery guidance to clerk.

18075 To confirm the date of the next meeting of the Council as Thursday 28th June 2018

Karin de Vries

Karin de Vries
Clerk and RFO Skelton Parish Council