

**Minutes of the Annual Meeting of Skelton Parish Council held on  
Thursday 24<sup>th</sup> May 2018 at Skelton Village Hall at 7.30 p.m.**

**Annual Meeting**

Present:

Councillors: Cllr Linfoot (chair), Cllr J Linfoot, Gossow, Lumley, Cllr Stead,

Public: 6

Clerk: K de Vries

Actions

18050	Election of Chairman Councillor Hayton was unanimously elected as Chairman in his absence after having been proposed by Councillor Lumley and seconded by Councillor Stead.													
18051	Election of Vice Chair Councillor C Linfoot was unanimously elected as Vice Chair and signed the Acceptance of Office.													
18052	Apologies for absence Apologies were received and accepted for Councillors Hayton, L and A Mansell as well as Ward Councillors Gillies and Steward.													
18053	Declarations of interest None													
18054	The below Council representatives were appointed on the following bodies: a Kyle and Upper Ouse Internal Drainage Board: Councillor Hayton b Yorkshire Local Councils Association: Councillor Gossow c Village Hall Management Committee: Councillors L Mansell and Stead d Friends of Skelton Pond: Councillors C Linfoot, Lumley and Hayton													
18055	The following committee members and members of working groups were appointed: a. Cemetery Advisory Panel: Cllrs Lumley, C Linfoot, L Mansell, Gossow, Stead b. Internal Control and Audit Review Advisory Panel: Cllrs Hayton, C and J Linfoot c. Publicity Officer: Chair													
18056	It was RESOLVED to adopt the 2018 Standing Orders													
18057	It was RESOLVED to adopt the Health and Safety Policy Statement and to review in December 2018.													
18058	It was RESOLVED to renew the annual membership of the YLCA and SLCC.													
18059	The continued Insurance cover through Came and Co was noted. Clerk to check when the insurance is due for renewal.	Clerk												
18060	Dates, times and place of ordinary meetings of the full council for the year were confirmed:													
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">28<sup>th</sup> June 2018</td> <td style="width: 33%;">26<sup>th</sup> July 2018</td> <td style="width: 33%;">30<sup>th</sup> August 2018</td> </tr> <tr> <td>27<sup>th</sup> September 2018</td> <td>25<sup>th</sup> October 2018</td> <td>22<sup>nd</sup> November 2018</td> </tr> <tr> <td>24<sup>th</sup> January 2019</td> <td>28<sup>th</sup> February 2019</td> <td>28<sup>th</sup> March 2019</td> </tr> <tr> <td>25<sup>th</sup> April 2019</td> <td>23<sup>rd</sup> May 2019</td> <td></td> </tr> </table>	28 <sup>th</sup> June 2018	26 <sup>th</sup> July 2018	30 <sup>th</sup> August 2018	27 <sup>th</sup> September 2018	25 <sup>th</sup> October 2018	22 <sup>nd</sup> November 2018	24 <sup>th</sup> January 2019	28 <sup>th</sup> February 2019	28 <sup>th</sup> March 2019	25 <sup>th</sup> April 2019	23 <sup>rd</sup> May 2019		
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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. It was resolved to move the August meeting to 30<sup>th</sup> August.

### Ordinary Meeting

18063	<p>Previous minutes</p> <p>It was RESOLVED to approve and sign the minutes of the meeting of the Council held on 22<sup>nd</sup> March 2018 as a true record.</p>	
18064	<p>Open Forum</p> <p>1 Village Matters and parishioners' questions. A resident mentioned meeting two police officers on their walk around in the village. The school notice board was obscured and a discussion took place regarding a possible additional notice board and the best location for it. The soil level within the cemetery could be raised once it is dryer. Clerk to approach landscape contractor for a quotation.</p> <p>2 Report from Ward Councillors None</p> <p>3 Police Report The police report for March was noted.</p> <p>4 The Litter Picker's Report The Local Authority had been very late with grass cutting. A depression in the playground would ideally be filled in and levelled. The vegetation on either side of Brecks Lane is very high.</p>	Clerk
18065	<p>To receive and decide necessary action on the following matters</p> <p>1 Path through the Orchard &amp; Pasture. It was RESOLVED to accept the quotation from Bridbuild for the works to a short path as well as the installation of a bench in addition to the main works to the path for £767.40 including VAT.</p> <p>2 Cemetery A number of matters raised by Sleightholm were discussed. Because of the cemetery's rural location, the moles are considered a permanent problem that will not easily be solved. It was commented how much neater the cemetery looked now as a result of the cutting of grass and the removal of ornaments. The unused part of the cemetery extension will be cut less regularly. The gate to the cemetery needs mending.</p> <p>3 Compilation of newsletter Councillor Boulton is making progress.</p> <p>4 The provision of a defibrillator. Clerk to contact John Sutherland.</p> <p>5 The litter picker had made repairs to the play equipment.</p> <p>6 The old village signs had now been refurbished. The litter picker remarked that further Skelton signs would be required and he had submitted a quotation for these works. He also remarked that the existing base on Stripe Lane and Moorland Road are not high enough for the signs and one of the plinths is very narrow. A decision whether to reconfigure the plinths or to find an alternative use for the signs was deferred.</p>	<p>Clerk</p> <p>Clerk</p> <p>Cllr Boulton</p> <p>Clerk</p>
18066	<p>Receive and decide on necessary action resulting from verbal reports from the Clerk or Councillors</p> <p>A selection paper was received from YLCA for the election of two parish representatives to the City of York Council Standards Committee. It was resolved to vote for Rex Chambers and Emma Thornton.</p>	Clerk

- 18067 Planning
- 1 New 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). It was RESOLVED to object on grounds of the render being out of keeping and the grey window frames.
    - b. 18/00964/TCA Rigbys St Giles Road Skelton York YO30 1XR Reduce two limbs on an Atlantic Cedar tree in Conservation Area. No objections.
  - 2 Planning applications decided by City of York Council
    - a. 18/00597/FUL Rosedale Church Lane. Single Storey Rear Extension. Approved.
  - 3 Other matters related to planning
    - a. Residential Development on the former Del Monte site.  
It was noted that no response had been received from Mr Slater at the City of York to our reminder letter. It was RESOLVED to contact the ward councillors, Cllr Gillies and Chris Steward.
    - b. Residential development of ambulance land at Fairfields, Shipton Lane, Skelton. A presentation regarding a Housing Need Survey for Skelton had taken place prior to the meeting. Further discussion was deferred to the June meeting.
    - c. Neighbourhood Plan (standing item). None.
    - d. Local Plan (standing item). None.
- Clerk
- 18068 Financial Matters
- 1 It was RESOLVED to approve the bank reconciliation and report on the Council's financial position at 27<sup>th</sup> April 2018.
  - 2 Council noted the following receipts:
 

a. Precept		£8750
b. Interment	(100215)	£ 460
c. Memorial plaque	(100215)	£ 80
d. Memorial plaque	(additional cheque, 100216)	£ 20
e. Headstone	(100215)	£ 145
f. Interment	(100216)	£ 720
g. Wayleave	(100215)	£ 6.90
  - 3 It was RESOLVED to approve the following payments: -
 

a. Salaries May	(101893 and 101894)	£ 490.42
b. Income tax May	(DD)	£ 164.40
c. Clerk's expenses and office costs	(101894)	£ 65.75
d. Staples	(101894)	£ 69.24
	incl VAT £10.42	
d. Wickes, materials playground repair	(101893)	£ 7.58
e. City of York non-domestic rate	(DD)	£ 53
f. Invoice internal auditor	(101895)	£ 108
g. Friends of Skelton School	(101896)	£ 500
- Councillors commented that the village signs had been completed to a high standard.
- 4 No additional items
- 18069 Annual Governance and Accountability Return (AGAR)
- a It was RESOLVED to approve a report from the internal auditor Mrs Harrison.
  - b It was RESOLVED to approve the Asset Register dated 31 March 2018.
- Clerk

	c	It was RESOLVED to approve the bank reconciliation dated 31 March 2018.	Clerk
	d	It was RESOLVED to approve the 2017/2018 Budget versus End of Year Accounts Statement.	Clerk
	e	It was RESOLVED to approve and sign the Annual Governance and Accountability Return, Section 1, Annual Governance Statement for the year ending 31 March 2018.	
	f	It was RESOLVED 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	It was RESOLVED to approve the Data Audit. The clerk to ask individual councillors for consent for contact details to be shared.	Clerk
	2	It was RESOLVED to adopt the Council's updated Data Processing and Protection Policy.	
	3	It was RESOLVED to approve the Council's privacy notices.	
	4	It was decided to defer the Data Breaches procedure.	Clerk
	5	It was RESOLVED to appoint the clerk as Data Processor	
	6	It was RESOLVED to purchase a lockable two drawer filing cabinet for £65.89	Clerk
	7	A quotation from HCI for works relating to the General Data Protection Regulation was considered. The clerk had written to HCI that the Council would defer the acceptance of their quotation until further advice has been received.	
18071		Correspondence	
	1	The Council deferred a decision whether it would like a stall in the Village Hall for the 50 <sup>th</sup> Anniversary of Skelton Village Trust.	
	2	Correspondence had been received from a resident regarding cutting of the open space grass outside the houses on Sycamore close. Sleightholm had now carried out the grass cutting.	
	3	Consideration of the purchase and installation of a concrete tennis table was deferred to the next meeting.	
18072		Minor Matters delegated to the Clerk and items for the next agenda. The clerk was asked to design a logo for the flyer advertising the village fair.	Clerk
		It was RESOLVED to exclude 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.	
18073		The terms of reference for the Cemetery Advisory Panel were discussed and the procedure was reviewed to include for the response of three Councillors to be required for any interment that does not meet the Cemetery Rules.	
18074		It was RESOLVED to raise salaries in line with the NJC salary award 2018-2019, to approve an increment to SCP17 for the clerk in line with contract and an increase of the litter picker salary to £8.50 as well as increase his hours with 0.5 hours a week in order to include the playground inspection to his responsibilities.	
18075		It was confirmed that the next meeting of the Council will be on 28 <sup>th</sup> June 2018 at 19:30.  The meeting closed at 21:51	