

# *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 Monday 20<sup>th</sup> May 2019 at Skelton Village Hall starting at 19:30**

## **Agenda Annual Meeting**

- 19051 To receive nominations and elect the Chairman for 2019/20 and for the chairman to sign the Declaration of Office.
- 19052 To receive nominations and elect the Vice Chair for 2019/20.
- 19053 To note that all councillors sign their Declarations of office forms to be witnessed by the clerk.
- 19054 To receive apologies and approve reasons for absence.
- 19055 To give permission to councillors not present to sign their declaration of office form at a later date.
- 19056 To note that all councillors need to sign a Register of Interest within 28 days of taking office for newly elected councillors
- 19057 To receive any declarations of interests and dispensation requests.
- 19059 To appoint members to the following panels and to confirm the terms of reference:-
- a. Cemetery Advisory Panel
  - b. Internal Control and Audit Review Advisory Panel
  - c. Planning Panel
  - d. Publicity officer
- 19060 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
- 19061 To review the Council's governance and policies including:-
- a. To review the Code of Conduct
  - b. To review the Health and Safety Policy
  - c. To confirm the Data Protection Policy
  - d. To consider a Training and Development Policy
  - e. To consider a Co-Option Policy
  - f. To confirm the Health and Safety Policy Statement
- 19062 To resolve to renew annual membership of YLCA and SLCC and to consider annual membership of ICCM
- 19063 To confirm the Standing Orders adopted in 2018 and to consider whether any amendments to the existing Standing Orders are required.
- 19064 To consider annual financial matters:
- a. To confirm the Financial Regulations adopted in 2018 and to consider whether any amendments are required.
  - b. To note insurance cover through Came and Co
  - c. To confirm the Clerk as the Responsible Financial Officer and carrying out a risk assessment of the RFO appointment
  - d. To receive and consider the report of the Internal Auditor
  - e. To note the Bank reconciliation for 2018/2019
  - f. To consider and approve direct debit instructions to the bank for the year 2019/2020

- g. To consider the Annual Governance Statement for 2018/2019
- h. To approve the Annual Governance Statement for 2018/2019 and for the chairman to sign the Annual Governance Statement.
- i. To consider the Accounting Statements for 2018/2019 and to ensure that the chairman signs and dates the Accounting Statements.

19061 To note dates, times and place of ordinary meetings of the full council for the year end as follows:

27 <sup>th</sup> June 2018	25 <sup>th</sup> July 2018	22 <sup>nd</sup> August 2018
26 <sup>th</sup> September 2018	24 <sup>th</sup> October 2018	28 <sup>th</sup> November 2018
23 <sup>th</sup> January 2019	27 <sup>th</sup> February 2019	26 <sup>th</sup> March 2019
30 <sup>th</sup> April 2019	28 <sup>th</sup> 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

19062 Chairman's welcome

19063 To receive apologies for absence and to approve reasons for absence

19063 To receive any declarations of interests and any requests for dispensation

19064 To confirm and sign the minutes of the meeting of the Council held on 25<sup>th</sup> April 2019 as a true and correct record

19065 Open Forum to include: (Please note this will be limited to 30 minutes)

1. To receive parishioners' questions
2. To receive a Report from the police
3. To receive a report from the Ward Councillors
4. To receive the Litter Picker's report

19066 To consider exclusion of the press and public from the discussion of candidates for co-option for item 19067 and any aspect of item 19072.1 by virtue of s.1(2) of the Public Bodies (Admission to Meetings) Act 1960.

19067 To consider written applications for the office of Parish Councillor and to co-opt candidate(s) to fill the existing ordinary vacancies

19068 To receive information and decide necessary action on village and playground matters to include:

1. To receive an update on road works on A19 Shipton Road
2. To consider bus provision from the village
3. To note repairs to playground equipment
4. To consider carrying out a tree survey

19069 To receive and consider a report from the Cemetery Advisory Panel and decide on any necessary action.

1. To consider an action plan for the cemetery for the forthcoming year

19070 Planning

1. To consider a response to the following planning applications

- a. 19/00611/FULM Mollie Coates Garden Centre Skelton Nurseries Shipton Road. Erection of 16 dwellings, formation of new access, laying out of open space and associated works following demolition of existing buildings.
- b. 19/00509/FUL The Coach House Church Lane. Conversion of existing dwelling into 2no. dwellings with associated parking and landscaping (resubmission)(revised plans).

2. To note details of planning applications decided by City of York Council and decide upon any necessary action

None

3. To consider other matters related to planning and decide upon any necessary action to include:

a. Former Del Monte Site, Skelton Park Trading Estate.

1. 18/01558/REMM. Erection of 77 no. dwellings, areas of open space, access road and associated infrastructure pursuant to outline approval 14/01478/OUTM. Approved.

2. Conditions applications for 14/01478/OUTM:

a. AOD/18/00257 Conditions 6, 7, 8, 10, 13, 14, 15 and 22 of 14/01478/OUTM.

b. AOD/19/00047 Conditions 5 and 9 of 14/01478/OUTM

3. 18/02583/FUL. Change of use of land to public open space with landscaping.

4. To note correspondence regarding adoption of communal open spaces.

5. S278 Del Monte Highway works. Bus shelter south of Fairfields Drive. To consider correspondence regarding type and location of replacement bus shelter.

b. 19/00384/FUL 1 Chestnut Row. Single storey rear extension. To consider delegating the power to represent the Parish Council at the Planning Committee.

c. APP/P2745/W/19/3225559 Land at Sowerton Farm Yard, Sykes Lane, Tollerton YO61 1RE. Erection of an Anaerobic Digester plant. Notification of appeal.

c. To consider the registration of assets of community value.

19071 Financial Matters and Governance

1. To approve the bank reconciliation as at 29 April 2019 and to consider the budget versus accounting figures.

2. To note the following receipts:-

Precept first half

£9000

Wayleave

£ 6.90

3. To approve the following payments:-

a. Salaries, office costs and expenses May

£ tbc

b. HMRC Income tax May

£ 57.80

c. City of York non-domestic rate dd

£57.40

d. YLCA courses for new councillors

£230

e. Invoice internal auditor for 2018/19

£92.50

4. Additional items circulated at the meeting

5. To resolve to update the bank mandate.

19072 To consider correspondence received and decide action where necessary to include:

1. To consider correspondence from NYPF regarding staff pension enrolment.

2. To consider enrolling the clerk to the SLCC new clerk event on 3 July 2019.

3. To note YLCA training programme June to November 2019.

19073 To confirm the date of the next meeting of the Council is to be held at Skelton Village Hall on Thursday 27 June 2019 at 19:30.

*Karin de Vries*

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Clerk and RFO Skelton Parish Council