

Minutes of the Annual Meeting of Skelton Parish Council held on Thursday 20th May 2019 at Skelton Village Hall at 19.30

Annual Meeting

Present:

Councillors: Cllr Hayton (outgoing Chairman), Cllrs C Linfoot, Gossow, Kitson, Lawn, J Linfoot, Stead, Watson

Ward Councillor: Cllr Hook

Public: 17

Clerk: K de Vries

Actions

- 19051 The outgoing Chairman, Cllr Hayton, welcomed everyone to the meeting. This being the first meeting of the newly elected Council, the Declaration of Acceptance of Office forms were signed.
- 19052 To receive nominations and elect a Chairman for 2019/20
The outgoing Chairman, Cllr Hayton, invited nominations for Chairman for 2019/2020. Councillor C Linfoot was unanimously elected as Chairman of Skelton Parish Council and signed the Declaration of Acceptance of Office of Chairman. He thanked the two councillors who were leaving the Parish Council for the 50 years of service between them. Councillor Lumley had served as Chairman of the parish council and had been instrumental in the registration of the pasture as a village green and more recently in the cemetery wall renovation and many other village matters. Councillor Linfoot also thanked the outgoing chairman Councillor Hayton for his able chairmanship and the successful completion of the renovation of the pasture path including lighting, village signs and the installation of a defibrillator in the village. Both were asked to stay for a brief reception after the meeting.
- 19053 To receive nominations and elect a Vice-Chairman for 2019/20
Councillor Stead was unanimously elected as Vice-Chairman of Skelton Parish Council and signed the Declaration of Acceptance of Office of Vice-Chairman form.
- 19054 Apologies for absence
Apologies were received and approved from Councillor Lawn.
- 19055 It was RESOLVED to allow Councillor Lawn to sign his Declaration of Acceptance of Office Form at a later date.
- 19056 Councillors were reminded that all councillors need to sign a Register of Interest within 28 days of taking office
- 19057 To receive Declarations of Interest and Dispensation requests
None
- 19058 The following members were appointed to the following panels and the terms of reference were confirmed: -
- a Cemetery Advisory Panel. Cllrs C Linfoot, Gossow, Lawn, Stead, Watson
 - b Internal Control and Audit Review Advisory Panel. Cllrs C Linfoot, J Linfoot, Kitson
 - c Planning Panel. Deferred.
 - d. Publicity Officer. Clerk, Chairman and Vice-chairman. Social media officer: Cllr Stead
- 19059 The following members were appointed the Council's representatives on the following bodies:

- a. Kyle and Upper Ouse Internal Drainage Board. Deferred to the June meeting.
- b. Yorkshire Local Councils' Association. Cllr Gossow
- c. Village Hall Management Committee. Cllr Watson. Cllr Stead is chairman of the Committee
- d. Friends of Skelton Pond. Cllrs C Linfoot, J Linfoot, Stead

19060 To review the Council's governance and policies including: -

- a. The Code of Conduct was reviewed and confirmed.
- b. The Health and Safety Policy Statement was confirmed.
- c. The Information Data Protection Policy, the Privacy Policy and Document Retention and Disposal Policy were reviewed and confirmed.
- d. A Training and Development Policy was deferred.
- e. The Co-option Policy was considered and adopted.

19061 To consider annual memberships

It was RESOLVED to renew the annual memberships of YLCA, SLCC and to approve membership of ICCM.

19062 Standing Orders

The Standing Orders as adopted in 2018 were confirmed.

19063 Financial Regulations

The Financial Regulations as adopted in 2018 were confirmed.

19064 Annual financial matters

- a. Insurance cover through Came and Co was confirmed.
- b. A risk assessment was carried out for the RFO appointment.
- c. The Clerk was reconfirmed as Responsible Financial Officer.
- d. The report of the Internal auditor was received and considered.
- e. The bank reconciliation for 2018/19 was approved.
- f. Bank Mandate. The clerk was asked to request a Mandate Change Form.
- g. The Annual Governance Statement for 2018/19 was considered.
- h. It was RESOLVED to approve the Annual Governance Statement for 2018/19 and the Chairman signed it.
- i. It was RESOLVED to approve the Accounting Statements for 2018/19 and the Chairman signed it.

19065 Dates, times and place of ordinary meetings of the full council for the year as follows:

27 th June 2019	25 th July 2019	22 nd August 2019
26 th September 2019	24 th October 2019	28 th November 2019
23 th January 2020	27 th February 2020	26 th March 2020
30 th April 2020	28 rd May 2020	

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.

Ordinary meeting

19066 The Chairman, Councillor C Linfoot, welcomed everyone to the meeting

19067 Apologies for absence

Apologies were received and approved from Councillor Lawn.

- 19068 To receive declarations of interest and dispensation requests
None
- 19069 It was RESOLVED to approve and sign the minutes of the meeting of the Council held on 25th April 2019 as a true record.
- 19070 Open Forum
- 1 Village Matters and parishioners' questions.
A question was raised regarding the open space at the Former Del Monte site. The Chairman responded that the Council wished to reach an agreement with Barratt Homes to maintain the open space. A resident raised concerns regarding the planning application to convert the site of the Mollie Coates garden centre into a development of 16 dwellings. One of the concerns was that the A19 would be a barrier to cohesion of the village. Moreover, the resident raised that development of this green belt site would form a precedent for the development of additional green belt land. A member of the Skelton Village Trust stated that they would object to the scheme because of the intrusion into green belt land. Former Councillor Lumley mentioned that soil was spoiling over the concrete edges of the pasture path. It also appeared as if the area had not been seeded yet. Councillors discussed whether turf would give a quicker result than grass seed. Councillors discussed that the grass cutting on the pasture did not look very good. The clerk was to contact the contractor who had installed the path. A former councillor explained why he wished to re-join the parish council. They also requested that the Parish Council apply to register the pub as an asset of community value.
 - 2 Police Report
One incident had been reported.
 - 3 Report from Ward Councillors
One of the two new Ward Councillors, Councillor Hook, was present. She expressed how much she liked Skelton village. She felt that a proper crossing was needed for the Former Del Monte site. She had objected to the development at the garden centre. She also mentioned that two bins were allocated to the whole ward and that the council could consider applying for it.
 - 4 The Litter Picker's Report
The litter picker mentioned that the grass cutting had been haphazard with some areas not cut. He also mentioned that he had carried out some maintenance to the play equipment. Some fly tipping had been reported at the top of Breck's Lane and this had now been removed by the City of York.
- 19071 It was considered not necessary to exclude the press and public from the discussion of candidates for co-option for item 19072 and any aspect of item 19077.1 by virtue of s.1(2) of the Public Bodies (Admission to Meetings) Act 1960.
- 19072 To consider to co-opt candidates to fill the existing ordinary vacancies.
The Council RESOLVED to co-opt Mr Watt. He duly signed the Declaration of Acceptance of Office form and joined the rest of the meeting as councillor.
- 19073 To receive and decide necessary action on the following village and playground matters
- 1 To receive an update on roadworks on A19 Shipton Road.
Councillors observed that the works had been carried out without much inconvenience. More traffic was using Moorlands Road.
 - 2 To consider bus provision from the village.
Councillor Gossow had found out that if residents tell the driver of the number 19 bus that they wish to go to hospital the driver will accommodate this. However, there is no return service and the bus does not run in the afternoon. Other options were discussed, for example, taking bus nr 19 to Burdyke Avenue and change to number 6 there for the hospital and to

	cross the road to take the nr 6 in the other direction to Clifton Moor. It was mentioned that it is also possible to take any bus along the A19 to the Rawcliffe P&R and from there take a dedicated bus to the hospital every 20 minutes.	
	3 To note repairs to the playground equipment. The litter picker had carried out repairs to the goal and the swing nest.	
	4 To consider carrying out a tree survey. Deferred.	
19074	To receive and consider a report from the Cemetery Advisory Panel and decide on any necessary action	
	A To consider an action plan for the cemetery for the forthcoming year. After some discussion, a meeting of the cemetery advisory panel was suggested.	Clerk
19075	Planning	
	1 New 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. The application is in green belt. The main issue was the fact that the application is on the other side of the A19. Development may help a more comprehensive solution to crossing the A19. The Council RESOLVED not to object but to make comments that the road provision is inadequate and to request a proper assessment of drainage.	Clerk
	b. 19/00509/FUL The Coach House Church Lane. Conversion of existing dwelling into 2no. dwellings with associated parking and landscaping (revised plans). Withdrawn.	
	2 Planning applications decided by City of York Council None.	
	3 Other matters related to planning	
	a. Former Del Monte Site, Skelton Park Trading Estate	
	1.18/01558/REMM - Erection of 78 no. dwellings, areas of open space, access road and associated infrastructure pursuant to outline approval 14/01478/OUTM. Residential Development on the former Del Monte site.	
	2.Conditions applications:	
	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. The Council reiterated that the future residents of the Former Del Monte site should not be burdened with the precept as well as a maintenance charge payable to a private company. A meeting was now offered by Barratt Homes and the clerk was asked to schedule a meeting. Moreover, the City of York will be approached for their advice. It was suggested to ask the landscape contractor for an indication of the cost of maintenance.	Clerk
	5. S278 Del Monte Highway works. A19 Shipton Road Bus shelter south of Fairfields Drive. No response had been received in time for the meeting.	
	b. 19/00384/FUL 1 Chestnut Row. Single storey rear extension. Cllr Watt declared an interest. It was RESOLVED for the clerk to speak at the area planning subcommittee.	Clerk
	c. To consider the registration of assets of community value. Cllr Watt raised that the Blacksmith Arms could be lost. A discussion took place mentioning arguments in favour and against registration as an asset of community value. It was RESOLVED	

to request to register the pub as an asset of community value.

- 19076 Financial Matters and Governance
- 1 It was RESOLVED to approve the bank reconciliation and the budget versus accounting figures to 29 April 2019.
 - 2 Council noted the following receipts:

Precept first half	£ 9000
Wayleave	£ 6.90
 - 3 It was RESOLVED to approve the following payments: -

a. Salaries, office costs and expenses May [BACS]	£ 749.46
b. HMRC Income tax May [dd]	£ 57.80
c. City of York non-domestic rate [dd]	£ 56
d. YLCA courses for new councillors [BACS]	£ 230
e. Invoice internal auditor for 2018/19	£ 92
 - 4 Additional items circulated at the meeting.
None
- 19077 To consider the following items and correspondence received and decide action:
- 1 To consider correspondence from NYPF regarding staff pension enrolment.
Deferred.
 - 2 To consider enrolling the clerk to the SLCC new clerk event on 3 July 2019.
Deferred.
 3. To note YLCA training programme June to November 2019.
It was RESOLVED to enrol Councillor Watson on the Flying Start course.
- 19078 It was noted that the next meeting will be held at Skelton Village Hall on Thursday 27th June 2019 at 19:30.
- The meeting closed at 21:20