

Minutes of the Ordinary Meeting of Skelton Parish Council held on Thursday 28th November 2019 at Skelton Village Hall at 19.30

Present:

Councillors: Cllrs Watt (Chairman), Gossow, Kitson, Lawn, C Linfoot, Mansell, Stead, Watson
Ward Councillor: Councillor Hook

Public: 9

Clerk: K de Vries

- 19129 The Chairman welcomed everyone to the meeting
- 19130 Apologies for absence
Apologies were received and approved from Councillors J Linfoot. Cllr Stead apologised for arriving late.
- 19131 To receive declarations of interest and dispensation requests
None
- 19132 It was RESOLVED to approve and sign the minutes of the meeting of the Council held on 24th October 2019 as a true record.
- 19133 It was RESOLVED to adjourn the meeting to hold the Open Forum
- 1 Police Report
Two police officers attended. They reported two burglaries with a similar modus operandi, by gaining entrance through windows. The team of four local community officers was based at the Acomb station and was carrying out operation Joypad. A property marking event had also been scheduled.
 - 2 Report of ward councillor
Councillor Hook reported that she had raised the state of the traffic islands with officers. Moreover, she said that the white lines on the A19 would be painted soon. A resident raised that no cat's eyes were present on the road. Cllr Hook promised to chase this.
 - 3 The Litter Picker's Report
The litter picker reported that the edge of the playing field was very overgrown with brambles. He also commented that since the deep ruts had been caused, no one had driven onto the playing field.
 - 4 Village Matters and parishioners' questions.
A resident asked when the notice board would be installed. Councillor Linfoot answered that it would be finished soon.

The Open Forum was closed and the meeting resumed.
- 19134 To receive and decide necessary action on the following village and playground matters
- 1 To consider quotations for maintenance of play equipments. It was RESOLVED to accept a quotation for £1954.99 ex VAT. The clerk mentioned that an additional ROSPA Play safety report had raised concerns in relation to the mound/tunnel. Because of the urgency, it was RESOLVED to give the clerk and chairman the delegated power to spend up to £1000 for the repairs required.
 - 2 To consider quotations for a tree survey within the village
A number of arboriculturists had been asked to quote for the works. Two quotations had been

received. It was RESOLVED to accept a quotation from Mr Castle for a sum of up to £450 ex VAT.

- 3 To consider options for access to the newly installed pedestrian gate. The vehicular gate had now been repaired and locked and a pedestrian gate installed to its side. The chairman expressed his gratitude for the ward funding that had been received in order to carry out these works. The Council discussed options to improve access to the pedestrian gate. It was believed that a culvert was installed under the road. It was RESOLVED that the clerk would seek to have the vegetation cut back in order to assess what works could be carried out to widen the existing access road to the field and for quotations to be sought to widen the access path to the playing field.
- 4 To consider the design of a sign on the newly repaired gate and to consider the purchase of a lock for the vehicular gate.
The clerk was asked to circulate an updated design for the sign by email. She had already purchased a lock for the gate.
- 5 To consider installation of the village signs.
Both signs had kindly been refurbished by the litter picker. The sign on the Stripe Lane had now been attached by Les Dunn of LJD who would also plant some flowers underneath it. It was agreed that the chairman would write to express thanks. Quotations would be sought for the installation of the other sign on Moorland Road.
- 6 To consider mitigation against mud on the road by the Green.
The Parish Council had received a request from Skelton Village Trust to ask for support to deal with problems caused by a non-kerbed grassy bank causing mud on the eastern side of The Green. After some discussion, the chairman, Cllr Watt suggested a site visit with Cllr Hook and the chairman of Skelton Village Trust to discuss the matter
- 7 To consider request to crown lift and reduce an oak tree in the playground. Correspondence had been received with regard to an oak tree in the playground overhanging an adjacent garden. The clerk was asked to request that Mr Castle would assess the situation whilst carrying out the tree survey.
- 8 To consider future maintenance of Skelton pond. Councillor C Linfoot reported that the Friends of Skelton Pond group had been depleted and that the group can no longer manage the necessary maintenance works. He raised that in future some mechanical extraction would be required to stop bulrushes from encroaching further into the pond. A further update would be provided in Spring. An item can possibly be added to the newsletter.

19135 To receive and consider a report from the Cemetery Advisory Panel and decide on any necessary action

- 1 To schedule a cemetery advisory meeting.
The members agreed that a meeting should be scheduled before the February parish meeting to consider the cemetery fees for 2020/2021.
- 2 To consider quotations for the removal of soil and concrete from the compound.
More information was required for the clerk to seek quotations.

19136 Planning

- 1 New Applications
 - a. None
- 2 Planning applications decided by City of York Council
 - a. 19/00611/FULM Mollie Coates Garden Centre Shipton Road Skelton. Erection of 16 dwellings, formation of new access, laying out of open space and associated works following demolition of existing buildings. Withdrawn.
- 3 Other matters related to planning
 - a. City of York Local Plan. The public examination will commence on 10 December.
 - b. Former Del Monte Site, Skelton Park Trading Estate
 1. To receive an update on road works on A19 Shipton Road and the A19 traffic islands.

An update had been received that the Council will cut the weeds and turf it. It would also paint the white lines and install cat eyes. Cllr Hook suggested that now that residents have moved in, a petition regarding a proper crossing could perhaps be organised.

- 19137 Financial Matters and Governance
- 1 It was RESOLVED to approve the bank reconciliation and the budget versus accounting figures to 30 October 2019.
 - 2 Council noted the following receipts:
 - a. Emerson, receipt for memorial plaque £ 105
 - 3 It was RESOLVED to confirm the following payments:-
 - a. Backhouse woodworm treatment [BACS] £ 144
Incl VAT £24
 - 4 It was RESOLVED to approve the following payments: -
 - a. Salaries, office costs and expenses November [BACS] £ 709.97
 - b. Salaries, office costs and expenses December [BACS] £ tbc
 - c. Sleightholm invoice 229 [BACS] £ 1071.60
Incl VAT £178.60
 - d. HCI Hosting and maintenance of website [BACS] £ 297.90
Incl VAT £49.65
 - e. SLCC membership 2020 [BACS] £ 126
 - f. CPRE membership 2020 [BACS] £ 36
 - g. Business Stream water charges [BACS] £ 8.37
 - 5 To consider access to online banking for two councillors. Councillors Watson and Mansell agreed to be added.
 - 6 To consider the adoption of a Training and Development Policy for Staff and Councillors. It was RESOLVED to adopt the policy.
 - 7 To update the Disciplinary and Grievance Policy and Procedures. Deferred until YLCA have updated their template.
 - 8 To consider working towards the Local Councils Award Scheme. The clerk was asked to produce a brief for the next meeting.
 - 9 To amend membership of the Internal Control and Audit Review Advisory Panel (ICARAP). Councillor Kitson stood down and Councillor Watt joined the panel.
 - 10 To consider dates for an ICARAP meeting. A meeting would be held before Christmas.
 - 11 To consider an annual plan for 2020/21. The chairman pointed out that an annual plan would be an excellent way to plan the Council's future year and would aid the compilation of the budget. After discussion it was decided that ICARAP would consider the content of the annual plan for 20/21.
 - 12 To consider contributions for a Spring newsletter. Cllr Watson and Lawn volunteered to produce a newsletter.
 - 13 To consider briefing on website provider. The website does not meet all requirements of the council and options for alternatives were discussed. The clerk offered to produce some background information and options for councillors.
- 19138 To consider the following items and correspondence received and decide action:
- 1 To note correspondence from YLCA regarding the reissuing of NALC Legal Briefing L01-19 on the code of recommended practice on local authority publicity in relation to purdah for the election to be held on 12 December 2019. Noted.
 - 2 Correspondence was received from YLCA regarding the NALC Legal Topic Note 22 Disciplinary and Grievance arrangements. Noted.
 - 3 To note correspondence from YLCA notifying local councils of a Home Office consultation on

strengthening police powers to tackle unauthorised encampments. It was decided not to respond to the consultation.

- 4 Correspondence from YLCA was received regarding webinar training from November 2019 to January 2020.
- 5 The VE day on 8 May 2020 was noted and discussed.

19139 It was RESOLVED to exclude the press and public from the discussion of item 19140 by virtue of s.1(2) of the Public Bodies (Admission to Meetings) Act 1960.

19140 To consider increasing the clerk's salary from 1 December 2019 for obtaining CiLCA. The clerk left the room for this item. The chairman expressed the appreciation of the council for everything the clerk had achieved over the past two years. It was RESOLVED to raise the clerk's salary to LC2 and to start the clerk's salary on LC2 SCP 19 from December 2019.

19141 It was noted that the next meeting will be held at Skelton Village Hall on Thursday 23rd January 2020 at 19:30.

The meeting closed at 21:16.

Chairman's signature:

Date of approval: