

Skelton Parish Council

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Minutes of the Ordinary Meeting of Skelton Parish Council held on Thursday 25th June 2020 at 19.30 held by Zoom

Present:

Councillors: Cllrs Watt (Chairman), Gossow, Kitson, Lawn, C Linfoot, J Linfoot, Mansell and Watson.

Ward Councillor: Cllr Hook

Public: 1

Clerk: K de Vries

- 20-21/15 Chairman's welcome.
The Chairman welcomed everyone to the meeting. He explained that the Council would hold virtual meetings for the time being.
- 20-21/16 To receive apologies for absence
Councillor Stead had sent apologies.
- 20-21/17 To receive declarations of interest and dispensation requests
None.
- 20-21/18 To approve minutes of the Ordinary Meeting of Skelton Parish Council held on 28th May 2020
It was RESOLVED to approve and sign the minutes of the meeting of the Council held on 28th May 2020 as a true record. The chairman signed the minutes.
- 20-21/19 Open Forum
It was RESOLVED to adjourn the meeting to hold the Open Forum
- 1 Police Report
A suspicious vehicle had been swapping items near the pub and a dog was stolen but it was subsequently found and returned. Some speed monitoring had been carried out on the A19.
 - 2 Report from ward councillor
Cllr Hook explained that after her visit to Skelton, she had reported overgrown hedges within the village. The chairman responded that the hedge along the Blacksmith's Arms is very overgrown. Because of the Covid19 lockdown, York had not carried out the works to avoid further damage to the grass verge at the east side of The Green. The issue of the unsafe footbridge off cycle track 65 remains unresolved. The nuisance caused by the LED streetlight had been reported to officers by Cllr Hook but no response had been received. This matter is further reported under minute 20-21/20.3.
 - 3 To receive the litter picker's report
Litter picking had restarted on 2 June and was carried out on a weekly basis. The chairman commented on the litter on the Pasture but that the litter picker would now deal with it. Cllr C Linfoot had observed a similar problem around the pond. The pond will be cleared of some of its reed cover in the autumn.
 - 4 Village Matters and parishioners' questions.
No village matters were raised.
- The Open Forum was closed and the meeting resumed.

- 20-21/20 To receive and decide necessary action on the following village and playground matters:-
- 1 To receive an update on repair works to the playground
The clerk reported that Park Lane would carry out removal of the mound and the repairs to the bearing of the gyroplay the day after the meeting. She reported that the other repair works were still outstanding because of Covid19. A discussion was held about the potential reopening of the playground on 4 July subject to it being safe to do so. The clerk will ask the litter picker to carry out a safety inspection prior to reopening. The need for a risk assessment was also raised. Because of the lack of an agenda item, no formal decision could be taken, but subject to not receiving contrary advice, the playground would be opened on 4 July by Cllr C Linfoot.
 - 2 To receive an update on the provision of new play equipment.
The clerk had sought indicative quotations but these had not been received so far.
 - 3 To receive an update with regard to concerns about a bright LED street light.
The chairman had investigated and had found the bright light a statutory nuisance. Cllr Hook had reported it but not had a response from officers. It was RESOLVED that the chairman will contact the environmental protection unit of the City of York to report the light in the Conservation area as a nuisance.
 - 4 To note further information on the purchase of a projector.
After some discussion and having sought the input of Philip Butler on behalf of the Village Hall Management Committee, the clerk will progress seeking three quotations for the projector including installation.
 - 5 To note the raising of the flagpole for 8 May VE day celebrations and to consider the purchase of flags and accessories.
The chairman had investigated the requirements for the two flags, a halyard and some clamps and the clerk had ordered the items.
 - 6 To receive a request for a bench on the pasture.
Cllr Mansell reported that residents had suggested a bench on the southern end of the Pasture. The chairman revisited the troubled history of a previous bench in this location. It had resulted in complaints from adjacent residents about trouble with youths. He also recounted that it had been difficult to determine the exact location of the recently installed bench in the middle of the pasture as residents did not want it near their house. In the absence of monies in this year's budget, it was agreed that a bench could be requested to be paid out of next year's budget subject to Cllr Mansell reminding the Council at the time of budget setting.
- 20-21/21 To receive and consider a report from the Cemetery Advisory Panel and decide on any necessary action
- 1 To consider quotations for the repair of the cemetery path edging in the old cemetery.
Three quotations had been received. After the last meeting, on the basis of requests by a councillor, the clerk had added the replacement of gravel to the requests for quotations for the path as an add-on item. Some discussion was held on whether the gravel also needs to be included. Moreover, the material of the edging was revisited. Composite planks would be cheaper but a discussion took place whether they would be as durable as concrete, considering the damage the existing timber edging had suffered from lawn mowers. After a long discussion, it was RESOLVED to accept the quote by LJD Dunn for the replacement of the cemetery path timber edging by concrete edging as well as the supply of gravel for the path in the old cemetery for £3120 plus VAT.
- 20-21/22 Financial Matters and Governance
- 1 To approve the bank reconciliation and budget monitoring report to 29 May 2020.

It was RESOLVED to approve the bank reconciliation and the budget monitoring report to 29 May 2020.

2 Receipts

Council noted the following receipts:

a. Interest £ 10.05

3 To confirm the following payments:-

a. Flying Colours. Two flags and halyard [BACS] £141.54
Including VAT £23.59

It was RESOLVED to confirm the above invoice for payment

4 To approve the following invoices:-

a. Salaries, office costs and expenses June [BACS] £805.06
b. HMRC Income tax June [DD] £ 55.60
c. Screwfix. Gloves for litter picker [BACS] £19.99
Incl VAT £3.32
d. City of York NDR [DD] £ 57
e. Business Stream. Water charges cemetery [DD] £ 7.25
f. Tony Castle. Tree works [BACS] £180
g. Mrs Harrison. Annual Internal audit [BACS] £ 87.50
h. City of York. Commercial Waste Charge [BACS] £ 33.54
i. Information Commissioner ICO fee [DD] £35
j. YLCA webinar. Dealing with Difficult Issues [BACS] £ 15
k. Cllr Mansell. Reimbursement for materials for flagpost base from Wickes [BACS] £ 8.90

It was RESOLVED to approve the above invoices for payment.

5 To consider further information with regard to a new website.
Deferred.

20-21/23

Planning

1 To consider a response to the following planning applications:-
None.

2 Planning applications decided by City of York Council
None.

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

a. City of York Local Plan. The Inspectorate had expressed concerns about the underlying works on green belt.

20-21/24

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

1 All following emails from YLCA were noted:-

a. White Rose Updates from 29 May to 19 June 2020.
b. YLCA email regarding NALC Guidance -Compliance with the Public Sector Bodies (Websites and Mobile Applications)(no 2) Accessibility Regulations, 2018.
c. YLCA email with regard to a consultation for the New Model of Conduct for Local Councils.

2 To receive a report of the YLCA York Branch Annual meeting held on 18 June.

Cllr Gossow gave an overview of the meeting. At the meeting the importance was stressed of a Business Continuity Plan for the eventuality of the chairman or the clerk being indisposed. Cllr Gossow will ask for a template from YLCA.

3 All following correspondence from NALC was noted:-

a. Coronavirus-Information for Parish and Town Councils, dated 26 May 2020 and 3 June 2020 and NALC Newsletter 28 May, 8 June, 11 June 2020

b. NALC Email releasing new risk assessment guide.

c. NALC email regarding New Model Code of Conduct Consultation dated 11 June 2020.

Cllr Watson will draft some comments for the pc to consider at the July meeting.

4 A series of emails from the City of York with Covid-19 updates from 27 May to 17 June 2020 was noted.

5 To receive an email from Came and Co containing a Pre-Renewal Message.

The clerk explained that because of the duty of fair representation, she would get in touch with the insurer to check whether all the Council's assets are insured.

20-21/25 To consider the following staff matters and decide action where necessary to include:

1 To confirm the approval of the Risk Assessment for litter picking activities.

Some helpful comments had been received from Cllr Gossow and it was RESOLVED to confirm the risk assessment subject to her suggestions being included.

20-21/27 To notify the clerk of matters for inclusion on the agenda of the next meeting.

The Chairman reminded councillors to notify the clerk of matters for inclusion on the agenda at least 10 working days prior to a meeting.

20-21/28 To confirm the date and time of the next meeting.

It was RESOLVED to hold the next meeting on Thursday 30th July 2020 at 19:30.

The meeting closed at 20:40.

Chairman's signature:

Date of approval: