

# *Skelton Parish Council*

Parish Clerk: c/o, 7 School Lane, Fulford, York YO10 4LU  
 ☎: 07842 889 146      [skeltonpc@hotmail.com](mailto:skeltonpc@hotmail.com)      [www.skelton-york.gov.uk](http://www.skelton-york.gov.uk)

Minutes of the Ordinary Meeting of Skelton Parish Council held on Thursday 24<sup>th</sup> September 2020 at 19.30 held by Zoom

---

Present:

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

Ward Councillor: Cllr Hook

Public: 4

Clerk: Karin de Vries

- 20-21/43 Chairman's welcome  
The Chairman welcomed everyone to the meeting. He explained that the meeting would be recorded and set out the procedure during the meeting and reminded councillors of the need to comply with the Code of Conduct.
- 20-21/44 To receive apologies for absence  
Cllr Lawn's apologies were accepted.
- 20-21/45 To receive declarations of interest and dispensation requests  
Cllr Mansell declared a Disclosable Pecuniary Interest in item 20-21/55.
- 20-21/46 To approve minutes of the Ordinary Meeting of Skelton Parish Council held on 30<sup>th</sup> July 2020  
Cllr Mansell asked a clarification on something. The clerk explained that at the request of the City of York the minutes were redacted and that advice from YLCA had been sought who had advised that it was proper to follow that request. Councillor Mansell did not agree. It was RESOLVED to approve the minutes of the meeting of the Council held on 30<sup>th</sup> July 2020 as a true record with one abstention. The Chairman to sign the minutes after the meeting.
- 20-21/46a The Chairman interposed a motion at this point to defer item 20-21/48. He explained that because advice from YLCA had not been received three clear days before the meeting, the process as set out in the Co-option policy had not been complied with and item 20-21/48 should be deferred. In line with Standing Order 10.a.3 the Council RESOLVED to defer Co-option of a new Councillor to the October meeting.
- 20-21/47 Open Forum  
It was RESOLVED to adjourn the meeting to hold the Open Forum
- 1 Police Report  
No monthly police report had been received. A vehicle had driven onto a recently ploughed and sown field causing damage to the crop.
  - 2 Report from ward councillor  
Cllr Hook had not received a response regarding the footbridge on Burns dyke. She had dealt with a number of queries about overgrown hedges. She had also raised that after an obstructing tree had been removed, the Council could cut the grass on the corner between the St Giles and The Village. She offered to provide some information about devolution. The Chairman raised that the harsh urban style street light on the Green and the urban style kerbing are unsuitable for the rural style of Skelton's Conservation Area.

- 3 To receive the litter picker's report  
The litter picker's report had been circulated to Councillors prior to the meeting. He'd reported over 100 items of litter in the playground in one day. Councillor Chris Linfoot suggested to involve the school to reiterate to children not to litter.
- 4 Village Matters and parishioners' questions.  
A representative spoke on behalf of the Bistro Van requesting suggestions for an alternative location for the van.  
A resident mentioned that he supported the Chairman's comments with regard to the inappropriate proposed edging for the village green on one side of the green and asked Cllr Hook whether some photographs of the kerbing that could be provided.

The Open Forum was closed and the meeting resumed.

- 20-21/48 To consider candidates for co-option  
This item was deferred.
- 20-21/49 It was RESOLVED to ratify the following delegated decisions made between meetings:-
- 1 To confirm attendance of Cllr Mansell of the YLCA Introduction to the Planning Process webinar.
  - 2 To confirm the clerk's attendance of the YLCA Risk Assessment Webinar.
  - 3 To confirm the clerk's attendance of the YLCA Social Media/Communications webinar.
  - 4 To confirm the clerk's attendance of the SLCC Virtual Conference from 12-16 October.
  - 5 To confirm the hiring of a skip to remove reeds from the pond for a cost up to £200.
- 20-21/50 To receive and decide necessary action on the following village and playground matters:-
- 1 To receive an update with regard to the repair works to the playground  
Some discussion took place with regard to the repairs to the zipwire. A local resident asked to speak and explained that their family used the zipwire on a regular basis and that it was in working order.
  - 2 To receive an update on the provision of new play equipment.  
After some discussion, it was RESOLVED to seek additional quotations for two pieces of play equipment and to establish whether the pieces could be positioned without causing a nuisance for local residents. It was RESOLVED that the clerk will also investigate funding.
  - 3 To consider options to protect the verges of the Green  
The Chairman expressed the wish that the kerb stoning be similar to the existing granite stones along the ring road rather than the proposed urban kerb. Rectangular wooden posts could also be acceptable within the Conservation Area. Councillor Hook will investigate further.
  - 4 To receive an update regarding a request to support safety inspections of trees along Moor Lane.  
A local resident had reported that the trees along Moor Lane are in a dangerous condition and Cllr Hook had request that the City of York Highways assess the hazard caused by the trees. A response had been received that the City of York are not responsible for the trees but that the trees are low risk. The clerk will convey the response to the local resident.
  - 5 To note the raising of the flag for Yorkshire day.  
The Chairman had raised the Yorkshire flag for Yorkshire day on 1 August 2020 and V-J Day on 15 August 2020. Other future occasions to use the flag were discussed.
  - 6 To consider a request for a suitable central village location for a food van.  
It was RESOLVED to wholeheartedly support the presence of the pizza van at the end of the Pasture path on Fairfield Drive, subject to it not clashing with the fish and chips van on Wednesday evening.
  - 7 To note works to the pond and to consider the need for a Skelton pond working group.  
The Chairman thanked Cllr Stead for carrying out reed removal and a skip had been ordered to dispose of the vegetation. The difficulties of the Friends of Skelton Pond working group were

discussed. Cllr Chris Linfoot, the Chairman of the Friends of Skelton Pond working group, would communicate with the members to discuss the future of the group.

- 8 To consider lobbying the City of York and Julian Sturdy MP to receive funding to clear a section of land between the Fairfields layby and the A19.

Cllr Mansell had asked for the agenda item, because people on a Skelton Facebook group felt that the problems in the layby are mainly because high trees and low shrubbery obscure the ongoing activities. The very welcome police presence is going to be short-lived. The police had expressed their support for removal of vegetation. Cllr Stead proposed that the trees should be left. It was believed that the layby is owned by the City of York Highways. The motion was proposed and seconded. Cllr Mansell had contacted the police to request for them to monitor the activities in the layby and they had been very supportive. Councillor Watt was sceptical about the motion and wondered what the effect would be if the vegetation and hedges would be lost. After some discussion it was RESOLVED to lobby Cllr Hook and Julian Sturdy to push the Council to increase visibility and to reduce nefarious activity in the layby whilst leaving the trees in place. As requested, the vote was recorded. Six Councillors voted in favour and one, Cllr Watt, voted against. The Clerk would write to the City of York Council and the MP.

20-21/51 To receive and consider a report from the Cemetery Advisory Panel and decide on any necessary action

- 1 To note that the cemetery path works in the old cemetery are now complete. Councillors commented that the path looked really smart.
- 2 To note a report of damage to a headstone and works to improve the appearance of the cemetery.

A local resident had reported damage to their daughter's headstone. The landscape contractor had admitted liability and agreed to pay for the repairs. Minor maintenance work had been carried by Cllr Chris Linfoot, Cllr Watson and her husband. The Council expressed thanks to Cllr Watson's husband for his help. It was agreed that the future of the rose garden will be discussed by the Cemetery Advisory Panel. Cllr Chris Linfoot will investigate a replacement box for near the entrance to the cemetery for items removed from graves. It was RESOLVED to delegate the purchase of a box up to £150 to the clerk.

20-21/52 Financial Matters and Governance

- 1 To approve the bank reconciliation and budget monitoring report to 28 August 2020. The Council's community account balance was £1202.20 and the premium account balance was £32,866.73. It was RESOLVED to approve the bank reconciliation and the budget monitoring report to 28 August 2020.
- 2 Receipts  
Council noted the following receipts:
 

a. Interest		£ 5.43
-------------	--	--------
- 3 To confirm the following payments:-
 

a. Salaries, office costs and expenses August	[BACS]	£ 823.06
b. HMRC Income tax August	[DD]	£ 55.60
c. YLCA. Webinar. Committees	[BACS]	£ 15
d. Business Stream-Cemetery water supply	[DD]	£ 7.24

It was RESOLVED to confirm the above invoices for payment.

4	To approve the following invoices:-		
	a. Salaries, office costs and expenses September	[BACS]	£ 955.53
	b. HMRC Income tax and NI Sep	[DD]	£ 84.54
	c. LJD Construction Services Ltd. Cemetery Footpath	[BACS]	£ 3744
	Including VAT £624		
	d. Hags. Playground repairs	[BACS]	£ 1757.02
	Including VAT £292.83		
	e. Sleightholm landscaping. Grass and hedge cutting	[BACS]	£ 2340
	Including VAT £ 390		
	f. YLCA. Webinar. Introduction to the planning system	[BACS]	£ 22.50
	g. YLCA. Webinar. Risk assessments	[BACS]	£ 5
	h. YLCA. Webinar. Social media policy	[BACS]	£ 15
	i. SLCC Virtual conference	[BACS]	£ 30
	Including VAT £5		
	j. Skip to clear pond	[BACS]	£ 150
	Including VAT £25		

It was RESOLVED to approve the above invoices for payment.

- 5 To approve the double taxation claim for 2020/21. A proposed claim of £9,689.83 was sent to Councillors before the meeting. It was RESOLVED to approve the submission of the claim.
- 6 To consider a report and quotations for a new website.  
The clerk had sent a report to Councillors prior to the meeting and Councillors had looked at examples of websites. It was RESOLVED to opt for 2Commune and for a New Website Working Group to be formed after the meeting to produce the structure.
- 7 To adopt a Business Continuity Plan. A final version is now complete. The clerk explained that it appears that the Business Continuity Plan is to be kept by the Chairman and the Clerk. She will seek further clarification from YLCA with regard to the template wording that '[n]o other Councillor or member of staff have access to this information'.
- 8 To consider a social media/communications policy.  
Deferred.

20-21/54

#### Planning

- 1 To consider a response to the following planning applications:-
  - a. 20/01691/FUL Holly House Church Lane. Single storey rear extension following demolition of conservatory and new ground floor window to side. No objections.
  - b. Street trading application for York Foot Golf, Skelton. The Council RESOLVED to support the application.
- 2 Planning applications decided by City of York Council
  - a. 20/01109/TPO Blue Bell Wood 15 The Vale. T1 Ash reduce crown and overhanging branches and T2 Sycamore crown lift and reduce canopy. Approved.
  - b. 20/01312/FUL 7 Arthur Place. Single storey rear extension following the demolition of existing conservatory and retiling of roof. Approved.
  - c. 20/01213/TCA Skelton Hall. Remove one stem from Sweet Chestnut tree in a Conservation Area. Approved.
- 3 To consider other matters related to planning and decide upon any necessary action to include:-
  - a. City of York Local Plan. Nothing to report.
  - b. Proposals to dual the outer ring road. The clerk had been approached and had requested a door to door consultation of Skelton village for the phase 1 dualling between the A19 and Little Hopgrove roundabouts.

- 20-21/55 To consider exclusion of the press and public from the discussion of any aspect of item 20-21/56 by virtue of s.1(2) of the Public Bodies (Admission to Meetings) Act 1960.  
The Chairman moved item 20-21/56 to the end of the meeting and it was RESOLVED to exclude members of the public at that point.
- 20-21/56 1 To consider staff matters and decide action where necessary to include:
- 1 To consider the 2020-2021 National Salary Award. It was RESOLVED to apply the award backdated to 1 April 2020 to the salary of both employees. The clerk was asked to amend the litter picker's contract to ensure that he is automatically eligible for the NJC salary award.
- 2 To consider the clerk's overtime claim.  
The clerk left the meeting for this item. It was RESOLVED to approve an overtime claim as submitted for 40 hours.
- 20-21/57 To consider correspondence received and decide action where necessary to include:-
- 1 All following emails from YLCA were noted:-
- a. White Rose Updates from 31 July to 11 September 2020 and E-training bulletins dated 7 August to 18 September 2020.
  - b. YLCA email regarding LO1-20 (Revised) The Local Authorities and Police Crime Panels (Coronavirus)(Flexibility of Local Authority and Police and Crime Panel Meetings)(England and Wales) Regulations 2020.
  - c. YLCA email regarding NALC Guidance -Compliance with the Public Sector Bodies (Websites and Mobile Applications)(no 2) Accessibility Regulations, 2018. The Clerk had added an Accessibility Statement to the website.
  - d. YLCA NALC Statement – Town and Parish Councils and Parish Meetings and the 'rule of six'.
  - e. YLCA Data Breach.
- 2 All following correspondence from NALC was noted:-
- a. Coronavirus-Information for Parish and Town Councils, 30 July 2020 and 14 September 2020
  - b. Rebuilding Communities dated 4 August to 9 September 2020.
- 3 To receive emails from City of York
- a. Devolution and Unitarisation of Local Authorities. As councillors and residents may not agree on this issue, it was considered impossible to respond on behalf of Skelton residents. Individual councillors could of course respond in a personal capacity.
  - b. A series of emails from CYC with Covid-19 updates 27 July to 16 September 2020 was noted.
- 20-21/58 To notify the clerk of matters for inclusion on the agenda of the next meeting.
- 20-21/59 It was confirmed that the next meeting will be held on 22 October 2020 at 19:30.  
The meeting closed at 21:30.

Chairman's signature:

Date of approval: