

# *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 virtually on Thursday 22<sup>nd</sup> October 2020 at 19.30

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Present:

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

Ward Councillor: Cllr Hook

Public: 3

Clerk: Karin de Vries

- 20-21/60      Chairman's welcome  
 The Chairman welcomed everyone and set out the procedure for the meeting.
- 20-21/61      To observe one minute's silence in memory of former Councillor Bill Lumley.  
 The Chairman expressed regret that former Chairman, Bill Lumley, had passed away. He had been a Parish Councillor for almost three decades and Chairman of Skelton Parish Council for 15 years. His passing was a great loss to the Skelton community. Those present at the meeting stood up and observed a minute silence in memory of Bill.
- 20-21/62      To receive apologies for absence  
 A resignation had been received from Councillor Lawn.
- 20-21/63      To receive declarations of interest and dispensation requests  
 Cllr Mansell declared a Disclosable Pecuniary Interest in item 20-21/65.
- 20-21/64      To approve minutes of the Ordinary Meeting of Skelton Parish Council held on 24<sup>th</sup> September 2020  
 It was RESOLVED to approve the minutes of the meeting of the Council held on 24<sup>th</sup> September 2020 as a true and correct record. The Chairman signed the minutes.
- 20-21/65      Open Forum  
 It was RESOLVED to adjourn the meeting to hold the Open Forum.
- 1      Police Report  
 No monthly police report had been received.
  - 2      Report from Ward Councillor  
 Cllr Hook had visited the layby with Dave Meigh, City of York's Public Realm Manager and found that the land has many undulations and dips as well as an infestation of knotweed and Himalayan Balsam. Investigations are ongoing to identify the owner of the land. Because of the nature of the land and questions about ownership, the City of York would only be able to cut the verges to about 1m on either side as well as the triangle at the start of the layby.  
 With regard to the dualling of the Ring Road, Cllr Hook told Councillors that the consultation leaflets had now been distributed in the village. Moreover, the Ward Councillor also mentioned the newly acquired area between the Wetherby Road and the A59 that would over time form a national forest and recreational asset.
  - 3      To receive the litter picker's report

The Litter Picker's report had been circulated prior to the meeting. He had incurred some overtime by removing a goal that had been tipped on the pasture. The Litter Picker also noted some minor issues relating to the trim trail. The Council discussed that the trim trail would need to be replaced during the next financial year.

4 Village Matters and parishioners' questions.

A resident expressed appreciation that the flag was half-mast on the day of Bill Lumley's funeral. Residents had lined the road near Bill Lumley's house and the church. The Chairman reiterated that Bill had given a lot to the community. Councillors agreed with the sentiments expressed.

The Open Forum was closed and the meeting resumed.

20-21/66

To consider candidates for co-option

Two candidates were present and they spoke why they wished to join the Parish Council. After some discussion of candidates, from which members of the public and Cllr Mansell were excluded, it was RESOLVED to co-opt Nicola Terrett. She signed the Declaration of Acceptance of Office witnessed by the Clerk.

20-21/67

It was RESOLVED to ratify the following delegated decisions made between meetings:-

1

To confirm attendance of Cllr Watson of the YLCA Cemetery Management webinar.

20-21/68

To receive and decide necessary action on the following village and playground matters:-

1

To receive an update on the provision of new play equipment and to consider quotations. Two quotations had been received for a Viper or Dragon Swing and a third quotation was awaited. The location of the new equipment would be assessed during a site visit. Within the Annual Plan for the next financial year provision should be made for replacing the trim trail. The Clerk was asked to seek grant funding for a Viper Swing and to contact Dave Meigh with regard to funding for the trim trail replacement.

2

To consider additional inspections of the play equipment

Cllr Watson reported that any decision to instruct additional inspections should be deferred until after the repairs mentioned in the ROSPA Playsafety report had been carried out. The Clerk was asked to seek quotations for the repairs.

3

To note the outcome of discussions to protect the verges of the Green

The Chairman reported that rectangular wooden bollards were to be installed.

4

To consider the future of the Friends of the Pond

Cllr Chris Linfoot had spoken to the Committee Members of the Friends of the Pond and they had discussed that management of the pond should be returned to the Parish Council. Cllr Linfoot would schedule a meeting to formally disband. The item was to be deferred until after that meeting.

5

To receive an update on the installation of the projector in the Skelton village hall.

The projector had been installed and the Chairman of the Skelton Village Hall Management Committee thanked the Parish Council for their gift.

6

To receive response regarding Hurns Dyke/Gutter Footbridge

The City of York had responded that the bridge would be repaired next year.

7

To note response from the City of York and Julian Sturdy MP to the request to clear a section of land between the Fairfields layby and the A19.

Councillor Hook had provided an update in the Open Forum and Julian Sturdy's Office had offered his support if needed.

20-21/69

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

- 1 To note progress on the damaged headstone.

The Clerk explained that the repair of the headstone was in progress. With regard to matters raised by the Grounds Maintenance Contractor, Cllr C Linfoot suggested that the rose garden should be left fallow over the winter and replacement planting should commence in Spring. The contractor had also reported damage to a gate post of the Cemetery extension. The Cemetery Advisory Panel would appraise the situation before action is undertaken. A resident had contacted the Parish Council to request that a bench be moved. The matter was deferred to the Cemetery Advisory Panel. The Clerk would contact the resident to advise of the proposed action.

20-21/70

Financial Matters and Governance

- 1 To approve the bank reconciliation and budget monitoring report to 29 September 2020. The Council's community account balance at the end of September was £2885.62 and the premium account balance was £33,866.73. It was RESOLVED to approve the bank reconciliation and the budget monitoring report to 29 September 2020.

- 2 Receipts

Council noted the following receipts:

- a. Precept Second instalment £ 10,000

- 3 To approve the following payments:-

- |   |        |           |
|---|--------|-----------|
| a. Salaries, office costs and expenses October                      | [BACS] | £ 913.23  |
| b. HMRC. Income tax and NI Oct                                      | [DD]   | £ 79.06   |
| c. Definition Audio Visual. Panasonic Projector<br>Incl VAT £299.28 | [BACS] | £ 1795.68 |
| d. ROSPA Playsafety<br>Incl VAT £18.60                              | [BACS] | £ 111.60  |
| e. CoYC Commercial waste charge                                     | [BACS] | £ 33.54   |
| f. Bitdefender. Antivirus software<br>Incl VAT 5.85                 | [BACS] | £ 34.99   |
| g. YLCA. Webinar. Roles and responsibilities of a Councillor        | [BACS] | £ 15      |
| h. YLCA. Webinar. Cemetery Management                               | [BACS] | £ 30      |
| i. Once upon a Thyme. Flowers                                       | [BACS] | £ 65      |
| j. Storage box for cemetery   | [BACS] | £ 35      |

It was RESOLVED to approve the above invoices for payment.

- 6 To consider a report by the New Website working group and to approve the payment of an invoice from 2Commune  
At the September meeting, the Council had opted for a new website from 2Commune and a New Website Working Group was formed after the meeting to produce a menu for the new website. A training seminar had been held with 2commune. It was RESOLVED to approve a 2Commune invoice for the set up and training for the new website with a responsive template design and one email address for £2082 including VAT. The Clerk was asked to terminate the contract with HCI.
- 7 To adopt a Business Continuity Plan.  
The Council RESOLVED to adopt the Business Continuity Plan.

20-21/71

Planning

- 1 To consider a response to the following planning applications:-
- a. 20/01934/TCA. Oakwood, The Village. Fell Silver birch tree in a Conservation Area.  
No objections.

- 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  
Nothing to report.
  - b. Proposals to dual the outer ring road  
The proposals to dual the outer ring road from the A19 Shipton Road roundabout to the Little Hopgrove junctions were discussed at length. The main concerns raised were the impact on the village during construction and the fact that the dualling would not extend beyond the Shipton Road roundabout, causing concerns about tailbacks and congestion. Cllr Terrett offered to write a draft text to be circulated for Councillors for approval.

- 20-21/72 To consider correspondence received and decide action where necessary to include:-
- 1 To receive emails from YLCA:-
    - a. White Rose Updates dated 25 September and 9 October 2020 and E-training bulletins dated 18 September to 16 October 2020.
    - b. YLCA email regarding the York Branch meeting on 8 October 2020. Cllr Gossow reported that at the York Branch meeting it was requested that Parish councils respond to the devolution consultation. The Council considered that it would not be able to agree a response on behalf of residents. The Chairman thanked Cllr Gossow for attending the meeting.
  - 2 All following correspondence from NALC was noted:-
    - a. Coronavirus-Information for Parish and Town Councils, dated 21 September 2020.
    - b. Rebuilding Communities dated 21 September to 15 October 2020.
  - 3 The emails from City of York were noted:
    - a. Covid-19 updates dated 21 September to 16 October 2020.

20-21/73 To notify the Clerk of matters for inclusion on the agenda of the next meeting. It was agreed to add ideas for the Annual Plan to the November agenda. Any suggestions for the Annual Plan and projects for next year should be forwarded to the Clerk.

20-21/74 It was confirmed that the next meeting will be held on 26 November 2020 at 19:30.  
The meeting closed at 21:26.

Chairman's signature:

Date of approval: 26 November 2020