

Skelton Parish Council

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Minutes of the Ordinary Meeting of Skelton Parish Council held virtually on Thursday 25th February 2021 at 19.30

Present:

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

Ward Councillor: Apologies received.

Public: 2

Clerk: Karin de Vries

- 20-21/104 Chairman's welcome
 The Chairman welcomed everyone to the meeting and explained the procedure for the meeting.
- 20-21/105 To receive apologies for absence
 1. To receive apologies for absence given in advance of the meeting
 No apologies were received
 2. To consider the approval of reasons given for absence
 None were received.
- 20-21/106 To receive declarations of interest and dispensation requests
 The Chairman declared an interest of a sensitive nature in 20-21/107. The Clerk had received a request for dispensation from the Chairman. It was RESOLVED under Section 33 of the Localism Act 2011 to approve the dispensation of the Chairman for a period of 12 months for any item to do with co-option.
- 20-21/107 To approve minutes of the Ordinary Meeting of Skelton Parish Council held on 28th January 2021
 It was RESOLVED to approve the minutes of the meeting of the Council held on 28th January 2021 as a true and correct record.
- 20-21/108 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 was not present at the meeting.
 - 3 To receive the litter picker's report
 The litter picker's report had been circulated prior to the meeting. He reported that the hedge along the Pasture footpath needed to be trimmed. The other matter raised, dog mess, is to be discussed on the agenda further down.
 - 4 Village Matters and parishioners' questions.
 A resident spoke in support of their application to be co-opted.
- Cllr Stead arrived at this point.

The Open Forum was closed and the meeting resumed.

- 20-21/109 To consider exclusion of the press and public from the discussion of item 20-21/110 by virtue of s.1(2) of the Public Bodies (Admission to Meetings) Act 1960.
The Clerk reminded Councillors of advice received from YLCA with regard to excluding the press and public. It was RESOLVED to exclude the press and public from the discussion of item 20-21/110 by virtue of s.1(2) of the Public Bodies (Admission to Meetings) Act 1960.
- 20-21/110 To defer any decision to co-opt until further advice and a report has been received.
The Chairman presented what he considered the key legislative points regarding co-option. Cllr Mansell intervened and went on to state that he had no Disclosable Pecuniary Interest in item 20-21/110 and he was reminded by the Chairman that YLCA had advised that he had a DPI in the matter of the co-option of his spouse. The Chairman advised Cllr Mansell that he could be present for 20-21/110 but should not speak to avoid influencing the other Members. The Clerk had circulated the advice received from YLCA in relation to co-option prior to the meeting and reminded the Council of the key point in that advice, The Local Elections (Parish and Communities) (England and Wales) Rules 2006 SI 2206/3005 Rule 5, stating that ‘... the parish or community council must, as soon as practicable ... co-opt a person to fill the vacancy’. It was RESOLVED to defer any decision to co-opt until further advice and a report is received from the City of York Monitoring Officer.
- 20-21/111 It was RESOLVED to ratify the following delegated decisions made between meetings:-
1 To confirm attendance of Cllr Watt at the Chairmanship Skills Webinar.
2 To confirm the attendance of Cllr Watt and Cllr Mansell at the Council Vacancies Webinar.
- 20-21/112 To receive and decide necessary action on the following village and playground matters:-
1 To receive an update on the grant applications for new play equipment.
Cllrs Watson and Terrett had submitted an application for grant funding to the City of York.
2 To note an update regarding the verges of the green.
The posts had now been installed.
3 To nominate Councillors to join a pilot of the North Yorkshire Police Neighbourhood Community Problem Solving Plan for the Skelton layby.
It was RESOLVED to appoint Cllrs Mansell, Stead and Watson to join the pilot of the Neighbourhood Problem Solving Plan for the Skelton layby.
4 To consider seeking advice and quotations for maintenance of the hedge between Sycamore Close and Brecksfield.
It was RESOLVED to request a quotation to trim the hedge between Ratcliffe Court and the Pasture as well as the hedge between Sycamore Close and Brecksfield. The Clerk was reminded of the urgency of the works between the Pasture and Ratcliffe Court.
5 To consider a dedicated location or discuss the creation a parking space for licenced vendors.
A complaint had been received relating to loud music and the noise of a generator necessitating any location to be away from housing. After some discussion, consideration of alternative locations was deferred.
6 To note correspondence regarding traffic calming measures to aid safe crossing across the A19 between Fairfield Croft and Park Close.
An email had been received from one of the new residents on the Fairfield Croft estate. They raised questions relating to children safely crossing the A19. Members discussed that both at the Outline and Reserved Matters stage, the Council had asked for a safe crossing point but that the Highways department at the City of York had refused to entertain these requests. It was felt that a petition may be the only way forward. The Clerk was asked to respond to the resident and forward the correspondence to Cllr Hook.

- 7 To receive a complaint regarding dog mess on the Pasture and other green space. Complaints have been received about the dog mess in the village. After some discussion, Cllr Stead offered to look into signage.
- 8 To consider a request regarding a path to Whitby Wood. The Chairman of Tremendous, Barry Otley, had raised some concern about accessibility of Whitby Wood and had asked the Parish Council to create a path. The Chairman offered to write to Mr Otley to state that the Council would provide moral support but no practical help.
- 9 To receive a report from a Kyle and Ouse Drainage Board Meeting
Cllr Mansell reported on numerous points discussed at the meeting. He had asked the Kyle and Ouse Drainage Board to remove an obstruction to help the flow in Hurns Gutter.
- 1 To note an update regarding a memorial sign at the site of the crash of the Halifax HR 664.
0 Cllr Mansell had spoken to the Kyle and Ouse Drainage Board whether the concrete abutment of the gutter outfall could be used to attach a commemorative sign. They had responded that the landowner would have to provide consent. He had also contacted the RAF Benevolent Fund who could not help. They had advised to contact the War Memorials Trust.

20-21/113 To receive and consider a report from the Cemetery Advisory Panel and decide on any necessary action

- 1 To receive an update regarding required works to the French drain
Cllr Linfoot and Watson had met a contractor on site and had discussed the required works of digging out the French drain, renewing it at 200mm depth with gravel over it at a width of 600mm for a distance of 20m and to install 2 gullies. It was RESOLVED to accept a quotation from LJD Construction Services for £680 plus VAT.
- 2 To note works to modify the entrance gates for the Cemetery extension.
Cllr C Linfoot had circulated a photograph of the completed works. All Members agreed that it looked good.

20-21/114 Financial Matters and Governance

- 1 To receive the bank reconciliation and budget monitoring report as at 31 January 2021.
The bank reconciliation and budget monitoring report at 31 January 2021 were approved.
- 2 Receipts
Council noted the following receipts:
- | | | |
|--|--------|-----------|
| a. Double taxation | | £ 9538.61 |
| 3 To approve the following payment:- | | |
| a. Salaries, office costs and expenses February | [BACS] | £ 925.36 |
| b. HMRC. Income tax and NI February | [DD] | £ 0.00 |
| c. Business Stream. Water charges | [DD] | £ 7.56 |
| d. Sleightholm. Repairs cemetery gates.
Including VAT £50 | [BP] | £ 300.00 |
| e. 2Commune. Domain hosting to 23/2/23
Incl VAT £30 | [BP] | £ 180.00 |
| f. Cardiac Science. AED Electrodes
Incl VAT £12.79. | [BP] | £ 76.74 |
| g. YLCA. Webinar. Chairmanship Skills | [BP] | £ 37.50 |
| h. YLCA. Webinar. Council vacancies | [BP] | £ 30.00 |

It was RESOLVED to approve the above invoices for payment.

- 4 To receive an update regarding the new website.
No progress had been made.
- 5 To consider the purchase of the new version of the Parish Council's handbook, Arnold Baker on Local Council Administration (12th edition) for £119.
After a lengthy discussion, it was RESOLVED to purchase the 12th edition of Arnold Baker on

Local Council Administration.

At this point, the Chairman proposed to suspend the Standing Orders to allow the meeting to go on past 9:30.

Pursuant to Standing Order 10.xv it was RESOLVED to suspend the Standing Order 3.x.

- 20-21/115 Planning
- 1 To consider a response to the following planning applications:-
 - a. 21/00371/TCA – Skelton Hall. The Village. Fell 1no. Hawthorn, 1no. Yew, 1no. Plum; Crown lift Wellingtonia by 5m; tennis court construction works within the Root Protection Area of 1no. Maple & 1no. Wellingtonia - tree works in a Conservation Area. No objections.
 - 2 Planning applications decided by City of York Council
 - a. 21/00067/TCA. The Old Rectory. The Village. Crown reduce and thin by 20 % 3no. poplar trees in a Conservation Area. Approved.
- 20-21/116 To consider correspondence received and decide action where necessary to include:-
- 1 To receive emails from YLCA:-
 - a. White Rose Updates to 19 February and E-training bulletins to 12 February 2021.
 - b. To receive a report of the YLCA York Branch meeting held on 11 February 2021. The report by the Chairman was noted.
 - c. To note the YLCA Remote Conference to be held on 21 and 22 April 2021. The Chairman invited Members to get in touch with the Clerk if they wish to attend.
 - d. To consider a response to a survey on the power to hold remote meetings. It was RESOLVED to support the power to hold both remote and hybrid meetings.
 - 2 All following correspondence from NALC was noted:-
 - a. Coronavirus Updates to 5 February 2021.
 - 3 The emails from City of York were noted:
 - a. Covid-19 updates.
- 20-21/117 To consider exclusion of the press and public from the discussion of item 20-21/118 by virtue of s.1(2) of the Public Bodies (Admission to Meetings) Act 1960.
It was RESOLVED to exclude the press and public from the discussion of item 20-21/118.
- 20-21/118 To consider staff matters and decide action where necessary to include
- a To consider the enrolment of the Clerk in a pension scheme. It was RESOLVED to enrol the Clerk in the NEST pension scheme from 1 April 2021 with an employer contribution of 3% of gross salary.
 - b To consider changing the name of the Finance Panel to the Finance and HR Panel. The Chairman stated that a solution needed to be found to relieve the Clerk's workload since November. It was RESOLVED for the Finance Panel to initially take on HR duties but for a dedicated HR Panel to be formed at the Annual Meeting. It was also RESOLVED for the Council to join a YLCA-led Good Employer pilot scheme.
- 20-21/119 To notify the Clerk of matters for inclusion on the agenda of the next meeting.
- 20-21/120 It was confirmed that the next meeting will be held on 25 March 2021 at 19:30.
The meeting closed at 22:00.

Chairman's signature:

Date of approval: