

**Minutes of the Meeting of Escrick Parish Council on Monday 2<sup>nd</sup> December at 7.30pm held at Escrick and Deighton Social Club**

Present:

Councillor E Casling (Chair)  
Councillor A Bowman  
Councillor L Coulson  
Councillor S Cunningham  
Councillor A Lamont  
Councillor M Luscombe  
Councillor B Forster  
Councillor J Goode  
Councillor I Reynolds  
Councillor J Reader  
Councillor S Smowton

Mrs L Reader (Clerk)

9 members of the public

**1. To Receive Apologies for Absence**

None

**2. Public Session**

Three members of the public spoke in support of the Parish Council. The Chairman responded and thanked all those who had spoken.

**3. To Receive and Approve the Minutes of the Previous Meetings**

**3.1. 4th November 2013 Ordinary Minutes**

RESOLVED: The minutes of the meeting held on 4<sup>th</sup> November 2013 were moved, seconded and approved as a correct record.

**1.1. 18th November 2013 Finance and Admin Sub-Committee Minutes**

The Risk Assessment document was discussed at this meeting and some minor changes made. The Committee will review this yearly.

The Financial Regulations were received and had minor amendments.

It was requested that the footer be updated with the approval date in the same way as the Ordinary minutes were dated.

RESOLVED: The minutes of the Admin and Finance Sub-Committee held on 18<sup>th</sup> November 2013 were moved, seconded and approved as a correct record.

**3.2. 6th May Annual Meeting Minutes**

It was pointed out that these minutes contained the words "insert statement" at Point 4, these to be inserted.

Cllr Coulson's name to be removed from Point 10.1.3 as she was not on the Finance and Admin committee.

It was requested that it be minuted that at the Annual Meeting the change from a Planning Committee to a Planning Working Group was proposed, seconded and approved.

RESOLVED: The minutes of the Annual Meeting held on 6<sup>th</sup> May 2013 were moved, seconded and approved as a correct record, subject to the changes above.

**4. To Receive Correspondence**

The Clerk had received two emails from Mr Hardy which were acknowledged by the Parish Council.

The Parish Council had received a letter from Mr Forbes Adam regarding the state of the Playing Fields. The Chairman reported that she had been in touch with the Mr Dwyer about it and this item would be on the Agenda for the January meeting of the Playing Fields Association.

The Parish Council had also received an email regarding the 10K run through the grounds of the Estate, which will not take place next year as the situation with the Right of Way was not resolved.

**5. To Receive the Revised Planning Group Terms of Reference**

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Following a meeting with Sheena Spence of YLCA, it was proposed that the Planning Group Terms of Reference was amended, outlining that it is the Clerk, under Delegated Authority, who would inform Selby District Council of the Parish Council's decision and NOTIFY the members of the action at the next Parish Council meeting.

RESOLVED: It was moved, seconded and unanimously agreed that the revisions should be accepted.

### **6. To Receive the Complaints Procedure**

The document is the YLCA model document with the addition of the Clerk's address and 21 days instead of 14.

RESOLVED: It was moved, seconded and unanimously agreed that the revisions should be accepted.

### **7. To Receive the Public Session Information Sheet**

The Chairman had distributed laminated sheets before the meeting. These are YLCA recommended standard format. The sheets would be distributed before every meeting in future.

RESOLVED: It was moved, seconded and unanimously agreed that the Public Session Information Sheet should be accepted.

### **8. To Receive the Emergency List**

The Emergency List is now the Leaflet distribution list.

RESOLVED: It was moved, seconded and unanimously agreed that the areas laid out in the Leaflet Distribution List be approved.

The Emergency Plan will be formulated by the Finance and Admin Committee would co-ordinate this and report back.

### **9. To Receive Reports**

#### **9.1. Police**

None

#### **9.2. County Councillor**

Cllr Casling, in her capacity as County Councillor, reported that she had Chaired a Community Engagement Forum meeting last week. She reported that there would be funds available for anything in the village that needs funding and that the theme is "reaching those in need/isolated". Cllr Casling advised that it had been a very positive meeting and this information would be leafleted to the areas in question in due course.

#### **9.3. District Councillor**

Nothing to report

### **10. To Discuss the Budget**

#### **10.1. Grass Cutting**

During the discussion about the current cost of the Grass Cutting in the village, the figure tendered by the current contractor was inadvertently revealed. Cllr Reynolds pointed out this mistake and Cllr Reader then left the room as he knew one of the other potential contractors personally and this contractor had not yet put forward his tender. The Clerk was asked to contact the current contractor, explain the situation and apologise for the mistake. The Clerk would also ask the contractor to tender their quote again. Cllr Goode pointed out that for figures over £1000 sealed bids should be used.

RESOLVED: It was moved, seconded and unanimously agreed that the Clerk would contact the current contractor as above and that the quotes received would not be revealed until they had all been received.

#### **10.2. Street Lighting**

A discussion took place about the Street Lighting. Whilst some columns within the village are presently maintained by the Parish Council others are adopted and maintained by NYCC. Mr Hardy requested permission to speak. 7 councillors voted that he be allowed to speak and he then provided further advice on some aspects of the matter. The options put forward by the Working Group were considered and it was felt that clarification was needed as to what criteria NYCC would apply before they would be prepared to adopt the street lamps maintained by the Parish Council in the future. It was suggested by Mr Hardy that a design

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by NYCC would cost £250, this would need confirming. Before the Council could take any decision on this matter further clarification was therefore required from NYCC. It was also discussed that any decisions taken on this item would need to be communicated to the village via the website, parish magazine or both.

RESOLVED: It was proposed, seconded and agreed that Cllr Luscombe seek clarification from NYCC as to the design fee they would charge and criteria for adoption and that the Parish Council would be prepared to pay a £250 redesign fee in order to be able to move this matter forward.

**10.3. Pest Control**

The condition of the village green due to moles was raised by Cllr Smowton. Cllr Luscombe and Cllr Reader both offered to set traps free of charge.

There would also be a donation to St Helen's Church.

RESOLVED: It was proposed, seconded and agreed that Cllr Luscombe and Cllr Reader would catch free of charge moles on the green.

A donation would be paid to St Helen's Church.

**10.4. Council Computer**

The Clerk reported that the current Parish Council computer regularly freezes and requires restarting. The computer and the software on it is now quite out of date and prices had been found ranging from £339.99 to £449.99. Cllr Smowton advised that there would be an additional cost of around £40 - £60 to set up and transfer all data from the old one.

RESOLVED: It was proposed, seconded and unanimously agreed that the new computer should be purchased as soon as possible.

**11. To Receive an Update on the Accounts**

**11.1. Receipts**

A £3400 donation from EPFA in respect of the roundabout at the playing fields had been received.

0.78p September Interest

**11.2. Accounts for Payment**

£1,980.00	Tru-Green	Grass Cutting
£32.60	HMRC	December
£130.47	L Reader	Salary December
£141.31	L Reader	Repayment for hours over 16 per month (Payment 2)
35.31	HMRC	Re repayment above
£10.00	Escrick and Deighton Club	December Room Hire
<u>£2,329.69</u>		

RESOLVED: It was proposed, seconded and agreed that these should be paid.

**11.3. Accounts for Payment**

Bank Reconciliation at 2nd December 2013

Balance brought forward at 4th November £11,282.68

Add Receipts for Month

Donation EPFA (Roundabout)	£3,400.00	
Interest (September)	£0.78	<u>£3,400.78</u>
		<u>£14,683.46</u>

Less Payments for Month

Salary October	100632	£130.47
nPower	100631	£79.20
Northern Power Grid	100633	£1,169.58
Steve Smowton	100635	£12.00

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	Escrick Park Estate	100630	£10.00	
	L Reader (Nov)		£130.47	
	L Reader (Overtime payment 1)		£141.31	
	HAGS-SMT (Roundabout)		£4,080.00	
			<u>£5,753.03</u>	<u>£8,930.43</u>
Balance at bank and in hand at 1 Dec 2013				
	Business Money Manager		£991.57	
	Community Account		£7,938.86	
			<u>£8,930.43</u>	<u>£0.00</u>
Less unrepresented cheques				
	Escrick & Deighton Club (Oct)	£10.00		
	HMRC (Oct)	£32.60		
	Escrick & Deighton Club (Nov)	£10.00		
	HMRC (Nov)	£32.60		
	HMRC O/T 1	£35.31		
		<u>£120.51</u>	<u>£8,809.92</u>	<u>£120.51</u>
			<u>£120.51</u>	<u>£8,809.92</u>
				<b>-£120.51</b>

**12. Planning**

**12.1. Applications Received**

NY/2013/0348/FUL Erection of new single storey classroom unit to the west of the school with single storey link corridor for Escrick Primary School.

RESOLVED: It was proposed, seconded and unanimously agree that the Parish Council does not oppose this application.

The response to the North Selby Mine site had been circulated and the Chairman thanked Cllr Coulson for her work on this.

**12.2. Decisions**

2013/0829/FUL

Granted

**13. To Discuss Ideas for a Memorial to Bill Reader**

The possibility of the Parish Council contributing towards a replacement tree was discussed as the one planted to commemorate Mr Reader's 50 years on the Parish Council was not doing very well. The idea of a metal surround incorporating a seat was also discussed. Cllr Luscombe agreed to get a quote for both these things and report back.

**14. Update on Items Not on the Agenda**

**Email to the Parsonage re Trees**

The Clerk had emailed the Parsonage and received a reply saying that the owners have agreed to have the trees inspected.

**Street Lights**

The Clerk reported that the faulty street lights had been reported.

Street Light outside Alleyway House

The Clerk reported that it was still uncertain who was responsible for the reconnection of this lamp post and this needed to be clarified. Cllr Luscombe agreed to use his contacts to try and find out.

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**15. Matters for Clerk's Attention**

The situation regarding dog fouling was raised. Cllr Casling reported that she had seen the culprit and was trying the softly softly approach and would ask the dog warden to put up signs. The Clerk was asked to put an item on the next agenda and put a note in the Parish Magazine about this.

The situation of the path between the Church and the Parsonage was raised again and the Clerk was asked to write to the Parsonage and the Surgery about the state of the road and lack of lighting.

The subject of the overhanging trees at the Playing fields was also raised and the Clerk was asked to get these cut.

**16. Date and Time of Next Meeting**

Monday 6<sup>th</sup> January

The Chairman thanked the members of the public for coming and closed the public part of the meeting.

**17. Part II Items**

Parish Council's Response to Freedom of Information Requests

Following a training session held recently with Sheena Spence, she had suggested that one of the Councillor's take responsibility for letters requesting Freedom of Information away from the Clerk. It was noted that the Parish Council need to show that they have taken steps to reduce the Clerk's workload. Cllr Reynolds proposed, however, that the Clerk remains to be the point of contact in consultation with the Chairman. This was seconded and agreed by all but one Councillor.

There being no further business, the Chairman closed the meeting.