

# ESCRICK PARISH COUNCIL

OFFICIAL NOTICE OF ESCRICK PARISH COUNCIL MEETING TO BE HELD AT 7.30PM IN  
ESCRICK VILLAGE CLUB ON MONDAY 3RD OCTOBER 2016

Chairman: Cllr R Rowson

Clerk/RFO: Mrs H Guest, 40 Linden Way, Thorpe Willoughby, YO8 9ND

[clerk@escrick.org](mailto:clerk@escrick.org)

**Meetings are open to the Press and Public except for any item labelled as part 2 under the Public Bodies (Admission to Meetings) Act 1960, Section 1**

Meetings are open to press and public except for any item labelled as Part 2 under the Public Bodies (1960) Act  
**Press and public may not speak when the council is in progress; when councillors are discussing council business; when councillors are in the process of decision making.**

- Any elector is entitled to attend this meeting and any concerns, questions or suggestions will be taken after the Chairman welcomes those present. The time for this will be limited to 15 minutes.
- Listeners may also speak at the end of the meeting following Minor Items and Items for Next Agenda (for information only).
- Decisions cannot be made at this meeting on items not on the agenda.
- Councillors, clerk, public and press are requested to sign the attendance book.

**Councillors are summoned to attend the Meeting of the Parish Council detailed above and to consider and resolve the business to be transacted on the agenda below.**

## Agenda items

### Part 1

#### **16116: Apologies/Attendance:**

- a. Council to receive apologies and any reasons for absence from councillors; to consider and resolve whether or not to accept any reasons given.
- b. All present are requested to sign the Attendance book.

**16117: Interests:** Chair to remind members to make any declarations of interest in any agenda items.

**16118: Welcome:** Chair to **welcome** councillors, clerk and visitors to the meeting.

#### **16119: Minutes**

- a. To resolve whether to accept Minutes of the Council Meeting held on 5th September 2016.
- b. If approved, Chairman to sign minutes as a true record.

**16120: Council** to receive comments on agenda items or other questions/comments from electors present.  
*(For information only; clerk to make notes of comments; no answers or discussion at this meeting)*

To note Clerk's report on items raised as follows:

1. Complaint received that a barking dog on The Glade was causing a nuisance. It was requested that an item be included in the next submission to the Parish magazine to advise residents. Resident advised that SDC have the authority to deal with complaints of this nature.

**16121:** To receive reports, for information only, from:

- a) County Councillor

- b) District Councillor
- c) Police

**16122: Planning:** To note the following:

1. **Applications:**

a. 16/02139/TCNOT: Removal of Telephone Box outside Telephone Exchange, York Road, Deighton. Whilst not in Escrick Parish, this application falls within the village - to consider any comments.

2. **Decisions:** None.

3. **Consultations:**

a. **SDC Par Park Strategy update:** to resolve any comments.

b. **SDC's Planning Service Review:** Following forum held in June, final report was due to be available after 5th September, but not received at time of agenda preparation.

**16123: RFO to report** on closing balances, preparation of accounts for audit and recent payments.

a) **Account balances**

- |                                                               |            |
|---------------------------------------------------------------|------------|
| 1. Current account balance as at 28th September 2016          | £3,313.46  |
| 2. Savings account balance as at 31st August 2016 (3 monthly) | £10,753.64 |

b) **Payments made since last meeting under Clerk's delegated powers**

None.

c) **Payments to be made**

- |                                                        |         |
|--------------------------------------------------------|---------|
| 1. MJ Backhouse (pest control)                         | £70.00  |
| 2. CH Guest (salary - Sep, inc refund of overpaid tax) | £903.80 |
| 3. HMRC (Q2)                                           | £152.28 |

d) **Receipts:** None

e) **Insurance:** To note that, upon advice from insurers, updated number of residents passed on with no increase to the annual charge. Council to reassess insurance requirements in due course, which may mean additional charges.

f) **External Audit:** to note return of external audit paperwork with no comments made. Publication of electors rights to inspect the accounts to commenced, under Clerk's delegated powers, on 29th September for two weeks.

g) **Grit Bins:** to consider and resolve whether to obtain grit bins at a cost of £75 per annum each. May also consider moving this item to the discussions to be held regarding the budget. To resolve whether to accept report and payments made.

h) **Budget:** To discuss and resolve format and timings for budget consideration.

**16124: Resignation of Cllr Casling:** To note resignation of Cllr Casling. Clerk has informed Electoral Services and vacancy notice has been displayed. After 28th September, SDC to inform Clerk whether co-option can be made.

**16125: Co-option of Councillors:** Candidates seeking co-option as Councillors to make themselves known. Process to follow to be advised by Clerk. One further vacancy is to become available for co-option shortly. Council to resolve any co-options and successful candidate(s) to sign acceptance form and complete Register of Interests form.

**16126: Tree maintenance issues within the village:** A number of issues have been highlighted regarding overgrown trees or low hanging branches within the village. Quotes have been requested/received to rectify problems. To resolve what maintenance should be carried out and where, then quotes to be discussed in the Confidential Session of this meeting.

**16127: Maintenance of Fish Monument:** Cllr Rowson to update the Council on approval of locality budget funding to refurbish the monument posts and chains, then to sign relevant documentation and resolve whether to accept quote received.

**16128: Primary School Parking issues:** The Primary School have written to NYCC requesting double yellow lines along the stretch of Carr Lane that currently has double white lines, as many drivers do not seem to understand the no parking restriction of double white lines. To resolve whether the Parish Council should write to NYCC in support of this stance.

**16129: Lighting issues:** Lighting upgrade now complete with the exception of the light on the ginnel between Skipwith Road and the A19. Contractor has recommended brackets on the lights at Carr Lane (column 3) and Main Street (column 1) at a cost of £95 + VAT each. To resolve any action.

**16130: Council Policies:** Ongoing review of policies/procedures update by Clerk. To resolve whether to accept the following:

- a. Discipline and Grievance - Recommended to retain current policy.
- b. Data Protection - No policy is in place, however, the Council is registered with the Information Commissioner whose office dictates the use of personal/confidential information. Recommended that no separate policy is necessary.
- c. Code of Conduct - Recommended to retain current policy.
- d. Planning Working Group Terms of Reference - Recommended to retain current terms of reference.
- e. Admin & Finance Committee Terms of Reference - Recommended to retain current terms of reference.
- f. Standing Orders - to be compiled once all other policies are approved.
- g. Communications Policy - To approve the requirement for this policy and Clerk to compile for submission at next meeting.
- h. Retention policy - As advised at last meeting, documentation is currently held indefinitely, which is causing storage issues. Recommended that financial information is not kept beyond 5 years and to decide upon length of time that planning applications are held before disposal. To resolve any action.

**16131: Community Speed Watch:** Cllr Rowson to report to Council on further information received.

**16132: Highways issues:** To resolve any action on the following:

- a) To discuss and agree next steps regarding A19 speed reduction request.
- c) Relevant road closures added to website for the information of residents.

**16133: Correspondence received:**

- a.
- b. News items received by email forwarded to Councillors.
- c. Various advertisement received.

**16134: Letters/Emails Sent or Action Taken Since Last Meeting:** nothing additional.

**16135: Minor Items** – none.

**16136: Items for the next agenda**

**16137: To note dates of meetings for 2016/17** (all meetings are to be held on Monday evenings at 7.30pm (with the exception of 8th May 2017 meeting) at Escrick Club:

2016 – 7th November, 5th December.

2017 – 9th January, 6th February, 6th March, 3rd April, 8th May (APM & ACM).

**Closure of Part 1 meeting.**

**Part 2**

**16138: Confidential business:** To consider and resolve whether to exclude Public and Press on the grounds that matters for discussion affect individual staff members/ procedures/ legal/ finance issues.

**16139: Minutes (Part 2)**

- a. To resolve whether to accept Minutes of last Part 2 meeting.
- b. If approved, Chairman to sign minutes as a true record.

**16140: Update on legal items.**

**Closure of Part 2 meeting.**

**Signed Helen Guest**

Clerk/RFO, Escrick Parish Council

**Date :** 28th September 2016