

ESCRICK PARISH COUNCIL

ANNUAL MEETING OF THE COUNCIL

OFFICIAL NOTICE OF ESCRICK PARISH COUNCIL MEETING TO BE HELD AT 7.30PM IN
ESCRICK VILLAGE CLUB ON MONDAY 6TH JUNE 2016

Chairman: Cllr R Rowson

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

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

16036: 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.

16037: Interests: Chair to remind members to make any declarations of interest in any agenda items.

16038: Welcome: Chair to **welcome** councillors, clerk and visitors to the meeting.

16039: Minutes

- a. To resolve whether to accept Minutes of last two ordinary meetings held on 8th February and 11th April 2016, then Admin & Finance Meeting held on 25th April 2016.
- b. If approved, Chairman to sign minutes as a true record.

16040: 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)

16041: To receive reports, for information only, from:

- a) County Councillor
- b) District Councillor:
- c) Police
- d) Other representatives

16042: Planning: To note the following:

1. Applications:

- a. 2016/0504/HPA: Proposed demolition of existing single storey garage followed by construction of a single storey pitched roof rear extension and a new double pitched roof garage at Hawthorn Cottage, Hollicarrs Close, Escrick.
- b. 2016/0529/HPA: Proposed erection of a two storey side extension and single storey rear extension with associated internal alterations at 31 Carrs Meadow, Escrick

2. Decisions:

a. None.

3. Consultations:

a. None.

16043: RFO to report on closing balances, preparation of accounts for audit and recent payments.

a) Account balances

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| 1. Current account balance as at 31st May 2016 | £4,928.43 |
| 2. Savings account balance as at 31st May 2016 | £20,955.16 |

Note that this includes £6,000 for Escrick Re-energised.

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

c) Payments to be made

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|---|---------|
| 1) Escrick & Deighton Village Hall (room hire 11/4/16) | £10.00 |
| 2) CH Guest (salary May) | £176.30 |
| 3) NYCC right of way for Escrick CE School (annual sub) | £40.00 |
| 4) FMA Farman (internal audit) | £50.00 |
| 5) R Rowson (reimburse cost of defibrillator cabinet) | £395.00 |

To note bank charge of £15 due to insufficient funds in current account for Npower invoice. Funds transferred and cheque resubmitted.

d) Receipts

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|---|---------|
| 1) Escrick Playing Fields Assoc (donation re grass cutting) | £520.00 |
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c) Audit

1. To note that the internal audit has been completed. Clerk to forward a copy of the internal auditors report to Councillors ahead of the meeting. To note the comments made by the Internal Auditor.
2. To consider whether to approve the Annual Governance Statement and Chairman/RFO to sign if approved.
3. To consider whether to approve the Accounting Statements and Chairman/RFO to sign if approved.
4. To note that once accounts are approved, Clerk will forward documentation to External Auditors.

To resolve whether to accept report and payments made.

16044: Bank Mandate/Electronic Banking. Clerk to report on bank mandate progress and research into internet banking. To discuss and resolve whether to progress this and whether to nominate a Councillor to be the Primary User to authorise payments put forward by Clerk.

16045: Defibrillator: The Defibrillator has now been installed on the Club wall. To resolve whether to approve additional expenditure of up to £50 to wire the cabinet in and a further donation of £20 per annum to cover the cost of electricity. Additionally, to seek volunteers to organise a training session in the use of the defibrillator and the Council to cover the cost of hiring the Village Hall for this purpose.

16046: Street Lighting: To note that works have now commenced, however, to consider and resolve whether to include lighting at Hollicarrs. To note also that once the LED lights are in place, the Clerk will inform Npower who will amend the invoices accordingly.

16047: War Memorial Update: To receive update on current status from Cllr Casling regarding slightly revised plans for the maintenance of the Church War Memorial. To note that the quoted cost of the works is £1137 + VAT. Donations of £315.60 have been received so far towards these costs.

16048: Neighbourhood Watch: Following an inquiry at the Annual Meeting, to discuss and resolve any action to take in respect of the Parish Councils involvement in a reinstatement of a Neighbourhood Watch group. An alternative to this might be the North Yorks Police Community Messaging initiative.

16049: Maintenance of Fish Monument: To note that the posts/chains around the post are in need of refurbishment. To resolve any action to take.

16050: Council Policies: Ongoing review of policies/procedures update by Clerk.

1. Policies drafted and to be reviewed by Admin and Finance Committee ahead of a resolution of the full council:
 - a. Recording of Meetings.
2. Policies to be reviewed/created:
 - b. Financial Risk Assessment.
 - c. Discipline and Grievance.
 - d. Freedom of Information.
 - e. Data Protection.
 - f. Code of Conduct.
 - g. Planning Working Group Terms of Reference.
 - h. Admin & Finance Committee Terms of Reference.
 - i. Standing Orders.

16051: Parish Council Communications: To consider and resolve whether to send an update of Council items to the Parish Magazine. This could include street lighting, the defibrillator and church war memorial plans. To agree an appropriate approach and volunteers to progress.

16052: Village Green Hedge: During discussions at the last meeting, it was understood that the hedge maintenance fell within the remit of the Village Green Committee. To establish what action, if any, is to be taken by the Committee and to resolve any necessary action on the part of the Parish Council.

16053: CiLCA (Certificate in Local Council Administration)/General Power of Competence: To consider the eligibility to take up the General Power of Competence. The Council complies with the eligibility both for Councillors elected and for qualified Clerk. This allows the Council to do what an individual would do without breaking the law and becomes the power of first resort. If the Council resolves that it is eligible, the eligibility will remain in force until the Annual Meeting of the Parish Council immediately after the next ordinary election.

16054: Highways issues:

- a) Speed Concerns on A19 - update on progress from Cllr Luscombe.
- b) Speeding concerns along Carr Lane near the school - to resolve any action.
- c) HGVs through the village: To note that the Clerk has contacted an additional contractor regarding the use of an alternative route. They initially responded to say that they are

not harvesting in the area, but have since sent an additional notification that they are due to begin again - they have stated that their hauliers will use the alternative route suggested by the Parish Council.

d) At site meeting with NYCC regarding works to be taken at junction of Skipwith Road and Wheldrake lane, it was agreed that these would be implemented asap. To note that all actions have been taken except for the implementation of speed bumps. These are due to be completed in the next few weeks.

16055: Correspondence received:

- a. Request from the Friends of St Helen's Church for a letter of support towards a Heritage Lottery bid for facilities redevelopment. To resolve any action.
- b. Centenary Field - initiative to secure green recreational spaces in perpetuity.
- c. Email from C of E Primary School ref residents concerns about loose bricks in wall. School office manager has forwarded to Escrick Estate.
- d. Advert from Hags re: play equipment.
- e. News items received by email forwarded to Councillors.
- f. Various advertisement received.

16056: Letters/Emails Sent or Action Taken Since Last Meeting – nothing additional.

16057: Minor Items – none.

16058: Items for the next agenda

16059: 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 – 4th July, 5th September, 3rd October, 7th November, 5th December.

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

Closure of Part 1 meeting.

Part 2

16059: 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.

16060: 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.

16061: Clerks' employment matters.

16062: Update on legal items.

Closure of Part 2 meeting.

Signed Helen Guest

Clerk/RFO, Escrick Parish Council

Date : 1st June 2016