

ESCRICK PARISH COUNCIL

ANNUAL MEETING OF THE COUNCIL

OFFICIAL NOTICE OF ESCRICK ANNUAL MEETING OF THE COUNCIL TO BE HELD AT 7.45PM
IN ESCRICK VILLAGE CLUB ON MONDAY 13TH MAY 2019

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

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

Before the meeting begins, members will sign their declaration of acceptance of office. This indicates an agreement with the Council's Code of Conduct.

19048: Statutory annual meeting business:

- 1) **Election of chairman** of the parish council.
 - a) Councillors to elect a chairman for the year.
 - b) Chairman to sign acceptance of office; clerk to witness signature.
 - c) Clerk to countersign chairman's acceptance of office.
- 2) **Election of vice-chairman** of the parish council
 - a) Councillors to elect a vice-chairman for the year.
 - b) Vice-chairman to sign acceptance of office; clerk to witness signature.
 - c) Clerk to countersign vice-chairman's acceptance of office.
- 3) **Submission of nomination papers and election result:** To note that the Clerk submitted nomination papers from all existing Councillors to Selby District Council. All were accepted and existing Councillors were confirmed as eligible. Ahead of the election, SDC confirmed that there would be no requirement for a Parish Council election and existing Councillors would be confirmed in role.

4) **Resignation of Councillor:** To note that Cllr M Casling resigned as a Councillor at the beginning of March. The vacancy was advised to SDC, but not advertised due to the impending elections - this would create one additional vacancy, should there be candidates to fill these.

19049: Welcome: Chair to welcome councillors, clerk and visitors to the meeting.

19050: 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)*
Received by Clerk since last meeting: None.

19051: 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.

19052: Interests: Chair to remind members to make any declarations of interest in any agenda items.

18031: Minutes:

- a. To resolve whether to accept Minutes of last ordinary meeting held on 4th March 2019 and Finance and Admin Committee meeting held on 1st April 2019.
- b. If approved, Chairman to sign minutes as a true record.

18032: To receive reports, for information only, from:

- a) County Councillor
- b) District Councillor
- c) Police
- d) Village Green Association - Added to agenda for Annual Parish Meeting.
- e) Playing Fields Association - Added to agenda for Annual Parish Meeting.
- f) Other representatives:

1. Chairman reports that he has uploaded all the Parish Council Minutes from 1894 onwards onto the website should anyone wish to view these. They can be found at:
<https://www.escrick.org/council/minutes-and-agendas/>

18033: Council Policies: To consider policies/procedures which may need revision or to confirm that existing documents remain appropriate. To note amendments to Standing Orders have been received from YLCA.

18034: Committees: To **resolve** necessity of any Committees, Working Groups and Volunteers deemed necessary for the smooth running of the council and to elect members.

Current Committees/Working Groups and members include:

1. Finance and Admin Committee: Currently Cllrs Cunningham, Moran, Luscombe and Rowson.
2. Planning Working Group: Currently Cllrs Coulson, Luscombe and Rees (one vacancy).
3. Village Green Association: Currently Cllr Luscombe.
4. Playing Fields Association: Currently Cllr Rowson.
5. Neighbourhood Planning Working Group: Currently members of Planning Working Group.
6. Bus Shelter War Memorial representative: No current representative.
7. Defibrillator Checks: Currently Cllr Rowson.
8. A19 issues: Currently Cllr Rowson.

9. Street Lights: Currently Cllr Rowson.
10. Street Cleaning/maintenance: Currently Cllr Moran.
11. Tree Maintenance: No current representative.
13. Website: currently Cllr Rowson.

18035: Representatives: To **resolve** whether to appoint any representatives to outside bodies.

18036: Planning: To note the following and resolve any responses:

1. Applications:

a. 2019/0278/HPA: Proposed erection of 2 dormers to the rear to replace 4no velux windows at Oak Lodge Skipwith Road, Escrick. Extension of time for comments approved until after this meeting.

b. 2019/0158/HPA: Proposed extension to kitchen/utility area at 6 Escrick Park Gardens. Extension of time for comments approved until after this meeting.

c. 2019/0128/HPA: Proposed two storey side extension, front entrance canopy and alterations to existing detached house to create additional living accommodation plus a single storey detached garage at Rudding House, 36 Main Street, Escrick. Comments drafted by PWG of no objections subject to amenity of neighbours. This application has since been approved.

d. 19/00732/FUL: Erection of 1no. single storey detached dwelling with associated landscaping following demolition of existing outbuildings at Church Cottage York Road Deighton (within Deighton Parish).

2. Decisions:

a. 2018/1406/FUL: Proposed demolition of existing rear extension and rebuild for kitchen, common room and shower/WC room at Red House Cottage, Escrick Park Gardens. Approved.

3. Consultations: None.

4. Other: None.

a. Stillingfleet Mine Application - Planning Committee deferred from 17th April to 15th May. To receive further updates.

b. To consider whether any improvements can be made to the process employed by the Planning Working Group. To resolve any actions.

18037: RFO to report on closing balances, preparation of accounts for audit and recent payments.

a) Account balances

1. Current account balance as at 8th May 2019	£13,149.87
2. Savings account balance as at 8th May 2019	£26,825.24

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

1. Autela Group Ltd	£47.00
2. Escrick Club	£70.00
3. NPower	£60.08
4. NPower	£10.94
5. NPower	£0.50
6. NPower	£10.94
7. NPower	£10.85
8. NPower	£153.50
5. PWLB (Public Works Loans Board) D/D	£1,467.74

c) Payments to be made

1. Cultural Industries Quarter Agency (NDP)	£973.50
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2.	R Rowson (reimburse bus shelter light)	£4.08
3.	R Rowson (reimburse replacement pads for defibrillator)	£47.99
4.	R Rowson (reimburse replacement padlock keys)	£10.00
5.	H Guest (receipted expenses)	£45.60

2. To note payment of Clerk's salary.

d) **Receipts**

1)	Receipt of 1 st instalment of Precept	£9,500.00
2)	HMRC VAT refund	£7,945.55
3)	Savings account interest	£8.50

e) **Audit**

1. To resolve whether to allow Clerk delegated powers to appoint an Internal Auditor.

f) **Other**

1. Grass cutting contractors: to note that Planet C Holdings has gone into administration. Arc Facilities have taken over the existing contract with no changes to terms.

18040: Neighbourhood Development Plan: To receive any updates from Cllr Rees.

18043: Highways issues:

1. New VAS (Vehicle Activated Sign) policy produced by NYCC Highways. To discuss and resolve any actions.
2. To receive A19/Skipwith Road junction update.

19000: Meeting day change: To consider and resolve whether the meeting date (usually the first Monday of the month) is still appropriate for Councillors.

19000: Councillor training/refresher session: To consider and resolve whether Clerk should carry out a Councillor training session. To include new Councillors and refresher training for existing Councillors.

18045: Other correspondence received:

- a. News items received by email forwarded to Councillors.
- b. SDC offering free litter picking kits.
- c. Gateforth Park Retirement village - offer to attend Parish Council meeting by developer/agent.
- d. Various advertisement received.

18046: Letters/Emails Sent or Action Taken Since Last Meeting – nothing additional.

18047: Minor Items

18048: Items for the next agenda

18049: To note dates of meetings for 2019/20 (all meetings are to be held on Monday evenings at 7.30pm at Escrick Club:

2019 - 3rd June, 1st July, September, 7th October, 4th November, 2nd December.

2020 - 6th January, 3rd February, 2nd March.

Closure of Part 1 meeting.

Part 2

18050: 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.

18051: Staffing matters: To discuss Clerk's appraisal, pay and agreed steps forward.

19000: Bus Shelter War Memorial: To receive any updates.

19000: Complaint received regarding street lighting: To discuss and resolve any actions.

Closure of meeting.

Signed Helen Guest

Clerk/RFO, Escrick Parish Council

Date : 8th May 2019