

Escrick Parish Council

Official notice of Escrick Parish Council ANNUAL MEETING to be held at 7.30pm on TUESDAY 4th May 2021. The meeting will take place via Zoom. Members of the public are welcome to join for part 1 of the meeting. Please contact clerk@escrick.org at least 24 hours before the meeting to request the access details.

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

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.

Contact: Chair – Richard Rowson, chair@escrick.org;

Clerk – Sally Look, clerk@escrick.org, 72 Main Street, Wheldrake, York, YO19 6AA

Part 1

21105: **Welcome: Chair to welcome Councillors and members of public to the meeting.**

21106: **Statutory Annual Parish Council meeting business:**

- a. Election of the Chairman of the Parish Council;
Councillors to elect a chairman of the Parish Council.
Chairman to sign acceptance of office, clerk to witness signature.
Clerk to countersign Chairman's acceptance of office.
- b. Election of Vice Chairman;
Councillors to elect a chairman of the Parish Council.
Chairman to sign acceptance of office, clerk to witness signature.
Clerk to countersign Chairman's acceptance of office.

21107: **Committees:**

To resolve necessity of any committees, working groups and volunteers. Current committees/working groups and members are as follows;

- a. Committees;
Finance & Admin Committee; Cllrs Rowson (Chair), Cunningham and Hawes.
- b. Working Groups;
Planning Working Group; Cllrs Bartle, Chambers, Coulson (Chair) and Rees. To discuss the PC's role with regard to planning applications, consultations, etc. To review the role of the planning working group. To resolve any changes.
Neighbourhood Plan Working Group; Cllrs Rees (Chair), Coulson, Hawes and Rees. E Hardy (MOP).
- c. Representation on external bodies;
Village Green Association representative; Position vacant.
Playing Fields Association; Cllr Reader.
- d. Other responsibilities;
Defibrillator checks; Cllr Rowson.
Website; Cllr Rowson.

- 21108: **To resolve to appoint any representatives to outside bodies;**
- a. YLCA representative.
- 21109: **Agree schedule of meetings for the coming year.**
- a. Monthly Parish Council meetings ordinarily take place on the 1st Monday of the month at 7.30pm.
 - b. To confirm dates of meetings as Monday 7th June 2021, Monday 5th July 2021, Monday 6th Sept 2021, Monday 4th Oct 2021, Monday 1st Nov 2021, Monday 6th Dec 2021, Monday 10th Jan 2022, Monday 7th February 2022, Monday 7th March 2022, Monday 4th April 2022 and Monday 9th May 2022. Annual Parish Council meeting to be held on Monday 9th May 2022.
- 21110: **Apologies/Attendance:**
- a. Present: Chair to make a note of attendees.
 - b. Apologies: Council to receive apologies and any reasons for absence from councillors; to consider and resolve whether or not to accept any reasons given.
- 21111: **Interests:** Chair to remind members to make any declarations of interest in any agenda items.
- 21112: **Public correspondence received:** Council to note any correspondence received from members of the public prior to the meeting.
- a. Email from resident regarding the requested yellow lines on Skipwith Road.
 - b. Email from resident regarding a village shop/post office in the Clubhouse area.
 - c. Email from resident regarding parents parking in Carr Lane along the white lines. To consider request made for some larger signs or a reminder from the police.
 - d. Email from resident requesting more seating at the bus stops on the A19.
- 21113: **Public session:** Council to receive comments on agenda items or other questions/comments from electors present.
- 21114: **Updates from other authorities: To receive updates from:**
- a. District Councillor.
 - b. County Councillor.
- 21115: **Minutes:** To resolve whether to accept the minutes of the last meeting ordinary meeting held on 12th April 2021 and the Finance and Admin meeting held on 26th April 2021.

Finance and Governance

- 21116: **Finance report (RFO):**
- a. Account balances and reconciliation:

		Community account	BMM account
i.	Account balances as reported at last meeting (as at 1 st April 2021):	£3,516.62	£15,000.00
ii.	Payments made since last meeting:		

	S Look – Clerks March expenses	-£32.39	
	YLCA – annual subscription	-£409	
	R Rowson - Monument Cleaner	-£21.99	
iii.	Payments made since last meeting under clerks delegated powers:		
iv.	Receipts:		
	Transfer from savings to current account 15.03.21	£3,000.00	-£3,000.00
	HMRC VAT refund 2020-21		£3063.47
v.	Account balances as at 27 th April 2021:	£6,053.24	£15,063.47
vi.	Uncleared previously authorised payments:		
	PWLB – streetlight loan (to be paid by DD on 04/05/21)	-£1467.74	
	S Look – Clerks 8.5hrs March overtime	-£	

b. Routine payments to be made:

viii.	NYCC streetlighting energy 2020-21	-£795.41	
ix.	B Hopper – Internal Audit 2020/21	-£120.00	
x.	S Look – Clerks expenses	-£47.42	
xi.	S Look – 4.5 hrs April overtime	-£	

c. Purchases / exceptional payments to be approved and made:

xii.	Nil		
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21117: **Policy & Governance:**

- a. To note the Annual Internal Audit Report for 2020/21 included at page 3 of the Annual Governance and Accountability Return (AGAR).
- b. To approve Section 1 – Annual Governance Statement 2020/21 on page 4 of the AGAR
- c. To approve Section 2 – Accounting Statements 2020/21 on page 5 of the AGAR
- d. To approve publication of the documents required by the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities.
- e. Resolve to adopt the H&S management processes.
- f. To note the risk assessments completed.

Highways

21118: **Highways: Skipwith Road**

- a. To receive any update on request for village gateways on Skipwith Road.

21119: **Highways: A19 traffic concerns**

- a. Proposed pedestrian crossing scheme on A19/Skipwith Road. Further action deferred until June.

21120: **Ongoing highways issues:**

- a. Update on highways issues raised following the December 2019 meeting (listed below) and resolve any further actions.

- a. Overgrown foliage on A19 outside the Parsonage (to assess again in May).
 - b. Update on request for disability access / dropped kerbs in the village.
- 21121: **20mph zones:**
- a. To receive any update from NYCC on 20mph zone policy around schools.
- 21122: **Bus stops:**
- a. To receive an update on request made to Deighton Parish Council for litter bin at the bus stop.
 - b. To receive an update on the request to amend the CYC bus fares.

Maintenance

- 21123: **Maintenance issues:**
- a. To receive update from Cllr Reader on maintenance issues arising. To resolve any further action.
 - b. To receive verbal update on the 'appearance and environment' initiative.
 - c. To approve expenditure of up to £20 for the planters by the village signs.
 - d. To approve expenditure for the paint, sand paper and white spirit for the painting of the posts at the Jubilee Fountain.

Planning

- 21124: **Planning, new applications: To resolve comments on the following applications.**
- a. 2021/0384/FUL. The Old School, Escrick Park Gardens, Escrick. Single storey side extension to form dining area from existing kitchen. Comments by 5th May 2021.
 - b. 2021/0306/S73. Wendlo House, 38 Main Street, Escrick. Section 73 application vary condition 18 (approved plans) of approval 2018/0711/FUL Section 73 application to vary condition 18 (approved plans) of approval 2017/0788/FUL for Section 73 application for variation of condition 10 (highways) to amend radius kerb from 6 metres to 3 metres of approval 2017/0005/FUL for proposed erection of 1 No. dwelling in the garden of Runmidd with shared access from Main Street, relocation of existing garage and minor alterations to existing dwelling. Comments by 7th May 2021.
 - c. 2021/0325/HPA. 7 Escrick Park Gardens, Escrick. Single storey rear extension. Comments by 10 May 2021.
 - d. 2021/0284/HPA. Lund House, 8 Wenlock Drive, Escrick. Erection of first floor ensuite side extension. Determined by PWG. No objections.
- 21125: **Planning determinations: To note determinations made since last meeting.**
- a. PD/2021/0042. Oak View, Skipwith Road, Escrick. Permitted development enquiry to establish if planning permission is required for a conservatory/additional dining space. Planning permission required.
- 21126: **Planning, ongoing: To note any updates on the following and resolve any further actions:**

- a. 2019/0698/OUT: Land Adjacent To About Thyme Hollicarrs Close, Escrick. Outline application for the erection of 1no affordable dwelling including access (all other matters reserved). Awaiting decision.
 - b. 2019/0045/EIA: Land Between New Road And Wheldrake Lane, Wheldrake Lane Escrick. Outline application for proposed redevelopment of former mine to leisure development comprising of a range of touring and glamping uses, static caravans and self-contained lodges with associated facilities including details of access. All other matters reserved. Awaiting decision.
- 21127: **Planning working group**
- a. To receive an update from Cllr Coulson and resolve any further actions.
 - b. To receive any update on the Conservation Area Review.
- 21128: **Planning, Neighbourhood Plan:**
- a. To receive an update from Cllr Rees on the NDP.
 - b. To receive details of the immediate next steps.
 - c. Councillors to sign off the Design Codes document subject to incorporation of comments received.

Other items

- 21129: **COVID-19**
- a. To review COVID-19 risk assessment for Council services and facilities.
 - b. To receive any update on changes to the legislation allowing Parish Councils to hold remote meetings.
 - c. Resolve to allow council business to operate on a minimum basis in response to the change in legislation not allowing remote meetings to operate for official council business with the following items delegated to the clerk until further notice:
 1. Planning applications; after consultation with the planning working group and/or a minimum of 4 councillors, a summary response will be circulated to all councillors for comment prior to submission to Selby District Council by the Clerk.
 2. Finance; all standard recurring payments on the budget will be paid by the clerk and authorised by two councillors. Non-recurring payments to be authorised by 2 councillors prior to payment and transactions to be authorised by 2 councillors. All payments to be formally authorised by the full council at the next full council meeting and RFO to circulate a full report of expenditure.
 3. Responses to other communications; Clerk to circulate at the earliest opportunity any communication from 3rd parties which would normally be presented at a meeting for consideration by the council. The clerk will circulate a summary response to the full council prior to responding to the 3rd party.
- 21130: **Correspondence received:**
- a. Rural Housing Enabler; To consider affordable housing needs in the area and if the parish would benefit from a Housing Needs Survey.
 - b. YLCA: White Rose Update. To consider applying for the tree planting funding for any sites within the parish to replace any that have been cut down previously.
 - c. To consider ordering any plastic anti-littering posters for the village from SDC.

- d. To note April police report.
- e. Escrick Park Estate; to consider whether to make any comments to Escrick Park Estate on the proposed Public Path Diversion Order in order to divert a bridleway near Manor Farm, Escrick prior to submission to NYCC.

21131: Comments from public present on agenda items – Note: decisions cannot be made on items brought to this stage of the meeting.

21132: Items for the next meeting:

- a. To note any items for the agenda of the next Parish Council meeting.

Signed: Sally Look, Clerk, Escrick Parish Council

Date: 28th April 2021.