

# ESCRICK PARISH COUNCIL

## MINUTES OF ESCRICK PARISH COUNCIL MEETING TO BE HELD AT 7.30PM IN ESCRICK VILLAGE CLUB ON MONDAY 2ND SEPTEMBER 2019

Chairman: Cllr R Rowson

Clerk/RFO: Mrs H Guest, 40 Linden Way, Thorpe Willoughby, YO8 9ND  
[clerk@escrick.org](mailto:clerk@escrick.org)

### Part 1

#### 19121: Apologies/Attendance:

- a. **Present:** Cllrs Bartle, Coulson, Cunningham, Moran, J Reader, Rees, Rowson
- 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. Cllr Luscombe, Clerk
- c. **Attendance book:** Unavailable.

**19122: Interests:** Chair reminded members to make any declarations of interest in any agenda items. Cllr J Reader, noted that the planning application for 2 Carr Lane was adjacent to his property, and that he would not partake in discussion on this item.

**19123: Welcome:** Chair welcomed Councillors, Clerk and visitors to the meeting.

#### 19124: Minutes

- a. To resolve whether to accept Minutes of the last meeting. Approved
- b. Chairman signed minutes as a true record.

**19125: 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)*

A member of the public questioned who was responsible for the poor quality of tarmac finish on roads and footpaths in the Parish. He was advised to take-up the matter with the County Council / County Councillor.

Items received ahead of the meeting: All items listed on agenda.

#### 19126: Proposed traffic light scheme on the A19 (paper available on the Parish Council website)

1. Chairman to report on current status of traffic light scheme and to resolve any actions. Duplicate agenda item of 19130 – dealt with under 19130 below.

#### 19127: To receive reports, for information only, from:

- a) County Councillor: Stillingfleet Mine application not on September's committee meeting, NYCC still considering their position.
- b) District Councillor: Noted that he had requested that the planning application adjacent to About Thyme be called into committee for determination.
- c) Other:  
Chairman reported that the Clerk/RFO has submitted her resignation. This to be discussed in the Part 2 section of the meeting.

#### 19128: Planning: To resolve any comments on the following:

**1. Applications:**

a. 2019/0698/OUT: Outline application for the erection of 1no affordable dwelling including access (all other matters reserved) on Land Adjacent To About Thyme, Hollicarrs Close, Escrick. PWG had drafted a response which had been shared with Cllrs ahead of the meeting. Cllr N Reader highlighted that additional documents were now on the SDC public portal. PWG to review new documents and amend/ submit response drafted by PWG

**2. Decisions:**

a. 2018/1434/HPA: Demolition of existing garage, proposed two storey side extension, front extension and balcony at 1 Northlands Close, Escrick. Approved. Noted

**3. Other:**

a. NY/2016/0251/FUL - Stillingfleet Mine Waste Sorting Centre: The PC submitted a further response reiterating its previous concerns. The application is still showing as undetermined, not on September's agenda.

b. North Selby Mine redevelopment: Highways England have now dropped their objection to the scheme. It appears from comments on the public portal that the proposed size of the site is to be reduced to ~ 323 pitches.

c. Brickworks clay extraction: The chair reported that the applicant's agent advised that the planning application was about to be submitted, but it is not yet showing on planning portal. Applicant has agreed to include an access bridge over the Sustans trail.

d. 2 Carr Lane new property: Noted that PWG had submitted objections under delegated powers.

**19129: Neighbourhood Plan:** Cllr Rees provided an update:

1. A schematic showing planned next steps was shared.
2. It was noted that key next steps is public consultation on the 'Transport and Movement' and 'Community and Facilities' workstreams due to be held on Sunday 20<sup>th</sup> October.
3. Updates for website and NDP Facebook page will be done shortly
4. Local green spaces audit. Document of local green spaces compiled and will be submitted to SDC. All to reply to Tudor this week, and Selby by 16th
5. Heritage assets – being progressed with Escrick Heritage group
6. Call for sites and land ownership – likely to take place later in the year

**19130: Highways:**

1. Chair provided an update on the A19 traffic light scheme. Chairman reported that discussions with SDC regarding a contribution to the scheme from CIL funding are ongoing via Cllr Musgrave. Progress with the application form for permission to borrow has been a bit slower than hoped, but it has now been drafted and submitted to the Yorkshire Local Council Association for review, prior to full submission to the Ministry of Housing, Communities & Local Government.
2. Chair provided an update on Skipwith Road Vehicle Activated Sign procurement. A quote for the sign mounting has been received, along with a draft agreement with NYCC for the installation and use of the sign. It was resolved that the Chair should sign the agreement.  
The chair has received a quote for the sign itself of £2750 + VAT including 2 year warranty. A spare battery costs a further £70 + VAT. The County Cllr will make a £1,000 contribution from his local highways improvement budget. This is to be applied for before placing the order. It was resolved to accept the contribution from County Cllr and to order the sign and spare battery.

**19131: RFO report** on closing balances and recent payments.

- a) **Account balances**
- |                                                   |            |
|---------------------------------------------------|------------|
| 1. Current account balance as at 29th August 2019 | £9,840.58  |
| 2. Savings account balance as at 29th August 2019 | £26,837.05 |
- b) **Payments made since last meeting under Clerk's delegated powers** - None.
- c) **Payments to be made:**
- |                                                                                                                                                  |        |
|--------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| 1. Autela (payroll)                                                                                                                              | £39.23 |
| 2. At the Chairman's discretion an additional payment request was added to pay YLCA for advertising the vacancy for a new Clerk / RFO. Resolved. | £15.00 |
- d) **Receipts:**
- |                  |        |
|------------------|--------|
| 1. Bank interest | £11.81 |
|------------------|--------|
- e) **Other:**
1. Audit documents were unavailable due to the absence of the Clerk and delays getting these to the internal auditor. Cllr Moran volunteered to collect the documents from the Clerk and to deliver the documents to the internal auditor
  2. Resolved to renew insurance with Came & Company (on long term agreement) at a cost of £1,667.88. Resolved that the Clerk should also obtain a copy of the items and values insured so that this can be reviewed to ensure that no changes are required.
  3. Resolved to purchase 2 additional gazebos for the Village Green at a cost of £1,410.17 (subject to donation being received from VGA).
  4. Not resolved to purchase gravel and hire plant equipment to refurbish the woodland walk at the Playground, more cost effective options to be explored.
  5. To note receipt of new Financial Regulations template - to produce for resolution at a later meeting. Noted
  6. To note payment of Clerk's salary. Noted

**19132: Resignation of Clerk:** To note resignation of Clerk. Finance & Admin Committee to give update in Part 2 Confidential session at the end of this meeting. See part 2

**19133: Polling District and Polling Places review 2019** - SDC consultation. Deadline has passed, no objections to proposals in any case.

**19134: Maintenance Issues:** Cllrs Moran and J Reader provided an update:

Overgrowing hedges continue to be a problem. It was proposed that the Parish Council seeks the support of NYCC in taking a stronger stance at locations where residents do not agree to trim hedges that cause obstruction/visibility issues.

Cllr J Reader had received a request from a resident that the Parish Council should contract for more frequent and higher quality grass cutting and hedge maintenance for the areas maintained by the Parish Council. This appears to be a duplicate of a request raised earlier in the year with the Chair:

- Grass cutting: At the moment the PC procures a minimum of 11 grass cuts per season (April – October), and can add additional cuts at a cost of £220 per cut. The amount of cuts required depends upon weather conditions and has varied between 11 last year, and 14 in 2016. This typically means a cut every 2 – 3 weeks. Adding 4 additional cuts (to achieve a fortnightly schedule) would add £1,000 to Parish Council costs. Cllrs felt that the current level and standard of grass cutting was appropriate, and Cllr Reader would continue to personally cut the grass nearest to the resident concerned. It was resolved to maintain the existing grass cutting arrangements.

- Hedgerows: The Parish Council adopted a section of hawthorn hedgerow on Carr Lane and Skipwith Road when NYCC highways stopped maintaining these. These are currently scheduled for two cuts per year. One at the end of the nesting season in early June, and one in September at the end of the growing season. It was resolved that from 2020 this be increased to three cuts, but was noted that only limited pruning would be permissible during the nesting season. The chair agreed that he would personally prune back any branches obstructing the pavement prior to the start of 2020 cutting season.

A lorry has struck and damaged the bridge on Main St. This has been reported to NYCC, along with photo of the lorry concerned. It was resolved that the Chair should write to NYCC highways to re-examine whether better weight limits could be applied to Carr Lane/Main St, as the current 7.5T environmental limit does not apply to vehicles travelling to/from a site within the 7.5T area which covers a very large area.

**19035: Correspondence received**

1. Eastern CEF Forum to be held on 26th September.
2. Local Green Spaces consultation: dealt with under NDP. Cllr Rees to collate and return to SDC.

**Closure of Part 1 meeting. 20:50**

**Part 2**

**19136: 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. Resolved

**19137: Staffing matters:** To discuss Clerk's resignation and resolve actions to be taken:

The Clerk resigned on 31<sup>st</sup> July due to difficulty giving the role sufficient time with ongoing family and personal matters.

Members of the Finance and Admin committee have informally discussed arrangements for ratification:

- Request that the Clerk works her 3-month notice period to end October;
- Advertise for a new Clerk / RFO on substantially the same terms/hours
- Advertisement placed on 28<sup>th</sup> August, with deadline for applications of 20<sup>th</sup> September. Advert circulated by YLCA to existing Yorkshire Clerks, online and via village facebook groups

The recommendations of Finance and Admin members were agreed and resolved.

It was noted that two completed applications have been received, and three more expressions of interest.

It was noted that recent absence from meetings meant there was a need to get cheques/paperwork from the Clerk. Cllr Moran volunteered to collect (a) cheques for signature (YLCA, insurance, Clerk salary, Autela); (b) other documents for Chair to initial (e.g. invoices, bank statements).

**Closure of Part 2 meeting. 21:10**

**Signed Richard Rowson**

Chair, Escrick Parish Council

**Date :** 7<sup>th</sup> October 2019