

Escrick Parish Council

Minutes of Escrick Parish Council Annual meeting held by video conference at 7.30pm on
MONDAY 4th MAY 2021.

Annual Meeting

- 21133: **Welcome: Chair welcomed Councillors and member of public to the meeting.**
- 21134: **Statutory Annual Parish Council meeting business:**
- a. Election of the Chairman of the Parish Council;
Councillors elected Cllr Rowson as chairman of the Parish Council.
 - b. Election of Vice Chairman;
Councillors elected Cllr Reader as vice chairman of the Parish Council.
- 21135: **Committees:**
- Resolved necessity of the following committees, working groups and volunteers.
Confirmed 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.
Councillors resolved to continue with the current Terms of Reference for the Planning Working Group with the recommendation that all planning appraisals and suggested responses to be forwarded to the Clerk in time for distribution with the agenda for a timely consideration by councillors. Planning working group to share the response load. Clerk to make any further changes to planning responses if required after the Parish Council meeting.
Neighbourhood Plan Working Group; Cllrs Rees (Chair), Coulson, and Hawes. 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.
- 21136: **Resolved to appoint any representatives to outside bodies:**
- a. YLCA representative; Position vacant.
- 21137: **Resolved to agree the following 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. Dates of meetings as 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.
- 21138: **Apologies/Attendance:**

- a. Present: Cllr Bartle, Cllr Chambers, Cllr Coulson, Cllr Cunningham, Cllr Hopkinson, Cllr J Reader, Cllr Rees and Cllr Rowson. 1 member of the public. Clerk; S Look. District Councillor N Reader and County Councillor Musgrave.
- b. Apologies: Cllr Hawes (to join late).

21139: **Declarations of Interests:** Cllr Bartle declared an interest in item 21152a.

21140: **Public correspondence received:**

- a. Email from resident regarding the requested yellow lines on Skipwith Road. Clerk has responded to resident and clarified request made to NYCC.
- b. Email from resident regarding a village shop/post office in the Clubhouse area. Member of the public present made a request for Parish Council support in investigating a cooperative shop in the parish. Suggestion made that Cllr Hawes may take this forward.
- 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. To inform school. To review when covid restrictions have eased whether any more proactive steps can be taken.
- d. Email from resident requesting more seating at the bus stops on the A19. Agreed to add to next agenda for consideration.

21141: **Public session:**

- a. No further comments.

21142: **Updates from other authorities:**

- a. County Cllr Musgrave confirmed that the 20mph zone request is still awaiting progress.
There will be a further consultation on the Local Plan in late summer/early autumn as new sites have been submitted.
Local Government Reform decision should be made early July.
There will be no local elections this year. Cllr Musgrave will continue to be the County Cllr for another year. Locality budget funding is available for 2021/22. To consider possible options/projects at next Parish Council meeting.
Cllr Musgrave left the meeting.
District Cllr N Reader updated councillors on the District Council annual meeting.

21143: **Minutes:**

It was resolved to accept the minutes of the Parish Council monthly meeting held on 12th April 2021 with an additional clarification on item 20/01546/FUL that caravans must not be occupied for more than six months per calendar year. It was resolved to accept the minutes of the Admin & Finance meeting held on 26th April 2021.

Finance and Governance

21144: **Finance report (RFO):**

- a. It was resolved to note the following account balances and reconciliation and accept payments to be made:

		Community account	BMM account
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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	-£
xii.	T Chambers - expenses	£37.09

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

xiii.	Nil
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Cllr Hawes joined the meeting.

21145: **Policy & Governance:**

- Noted the Annual Internal Audit Report for 2020/21 included at page 3 of the Annual Governance and Accountability Return (AGAR).
- Approved Section 1 – Annual Governance Statement 2020/21 on page 4 of the AGAR.
- Approved Section 2 – Accounting Statements 2020/21 on page 5 of the AGAR.
- Approved the 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.
- Resolved to adopt the H&S management processes. Clerk to report to the council quarterly to confirm assessments have been completed.
- Noted the risk assessments completed.

Highways

21146: **Highways: Skipwith Road**

- Village gateways on Skipwith Road to be progressed by NYCC later in the year after a change of contractor is in place. No further update.

21147: **Highways: A19 traffic concerns**

- Proposed pedestrian crossing scheme on A19/Skipwith Road. To defer until June.

- 21148: **Ongoing highways issues:**
- a. Highways issue raised following the December 2019 meeting;
 - i. Overgrown foliage on A19 outside the Parsonage (to assess in June). No update.
 - b. Request for disability access / dropped kerbs in the village; NYCC have confirmed that this is to be implemented after June.
- 21149: **20mph zones:**
- a. No progress from NYCC on 20mph zone policy around schools.
- 21150: **Bus stops:**
- a. Request for a litter bin at the northbound bus stop has been escalated to the Head of Environmental Services at CYC. Clerk to follow up.
 - b. No update on the request to amend the CYC bus fares.

Maintenance

- 21151: **Maintenance issues:**
- a. Cllr Reader gave an update on maintenance issues arising; Agreed to monitor the verges in the visibility splay on Skipwith Road opposite Carr Lane.
Resolved to get the bush behind the Coronation Memorial trimmed.
Cllr Reader to speak to the resident in neighbouring property. Budget of £100 agreed by councillors.
 - b. Verbal update given on the 'appearance and environment' initiative. Cllr Chambers has painted the posts at the Jubilee Memorial.
 - c. Resolved to approve expenditure of up to £20 for the planters by the village signs.
 - d. Resolve to approve expenditure for the paint, sand paper and white spirit for the painting of the posts at the Jubilee Fountain.

Planning

- 21152: **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. No objections subject to the planning officer ensuring that matching materials are used as proposed by the applicant.
 - 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. No objections.
 - c. 2021/0325/HPA. 7 Escrick Park Gardens, Escrick. Single storey rear extension. No objections subject to the planning officer satisfying themselves regarding impact on neighbours' amenity and the Conservation Officer being satisfied with the revised proposals.

- d. 2021/0284/HPA. Lund House, 8 Wenlock Drive, Escrick. Erection of first floor ensuite side extension. Determined by PWG. No objections.
- 21153: **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. Noted.
- 21154: **Planning, ongoing:**
- 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: North Selby Mine/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.
 - c. 2020/1007/FUL: The Parsonage Country House Hotel, Escrick. Creation of 10 car parking spaces. No update. Clerk to follow up with SDC in June.
- 21155: **Planning working group**
- a. No update from the planning working group.
 - b. No further update on the Conservation Area Appraisal. Consultation has been deferred so that SDC can get other appraisals out at the same time. Clerk to follow up in June.
- 21156: **Planning, Neighbourhood Plan:**
- a. Update received from Cllr Rees on the NDP. Two weeks behind due to delays in receiving comments from SDC. Aim to launch the NDP full document to the Parish w/c 31st May.
 - b. Application is being processed for a further grant for the remainder of the work. Confirmed Clerk overtime is not covered under to the grant. To consider expenditure from Parish Council budget at next meeting.
 - c. Resolved to approve the Design Codes part of the NDP subject to Integreat and Cllr Rees making any changes based on comments from SDC. Resolved to then publish the full document for informal public consultation.

Other items

- 21157: **COVID-19**
- a. Reviewed COVID-19 risk assessment for Council services and facilities.
 - b. Received update on changes to the legislation no longer allowing Parish Councils to hold remote meetings. Resolved to cancel the June Parish Council meeting and reconvene in Escrick Village Hall on Monday 5th July 2021, subject to availability and COVID restrictions allowing.
 - c. Resolved to allow council business to operate on a minimum basis in response to the change in legislation 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.

21158: Correspondence received:

- a. Rural Housing Enabler; Councillors agreed to defer considering conducting a Housing Needs Survey until a later date due to the ongoing work on the NDP.
- b. YLCA: White Rose Update. Councillors agreed to defer considering applying for tree planting funding until late in the year.
- c. Agreed anti-littering posters are not required at this time.
- d. Noted the April police report.
- e. Agenda item withdrawn as Escrick Park Estate plan to submit a revised proposal to divert a public bridleway. Further information to follow.

21159: Comments from public present on agenda items:

- a. No comments.

Meeting closed at 21.20.

Signed: Richard Rowson

Chair, Escrick Parish Council

Date: 5th July 2021