

ESCRICK PARISH COUNCIL

ANNUAL MEETING OF THE COUNCIL

MINUTES OF ESCRICK ANNUAL MEETING OF THE COUNCIL 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

Part 1

19048: Statutory annual meeting business:

- 1) **Election of chairman** of the parish council.
 - a) Councillors elected Cllr Rowson as chairman for the year.
 - b) Chairman signed acceptance of office.
 - c) Clerk countersigned chairman's acceptance of office.
- 2) **Election of vice-chairman** of the parish council
 - a) As there were no volunteers for this role, the item deferred.
- 3) **Submission of nomination papers and election result:** Noted 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 elected uncontested.
- 4) **Resignation of Councillor:** Noted 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 pending elections.
- 5) The Chairman welcomed Nigel Bartle onto the Council

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

19050: Comments received on agenda items or other questions/comments from electors present. None.

19051: Apologies/Attendance:

- a. Present: Cllrs Rowson, Luscombe, Cunningham, J Reader, Bartle, Moran, Rees, County Cllr Musgrave, District Councillor N Reader, the Clerk and one member of the public.
- b. Apologies were received from Cllr Coulson - it was resolved to accept reason for absence.
- c. All present were requested to sign the Attendance book.

19052: Interests: Chair reminded members to make any declarations of interest in any agenda items - None.

19053: Minutes:

- a. It was resolved to accept Minutes of last ordinary meeting held on 4th March 2019 and Finance and Admin Committee meeting held on 1st April 2019.
 - a. Chairman signed minutes as a true record.

19054: Reports received, for information only, from:

a) County Councillor: Cllr Musgrave reported that officers are recommending that the Stillingfleet Mine application be declined; VAS (Vehicle Activated Sign) policy has been approved and to be discussed at the next meeting; His Locality Scheme budget is now available for bids for projects in the region of £1-2k; Projects to be discussed at next meeting.

Item 19061 on Highways brought forward in the meeting at Chairman's discretion since Cllr Musgrave present - reported on below.

b) District Councillor: Cllr N Reader introduced himself as the new District Councillor, but had no updates as yet - he was due to attend his first meeting on 14th May. He plans to attend Escrick PC meetings regularly.

c) Police: PFCC has offered to meet with Councils to discuss issues. Councillors believed this would be a good idea and to consider nominating Councillors to attend a meeting.

d) Village Green Association – Annual update given at Annual Parish Meeting. Cllr Luscombe reported that notices are now up that state dogs should be kept on a lead on the Village Green.

e) Playing Fields Association – Annual update given at Annual Parish Meeting.

f) Other representatives:

1. As resolved at March's meeting Chairman reported 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/> Noted.

19055: Council Policies: Policies/procedures which may need revision or to confirm that existing documents remain appropriate. Noted that amendments to Standing Orders have been received from YLCA which require very few changes to the existing document. This to be deferred and dealt with at the June meeting. It was resolved that the Terms of Reference for the PWG (Planning Working Group) are in need of a review and an amended document also to be brought to the June meeting - see item 19058,4,b below.

19056: Committees: The following Committees, Working Groups and Volunteers deemed necessary for the smooth running of the council were reviewed.

The following Committees/Working Groups and members were resolved as:

1. Finance and Admin Committee: Cllrs Cunningham, Moran, Luscombe and Rowson.
2. Planning Working Group: Cllrs Coulson, Rees and Moran. PWG Terms of Reference to reduce membership from 4 members to 3.
3. Village Green Association: Cllr Luscombe.
4. Playing Fields Association: Cllr J Reader
5. Neighbourhood Planning Working Group: Members of Planning Working Group, Chairman Cllr Rees.
6. Bus Shelter War Memorial representative: Resolved that this be removed as no longer necessary.
7. Defibrillator Checks: Cllr Rowson.
8. A19 issues: Cllr Rowson.
9. Street Lights: Cllr Cunningham.
10. Street Cleaning/maintenance: Cllrs Moran and J Reader. Cllr Moran reported that the grit bins have been refilled and owners of overgrown hedges have been contacted. Cllr J Reader to arrange for reseeding of grass patches.
11. Tree Maintenance: Resolved to move this into the Maintenance WG.
13. Website: Cllr Rowson.

19057: Representatives: It was resolved not to appoint a representative to Eastern CEF, and to check if District Cllr N Reader would be taking over Cllr E Casling's role on this committee. Resolved not to appoint a YLCA representative.

19058: Planning: The following were noted and any responses resolved as follows:

1. Applications:

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

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. No objections.

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. Noted.

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

e. Additional item received post agenda preparation: North Selby Mine site application additional documents received, and passed to PWG to consider and propose response.

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. Noted.

3. Consultations: None.

4. Other: None.

a. Stillingfleet Mine Application - Planning Committee deferred from 17th April to 15th May. Reported by County Councillor above.

b. Improvements to the process employed by the Planning Working Group were proposed. It was resolved to accept the updated processes as per the paper tabled. The new process includes that paper applications will now be received by the Chair of PWG, who will inform the Clerk within 48 hours of their arrival; comments will be sent as prepared by the PWG; PWG numbers to reduce from between 4 and 6 members, to between 3 and 6 members.

19059: RFO reported 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

To note that price rises have meant that the NPower invoices (including those below) have been disputed - Resolved that Clerk withholds all NPower cheques until this issue is resolved. If not to the satisfaction of the Council, the next step will be contact with the Ombudsman. Noted that all street lighting electricity is now contracted by NYCC and the Christmas lighting is contracted with EON.

9. PWLB (Public Works Loans Board) D/D £1,467.74

c) **Payments to be made**

1. Cultural Industries Quarter Agency (NDP)	£973.50
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
6. NPower	£71.93
7. NPower	£583.51
8. YLCA (additional item)	£397.00

9. 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. It was resolved to allow the Clerk delegated powers to appoint an Internal Auditor up to a maximum cost of £500.

f) **Other**

1. It was resolved to retain the General Power of Competence (qualified under section 8(2) of the Localism Act 2011).

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

19060: Neighbourhood Development Plan: Cllr Rees reported that this is ongoing and will report to the next meeting.

19061: Highways issues:

1. New VAS (Vehicle Activated Sign) policy produced by NYCC Highways - deferred to June meeting.

2. A19/Skipwith Road junction update: Cllr Rowson advised that it had become apparent that the street lighting would need to be upgraded to comply with highways standards. The lighting would add an additional cost of approx £12k, and therefore that the estimated scheme cost was now ~ £160,000.

Councillors are working their way through the loan application requirements. The process is (a) approval from Secretary of State to borrow; (b) application to PWLB for loan; (c) place order with NYCC. As part of providing evidence to the Secretary of State for the public support of the scheme a public consultation is to be carried out in the first instance.

Printing the consultation documentation will be done by SDC at a cost of approx. £70 and to be hand delivered to residents by Councillors: Proposed consultation dates will require that responses received by 25th June, which means that consultation paperwork needs to be delivered by the end of next week; replies to be delivered to either the Church, Surgery or Village Hall; the scheme is to be referred to SDC planning for consideration bearing in mind that this is within a conservation area. It was RESOLVED to consult with residents of the Parish regarding a council tax increase to fund repayments of a PWLB loan. This will inform whether the Parish Council should seek the approval of the Secretary of State for Housing, Communities & Local Government to apply for a PWLB loan of

£160,000 over the borrowing term of 25 years for the purposes of funding a traffic light controlled junction and pedestrian crossing at the junction of the A19/Skipwith Road. The annual loan repayments will come to around £8500. It is intended to increase the council tax precept for the purpose of the loan repayments by 44% which is the equivalent of an additional £18 a year for a band D household.

19062: Meeting day change: It was resolved to leave meeting dates unchanged. The Council will meet on the first Monday of the month, except August where there will be no meeting, and when the first Monday is a bank holiday when the meeting will be deferred to the second Monday.

19063: Councillor training/refresher session: It was resolved that the Clerk should carry out a Councillor training session. To include new Councillors and refresher training for existing Councillors. Clerk to liaise with Councillors to agree an acceptable date.

19064: Other correspondence received:

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

19065: Letters/Emails Sent or Action Taken Since Last Meeting – nothing additional.

19066: Minor Items

19067: Items for the next agenda: VAS sign, options to deter motorbikes from the village, Locality Scheme projects, possible meeting with PFCC, revised Standing Orders, revised PWG Terms of Reference, Councillor training/refresher session.

19068: 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, 2nd September, 7th October, 4th November, 2nd December.

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

8.48pm: Closure of Part 1 meeting.

Part 2

19069: Confidential business: It was resolved to exclude Public and Press on the grounds that matters for discussion affect individual staff members/ procedures/ legal/ finance issues.

19070: Staffing matters: Clerk's appraisal, pay and agreed steps forward. It was noted that appraisal has been undertaken and objectives has been set. It was noted that the Clerk's pay increases had not been correctly applied since around 2016. It was resolved to correct the Clerk's salary and make any applicable back payments, subject to the verification of the amounts due by Finance and Admin committee.

19071: Bus Shelter War Memorial: Cllrs Luscombe and Rowson had taken further legal advice, which had largely reiterated the position as stated by the previous solicitor. The proposed licence sent by the residents of Rudding House is materially different from what had been expected and adverse to the current position as advised by both solicitors. Signing this would be irresponsible. Solicitors had proposed a number of potential solutions. Cllr Rowson to reply to residents of Rudding House to say that the proposed licence is not acceptable as it would significantly erode the rights for the war memorial to remain there, but to propose alternatives as suggested by solicitors, plus the option that providing the right for the war memorial to remain there is not challenged, the Council would not challenge that the land on which it resides appears to have been included in the 2013 conveyance. Cllr Rowson to respond to residents of Rudding House.

19072: Complaint received regarding street lighting: A resident has complained about the new street light on Main St and stated that it should be removed. He believes the additional lighting is inappropriate for the conservation area, and that the PC has not effectively considered the adverse impact upon the conservation area. He believes that the Parish Council has not consulted sufficiently on the need for additional lighting and that the survey sent round in 2016 was unclear and so the results are not valid. He believes that the Parish Council should have consulted additional residents on Main St regarding the lamp, not just the residents immediately behind/opposite.

There are 5 options believed possible:

1. Remove the light
2. Put light onto a part time scheme, e.g. off at midnight and on again at 5am
3. Put a back scatter shield on it
4. Reduce the height of the column so that it is shorter
5. Use a lower wattage bulb in the light

It was resolved that in the first instance guidance should be sought from SDC as the planning authority responsible for the conservation area.

9.37pm: Closure of meeting.

Signed **R Rowson**

Chairman, Escrick Parish Council

Date : 3rd June 2019