

# ESCRICK PARISH COUNCIL

OFFICIAL NOTICE OF ESCRICK PARISH COUNCIL MEETING TO BE HELD AT 7.30PM IN  
ESCRICK VILLAGE CLUB ON MONDAY 4TH JULY 2016

Chairman: Cllr R Rowson

Clerk/RFO: Mrs H Guest, 40 Linden Way, Thorpe Willoughby, YO8 9ND

[clerk@escrick.org](mailto: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**

Meetings are open to press and public except for any item labelled as Part 2 under the Public Bodies (1960) Act **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

#### **16063: 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.

**16064: Interests:** Chair to remind members to make any declarations of interest in any agenda items.

**16065: Welcome:** Chair to **welcome** councillors, clerk and visitors to the meeting.

#### **16066: Minutes**

- a. To resolve whether to accept Minutes of the Council Meeting held on 6th June 2016 and the Finance and Admin Committee Meeting held on 24th June 2016.
- b. If approved, Chairman to sign minutes as a true record.

**16067: 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)*

To note Clerk's report on items raised as follows:

1. Unsafe wall near to the school - this has now been repaired.
2. Overgrown hedge on Woodlands - reported to NYCC.
3. Grass cutting contractors spraying weed killer on flowers, etc planted by residents on the Village Green - contractors have been advised to avoid these areas.
4. Litter around the Lytch Gate - this has now been cleared.

5. Uneven pavement on Main Street due to construction works - the pavement has now been reinstated.
6. Long grass causing visibility issues for drivers exiting the Parsonage - this will be cut back.
7. A new street light on Wenlock Drive which does not light up - this was reported to the contractors for action and is now working.
8. Query received as to whether the new street lights will work on light sensors or timers - the contractors informed that the lanterns operate on a photo electric cell (PEC), which is mounted on top of the lantern and turns the lights on and off according to the light levels.
9. 'No Cold Calling' sign has been removed from the lamp post outside No 1 The Glade during the upgrade programme. A resident has asked whether the Parish Council is responsible for replacing the sign.
10. Path outside 33-37 Skipwith Road is uneven and rainwater pools, rather than running off - reported to Highways for action.
11. Rubberised cats eyes have been replaced by metal ones on the A19. These are noisy when vehicles run over them. To resolve any action.

**16068:** To receive reports, for information only, from:

- a) County Councillor
- b) District Councillor
- c) Police
- d) Other representatives
  1. Cllr Coulson to report on attendance at Planning Service Review Forum held on 13th June.

**16069: Planning:** To note the following:

1. **Applications:**
  - a. 2016/0697/FUL: Erection of a detached dwelling and demolition of existing garage on land adjacent to About Thyme, Hollicarrs Close, Escrick.
  - b. 2016/0646/TPO: Application for consent to reduce by approximately 30% 1no. Holly Bush under TPO 16/1989 at Auchendoris, Skipwith Road, Escrick.
2. **Decisions:**
  - a. None.
3. **Consultations:**
  - a. None.

**16070: RFO to report** on closing balances, preparation of accounts for audit and recent payments.

- a) **Account balances**
  1. Current account balance as at 17th June 2016 (statement) £1,554.92
  2. Savings account balance as at 31st May 2016 (3 monthly) £20,955.16
- b) **Payments made since last meeting under Clerk's delegated powers**
  1. YLCA (annual membership) £290.00
- c) **Payments to be made**
  2. HMRC (Q1) £132.00
  3. CH Guest (salary - Jun) £176.30
  4. Escrick & Deighton Village Hall Committee (room hire May/June) £32.25
  5. Autela Limited (payroll Q1 & auto enrolment planning) £60.00
  6. Escrick Re-Energised (return of funds) £5,293.49
  7. CH Guest (expenses/allowances May-June) £124.18
- d) **Receipts**
  1. Grant for Defibrillator from NYCC £795.00
  2. Donation from HR180 towards cost of electricity for the

defibrillator for the next two years

£40.00

c) **Audit**

1. To note that Clerk has forwarded documentation to External Auditors.

d) **Pensions Administrator** - To resolve appointment of Autela Limited as Auto Enrolment Administrator. Chairman to sign appointment form if agreed and to send HMRC code (just received) to Administrators to enable them to act on our behalf.

e) **Defibrillator Grant**: To note that evidence was requested from NYCC Locality Budgets to substantiate the purchase of the defibrillator and cabinet. The Clerk has provided this evidence.

f) **Street lighting at Hollicarrs Close**: A request from a resident was received that a defective streetlight at Hollicarrs Close be fixed. In investigating this issue it was established that these lights are obsolete and hadn't been included in the placement project. To add the three lights to the project this would cost a further £1,145 + VAT. To resolve whether to include these lights in the current programme.

g) **Internet banking**: To discuss and resolve whether to register for internet banking and the way in which it would be preferable for this to work - this to reduce time/costs associated with the Clerk obtaining cheque signatures between meetings.

h) **Bank mandate**: Clerk to give update on progress of the new bank mandate.

i) **Village Green**: Construction of footpath link onto Carrs Meadow from the Village Green. To resolve whether to reimburse Cllr Luscombe for matting/sand/gravel bought in order to complete this project - cost: £168.67

To resolve whether to accept report and payments made.

**16071: Resignation of Cllr Goode**: To note resignation of Cllr Goode and to resolve whether to display the notice of a casual vacancy.

**16072: Defibrillator**: Cllr Rowson to give update on training in the use of the defibrillator.

**16073: War Memorial Update**: To receive update on current status from Cllrs Casling and Rowson.

**16074: Grass Cutting**: To resolve whether to include the grass to the frontage of the Parsonage within the current grass cutting contract.

**16076: Making best use of time at Parish Council meetings**: Cllr Rowson to offer and seek suggestions as to how this might best be achieved. No resolution at this meeting, but to add to September agenda.

**16077: Maintenance of Fish Monument**: Cllr Reader to update the Council on costings to refurbish the monument.

**16078: Council Policies**: Ongoing review of policies/procedures update by Clerk.

1. Policies drafted and reviewed by Admin and Finance Committee. To resolve whether to accept the following:

- a. Recording of Meetings.
- b. Financial Risk Assessment.
- c. Freedom of Information.
- d. Amended Complaints Procedure

To note policies still to be reviewed/created:

- e. Discipline and Grievance.
- f. Data Protection.
- g. Code of Conduct.
- h. Planning Working Group Terms of Reference.
- i. Admin & Finance Committee Terms of Reference.

j. Standing Orders.

**16079:** To note that the **letter of support** towards a Heritage Lottery bid for facilities redevelopment for the Friends of St Helen's Church has now been completed and sent by Cllr Rowson.

**16080: Highways issues:**

- a) Speed Concerns on A19: To note that Cllr Rowson has sent a letter to Highways outlining the issues.
- b) At site meeting with NYCC regarding works to be taken at junction of Skipwith Road and Wheldrake lane, it was agreed that these would be implemented asap. To note that all actions have been taken including the implementation of road markings.
- c) Hedge/Tree Trimming: To discuss and resolve a consistent approach to concerns about overgrown hedges and trees impacting the highway.
- d) Relevant road closures added to website for the information of residents.

**16081: YLCA:**

- a. Receipt of White Rose Update (circulated to Cllrs).
- b. Invitation to attend the Joint Annual Meeting of the Yorkshire Local Councils Associations on Saturday 16th July.
- c. YLCA Selby Branch resolution to YLCA Joint Annual Meeting - Resolution proposed 'To resolve to lobby Government for a greater financial contribution to be handed to principal authorities to prevent cuts to essential services'.

**16082: Correspondence received:**

- a. Citizens Advice in Hambleton, Richmondshire and Selby & District request for donation.
- b. Escrick Park will be hosting two large events this summer:  
Yorkshire Pudding Rally - Magic Action Group Motorcycle Rally on 5th - 7th August.  
Field of Dreams - Volkswagen Camper van weekend on 16th - 18th September.
- c. Request from Tenant and Leaseholder Scrutiny Panel to complete form which will go towards creating information leaflets for those new to the area.
- d. Invitation to Rural Crime Breakfast Briefing to Great Yorkshire Show visitors on 12th July.
- e. Nominations for the Queen's Awards for Voluntary Service (QAVS) deadline is 16th September.
- f. News items received by email forwarded to Councillors.
- g. Various advertisement received.

**16083: Letters/Emails Sent or Action Taken Since Last Meeting** – nothing additional.

**16084: Minor Items** – none.

**16085: Items for the next agenda**

**16086: To note dates of meetings for 2016/17** (all meetings are to be held on Monday evenings at 7.30pm (with the exception of 8th May 2017 meeting) at Escrick Club:

2016 – 4th July, 5th September, 3rd October, 7th November, 5th December.

2017 – 9th January, 6th February, 6th March, 3rd April, 8th May (APM & ACM).

**Closure of Part 1 meeting.**

## **Part 2**

**16087: 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.

### **16088: Minutes (Part 2)**

- a. To resolve whether to accept Minutes of last Part 2 meeting.
- b. If approved, Chairman to sign minutes as a true record.

**16089: Clerks' employment matters.**

**16090: Update on legal items.**

**Closure of Part 2 meeting.**

**Signed Helen Guest**

Clerk/RFO, Escrick Parish Council

**Date :** 28th June 2016