

ESCRICK PARISH COUNCIL

ANNUAL MEETING OF THE COUNCIL

OFFICIAL NOTICE OF ESCRICK ANNUAL MEETING OF THE COUNCIL TO BE HELD AT 7.15PM
IN ESCRICK VILLAGE CLUB ON MONDAY 9th MAY 2016

Chairman: Cllr E Casling

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

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.

Agenda items

Part 1

16013: Statutory annual meeting business:

- a) **Election of chairman** of the parish council.
 - i) Councillors to elect a chairman for the year.
 - ii) Chairman to sign acceptance of office; clerk to witness signature.
 - iii) Clerk to countersign chairman's acceptance of office.
- b) **Election of vice-chairman** of the parish council
 - i) Councillors to elect a vice-chairman for the year.
 - ii) Vice-chairman to sign acceptance of office; clerk to witness signature.
 - iii) Clerk to countersign vice-chairman's acceptance of office.

16014: Welcome: Chair to **welcome** councillors, clerk and visitors to the meeting.

16015: 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)

16016: 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.

16017: Interests: Chair to remind members to make any declarations of interest in any agenda items.

16018: Minutes

- a. To resolve whether to accept Minutes of last two ordinary meetings held on 8th February and 11th April 2016, then Admin & Finance Meeting held on 25th April 2016.
- b. If approved, Chairman to sign minutes as a true record.

16019: Council Policies: To consider policies/procedures which may need revision or to confirm that existing documents remain appropriate.

1. Policies already reviewed by Admin & Finance Committee:
 - a. Financial Regulations – Clerk has drafted new version in light of updates received from YLCA.
 - b. Complaints Procedure.
 - c. Health & Safety Policy.
 - d. Equal Opportunities
2. Policies to be reviewed/created:
 - e. Financial Risk Assessment.
 - f. Recording of Meetings.
 - g. Discipline and Grievance.
 - h. Freedom of Information.
 - i. Data Protection.
 - j. Code of Conduct.
 - k. Planning Working Group Terms of Reference.
 - l. Admin & Finance Committee Terms of Reference.
 - m. Standing Orders.

16020: Committees: To **resolve** composition of any committees deemed necessary for the smooth running of the council and to elect members.

16021: Representatives: To **resolve** whether to appoint any representatives to outside bodies.

16022: To receive reports, for information only, from:

- a) District Councillor:
 1. Any update on Samuel Smith Brewery Appeal.
 2. Eastern CEF (Community Engagement Forum) Give it a Go event held on Sat 16th April.
 3. Any update on Plan Selby.
 4. Any update on York LDF.
 5. Other items.
- b) Police
- c) Neighbourhood Watch
- d) Other representatives

16023: Planning: To **note** the following:

1. **Applications:**
 - a. None.
2. **Decisions:**
 - a. 2016/0114/FUL - Rear and single storey extension with minor alterations to windows of house at Dower Lodge, Skipwith Road, Escrick, York. Approved.
3. **Consultations:**
 - a. None.
4. **Receipt and Processing of Planning Applications:** to discuss and resolve procedure.

sewer which during heavy rainfall does overload and potentially that may have been the reason why the water wasn't clearing.

Carr Lane - the footpath is safe and has been slowly subsiding for years due to embankment and deep ditch. Several cracks were contour patched while on site. The location has been submitted for a footway construction scheme so is awaiting assessment and funding if successful.

Skipwith Road / Woodlands - small area contour patched while on site visit, and other defects are within tolerance and do not meet the criteria for intervention as just depression / settlement area of footway which could be attributable to parking or overrunning by vehicles. Highways Officer will continue to monitor.

16026: Councillor Resignation: Verbal notification was given to the Council at the meeting on 11th April from Cllr Goode that she was to resign her position. To confirm whether written confirmation has been received by the Chairman. If received, to resolve that Clerk should inform Selby District Council and advertise the vacancy.

16027: Other correspondence received:

- a. North Yorkshire County Council community awards 2016 for volunteers now open for nominations - it was resolved to defer this until from the last meeting as the deadline is not until 31st May.
- b. News items received by email forwarded to Councillors.
- c. Various advertisement received.

16028: Letters/Emails Sent or Action Taken Since Last Meeting – nothing additional.

16029: Minor Items – none.

16030: Items for the next agenda

16031: To resolve 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 – 6th June, 4th July, 5th September, 3rd October, 7th November, 5th December.

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

Part 2

16032: 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.

16033: Clerks' employment matters.

16034: Update on legal items.

16035: Meeting procedures.

Closure of meeting.

Signed Helen Guest

Clerk/RFO, Escrick Parish Council

Date : 4th May 2015