

ESCRICK PARISH COUNCIL

ANNUAL MEETING OF THE COUNCIL

OFFICIAL NOTICE OF ESCRICK ANNUAL MEETING OF THE COUNCIL TO BE HELD AT 7.45PM
IN ESCRICK VILLAGE CLUB ON MONDAY 8th MAY 2017

Chairman: Cllr R Rowson

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

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

17098: Statutory annual meeting business:

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

17099: Welcome: Chair to **welcome** councillors, clerk and visitors to the meeting.

17100: 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)

Received by Clerk since last meeting:

1. Clearing of footpath north of Church wall, past the Sang Thai had not been completed by the April meeting.
2. Reduction of low hanging branches from a large tree on the east side of the A19, just above the Skipwith Road junction had not been completed by the April meeting and presents a line of sight hazard.

17101: 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.

17102: Interests: Chair to remind members to make any declarations of interest in any agenda items.

17103: Minutes:

- a. To resolve whether to accept Minutes of last ordinary meeting held on 3rd April 2017.
- b. If approved, Chairman to sign minutes as a true record.

17104: To receive reports, for information only, from:

- a) County Councillor
- b) District Councillor - District Cllr L Casling has been invited to the meeting to give an update on issues which may affect the Parish and wider community.
- c) Police
- d) Village Green Association - Cllr Luscombe to report on planned events and pond maintenance.
- e) Playing Fields Association - Simon Hunt has been invited to the meeting to give a general annual update.
- e) Other representatives:

17105: Council Policies: To consider policies/procedures which may need revision or to confirm that existing documents remain appropriate.

17106: Committees: To **resolve** of any Committees, Working Groups and Volunteers deemed necessary for the smooth running of the council and to elect members.

Current Committees/Working Groups and members include:

1. Finance and Admin Committee: currently Cllrs Cunningham, Moran, Luscombe and Rowson.
2. Planning Working Group: currently Cllrs Coulson, Luscombe, Forster and Rees.
3. Village Green Association: currently Cllr Luscombe.
4. Playing Fields Association: currently Cllr Rowson.
5. Neighbourhood Planning Working Group: to be resolved, subject to any resolution made at item 17108.c below (may be deferred until after that item).
6. Bus Shelter War Memorial representative: currently Cllr Morley-Jones.
7. Defibrillator Checks: currently Cllr Rowson.
8. A19 issues: currently Cllr Rowson.
9. Street Lights: currently Cllr Rowson however, this is due for completion shortly.
10. Street Cleaning: currently Cllrs Councill and Morley-Jones.
11. Tree Maintenance: currently Cllr Coulson.
12. Dolphin Fish Fountain: to be resolved.
13. Website: currently Cllr Rowson.

14. Beacons of Light: to be resolved, subject to item 17114.c.

17107: Representatives: To **resolve** whether to appoint any representatives to outside bodies.

17108: Planning: To **note** the following:

1. Applications:

- a. 2017/0227/HPA: Proposed erection of two storey side extension and installation of dropped kerb at 31 Skipwith Road, Escrick. Note that an extension for comments has been agreed until 19th May 2017.

2. Decisions:

- a. None.

3. Consultations:

- a. City of York Council A19 Crockey Hill consultation – to resolve whether to make any representations regarding proposed alterations to the A19/Wheldrake Lane junction.

4. Other:

a. To note for information only that the refusal to grant Application No 2016/1506/HPA at Glebe House has been appealed under ref No APP/N2739/D/17/3170389. This original application was subsequently resubmitted.

b. To note further information provided by NYCC in response to the Parish Councils' letter of objection to the development at the Stillingfleet Mine site and to resolve whether to make any further representations.

c. Neighbourhood Development Plan - to note that Councillors have met with Councillors from Appleton Roebuck Parish Council, who have been progressing an NDP for some time. Cllr Rees to update the Council on findings. To resolve whether to progress an NDP for Escrick Village and, if so, to establish an NDP Working Group - this Group to include both Councillors and residents to ensure the widest possible range of viewpoints. Note also that the Clerk has advised Deighton Parish Council that Escrick are looking into the options of setting an NDP in motion.

17109: RFO to report on closing balances, preparation of accounts for audit and recent payments.

a) Account balances

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|---|------------|
| 1. Current account balance as at 3rd May 2017 | £336.41 |
| 2. Savings account balance as at 3rd May 2017 | £21,105.17 |

b) Payments made since last meeting under Clerk's delegated powers

c) Payments to be made

- | | |
|----------------------|---------|
| 1. CH Guest (salary) | £365.20 |
|----------------------|---------|

d) Receipts

- | | |
|---|-----------|
| 1) Receipt of 1 st instalment of Precept | £9,500.00 |
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e) Audit

1. To note that the internal audit is due to be completed on Monday 8th May.
2. To consider whether to approve the Annual Governance Statement and Chairman/RFO to sign if approved.
3. To consider whether to approve the Accounting Statements and Chairman/RFO to sign if approved.
4. To note that once accounts are approved, Clerk will forward documentation to External Auditors.

f) **S106/CIL Monies** - To note information from SDC that an amount of £604.80 is being held from S106 monies to be spent on Recreational Open Space (ROS) projects within the village. There are no Community Infrastructure Levy (CIL) payments due at this time. To resolve any action. To resolve whether to accept report and payments made.

17110: Street Lighting: To resolve any action on the following:

1. The proposed locations at the last meeting of two additional lights have received some feedback from the public - the one outside Little Mead on Main Street has been suggested as being unnecessary. To re-evaluate this position in light of the feedback received.
2. Street light outside No 33 Skipwith Road - residents at No 31 (see planning application above) have requested that this light be moved as the overhead lines would impede construction of a planned extension. Northern Power Group have advised that they own the lines and that there would be a charge to relocate the power supply. Initial enquiries with NYCC have established that the cost of relocating the lamp post would be circa £1250. Clerk recommendation that YLCA contacted to establish who would be responsible for the costs of relocation.
3. Cllr Rowson to update the Council regarding the proposal for a light on the A19 near to Business Park bus stop.

17111: Tree felling at the Church - To note that tree felling has been taking place at St Helen's Church due to damaged/diseased trees. Initial work has been carried out, but the remainder of the work is to be postponed until autumn.

17112: Parish Council meeting venue - correspondence between the Clerk and Escrick Club has established that the rates payable for hire of the Main Function Room for Parish Council meetings is to rise from £10.75 to £35.00. Alternatively, the Committee Room would be available for £10 per hour, with the understanding that the Main Function Room can be used by the PC if not otherwise in use. Note that the annual meetings in May should be in the Main Function Room, due to the potential larger attendance of members of the public. To resolve the Parish Council preference.

17113: Highways issues:

17114: Other correspondence received:

- a. Age UK are offering courses for older adults to learn more about computers. Group sessions can be held locally, or help can be provided for individuals in their own homes. To resolve any action.
- b. Good Councillors Guide 2017 - updated version circulated to Councillors.
- c. Beacons of Light: Event overview/information received and forwarded to Councillors for consideration - subject to resolution, volunteers to be appointed to organise as at item 17106.14 above.
- d. News items received by email forwarded to Councillors.
- e. Various advertisement received.

17115: Letters/Emails Sent or Action Taken Since Last Meeting – nothing additional.

17116: Minor Items – To resolve whether the Clerk is to conduct any further Councillor training sessions for new and established Councillors.

17117: Items for the next agenda

17118: To note dates of meetings for 2016/17 (all meetings are to be held on Monday evenings at 7.30pm at Escrick Club:

2016 – 6th June (Finance & Admin Committee), 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

17119: 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.

17120: Update on legal items.

Closure of meeting.

Signed Helen Guest

Clerk/RFO, Escrick Parish Council

Date : 3rd May 2017