

ESCRICK PARISH COUNCIL

MINUTES OF ESCRICK PARISH COUNCIL MEETING FOR MONDAY 11TH APRIL 2016

The Council Meeting was held in the Village Hall, Main Street, Escrick, YO19 6LQ,
on Monday 11th April 2016, at 7.30pm

Part 1

* Please note the change in numbering system from the published Agenda: number 1 has become a 5 digit number = 16001, and so on.

16001: Attendance.

a. Apologies: Apologies were received from Cllrs Lamont, Morley-Jones and Reynolds. It was resolved to accept reasons.

b. Present: Cllrs Casling, Luscombe, Goode, Rowson, Forster, Coulson, Cunningham and Reader; the Clerk and 4 members of the public.

16002: Appointment of new Clerk.

a. It was resolved to appoint Mrs Helen Guest to the post of Clerk.

b. It was resolved to send a letter of thanks to Mrs Linda Reader thanking her for her hard work during her time as Parish Council Clerk and to purchase a bouquet of flowers for her up to the value of £30.00.

16003: Public session.

a. Concerns were raised regarding the pavement near 6 Carr Lane, which would appear to be sliding into the beck. During discussions, it was established that this has been raised with Highways already and so they are aware of the problem. It is believed that the issue may be as a result of water mains blow-outs in the area of the bank, causing subsidence and making it unsafe. It was resolved that the Clerk will contact NYCC to request resolution of the problem.

b. Pavement on right hand side of Woodlands (upon entering) appears to be cracked and sinking. It was resolved that Clerk contact NYCC to request resolution of the problem.

c. Drains on Main Street, near the Village Hall, seem to be blocked and in need of clearing out. It was resolved that Clerk contact Highways to request that this be done.

d. Faults with lights: Cllr Forster reported several lighting faults, but it was resolved that these should be left for now since all lights are due for replacement within the next couple of months.

16004: Minutes.

a. The Minutes from the Admin and Finance Committee meeting held on 3rd February were received and it was resolved to accept as a true record.

b. Chairman signed Minutes.

c. Agreement of the Minutes from the Parish Council meeting held on 8th February was deferred until the next meeting as many Councillors had not received a copy.

16005: Correspondence.

a. North Yorkshire County Council community awards 2016 for volunteers now open for nominations - it was resolved to defer this until the next meeting as the deadline is not until 31st May.

b. Eastern CEF (Community Engagement Forum) Give it a Go event being held on Sat 16th April 2pm to 5pm at Escrick & Deighton Club and Village Hall. Cllr Casling stated that she Chairs the Eastern CEF and asked that Councillors publicise this as widely as possible to encourage attendance.

c. A member of the public has informed the Parish Council that the layby at Sang Thai with bus stop posts is unused by buses, but people are waiting for buses here. It was established that this has been decommissioned and was resolved that Cllr Rowson will create a sign for both posts stating that this is no longer a bus stop and attach them to the existing posts.

d. Deadline for Parish Magazine items was 10th April - noted.

e. Letter from resident on Carrs Meadow. Hedge running along back of fence - does this belong to the Village Green and if so, should they be maintaining it? A discussion was held and it was established that the hedge was laid a number of years ago by the Village Green Committee, who maintain it as and when required. It was resolved that there is no further action possible by the Parish Council.

16006: Update from Clerk on other items.

a. Information received from Riccall Parish Clerk: she has reported fly tipping at Scorece bridge pumping station road to SDC. Also, empty cider and beer cans on the Sustrans cycle path by the tunnels - this has been reported to the local PCSO. Noted.

b. Licensing application for Street Trader on A19 layby. Consultation ended on 30th March. Close to this date, previous Clerk asked for an extension, but they would not give one. Noted.

c. Grass cutting - request from Highways to confirm whether or not Escrick PC would like to continue cutting their own grass or pass it back to NYCC to do. Currently, SDC will pay towards this, but the amount will reduce year on year with the understanding that Councils will increase the precept accordingly until sufficient funds received cover this cost. It was resolved that Escrick PC would continue to use existing contractors and request the payment offered: Clerk to inform SDC.

d. Public consultation - Speed Concern report: a draft has been written by Cllr Luscombe which was discussed at length. It is understood that a pedestrian crossing would cost circa £100k, which would need to be raised within the precept. There are other options of course and it was resolved that the Clerk add a number of amendments to the report. Once finalised, Clerk to print report for Councillors to deliver, along with a copy of the 95 Alive form from North Yorks Police. A deadline for responses will be given, which it is anticipated will be during May. It was also resolved that the Clerk write to the HGV owners concerned to suggest an alternative route for vehicles.

16007: Handling of Correspondence.

a. It was resolved that emails would be filtered by Clerk, as appropriate, then relevant items forwarded to all Councillors as they arrive. Items received by post (unless larger than A4) will be scanned and emailed.

b. Planning applications are currently received in hard copy format. Due to the Clerk living outside the village, it was discussed whether this would continue to be appropriate. Cllr Coulson expressed her concern that printed plans are needed to see the details of proposed plans for comparison with existing plans. It was resolved that this would be discussed at the next Planning Working Group meeting and the Clerk/WG members to consider other options in the interim.

Cllr Luscombe then left the meeting at 8.15pm.

16008: Reports received.

- a. North Yorks Police newsletter is received approximately weekly and Ringmaster report is received approximately bi-monthly - forwarded to Councillors.
- b. County Councillor:
- (i) Cllr Casling reported that there had been an accident involving debris from an HGV tyre breaking the windscreen of the car behind it near the Escrick Business Park on the A19. Following a discussion, it was resolved that the Clerk report the issue to DVSA/VOSA so that they could make appropriate inquiries with the local HGV operators as to wheel washing/checking operations.
 - (ii) No update on Plan Selby.
 - (iii) No opportunity to find out about any updates on the York LDF, but would do so.
 - (iv) Selby Planning team are working to speed up the planning process.
 - (v) Samuel Smith brewery - appeal against judicial review has failed.
- c. District Councillor: As above.
- d. Neighbourhood Watch: Cllr Reader reported that there has been a spate of thefts from builders vehicles in the area and suggested that residents should inform anyone carrying out work at their address to be aware. He also advised that a man who had been carrying a jerry can and flagging vehicles down in a roadside scam has been arrested.

16009: Finance.

- a. New audit regime - it was established that the Council has not 'opted out' and will therefore be in the Govt led scheme for appointing external auditors.
- b. Reconciliation - attached at Annex A, was approved.
- c. Application to PWLB for lighting: application has been submitted and then a blank cheque plus bank statements were required in order to progress application. Awaiting update from them. Noted.
- d. Application to NYCC for £795 to cover cost of defibrillator, cabinet and power supply has been agreed. A form confirming what the money will be used for was signed by 2 Cllrs - Clerk to send off.
- e. Internal Audit: It was resolved to confirm Mary Farman as internal auditor.
- f. Payroll provider. Pay and HMRC currently being done by Clerk, but will become very complex/time consuming when factoring in pensions. Clerk understands that Escricks' pension staging date is 1st May 2017 and, ordinarily, work towards this should have started 18 months before the staging date. Costings have been obtained from a payroll provider - Autela Ltd. It was resolved that Clerk should send information to Councillors and Cllr Morley-Jones is to be asked for input into this issue. Clerk to bring this

to the next meeting of the Finance and Admin Committee meeting and, subject to any decisions made, act on delegated powers to progress the employment of a payroll provider.

g. In preparation for the annual audit, a number of receipts are still required from the Club and Village Hall. It was resolved that Cllr Cunningham will obtain relevant receipts from the Village Hall Committee and the Clerk will request the same from the Club.

h. Currently, the Parish Council account is holding £5000 from the Stronger Communities budget and £1000 from Cllr Casling's Locality budget. Cllr Casling is to create a separate bank account and these funds should be removed from the Parish Council account in due course. Noted.

i. With a change of Clerk, a new bank mandate will be required. It was resolved that the Clerk progresses this and is to look into internet banking options (potentially requiring Councillors to approve any payments), which would reduce the need for cheques. It was resolved to accept the financial report and payments made/to be made.

16010: Planning.

a. Applications:

(i) 2016/0114/FUL - Rear and single storey extension with minor alterations to windows of house at Dower Lodge, Skipwith Road, Escrick, York. The Planning Working Group recommended to object to this application on a number of grounds concerning the materials which it is proposed are used and which do not match existing buildings in the area. Resolved.

b. Decisions:

None.

16011: Matters for Clerk's attention and items for next Agenda.

- a. Receipt and processing of planning applications.
- b. Use of payroll provider.
- c. Update on Samuel Smith brewery appeal from Cllr Casling.
- d. Any update on bus shelter.
- e. Resignation of Cllr Goode.
- f. 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. No action appears to have been taken to date.

16012: Next meeting date.

It was resolved to hold the Annual Parish Meeting at 7pm on 9th May 2016, followed by the Annual Meeting of the Council at 7.15pm on the same day. Venue to be confirmed.

Closure of meeting at 9.05pm

Signed Date: 9th May 2016

Name

Chairman

Annex A

Bank Reconciliation at 31st March 2016

Balance brought forward at 8th February 2016

£13,043.75

Add Receipts for Month

	£	
VAT Reclaim	1,428.50	
Stronger Communities SC75 2015 (PC holding funds)	£	5,000.00
	£	
NYCC General Account	1,000.00	
Interest	£	2.37
	<u>£7,430.87</u>	<u>£20,474.62</u>

Less Payments for Period

L Reader	Salary February	£134.66
Escrick & Deighton Club	Room Hire February	£10.00
Escrick Park Estate	Playing Field Rent	£10.00
Escrick & Deighton Club	Room Hire January	£10.00
	Clerk's Advert Fee	
YLCA	YLCA	£15.00
	<u>£179.66</u>	

Balance at bank and in hand at 7th February 2016

£20,294.96

Community Account	£3,339.80
Business Money Manager	<u>£16,955.16</u>
	<u>£20,294.96</u>

£0.00

Less unpresented cheques

British Heart Foundation	Defibrillator	£400.00
Escrick Village Hall	Meeting F&A Feb	£10.00
HMRC	January	£33.67
HMRC	February	£33.67
	<u>£477.34</u>	
Difference	<u>£477.34</u>	

£19,817.62

Accounts for Payment

L Reader	Salary March	£134.66
HMRC	Tax/NI March	£33.67
Escrick Village Hall	Room Hire March	£10.00
	<u>£178.33</u>	

£19,817.62