

# ESCRICK PARISH COUNCIL

## MINUTES OF ESCRICK PARISH COUNCIL MEETING 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

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### Part 1

#### 16063: Apologies/Attendance:

- a. **Present:** Cllrs Rowson, Cunningham, Forster, Reynolds, Luscombe, Reader, Morley-Jones, Coulson, Lamont and the Clerk
- b. **Apologies:** None received.
- c. All present were requested to sign the Attendance book.

**16064: Interests:** Chair reminded members to make any declarations of interest in any agenda items - none.

**16065: Welcome: Chair welcomed** Councillors and Clerk to the meeting.

#### 16066: Minutes

- a. It was resolved 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. Chairman signed minutes as a true record.

**16067: Comments from public** on agenda items or other questions/comments from electors present: No public present.

Clerk's report on items raised as follows was noted:

1. Unsafe wall near to the school - this has now been repaired. Cllr Rowson to pass on the thanks of the Parish Council to Escrick Estate.
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 Lych 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 and a 'Neighbourhood Watch' sign have 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. Cllr Reader to check on Escrick's Neighbourhood Watch registration status and report back to the Council as to whether a replacement sign is possible. The 'No Cold Calling' sign is believed to be obtainable from Trading Standards - the Clerk to research this further and report to the next meeting.

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. Many of the complaints are from residents living in the proximity of the A19 passing the Parsonage. Complainants to be advised by Councillors that these issues should be reported to NYCC Highways in the first instance as the body with the appropriate authority to deal.

**16068:** Reports received for information only, from:

a) County Councillor - none.  
b) District Councillor - Cllr Reynolds reported that the Chief Executive at Selby has resigned in order to take up a post at City of York Council.

c) Police - none.  
d) Other representatives

1. Cllr Coulson reported on attendance at Planning Service Review Forum held on 13th June. Feedback from Parish Councils indicated that they feel that their application responses as statutory consultees are generally ignored by District Planning staff and that the lack of planning enforcement was of great concern. Parish Councils were asked to report any issues to the enforcement team for action. At Chairman's discretion, the issue was discussed as to whether the Planning Working Group should address issues which appear to be in contravention of applications submitted, or otherwise of concern. It was resolved that where issues are identified, the Planning Working Group would draft a letter, to be sent by the Clerk.

**16069: Planning:** The following were **received**:

**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.  
Cllr Reynolds declared an interest in this item and did not participate in the discussion or resolution.

It was resolved that the Council had no objection in principle, subject to the consideration of the concerns of local residents including A19 access and drainage issues.

b. 2016/0646/TPO: Application for consent to reduce by approximately 30% 1no. Holly Bush under TPO 16/1989 at Auchendoris, Skipwith Road, Escrick. It was resolved that there were no objections to this application.

**2. Decisions:**

a. None.

**3. Consultations:**

a. York Local Plan was approved with minor modifications. Consultation scheduled to start July for 8 weeks. It was confirmed that the Planning Working Group has delegated authority to construct a response to applications/consultations received where the deadline is before the September meeting.

**16070: RFO reported** 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

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|--|-----------|
| 4. Escrick & Deighton Village Hall Committee (room hire May/Jun) | £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-Jun)                        | £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:** It was noted that the Clerk has forwarded documentation to External Auditors.

d) **Pensions Administrator** - It was resolved to appoint Autela Limited as Auto Enrolment Administrator. Chairman signed appointment form as agreed and Clerk to send HMRC code (just received) to Administrators to enable them to act on our behalf.

e) **Defibrillator Grant:** It was noted 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. It was resolved to include these lights in the current programme and that the cost should be met from current reserves, rather than request additional borrowing.

g) **Internet banking:** It was resolved that the Clerk to register for internet and telephone banking for viewing the accounts and transfers between accounts only.

h) **Bank mandate:** Clerk reported that the new bank mandate is now in operation.

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

It was resolved to accept report and payments made.

**16071: Resignation of Cllr Goode:** The resignation of Cllr Goode was noted. Clerk has reported this to Democratic Services and obtained a notice of a casual vacancy which should be displayed between 4th and 22nd July. It was resolved to display the notice.

**16072: Defibrillator:** Cllr Rowson reported that a training session has been arranged on Wednesday 21st September at 7.30pm in the village hall. The Estate are also planning to run a session at Hollicarrs.

**16073: War Memorial Update:** Cllr Rowson reported that the cleaning is due to take place on 21st July, subject to clashes with church events. Donations towards the cost were invited last year and again in the July issue of the Parish Magazine. To include this in the next magazine submission. It was resolved that the Parish Council would cover the difference between the cost and amount of donations received.

**16074: Grass Cutting:** It was resolved to include the grass in the safety cut area only at the frontage of the Parsonage within the current grass cutting contract. The Chairman is to meet with a representative from the Contractors to ascertain cost and to establish that understanding of the cutting contract is the same on both sides.

**16076: Making best use of time at Parish Council meetings:** Cllr Rowson asked for suggestions as to how this might best be achieved. No resolution at this meeting, but to add a proposal to the September agenda, dependent upon the thoughts received from Councillors.

**16077: Maintenance of Fish Monument:** Cllr Reader reported on costs to refurbish the monument. A quote has been received to replace the posts/chains and he is to look into a cost to reinstate the fountain. The quote is to be passed to the County Councillor to explore funding opportunities.

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

1. Policies drafted and reviewed by Admin and Finance Committee. It was resolved to accept the following:

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

The Chairman signed the policies as approved.

The policies still to be reviewed/created were noted:

- 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:** It was noted that the **letter of support** towards a Heritage Lottery bid for facilities redevelopment for St Helen's Church has now been completed and sent by Cllr Rowson.

**16080: Highways issues:**

a) Speed Concerns on A19: It was noted that Cllr Rowson has sent a letter to North Yorkshire Police Traffic Bureau outlining the issues. A response has been received back to say that recent data collected by the Road Safety Partnership Team indicated that the average speed of vehicles was around 36/37 MPH and therefore that neither police enforcement nor road engineering works would be suitable. It was resolved that Cllrs Rowson and Casling would try to make arrangements for a site meeting with Highways/Police to look at options.

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. It was noted that all actions have been taken including the implementation of road markings.

c) Hedge/Tree Trimming: Following some discussion, it was resolved that a consistent approach to concerns about overgrown hedges and trees impacting the highway would be appropriate. The Clerk was delegated to send a letter to residents to request that they cut back the overgrown vegetation as soon as possible. If no action is taken as a result, the issue would be passed to NYCC for action.

d) Relevant road closures added to website for the information of residents - Noted.

**16081: YLCA:** The following were noted:

- 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:** The following were noted:

- a. Citizens Advice in Hambleton, Richmondshire and Selby & District request for donation. It was proposed that a donation of £50 be made, however, the proposal was not carried.
- 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:** It was noted that a resident has expressed appreciation for the work done by the Village Green Committee and Young Farmers who laid the new footpath link from the Village Green to Carrs Meadow.

**16085: Items for the next agenda:**

- 1. Use of Facebook for Parish Council news/events.
- 2. Bus shelter - upkeep/uses.
- 3. York Local Plan - to add this item to reports.

**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 – 5th September, 3rd October, 7th November, 5th December.

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

**8.57pm: Closure of Part 1 meeting.**

**Part 2 - Commenced at 8.58pm.**

**16087: 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.

**16088: Minutes (Part 2)**

- a. It was resolved to accept Minutes of last Part 2 meeting.
- b. Chairman to sign minutes as a true record.

**16089: Clerks' employment matters.**

It was resolved to sign the Clerks contract, increase weekly hours to 6, increase salary by one point due to CiLCA qualification and approve overtime incurred over the past 3 months.

**16090: Update on legal items.**

An update was received on legal items.

**9.15pm: Closure of Part 2 meeting.**

**Signed** ..... **Cllr R Rowson, Chairman**

**Date** : 5th September 2016