

ESCRICK PARISH COUNCIL

ANNUAL MEETING OF THE COUNCIL

MINUTES OF ESCRICK ANNUAL MEETING OF THE COUNCIL 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

Part 1

16013: Statutory annual meeting business:

- a) **Election of chairman** of the parish council.
 - i) Councillors elected Cllr Rowson as chairman for the year.
 - ii) Chairman signed acceptance of office; clerk witnessed signature.
 - iii) Clerk countersigned chairman's acceptance of office.
- b) **Election of vice-chairman** of the parish council
 - i) Councillors elected Cllr Casling as vice-chairman for the year.
 - ii) Vice-chairman signed acceptance of office; clerk witnessed signature.
 - iii) Clerk countersigned vice-chairman's acceptance of office.

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

16015: Comments from electors present: No comments.

16016: Apologies/Attendance:

- a.
 1. Present: Cllrs Casling, Rowson, Cunningham, Luscombe, Goode, Forster, Coulson, Reader, Lamont, Morley-Jones and Reynolds; 3 members of the public and the Clerk.
 2. No apologies received.
- b. All present were requested to sign the Attendance book.

16017: Interests: Chair reminded members to make any declarations of interest in any agenda items - none.

16018: Minutes

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

Cllr Casling then left the meeting.

16019: Council Policies: It was resolved to accept policies/procedures a. to d. below and that remaining policies be drafted by Clerk and circulated by email to Admin & Finance Committee for comment, before being distributed to all Councillors for resolution at the next meeting:

1. Policies 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. Cllr Reader reported that the Playing Fields Association carried out regular checks of all playground equipment to comply with H&S requirements. Cllr Luscombe reported that the Village Green Management Committee (VGMC) ensured that appropriate H&S measures were taken for the fireworks display. The Council asked whether it would be possible to include the installation of safety equipment in the area of the pond at the next meeting of the VGMC.
 - 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: The composition of committees/working groups was resolved as follows:
 Planning Working Group - Cllrs Coulson, Forster and Luscombe (no change).
 Admin & Finance Committee - Cllrs Luscombe, Cunningham, Casling and Rowson.

16021: Representatives: It was resolved to appoint representatives to the following outside bodies:
 Playing Fields Association - Cllr Lamont.
 Village Green Management Committee - Cllr Luscombe (no change).

16022: Reports received from:

- a) District Councillor (reported by Cllr Reynolds in the absence of Cllr Casling):
 - 1. Samuel Smith Brewery Appeal disposed of and no further action.
 - 2. Eastern CEF (Community Engagement Forum) Give it a Go event held on Sat 16th April. Understood that this was successful.
 - 3. Any update on Plan Selby: The Consultation timeframe has slipped until late summer/early autumn.
 - 4. Any update on York LDF: Timeframe has slipped until late summer/early autumn, but needs to be in place by mid 2017.
 - 5. Other items - none.
- b) Police - NYP newsletters circulated to Councillors as they arrive.
- c) Neighbourhood Watch - Cllr Reader advised that people should be aware of internet scams and that bank details should not be given by email.
- d) Other representatives - None.

16023: Planning: The following information was noted:

- 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.

a) Speed Concern questionnaire - update on progress from Cllr Luscombe. Deadline for public responses is 15th May - Cllr Luscombe to bring a proposal to next meeting.

b) It was noted that following an accident involving debris from an HGV tyre breaking the windscreen of the car behind it near the Escrick Business Park on the A19, the Clerk reported the issue to DVSA/VOSA so that they could make appropriate inquiries with the local HGV operators as to wheel washing/checking operations.

c) HGVs through the village: It was noted that the Clerk has contacted two local contractors regarding the use of an alternative route. Both have responded to say that they will pass this information onto their hauliers. It was resolved that the Clerk will also write to Rolawn at Seaton Ross.

d) 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. It was ascertained that some mini traffic calming measures were due to be implemented this year. As these do not appear to have been done, Clerk to write to NYCC to ask about progress.

e) The following responses were received from Area 7 regarding issues raised at the public session of the meeting on 11th April:

Main St - No obvious issues with gullies, level well below outlet. Will monitor in wet weather and if any issues action will be taken. Please note that this area is reliant on a pumped Yorkshire Water sewer which during heavy rainfall does overload and potentially that may have been the reason why the water wasn't clearing. The drain in question is full of leaves. It was resolved that Clerk write to Area 7 to ensure that the correct drain was inspected - to give them contact details for Cllr Luscombe if a site visit is planned.

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. Noted.

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. Noted.

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. Cllr Goode to inform Clerk when date known.

16027: Other correspondence received:

- a. North Yorkshire County Council community awards 2016 for volunteers now open for nominations - the deadline is 31st May. This has been added to the Website notices.
- 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

1. Cllr Goode to hand over responsibility for highlighting areas of dog mess.
2. Look into possibility of getting speed limit reduced to 20MPH along Carr Lane.
3. Chains around fountain - to discuss whether best to replace or refurbish.
4. Speed Concern questionnaire - update on progress from Cllr Luscombe.

16031: The dates of meetings for 2016/17 were confirmed as follows (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: It was resolved 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.

9.17pm: Closure of meeting.

Signed **Richard Rowson**

Chairman, Escrick Parish Council

Date : 6th June 2016

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