

Skelton Parish Council

Parish Clerk: c/o, 7 School Lane, Fulford, York YO10 4LU

☎: 07842 889 146

skeltonpc@hotmail.com

www.skelton-york.gov.uk

Dear Councillors

25 April 2020

You are summoned to attend the next meeting of Skelton Parish Council, to be held on **Thursday 30th April 2020 using a video-link starting at 19:30**. Please find the agenda for the meeting below.

Members of the public and press are welcome to attend the meeting and may address the Council during the Open Forum session. Please contact the clerk by 18:00 on the day of the meeting to receive a link to the meeting.



Karin de Vries (Clerk)

Agenda

20024 Chairman's welcome.

20025 To receive apologies for absence and to approve reasons for absence.

20026 To receive any declarations of interests and any requests for dispensation.

20027 To confirm and sign the minutes of the meeting of the Council held on 27th February 2020 as a true and correct record.

20028 To resolve to adjourn the meeting in order to hold the Open Forum to include: (Please note this will be limited to 30 minutes)

1. To receive a police report
2. To receive a report from the Ward Councillors
3. To receive parishioners' questions

20029 To consider an addendum to the council's existing Standing Orders in order to hold remote meetings

20030 To ratify decisions made between meetings:-

1. To confirm closure of the playground in line with Government guidance issued during the press conference for Covid-19 on 23 March 2020 and to note the City of York's support.
2. To confirm that the cemetery fees for the year 2020/21 will not be increased for the time being.
3. To confirm keeping the cemetery open in line with the Health Protection (Coronavirus, Restrictions) (England) Regulations 2020, Section 5(8) .
4. To confirm the decision to defer printing and distributing of the Spring newsletter.
5. To confirm consent for the clerk to attend the Contracts and Specifications for goods and services webinar.
6. To confirm the increase of salary scale for the litter picker to SCP2 and for the clerk to SCP20 from 1 April 2020.

20031 To receive information and decide necessary action on village and playground matters to

include:-

1. To note repair works to the playground
2. To receive an update on the consultation process for new play equipment
3. To consider correspondence from the Friends of Skelton school with regard to the summer festival on the Pasture on 4 July.
4. To consider the principle of purchasing a projector for in the village hall
5. To consider the decision to raise the flagpole for 8 May VE day celebrations.

20032 To receive and consider a report from the Cemetery Advisory Panel and decide on any necessary action:-

1. To note the Government announcement of Saturday 17th April 2020 that Cemeteries should remain open where possible.
2. To consider guidance notes for burials for Moorlands Cemetery
3. To note landscaping of the compound area

20033 Planning

1. To ratify decisions made between meetings:-
 - a. 20/00392/TPO 11 The Vale. Crown thin by 20%, reduce height by 2-3m 1no. Sycamore; crown lift and thin by 20% 1no. Sycamore protected by Tree Preservation Order No.1973/107. No objections.
 - b. 20/00458/FUL 4 Moorlands Road. Single storey rear extension after demolition of existing extension. Parish councillors abstained and therefore the case officer was informed that Skelton Parish Council will not respond.
 - c. 20/00518/TCA Manor Court. The Village. Pollard Willow tree in a Conservation Area. No objections.
2. To consider a response to the following planning applications:-
 - a. 20/00484/FUL. 79 Brecksfield. Two storey rear extension and single storey side and rear extension.
 - b. 20/00543/FUL. Mollie Coates Garden Centre, Skelton Nurseries, Shipton Road. Erection of 8no. dwellings, formation of new access, laying out of open space and associated works following demolition of existing buildings (resubmission, revised scheme).
3. To note details of planning applications decided by City of York Council and decide upon any necessary action:-
 - a. 19/02576/FUL Skelton Hall. The Village. Single storey front and side extensions, demolition of existing front conservatory, alterations to fenestration and windows to side and rear elevations, erection of detached triple garage building. Approved.
 - b. 19/02577/LBC Skelton Hall. The Village. External alterations to include single storey front and side extensions, demolition of existing front conservatory, erection of detached triple garage, alterations to rear fenestration and windows to side and second floor. Internal alterations to staircase, upper floors, ground floor kitchen and hall. Installation of new staircase. Approved.
 - c. 20/00115/FUL 4 The Beeches. Single storey rear extension and conversion of existing attached garage. Approved.
 - d. 20/00518/TCA Manor Court. The Village. Pollard Willow tree in a Conservation Area. Approved.
 - e. 20/00392/TPO 11 The Vale. Crown thin by 20%, reduce height by 2-3m 1no.Sycamore; crown lift and thin by 20% 1no. Sycamore protected by Tree Preservation Order No.1973/107. Approved.

- f. 18/01900/FUL Woodstock Lodge. Corban Lane. Wigginton. Change of use from agricultural land and formation of hardstanding for mobile catering units in association with approved wedding venue. Withdrawn.

4. To consider other matters related to planning and decide upon any necessary action to include:-

- a. City of York Local Plan
- b. Hambleton Local Plan

20034 Financial Matters and Governance

1. To approve the bank reconciliation as at 29 March 2020 and to consider the budget monitoring report.
2. To note the following receipts:-

a. HMRC VAT reclaim	£2827.14
b. Interest	£ 11.14
3. To ratify decisions made between meetings to confirm the following payments:-

a. Salaries, office costs and expenses March [BACS]	£ 814.71
b. HMRC Income tax March [DD]	£ 55.60
c. LJD Construction Services Ltd Landscaping compound area [BACS] incl VAT £279.60	£1677.60
d. YLCA membership 2020-21 [BACS]	£ 435
e. Parklane playgrounds repairs [BACS] Incl VAT £60	£ 360
f. Sleightholm Landscapes works to Sycamore Close and cemetery [BACS] Incl VAT £80	£ 480
g. Business Stream Water cemetery [BACS]	£ 7.72
h. Sleightholm Landscapes Invoice 268 grass cutting [BACS] Including VAT £116	£ 696
4. To approve the following payments:-

a. Salaries, office costs and expenses April [BACS]	tbc
b. HMRC Income tax April [DD]	tbc
c. City of York NNDR [DD]	£ 58.16
d. Zoom Pro membership [BACS] Incl VAT £23.98	£143.88
e. ICCM annual membership [BACS]	£ 95
f. YLCA webinar recording Contracts and specifications for goods and services [BACS]	£10
5. To consider the appointment of an internal auditor for the financial year 2019/20.
6. To schedule an ICARAP meeting:-
 - a. To consider the Audit Plan for 2020/21
 - b. To carry out the end of year internal control including a review of the Asset Register, the Risk Management Register and the Annual Governance and Accountability Return.
7. To consider a report regarding website provision
8. To consider a new email address for Skelton Parish Council
9. To note the cancellation of the Annual Parish Assembly because of the Covid-19 pandemic

20035 To consider correspondence received and decide action where necessary to include

1. To receive emails from YLCA:-
 - a. White Rose Updates from 28 February to 24 April 2020.
 - b. Coronavirus advice dated 2 March 2020

- c. YLCA Spring Conference 28 March-Postponement dated 11 March 2020
 - d. Coronavirus- Meetings and the Administration of Local Councils and Parish Meetings dated 13 March 2020
 - e. Parish elections 2020 – postponed until May 2021 dated 16 March 2020.
 - f. Keeping the Council Functioning During the Coronavirus dated 16 March 2020
 - g. Coronavirus -The cancellation of meetings and latest advice from the National Association of Local Councils dated 17 March 2020.
 - h. YLCA Office closure and continued support to member councils dated 17 March 2020.
 - i. YLCA advice – support to the community during the coronavirus pandemic dated 18 March 2020.
 - j. Latest Coronavirus from the National Association of Local Councils: Statutory Sick Pay and Guidance on Working from Home dated 18 March 2020.
 - k. Coronavirus- Government support for employers dated 23 March 2020
 - l. Announcement from PKF Littlejohn LLP- Delay in the issuing instructions for 2019/20 AGAR dated 25 March 2020.
 - m. Coronavirus and Local Councils/Parish Meetings note dated 31 March 2020.
 - n. White Rose Update 3 April with NALC Legal Briefing on remote meeting regulations and guidance on how to hold remote meetings dated 4 April 2020.
 - o. Remote Meeting Regulations – requirement to post meeting papers on the website of the principal authority dated 8 April 2020.
 - p. Zoom remote meeting software -offer arranged by the national association dated 15 April 2020
 - q. Annual Accounts -year ended 31 March 2020 dated 16 April 2020.
 - r. NALC Briefing -LO2-20L Employment Law changes 2020 dated 17 April 2020.
 - s. Election regulations, burials and cemeteries update ... including LO3-20 The Local Government and Police and Crime Commissioner (Coronavirus) – (Postponement of elections and referendums) (England and Wales) Regulations 2020.
 - t. Postponement of YLCA Spring Conference, Planning Seminars and ICCM headstone workshop.
2. To receive emails from NALC:-
 - a. NALC Briefing LO2-20 Employment Law Changes 2020
 - b. Chief Executive’s Bulletin, weekly from 6 March to 24 April.
 - c. Coronavirus-Information for Parish and Town Councils, dated 16 March, 17 March, 18 March, 19 March, 20 March, 24 March, 26 March, 27 March, 28 March, 2 April, 2 April, 3 April, 6 April, 8 April, 9 April, 14 April, 17 April and 23 April 2020
 3. To receive emails from City of York with Covid-19 updates from 4 March to 23 April 2020.
 4. To note correspondence with ICCM with regard to the Health Protection (Coronavirus, Restrictions) (England) Regulations 2020, Section 5(8) and its impact on cemeteries.
 5. To note the cancellation of the Great British Spring Clean 2020 and the Yorkshire Day on 1 August 2020.
 6. To receive email from City of York on 24 February 2020 asking for comments with regard to a review of the parish charter.

20036 To consider that the council empower the clerk to do anything expedient and necessary to ensure the continuous business of the council, and to deal with mandatory undertakings in order to prevent the authority from incurring liability until the Covid-19 pandemic has been resolved if a virtual or meeting in person cannot be held. To consider that the clerk should consult the following councillors before making the decision;-

- a. With regard to payment of invoices, the clerk shall receive consent from three councillors. After the clerk has instructed the electronic payments, a councillor with electronic banking access shall authorise the payments.
- b. With regard to the submission of planning responses, the clerk shall consult the chairman and receive consent from at least three councillors.
- c. With regard to any other matter as may be necessary to ensure the continuous business of the council, the clerk shall consult the Chairman or Vice-Chairman and receive consent from three councillors.

20037 To consider exclusion of the press and public from the discussion of any aspect of item 20038 by virtue of s.1(2) of the Public Bodies (Admission to Meetings) Act 1960.

20038 To consider staff matters and decide action where necessary to include:

1. To note that the litter picker is not a key worker and that he therefore has not gone out since 23 March 2020 and will not go out for work until further notice.
2. To consider submitting a Covid19 Job Retention Scheme claim.

20039 To confirm the date and time of the next meeting.