

Skelton Parish Council

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Dear Councillors

22 May 2020

You are summoned to attend the next meeting of Skelton Parish Council, to be held on **Thursday 28th May 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 19:00 on the day of the meeting to receive a link to the meeting.



Karin de Vries (Clerk)

Agenda

20-21/01 Chairman's welcome.

20-21/02 To receive apologies and approve reasons for absence.

20-21/03 To receive any declarations of interests and any requests for dispensation.

20-21/04 To confirm and sign the minutes of the meeting of the Council held on 30th April 2020 as a true and correct record.

20-21/05 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

20-21/06 To receive information and decide necessary action on village and playground matters to include:-

1. To receive an update regarding repair works to the playground
2. To receive an update on the provision of new play equipment
3. To note further information on the purchase of a projector
4. To note the raising of the flag for 8 May VE day celebrations and to consider the purchase of flags and accessories.

20-21/07 To receive and consider a report from the Cemetery Advisory Panel and decide on any necessary action:-

1. To consider correspondence requesting access for stonemasons to the Cemetery
2. To consider maintenance of the cemetery paths

20-21/08 Financial Matters and Governance

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

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|----|----------------------------|--|---------|
| a. | CoYC first half of precept | | £10,000 |
| b. | Cooperative Interment | | £ 440 |
| c. | Wayleave cheque | | £ 6.90 |
3. To approve the following payments:-
 - a. Salaries, office costs and expenses May [BACS] tbc
 - b. HMRC Income tax May [DD] tbc
 - c. City of York NDR [DD] £ 57
 - d. Abbotts Memorials Soil removal [BACS] £60
 - e. YLCA webinar Grants -policies, procedures & powers [BACS] £15
 - f. YLCA webinar Completion of the AGAR [BACS] £18.75
 - g. YLCA webinar Experienced clerks [BACS] £48
 - h. Sleightholm Landscapes Grass cutting [BACS] tbc
 4. To resolve to renew annual membership of YLCA, SLCC and ICCM.
 5. To review the Standing Orders.
 6. To review the Financial Regulations
 7. To confirm the Clerk as the Responsible Financial Officer.
 8. To review the Council's policies including:-
 - a. The Code of conduct
 - b. The Information Data Protection Policy
 - c. The Privacy Policy
 - d. The Document and Disposal Policy
 - e. The Co-option Policy
 - f. The Publication Scheme
 - g. The Complaints Procedure
 - h. The Policy for recording of Council Meetings
 - i. The Health and Safety Policy
 - j. The Lone workers Policy
 9. To note the report from ICARAP from its meeting of 15 May 2020 and to decide on any necessary action, including:-
 - a. To consider the Internal Control Plan for 2020/21
 - b. To review the asset register and to approve the register per 31 March 2020.
 - c. To consider the amended Risk Management Register
 - d. To consider the Bank reconciliation for 2019/20
 - e. To note the renewal of the Data Protection Fee
 - f. To approve the Annual Governance Statement for 2019/2020 and for the chairman to sign the Annual Governance Statement.
 10. To consider the internal auditor's report for the financial year 2019/20.
 11. To consider the Accounting Statements for 2019/2020 and to ensure that the chairman signs and dates the Accounting Statements.
 12. To consider progress on website provision
 13. To note progress on a new email address for Skelton Parish Council
 14. To confirm consent for the clerk to attend the Grants policies, procedures and powers, the completion of the AGAR, the experienced clerks webinar and for councillors to attend electronic training

20-21/09 Planning

1. To consider a response to the following planning applications:-
 - a. 20/00751/FUL 22 The Vale Skelton York YO30 1YH Installation of raised deck with glass and steel balustrade to first floor front elevation
2. To note details of planning applications decided by City of York Council and decide upon any

necessary action:-

- a. 20/00458/FUL 4 Moorlands Road. Single storey rear extension after demolition of existing extension. Approved.
 - b. 20/00484/FUL. 79 Brecksfields. Two storey rear extension and single story side and rear extension. Approved.
3. 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 submitted for examination. Additional correspondence received that Hambleton is no longer inviting comments.
 - c. 1 Church View, The Green (18/01458/FUL). Appeal dismissed.

20-21/10 To consider correspondence received and decide action where necessary to include:-

1. To receive emails from YLCA:-
 - a. White Rose Updates from 1 May to 22 May 2020.
 - b. 6 May YLCA Electronic training programme (May to July)
 - b. 12 May NALC advice- The holding of Council Meetings.
2. To receive emails from NALC:-
 - a. Chief Executive's Bulletin, weekly from 1 to 22 May.
 - c. Coronavirus-Information for Parish and Town Councils, dated 24 April, 30 April, 4 May, 12 May and 15 May 2020.
3. To receive emails from City of York with Covid-19 updates dated 24 April, 27 April and 18 May 2020.

20-21/11 To consider exclusion of the press and public from the discussion of any aspect of item 20-21/12 by virtue of s.1(2) of the Public Bodies (Admission to Meetings) Act 1960.

20-21/12 To consider staff matters and decide action where necessary to include:

1. To consider the new guidance and whether the litter picker should go out for his duties
2. To consider the Parkinson Partnership Working from Home 2020 guidance with regard to the Home Working Allowance.

20-21/13 To notify the clerk of matters for inclusion on the agenda of the next meeting.

20-21/14 To confirm the date and time as Thursday 25 June 2020.