

Skelton Parish Council

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Minutes of the Ordinary Meeting of Skelton Parish Council held on Thursday 28th May 2020 at 19.30 held by Zoom

Present:

Councillors: Cllrs Watt (Chairman), Gossow, Kitson, Lawn, C Linfoot, J Linfoot, Mansell, Stead, Watson

Ward Councillor: Cllr Hook

Public: 2

Clerk: K de Vries

- 20-21/01 Chairman's welcome.
The Chairman welcomed everyone to the meeting. He explained the procedures for this second virtual meeting and announced that a break would be held at 20:00 to allow councillors and members of the public to clap for the National Health Service.
- 20-21/02 To receive apologies for absence
None.
- 20-21/03 To receive declarations of interest and dispensation requests
Cllr Mansell declared a Disclosable Pecuniary Interest in agenda item 20-21/09.a.
- 20-21/04 To approve minutes of the Ordinary Meeting of Skelton Parish Council held on 30th April 2020
It was RESOLVED to approve and sign the minutes of the meeting of the Council held on 30th April 2020 as a true record. The chairman signed the minutes.
- 20-21/05 Open Forum
It was RESOLVED to adjourn the meeting to hold the Open Forum
- 1 Police Report
No new police report had been received. The Chairman mentioned that a man had been witnessed stealing a dog and a pressure washer. He personally had witnessed that a motor bike overtaking at a junction had wiped off a wing mirror of a car turning right into the village.
 - 2 Report from ward councillor
Cllr Hook had been contacted by residents with concerns about overgrown hedges overhanging pavements and not leaving enough space to allow for residents to socially distance. She also mentioned that the Ward Councillors for Rural West, Cllr Hook and Cllr Barker, had agreed to fund the works required to stop mud spilling on the green. The Chairman thanked her for her efforts. The Chairman observed that route 65 was very busy with cyclists and how important it was to replace the footbridge at the earliest opportunity. Cllr Hook will chase this with the City of York. The Chairman also raised that some concerns had been raised with regard to a bright LED street light within Skelton Conservation Area. The light is perceived to be intrusive and inappropriate for a conservation area. The clerk will add this item to the agenda for next month and the Chairman committed to writing to the City of York regarding this matter.
 - 3 Village Matters and parishioners' questions.
No village matters were raised.

The Open Forum was closed and the meeting resumed.

- 20-21/06 To receive and decide necessary action on the following village and playground matters:-
- 1 To receive an update on repair works to the playground
The clerk reported that the removal of the mound will hopefully be carried out before the next meeting. It was RESOLVED to accept a quotation for a new bearing and repairs to the housing of the Gyrospiral for £620 ex VAT.
 - 2 To receive an update on the provision of new play equipment.
The clerk will seek indicative quotations for a Viper Rope swing, a Climbing Net and a Roundabout Orbit to enable requesting grant funding for new equipment. Because of the pandemic, the newsletter consultation was still outstanding.
 - 3 To note further information on the purchase of a projector.
The Village Hall Committee had agreed to the gift of a projector and thanked the Council for this gesture. It will be some time before the project can proceed. The clerk was asked to seek three quotations for the projector including installation.
 - 4 To note the raising of the flagpole for 8 May VE day celebrations and to consider the purchase of flags and accessories.
Cllr Stead and Cllr Mansell had erected the flagpole, Cllr Watt had raised the flag and councillors had attended to observe two minutes silence. A more permanent arrangement for the flagpole was considered necessary in order to celebrate Yorkshire Day and future celebrations. Cllr Stead and Cllr Mansell offered to construct the base and source the materials for it. It was RESOLVED to task the clerk with purchasing a Yorkshire flag, a larger UK flag and 20m of halyard for an expenditure up to £200.
- 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.
The Council RESOLVED to permit access for stonemasons.
 - 2 To consider maintenance of the cemetery paths.
Cllr Watson and her husband were thanked for their efforts to remove deteriorated timber edging. Cllr C Linfoot remarked that the edging had been replaced not that long ago. He proposed replacing the timber with a more durable material along the entirety of the path. The meeting was adjourned to allow Councillors and members of the public to clap for the NHS. After their return, a discussion took place whether the path surface should be restored at the same time. It was RESOLVED to seek quotations for the installation of concrete edging for the path in the old cemetery.
- 20-21/08 Financial Matters and Governance
- 1 To approve the bank reconciliation and budget monitoring report to 29 April 2020.
It was RESOLVED to approve the bank reconciliation and the budget monitoring report to 29 April 2020. The Chairman explained that the Council has a healthy bank balance because some expenditure had been deferred because of Covid-19.
 - 2 Receipts
Council noted the following receipts:

a. CoYC first half of precept	£ 10,000
b. Cooperative Interment	£ 440
c. Wayleave cheque	£ 6.90

3	To approve the following invoices:-		
	a. Salaries, office costs and expenses May	[BACS]	£ 798.51
	b. HMRC Income tax May	[DD]	£ 55.80
	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]	£ 1260
	Incl VAT £210		

It was RESOLVED to approve the above invoices for payment.

4 To renew annual memberships

It was RESOLVED to renew the annual membership of YLCA, SLCC and ICCM.

5 To review the Standing Orders. It was RESOLVED to change Standing Order 3.x to state, 'A meeting shall not exceed a period of 2 hours unless extended by resolution of the meeting'.

6 To review the Financial Regulations.

It was RESOLVED to confirm the Financial Regulations unamended.

7 To confirm the Clerk as the Responsible Financial Officer.

It was RESOLVED to confirm the Clerk as the Responsible Financial Officer. The Chairman commented that the clerk had done a valued and thorough job in her role as RFO.

8 To review the following Council's policies: -

- a. The Code of conduct.
- b. The Information Data Protection Policy
- c. The Privacy Notice and Privacy Notice for staff, councillors and role holders
- d. The Document Retention 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.

It was RESOLVED to confirm the above policies without amendments.

9 To note the report from ICARAP from its meeting of 15 May 2020 and to decide on any necessary action:-

- a. It was RESOLVED to approve the Internal Control Plan for 2020/21.
- b. It was RESOLVED to approve the amended asset register per 31 March 2020.
- c. It was RESOLVED to approve the amended Risk Management Register.
- d. It was RESOLVED to approve the Bank reconciliation for 2019/20.
- e. The renewal of the Data Protection Fee was noted.
- f. It was RESOLVED to approve the Annual Governance Statement for 2019/2020 and the chairman thereafter signed the Annual Governance Statement.

10 To consider the internal auditor's report for the financial year 2019/20.

The internal auditor's report for the financial year 2019/20 had been received and it was noted that no concerns were raised for consideration of the Council.

11 To consider the Accounting Statements for 2019/2020.

It was RESOLVED to approve the Accounting Statements for 2019/2020 and the Chairman signed and dated the Accounting Statements.

- 12 To consider a report on website provision.
Deferred.
- 13 To note progress on a new email address for Skelton Parish Council.
After receipt of advice from the current website provider, it was considered best to request a new email address in conjunction with a new website. A discussion was held whether councillors would require councillor email addresses. The clerk was asked to progress this.
- 14 To confirm consent for the clerk to attend the Grants Policies, Procedures and Powers, the Completion of the AGAR and the Experienced Clerks Webinar and for councillors to attend webinar training.
It was RESOLVED to confirm the decisions taken between meetings to allow the clerk to attend the above webinars. It was mentioned that Councillor Watson and the clerk enrol on free webinars for councillors and clerks respectively as well as a session on Dealing with Difficult Issues.

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.
Cllr Mansell withdrew to the waiting room for this agenda item. It was RESOLVED to object due to the design of the proposed balcony on top of a double garage being out of character for the village and The Vale and The Dell in particular. Moreover, the principle of a balcony at the front of a dwelling is an alien element within The Vale and also does not fit well with the rural character of The Vale and Skelton village overall. The balcony impacts on the privacy of the bungalow opposite because of overlooking the dormer windows as well as being obtrusive for those who walk past on the pavement. The proposals therefore clash with the SPD House extensions and alterations chapter 3.1, 3.4, 7 and 11.1 as well as the Skelton Village Design Statement, page 14, design guideline 9 and page 17. Cllr Mansell was readmitted from the waiting room.
- 2 Planning applications decided by City of York Council

20/00458/FUL 4 Moorlands Road. Single storey rear extension after demolition of existing extension. Approved.

20/00484/FUL. 79 Brecksfields. Two storey rear extension and single storey 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. The Inspectorate is still considering the representations made.
 - b. Hambleton Local Plan. Hambleton District Council are no longer inviting comments.
 - c. 1 Church View, The Green (18/01458/FUL). Appeal dismissed. Cllr Hook will ask that the Parish Council is informed of appeal decisions in future.

20-21/10

To consider correspondence received and decide action where necessary to include:-

- 1 All following emails from YLCA were noted:-
 - a. White Rose Updates from 1 May to 22 May.
 - b. 6 May YLCA Electronic training programme (May to July)
 - c. 12 May NALC advice- The holding of Council Meetings.
- 2 All following correspondence from NALC was noted:-
 - a. Chief Executive's Bulletin, weekly from 1 to 22 May.
 - b. Coronavirus-Information for Parish and Town Councils, dated 24 April, 30 April, 4 May, 12 May and 15 May 2020.

- 3 A series of emails from the City of York with Covid-19 updates from 24 April to 20 May 2020 was noted.
- 20-21/11 To consider exclusion of the press and public from the discussion of any aspect of item 20-21/12.
It was RESOLVED to exclude 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 the following staff matters and decide action where necessary to include:
- 1 To consider the new Government guidance and to determine whether the litter picker should go out for his duties.
The litter picker had requested to return to work. It was discussed that the Government Guidance for outdoor activities has been relaxed but that the Council has a duty of care towards their employees. It was RESOLVED that the litter picker will resume his duties subject to a risk assessment for Covid-19 being prepared by the clerk and agreed by the litter picker.
 - 2 To consider the Parkinson Partnership Working from Home 2020 guidance with regard to the Home Working Allowance.
The clerk left the virtual meeting during discussion. It was RESOLVED to change the clerk's Home working allowance to £26 in line with the Parkinson Partnership Working From Home 2020 guidance and HMRC guidance. The clerk returned for the end of the meeting.
- 20-21/13 To notify the clerk of matters for inclusion on the agenda of the next meeting.
The Chairman reminded councillors to notify the clerk of matters for inclusion on the agenda at least 10 working days prior to a meeting.
- 20-21/14 To confirm the date and time of the next meeting.
It was noted that the next meeting will be held on Thursday 25th June 2020 at 19:30.
The meeting closed at 20:50.

Chairman's signature:

Date of approval: