

Minutes of the Virtual Meeting of Skelton Parish Council held on Thursday 30<sup>th</sup> April 2020 at 19.30

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Present:

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

Ward Councillor: Cllr Hook

Public: 4

Clerk: K de Vries

- 20024 The Chairman welcomed everyone to the meeting. He explained that because of Covid-19 this is the first meetings since 27<sup>th</sup> February and the first virtual meeting. He explained the procedures for the meeting as included in the Addendum to the Standing Order. He also explained that a break would be held at 20:00 for the benefit of those who wish to step outside to clap for the National Health Service.
- 20025 Apologies for absence  
None.
- 20026 To receive declarations of interest and dispensation requests  
None.
- 20027 It was RESOLVED to approve and sign the minutes of the meeting of the Council held on 27<sup>th</sup> February 2020 as a true record. The chairman signed the minutes.
- 20028 It was RESOLVED to adjourn the meeting to hold the Open Forum
- 1 Police Report  
The last police report received for February mentioned two incidents. A car window had been smashed and a handbag removed from a car at Moorlands Nature reserve. Another car in Burtree Avenue had been vandalised. A police report for March had not been received.
  - 2 Report of ward councillor  
Cllr Hook is checking up on vulnerable residents by telephone but she is not involved in the volunteer network in Skelton. She reminded councillors that if anyone is identified who needs help or who wants to help, please contact the City of York or Cllr Hook directly. She also asked that overflowing bins are reported to her. Cllr Mansell reported that the York website is not very user friendly for reporting fly tipping concerns. Cllr Hook responded to contact her directly.
  - 4 Village Matters and parishioners' questions.  
A resident asked why councillors had abstained from responding to their planning application. The Chairman explained that as a monthly meeting could not be held in March because of the Covid-19 restrictions and as all councillors know the applicant well, it was felt best not to respond. Another resident requested further information in relation to a meeting they had attended to discuss the prevention of mud creeping across the road. The Chairman explained that the officer was progressing it and that Covid-19 related restrictions may have delayed the process. Cllr Hook said it was her understanding that the works were forecast to be carried out in the current financial year but that she would chase it up. The Chairman will forward the documentation he received to the member of the public.  
  
The Open Forum was closed and the meeting resumed.
- 20029 To consider an addendum to the council's existing Standing Orders in order to hold remote Meetings.  
The Council RESOLVED to approve the addendum to the Standing Orders.

- 20030 It was RESOLVED to ratify the following 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 distribution 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 and decide necessary action on the following village and playground matters:-
- 1 To note repair works to the playground  
Some repairs to the play equipment had been carried out before lockdown and on inspection it had been found that the Gyrospiral needs a new bearing and housing. A quotation had been requested for these works. All other repair works including the removal of the mound had been deferred until the return to normality.
  - 2 To receive an update on the consultation process for new play equipment  
Because of the lockdown, Cllr C Linfoot had asked the acting head of Skelton Primary School to use the brief to carry out the consultation. The consultation process had been very positive and the children were fully engaged. The preferences were very close between three items: a Viper Rope swing; a Climbing Net, and the Roundabout Orbit. Moreover, pupils had asked for the zipwire to be repaired. Cllr Watt reminded councillors that the newsletter consultation was still outstanding. Moreover, the repairs to the zipwire had already been instructed but these repair works were delayed because of Covid-19. The clerk will start the process by seeking quotations for the above pieces of equipment.
  - 3 To consider correspondence from the Friends of Skelton school with regard to the summer festival on the Pasture on 4 July.  
The Chairman suggested that there is no problem proceeding with the planning but that it was very likely that Government restrictions will prevent the festival from happening. It was RESOLVED that the clerk will respond to the Friends of Skelton School that it is fine to press on with planning but to advise the group that Government guidelines will be adhered to.
  - 4 To consider the principle of purchasing a projector for in the Village Hall  
During discussion, the meeting was adjourned to allow councillors to clap for the National Health Service. The meeting was resumed at 20:05.  
The Council RESOLVED in principle to purchase a projector up to a maximum expenditure of £1700 incl VAT as a gift to the Village Hall Committee in lieu of monetary grants for two years.
  - 5 To consider the decision to raise the flagpole for 8 May VE day celebrations.  
The specific arrangements were agreed with Cllr Stead and Cllr Mansell erecting the flagpole and Cllr Watt raising the flag.
- 20032 To receive and consider a report from the Cemetery Advisory Panel and decide on any necessary action
- 1 The Government announcement of Saturday 17th April 2020 that Cemeteries should remain open where possible was noted.
  - 2 To consider guidance notes for burials for Moorlands Cemetery.  
Deferred.

- 3 The landscaping of the compound area had been carried out and looked good.

20033

## Planning

- 1 The following decisions made between meetings were ratified:-
  - 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.  
The Council RESOLVED to object to this application because it contravenes the guidance in City of York's Supplementary Planning Guidance. House Extensions and Alterations. The extension and particularly the two storey element of the proposal adversely affects the amenity of the neighbouring property because of an adverse effect on the limited amount of sunlight at the rear of the neighbouring house, the adverse impact on the outlook from next-door's windows in conflict with the 45 degrees rule and because the extension would create a feeling of being unduly hemmed in (Paragraph, 4.7 and Diagram 3, paragraph 5.1-5.2 and paragraph 13.6 and Diagram 9).
  - 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).  
After some discussion about green belt, the out-of-date transport plan and drainage and the impact on Toll Bar Cottage it was RESOLVED to not object but make comments that the Council is concerned that the road traffic plan pre-dates the alterations made to the A19 and the reduced speed limit as a consequence of the Del Monte (Fairfield Croft) housing development. Moreover, the Parish Council is particularly concerned that the proposed development does not include provision of a 'Sterile Area' in the centre of the A19 for vehicles turning right out of the development.
- 3 Planning applications decided by City of York Council
  - 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:-
- City of York Local Plan. The Inspector is still considering the representations made.
  - Hambleton Local Plan. This has been submitted to the Inspectorate for Examination on 31 March 2020 Comments are invited by 30 September 2020.

20034

## Financial Matters and Governance

- 1 It was RESOLVED to approve the bank reconciliation and the budget monitoring report to 29 March 2020. The Chairman commented that Covid-19 had delayed some works that were meant to be carried out in the year 2019/20 and that this means that the end of year bank balance is higher than anticipated.
- 2 Council noted the following receipts:
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|---------------------|--|-----------|
| a. HMRC VAT reclaim |  | £ 2827.14 |
| b. Interest         |  | £ 11.14   |
- 3 It was RESOLVED to ratify the decisions to approve 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] | £ 1677.60 |
| Incl VAT £279.60   |        |           |
| d. YLCA membership 2020-21                                     | [BACS] | £ 435     |
| e. Parklane playgrounds repairs                                | [BACS] | £ 360     |
| Incl VAT £60   |        |           |
| f. Sleightholm Landscapes works to Sycamore Close and cemetery | [BACS] | £ 480     |
| Incl VAT £80   |        |           |
| g. Business Stream Water cemetery                              | [BACS] | £ 7.72    |
| h. Sleightholm Landscapes Invoice 268 grass cutting            | [BACS] | £ 696     |
| Including VAT £116   |        |           |
- 4 It was RESOLVED to approve the following payments:-
- |   |        |          |
|---|--------|----------|
| a. Salaries, office costs and expenses April                                  | [BACS] | £ 804.46 |
| b. HMRC Income tax April  | [DD]   | £ 55.40  |
| c. City of York NDR   | [DD]   | £ 58.16  |
| d. Zoom Pro membership  | [BACS] | £ 143.88 |
| Incl VAT £23.98   |        |          |
| 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.  
It was RESOLVED to appoint Mrs Harrison as internal auditor.
- 6 To schedule an ICARAP meeting:-
- To consider the Audit Plan for 2020/21
  - 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.
- The clerk was asked to circulate some dates for a meeting in the middle of May.
- 7 To consider a report on website provision.  
The clerk had circulated a report and will make further enquiries.
- 8 To consider a new email address for Skelton Parish Council.  
The clerk will seek a quotation for a new email address from the existing website provider.

- 9 It was noted that the Annual Parish Assembly cannot be held because there is no provision for it in the Covid-19 legislation. Moreover, in line with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, Regulation 6 it was RESOLVED not to hold the Annual Meeting in May 2020 and to defer it to May 2021.

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

- 1 All following emails from YLCA were noted:-
  - 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 All following correspondence from NALC was noted:-
  - 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

The clerk will further investigate whether the NALC Briefing LO2-20 Employment Law Changes 2020 is relevant to the Council.
- 3 The emails from City of York with Covid-19 updates from 4 March to 23 April 2020 were noted.
- 4 The correspondence with ICCM with regard to the Health Protection (Coronavirus, Restrictions) (England) Regulations 2020, Section 5(8) and its impact on cemeteries was noted and the advice had been complied with.

- 5 It was noted that the Great British Spring Clean 2020 and the Yorkshire Day on 1 August 2020 had been cancelled.
- 6 An email was received from City of York on 24 February 2020 asking for comments with regard to a review of the Parish Charter. The Council noted the content.

20036 It was RESOLVED 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.

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 It was RESOLVED to exclude 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 The following staff matters were considered:

- 1 It was noted that the litter picker is not a key worker and that he therefore has not gone out since 23 March 2020. It was RESOLVED that he should not go out for work until further notice.
- 2 It was RESOLVED to not submit a Covid19 Job Retention Scheme claim.

20039 It was noted that the next meeting will be held on Thursday 26<sup>th</sup> May 2020 at 19:30.

The meeting closed at 21:12.

Chairman's signature:

Date of approval: