

**Minutes of the Annual Meeting**  
**of Riccall Parish Council**  
**held on 18th May 2015**  
**from 7.30 p.m. at the Regen Centre**

Public Participation commenced at 7.15pm – no-one present

Attending: Cllrs Keen (Chairman) Adamson, Dawson, Kilmartin, Nuttall, Owens, Rimmer, Sharp, Somers-Joce and Wilkinson.

District Cllr Reynolds

Youth Advisor -Tom Davies

Mrs Lindsey Ryan-Clerk and Responsible Finance Officer

Mrs Sandra Botham- Administrative Assistant

1 member of the public

Cllr Keen thanked Cllrs for continuing to serve the Parish Council and welcomed Cllr Rimmer to his first meeting.

**1 Election of Chairman for 2015/2016**

It was resolved that Cllr Keen should continue as Riccall Parish Council Chairman for 2015/2016.

**2 Chairman signs declaration of acceptance of office of Chairman.**

Cllr Keen signed the declaration of acceptance of office of Chairman.

**3 Election of Vice Chairman for 2015/2016**

It was resolved that Cllr Wilkinson should continue as Riccall Parish Council Vice-Chairman for 2015/2016.

**4 Declarations of acceptance of office and Register of Interests**

The Clerk confirmed that all declarations of acceptance of office and registers of interest have been signed and collected from all members before the meeting. Declarations of acceptance will be filed in the Council office and registers of interest will be sent to Selby DC and will appear (without signatures) on both the SDC website and Riccall Parish Council website.

## **5 Apologies and Declarations of Interest**

There were no apologies for absence and no declarations of interest in items on the agenda.

The Chairman welcomed Cllr Rimmer to Riccall Parish Council.

## **6 Minutes of 20<sup>th</sup> April 2015**

A minor spelling error was noted in item 11 which will be corrected.

The minutes of the meeting were accepted as a true record and adopted.

## **7 Report on progress and updates since the last meeting**

District Cllr Reynolds was welcomed back as he had been re-elected as the District Cllr for Riccall.

NY Police update had been circulated prior to the meeting and Cllr Keen noted that the Parish Council would prefer the local Police team to attend the meetings occasionally, although they do now attend CEF meetings.

The Clerk gave an update:

- Housing Needs Surveys were available for collection, ready to go into the next Riccall Beacon, which will be available for distribution shortly.
- The works to widen the footpath at the development on York Road caused the footpath to be closed off to pedestrians. The Clerk contacted the Highways Inspector following complaints and he stopped the works. The developers will now have to submit a Method Statement to the Highways Inspector, prior to work commencing again.
- Temporary traffic lights for Yorkshire Water maintenance at the junction of Back Lane/Landing Lane/Church Street caused problems when they failed to work correctly. The Clerk contacted YW on several occasions in the evenings to rectify the situation.
- A recent property fire on York Road was attended by the fire brigade who had issues with low water pressure- this has raised a further concern that would need to be addressed before further housing development takes place.
- Arriva have been contacted regarding lack of markings on the road outside the park for the bus stop area.
- Posters have been placed on the Village Green notice board to stop cyclists attaching cycles to the board and fencing. Notices have also been placed on the cycles.
- Cllrs were issued with a new file, including standing orders, financial regulations, policies, contact details and various other information, which will assist them in their coming term of office.
- A thank you evening for volunteers is to be arranged for June.

## **8 Matters from Public Participation**

No matters were raised during Public Participation.

Three members of the public from different areas of the village had commented on the situation last week when the traffic lights at the junctions of Main Street/Station Road/Silver Street were not working, stating that they thought traffic moved better and they preferred it that way. NYCC were assessing the future of the traffic lights in Riccall some time back but have not yet made a decision.

It was noted that a vehicle parked on the corner of Chapel Lane/Main Street caused access problems for the fire brigade attending a house fire.

*It will be clarified whether planning conditions were given that stipulated cars belonging to the house should park in allocated bays.*

A resident has complained about the speed of traffic on York Road near the bus stop. This will be referred to NY Highways and a request made that when the current road works are completed a survey is conducted using speed strips.

## **9 Nominations to Committees and other groups and to confirm roles within the Council organisational structure**

Member of the Village Institute Committee – *Cllr Keen*

Membership of the local branch of Yorkshire Local Councils Association- *Cllr Keen*

Council representative for the C.E.F meetings- *Cllr Dawson (with Cllr Keen continuing as a community representative)*

Council representative for Riccall Neighbourhood Watch- *Cllr Rimmer*

To agree members of the Administration and Finance Committee for 2015/16 – *Cllrs Keen, Wilkinson, Dawson, Kilmartin and Somers-Joce*

To agree three members of the Riccall Beacon editorial group- *Cllrs Adamson, Somers-Joce and Wilkinson*

To agree two members to help co-ordinate Riccall Snow Patrol for winter 2015/16- *Cllrs Dawson and Owens*

To agree one member to help co-ordinate the Community Library for 2015/16- *Cllr Wilkinson*

To agree one member for the Riccall Educational Trust- *Cllr Somers-Joce*

To agree one member for Riccall Lands Charity- *Cllr Keen*

To agree one member for the Riccall surgery patients group- *Cllr Dawson*

**To agree or re-confirm existing members:**

Lead Councillor for Health & Safety and Risk Assessments- *Cllr Nuttall*

Lead Councillor for Street lighting- *Cllr Dawson*

Lead Councillor for Rights of way – *Cllr Sharp*

Lead Councillor for Environmental issues- *Cllr Keen*

Lead Councillor for Events –*Cllr Keen*

**10 Correspondence**

**10a) Correspondence requiring decisions;**

The Community Speed Watch trial is currently on-going, taking place between March and August, and will be rolled out following completion. The Clerk has already registered interest in taking part in the scheme. A booklet is available if anyone is interested.

**10b) Correspondence for information only;**

None

**10c) Late Correspondence – to note only;**

Citizens Advice has requested funding. The Clerk has already responded noting that the PC cannot currently support the charity however the Community Library is to suggest a surgery could be held during its sessions.

**11 Accounts**

***Total Expenditure of £4,702.87***

Payments for May 2015 were approved.

A budget update had been circulated and was noted.

The Clerk noted that an unused account, used previously for the Recreational Development Group has £366.57 left in the account. Cllrs voted and all were in favour to move the money into the Parish Council account and to use it for a recreational purchase. ***The Clerk and Cllr Adamson are signatories for this account and will sign a cheque to transfer the money and then arrange to close the account.***

The Clerk confirmed that the insurance provider for 2015/16 is Came and Co.

*Cllrs agreed to take a break for cheque signing following item 12.*

## **12 2014/2015 Council Accounts**

A summary for the end of year accounts had been circulated prior to the meeting.

The Clerk gave a statement for the Councils end of year accounts for 2014/2015.  
*These were agreed and were signed by the Clerk/RFO and Chairman.*

A report from the Internal Auditor on the accounts for 2014/2015 was circulated. The accounts were all in order and had been successfully signed off.

*Members noted the report and thanked the Clerk for her work in keeping the financial records in excellent order.*

The appropriate section of the external audit papers were circulated and agreed by members. *External audit papers were signed by the Clerk/RFO and Chairman.*

*8.10p.m. - 5 minute break was taken for the cheques to be signed.*

New Cllrs and those that are not signatories will be asked to visit Yorkshire Bank to become signatories following a new bank mandate being created at the June meeting.

## **13 Reports and Consultation**

Cllr Wilkinson reported back from the Neighbourhood Watch Annual General meeting and noted that someone has come forward to be Secretary.

Cllr Keen was pleased to report from the Carnival meeting saying that sufficient funds have been raised to provide a defibrillator for the village. It will be located at Beech Tree Surgery and leaflet drops and an article in the Beacon will be placed to inform residents.

## **14 Planning**

### **14a) Planning applications granted by Selby DC**

None

### **14b) To consider the following planning applications:**

None received

### **14c) Other planning matters:**

Cllr Reynolds noted that he is no longer on the Planning Committee but that Cllr Casling will be our representative.

## **15 Matters from the Annual Assembly of the Parish Meeting**

Cllr Wilkinson gave brief report from the Annual Assembly.

The Clerk noted that a copy of the Annual Report for 2014/15 will be circulated to residents with the Beacon.

## **16 Recreational / H & S update**

The Clerk reported on any matters that related to play equipment or sports field maintenance:

- The new tarmac surface at the sports-wall has been installed. Cllr Dawson noted that the net on the sports wall is slightly damaged and noted that the expected increase in usage of this piece of equipment could incur more costs in replacing the nets.
- Cllr Dawson reported from a meeting with the contractor about work on the surface of the Kompan roundabout, noting that the workmanship had been poor and the site should have been levelled properly before the matting had been laid. Further recent work included fitting an edging trim, which has already been removed due to vandalism.
- Cllrs Dawson, Nuttall and Somers-Joce volunteered to try and fix the edging more securely. It was noted that work carried out previously by the contractor has generally been of a good standard but that recent work has not been of the same quality.

*The Clerk will email the contractor with the thoughts of the Council and photos if these can be provided by the Cllrs attending.*

## **17 Riccall publication**

Further details have been received from the resident requesting funding to help publish a book of local history.

*Cllrs agreed to refuse the request as the book was seen to be a private enterprise.*

## **18 Green space management on Richale Park**

Cllrs considered the request to take responsibility for the green space on the Richale Park development and decided that further information is required before an informed decision can be made.

*The Clerk will request further details from the resident that has been in touch.*

## **19 Vehicle Activated Sign**

The Clerk gave an update on the vehicle activated sign scheme for Riccall.

Cllrs agreed that they wanted the sign to go ahead on Kelfield Rd and accepted the £500 cost.

Highways had suggested a site for the extra socket on Kelfield Road and Cllrs voted on this site.

4 in favour

6 against

*The Clerk will report back to Highways and find out whether the sign can be located near to the Riccall name planter.*

## **20 Minor items and items for the next agenda**

An item for the Youth Advisor to comment will be included on the next agenda. Tom Davis commented that the new tarmac area at the sports wall is an improvement and will encourage more use of the equipment.

*The Council agreed to go into Private Session and members of the public left the meeting at 9.03p.m.*