

Minutes of the Meeting of
Riccall Parish Council
held on
21 June 2021
from 7.30p.m.
held at
The Methodist Chapel, Riccall.

Public participation commenced at 7.15pm, when members of the public discussed two planning applications on the agenda. Members noted the concerns, two members of the public left the meeting, and two remained.

Attending: Cllrs Keen (Chairman), Adamson, Dawson, Marston, Morton, Nuttall, Owens, Rimmer, Sharp, Tatterton and Wiles.

District Cllr Duggan

Sandra Botham- Clerk/RFO

4 members of the public

The Chairman opened the full council meeting at 19.30 welcoming members back to face-to-face meetings at the new venue.

21 Apologies and Declarations of Interest

There were no apologies for absence given in advance of the meeting.

Cllr Marston declared interest in item 29b on the agenda.

22 To accept and adopt the minutes of the meeting of Riccall Parish Council held on the 4 May 2021 and the minutes of the meeting of the Administration and Finance Committee held on 7 June 2021.

It was RESOLVED to accept and adopt the above minutes.

23 Report of progress and updates since the last meeting

County Cllr Musgrave has sent apologies for absence prior to the meeting.

District Cllr Duggan gave an update, noting the Enforcement Action on the travellers currently at the park. He reported that Selby District Cllrs have each been allocated £3000 funding as the CEF has ceased. Cllr Duggan would like to support RLC for the proposed woodland area in Riccall. He also reported the current Conservation Area review by Selby DC which includes Riccall.

An update from NY police had not been received.

The Clerk gave an update on action taken and developments since the last meeting:

- Area 7 were contacted to remove cones/signage and notify them of several yellow lines that needed re-instating following the resurfacing of Main Street/York Road.

- The Regen Centre & Institute were contacted for room availability for meetings, but they either did not meet the criteria or were not available. The Chapel is available and suitable, a Risk Assessment has been carried out.
- The internal audit was carried out remotely with documents handed over to the auditor.
- The RLC annual plant sale took place on the village green and was a great success. Cllr Nuttall assisted with the risk assessment. Cllr Keen was involved with the event.
- Tests on the new website have been going ahead.
- Signs for the park re car parking were delayed but are now printed.
- A resident reported that the drain opposite the park was overflowing- Area 7 arranged for it to be unblocked.
- The outstanding cheque for the British Legion has been delayed but the collector is aware it has to be banked within 6 months of receipt and aims to deposit it in time.
- A resident emailed regarding disturbance from noise at an event at the Hare & Hounds, they were directed to Licensing at Selby DC
- Two residents on Selby Road contacted us regarding noise disturbance from bird scarers. Location and ownership information are required to report at SDC.
- A resident on Selby Road reported verges had not been cut to usual limits- the contractor was notified.
- It was reported that SDC were grass cutting on Landing Lane area (which our contractors also cut) and that it was poor quality work. On checking, SDC contractors do cut this area in an 8 -weekly cycle, comments were taken onboard by SDC about the quality of work.
- Cars parked on grass verge on Viking Drive were reported to PC Morris.
- A resident at Dunelm Farm Close was looking for information regarding land on entrance to the site & another resident for information from a previous enquiry for yellow lines outside the entrance.
- It was reported that the litter bin had been removed from outside the Pickled Postie and it had been placed on The Pinfold. The bin has now been removed and is in safe keeping until a place has been found to have it fitted.
- A resident asked for advice regarding a neighbour problem – referred to Cllr Duggan.
- Fly-tipping at Dam Bridge was reported to SDC.
- The E.A. have been contacted again regarding an update on the Easement at Riccall Landing.
- There is an invitation to the Woodland Meadow evening at Hollicarrs if anyone is interested- please contact clerk.

24 Matters from Public Participation

Residents at properties on an area of York Road reported problem with access and exit to their properties due to parked cars. They had been advised to contact the Clerk should this not be resolved with the neighbours.

25 Correspondence

25 (a) Correspondence requiring decisions:

Request for information to be placed on PC Facebook- *it was decided to decline the request.*

Proposed Escrick Parish Neighbourhood Development Plan consultation. *Members agreed there were no specific comments to make on the document. Council will consider such a plan for Riccall on a future agenda.*

25 (b) Correspondence for information only:

NY Highways response to road signage request- *noted.*

PROW response regarding cattle on the riverbank -*noted.*

NY Highways Launch- *noted.*

Church Fenton PC Neighbourhood Development Plan – *noted.*

Renewal of Subsidised Local Bus Services Scarborough & Selby Area- *noted.*

25 (c) Late Correspondence –to note only

Resident suggested double yellow lines on York Road.

SDC Conservation Area – Public Consultation- circulated.

Email regarding cold calling vulnerable residents and slow police response to phone calls.

26 Accounts

Payments for June 2021 were approved.

CHEQUE OR TRANSFER	Account	£	Payee	Details	Code
TR208 PAID 1/6/21	SB44	1,748.97	Came & Co	Insurance renewal	4095
TR209	SB45- 21/22		Clerk		4000
TR210	SB46- 21/22		Lengthsman		4070
TR211	SB47- 21/22		Litter Collector		4030
TR212	SB48- 21/22		Admin Assistant		4025
TR213	SB49- 21/22		HMRC	Staff tax & NI	
		4352.17		Total for salaries, including quarterly Tax & NI	

TR214	SB50-21/22	287.67	Riccall Regen 2000 invoice 4112	July office rental	4160
TR215	SB51-21/22	1687.46	North Yorkshire County Council	Streetlight maintenance	4410
TR216	SB52-21/22	48.00	Yorkshire Local Councils Association 176- 2122		4080
TR217	SB53-21/22	65.00	Fields in Trust	Annual membership	4130
TR218	SB54 -21/22	300.00	Yorkshire Internal Audit Services	Internal audit	4065
TR219	SB55-21/22	14.40	TEEC Limited	Website planning tracker- annual	4080
TR220	SB56-21/22	22.50	Yorkshire Local Councils Association 193- 2122	Training	4080
TR221	SB57-21/22	15.00	Yorkshire Local Councils Association 201- 2122		4080
TR222	SB58-21/22	65.98	Viking Direct	Ink for printer	4125
TR223	SB59-21/22	12.00	Glenda Brown	Working from home May	4035
TR224	SB60-21/22	26.00	Sandra Botham	Working from home May	4035

DD3/21-22	66.96	Chess	Broadband/tel April invoice: 4280998	4135
SB21-21/22				
S03/21-22	1,344.37	Shed Grounds Maintenance	Grounds Maintenance Contract June inv: 20136	4200
SB22-21/22				

Total expenditure: £10,056.48

The Clerk gave an update on the budget position and a bank reconciliation.

27 2020/2021 Council Accounts

A statement of the Councils' end of year accounts for 2020/2021 was received.

Members received a report from the Internal Auditor.
The Chairman and Clerk signed the Terms of Reference which the Auditor had already signed.

Appropriate sections of the external audit papers were agreed in the required order, in-line with the AGAR.

Section 1 to be approved by resolution and signed and dated.
RESOLVED.

Section 2 to be approved by resolution and signed and dated.
RESOLVED.

The Clerk was thanked for achieving a clean bill of health for the accounts from the internal auditor.

28 Administration and Finance Committee

Members considered the recommendations of the committee.

It was RESOLVED to accept the recommendation to adopt the Draft Financial Risk Assessment.

It was RESOLVED to accept the recommendation to adopt the Draft Complaints Policy.

It was RESOLVED to accept the recommendation to adopt the Draft Terms of Reference for the Chapel Working Group.

It was RESOLVED to accept the recommendation to move the IT Support Contract to a new provider, on the Pay As You Go option.

It was RESOLVED to accept the recommendation to adopt the changes to the Terms of Reference for the Admin and Finance Committee.

29 Planning

29 (a) Planning applications granted by Selby DC

2021/0022/TPO: Works are authorised for the application for consent to crown reduce from approx. 12m to 9m to 1 no Yew tree, 1 no Holly and 1 no intertwined Yew and 1 no Cherry tree and to crown reduce from approx. 15m to 12m to 1 no Beech tree covered by TPO 5/1980 at 1 Beckwith Gardens, Riccall.

29 (b) To consider the following planning applications:

2021/0604/HPA: Proposed two storey side extension to include bedroom and en-suite – 9 Station Road, Riccall. Discussion took place and comments from Public Participation were also taken into consideration. Lead Cllrs recommended objection on the grounds that there were inaccurate details on the application submission to assess this accurately and the proposal is not in keeping with the surrounding properties and streetscape.

It was RESOLVED to accept the recommendation.

Two members of the Public left the meeting at 20.40.

2021/0625/COU: Change of use of land to use as tourist caravan site accommodating 9 touring caravans, together with stationing Manager's mobile home for residential use and, erection of a single storey amenity building- Land to rear of, 23 Selby Road, Riccall. Discussion took place and comments from Public Participation were also taken into consideration. There were numerous issues raised regarding a lack of accurate detail for the site outline, size of units, disposal of water, and concerns regarding access to the site and the requirement for a Manager's residential mobile home. The effect on neighbours was also considered.

A recommendation to object to the application was made by the Lead Councillor. A detailed draft will be circulated to members to include all of the details of the objection.

It was RESOLVED to accept the recommendation.

2021/649/HPA: Proposed side extension and loft conversion including raising the eaves by 600mm and raising the pitch to 45 degrees, to include rendering the front elevation- 39 Mount Park, Riccall.

It was recommended that there is no objection to the application but to note that the proposal included rendering on the extension which is not in keeping with other properties.

It was RESOLVED to accept the recommendation.

2021/638/FUL: Single storey storage unit- Birchwood Lodge, Market Weighton Road, Barlby. A recommendation for no objections was made.

It was RESOLVED to accept the recommendation.

2021/0641/S73: Section 73 application to vary conditions 08 (hours) and 09 (flights) of planning permission reference number 2018/1387/FUL. Proposed forming of new storage area, forming of new workshop and use of runway for any day of the week granted on 15 October 2019- Birchwood Lodge, Market Weighton Road, Barlby.

A recommendation for no objections was made.

It was RESOLVED to accept the recommendation.

2021/646/HPA: Two storey side extension: 12 The Crescent, Riccall.

A recommendation for no objections was made.

It was RESOLVED to accept the recommendation.

29 (c) Other planning matters

Cllr Duggan was asked to follow up an enquiry regarding a previous application on Selby Road.

Cllr Duggan left the meeting at 20.50.

Cllr Owens gave a brief report regarding the Chapel, and it was agreed that an Extraordinary Meeting be held to discuss this further.

Cllrs Dawson, Sharp and the clerk noted training attended.

Cllr Keen and the clerk had attended the Selby YLCA Branch Meeting and noted Sharon Fox of Area 7 was guest speaker.

31 Recreational / H & S update

Cllr Marston gave an update noting that currently travellers are still on site and the park will need to be assessed once they have left and consider measures to prevent future access and occupation. Selby DC Enforcement Team are leading with the process to evict the travellers.

The Clerk reported on work completed prior to the above situation. The new safety surfacing for the Junior and Toddler swings had been completed and work to the goal surface carried out. The contractor has been put on hold for further work to be carried out.

Members considered recent requests for use of the park by businesses for exercise /training and took into account advice regarding insurance.

A proposal was made for such businesses not to use the park.

A counter proposal was made to allow this type of business use subject to appropriate insurance.

It was RESOLVED that this type of business use will not be allowed in the park.

Council will consider setting up an information sheet for this type of use on a future agenda.

Cllrs Dawson and Rimmer offered to meet with a youth suggesting a design for the skate park.

Riccall Junior Football Club managers sent in details regarding the condition on the Jubilee sports-field pitch and suggested solutions. Cllr Wiles offered to meet with them and possibly the contractor to discuss further.

32 Complaints

It was proposed that Cllrs Morton, Adamson and Tatterton will be on the Complaints Committee with delegated powers as specified in the Complaints Procedure. Cllr Morton will be Chairman.

It was RESOLVED to accept the above arrangements.

Interviews will be carried out with any members and staff involved prior to the meeting, which will be arranged for next week to meet the timescales.

33 Village Green

A request to use the village green for an event on Saturday 26 June was considered. Some information had been submitted prior to this meeting but more is required including plans, detail for the organisation and Covid-19 risk assessment. It was agreed that on this occasion, if this additional information could be submitted for the H & S Lead Cllr to assess, and is acceptable, the event can be allowed.

Members discussed a general view for use of the village green.

It was RESOLVED that ad-hoc events will not be allowed.

Council will consider the procedure for events on a future agenda.

34 Powers of Delegation

To remove the current powers assigned to the Clerk between the May meeting and this meeting.

It was RESOLVED to remove the above power of delegation.

35 Riccall Park

It was agreed to take this item forward to the Extraordinary Meeting to be arranged for next week.

36 Minor Items for the next agenda

None.

38 Staff matters

There were no staff matters.

The Chairman thanked those present and closed the meeting at 22.04.