

Minutes of the Meeting of
Riccall Parish Council
held on 15 June 2020
from 7.30p.m.
via Skype

(Public participation commences at 7.15pm, when members of the public can raise questions within the remit of the Council)

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

District Cllr Duggan and County Cllr Musgrave

Mrs Glenda Brown- Admin Assistant and Sandra Botham- Clerk & RFO

The Chairman opened the meeting and ran through procedures to be used for the first remote full council meeting. The video link was unexpectedly limited, and arrangements were made for voting etc.

1 Apologies and Declarations of Interest

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

2 Minutes of the meetings of Riccall Parish Council held on the 16 March 2020 and the Administration & Finance Committee meeting held on 1 June 2020

The above minutes were accepted as a true record, including Private Session minutes, and adopted.

3 Report of progress and updates since the last meeting

District Cllr Duggan gave an update noting that recent communication from Selby DC has been shared, including items relating to Domestic Violence. He had been contacted by residents regarding overgrown vegetation from Tamwood on Station Road and had organised removal of the vegetation via the site architect.

A report for May from P.C. Collins had been circulated, it also included surrounding village data. Members noted the excellent report and agreed that a letter of gratitude be sent to Inspector Wedgewood. Action: The Clerk will write to Inspector Wedgewood.

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

- The internal audit has been successfully completed, remotely.
- Branches fell from an oak tree in the park in high winds. Brian, Keith and Mark attended and taped of the area, Area 7 attended and cleared debris from footpath and the road. Branches Out made the tree safe on the day and returned and trimmed further. The Clerk liaised with RLC regarding the work carried out as they are responsible for the trees.

- Graffiti on the bench, planters and wall at Pinfold was removed. Further graffiti appeared and again again cleaned off, but not occurred since -this was reported to P.C. Collins.
- A large amount of alcohol bottles was left at the Park bin following good weather one weekend, P.C. Collin noted that he would patrol the area. Selby DC were requested to collect the bottles to avoid any broken glass in the park.
- It has been a long, complicated task with the A and F Committee to set up the on-line banking with Yorkshire Bank, but it is now completed with a transaction made. Setting up details for making payments is now in process.
- The order for a litter bin by Dam Bridge prior to lockdown, has been confirmed with Selby DC.
- St Mary's Church has made enquiries regarding clearing undergrowth from the hedge at the side of the Silver Street pavement. Would our contractors do it? Reverend Horner offered to complete the work presently, I have informed them of the details I would need to receive a quote from our contractors, prior to going to council.
- A Risk Assessment has been completed and PPE provided for Gavin to return to work to carry out maintenance on park equipment.
- An enquiry from a resident requesting support relating to road noise from the A19 was referred to Cllrs Duggan and Musgrave.
- The E.A. have again been contacted for an update regarding Riccall Landing.
- Enquiries are continuing for IT support.
- The Admin and Finance Committee are assessing details for website accessibility compliance.
- Re-enrolment for staff pension is being carried out as it is three years since the scheme started.
- Glenda has been busy posting current Covid-19 related information onto website and face book.
- A hedge letter was sent to a new resident and a positive response has been received.
- Cllr Adamson requested information regarding the current status of PROW11 and Cllr Nuttall took photos of the area showing the progress made. These were sent to NYCC who responded that the works have progressed since they last inspected, and they will visit and measure for the fencing. They will extend the closure to cover the period for work, and check with properties to see if it will be safe to open the path before works are complete.
- AGAR forms are completed and ready for signing.
- The cycle rack can now be ordered and fitted when Gavin can fit in the work.
- Maintenance work for bench & notice board have been chased up for an update on timescales.
- Residents on Coppergate contacted us regarding a pipe and cannisters left by removal from in roadside, the company have been to remove them today- canisters missing, pipe removed.
- The Annual Report has been drafted.

Cllr Musgrave joined the meeting at 19.40pm.

Cllr Mugrave gave an update. He noted that a Locality Grant of £400 to the Resilience Group had been made and the financial impact of the current situation would have on NYCC with £76

million spend, part off-set by a £26million subsidy and reserves covering some. He also noted the Plasmor application for Escrick quarry is due for determination at the July Committee Meeting and that it will be a full committee decision. Comments can still be submitted and there is also the opportunity to speak at the meeting.

Cllr Dawson thanked Cllr Musgrave for the donation, on behalf of families at Kelfield and Riccall which it had supported.

Cllr Musgrave left the meeting at 19.44pm.

4 Matters from Public Participation

None to report.

5 Correspondence

5 (a) Correspondence requiring decisions:

Residents email regarding tree and hedge cutting- members agreed that links to information be placed on the website and also feature this in the next Beacon.

Email regarding the Local Electricity Bill - members agreed to include this item on the next agenda, as the Bill was still current in the House of Commons.

5 (b) Correspondence for information only:

5 (c) Late Correspondence –to note only

An email from British Red Cross requesting a donation – this will be an item on the next agenda.

6 Accounts

Payments for June 2020 were approved. The Clerk gave an update on the budget position and a bank reconciliation. The staff salary increases from 1 April are included in this month and pension payment has also been accounted for the 3 yearly re-enrolling date.

It was noted that most payments will now be made via on-line banking and reference numbers have been changed to accommodate this.

7 2019/2020 Council Accounts

The Annual Governance and Accountability Returns and Internal Auditors Reports had been circulated prior to the meeting.

A statement of the Councils' end of year accounts for 2019/2020 was noted.

It was RESOLVED to approve Section 1 of the AGAR and the document was signed and dated by the Chairman.

It was RESOLVED to approve Section 2 of the AGAR and the document was signed and dated by the Chairman.

Members noted the Terms of Reference which had been signed by the Internal Auditor and Clerk. The Chairman also signed the document.

The report from the Internal Auditor on the accounts for 2019/2020 noted that these were all in order and had been successfully signed off. Members noted the report and the Clerk was thanked for keeping the financial records in order and congratulated on the comments made.

Cllr Duggan left the meeting at 19.56pm

8 Reports and Consultation

Cllr Dawson noted that he had taken part in three training webinars.

Cllr Keen reported back from a RLC remote meeting, noting that work had been on hold until tradesmen are back working. He noted that they are to arrange professional annual inspections of trees at the park. Trees packs have been applied for and areas suggested for planting.

The Chairman and Clerk had attended the Selby Branch YLCA meeting where it had been reported that training webinars had been popular with 48 attendees being the maximum taking part so far. The new website's feature of advice tickets for Clerks is also popular. Cllrs and Clerks free weekly meetings have had varying attendance and are continuing. Different platforms have been used for comparison of services. It was noted that members can register to receive circulation emails direct from YLCA if consent is given- please contact the Clerk for details. Members generally receive these via the Clerk.

Discussion had taken place regarding possible re-opening of skateparks and clarification would be sought and circulated to members. Some members noted incidents where locked parks/gates during the restrictions had had the chains and padlocks cut off.

The Clerk noted attendance at YLCA training and several clerks' forums.

9 Planning

9(a) Planning applications granted by Selby DC

2020/0231/TPO: Works were authorised for the proposed felling of 1 No Cherry (T1), 1 No Cypress (T2) and 1 No Scots Pine (T3) covered by TPO 5/1980 – Garden House, Manor Garth, Riccall.

9(b) To consider the following planning applications:

2020/0542/FUL: Retention of new timber cabin dwelling at Caravan, Dunelm Farm, King Ridding Lane, Riccall.

Cllr Sharp recommended no objections to the application.

It was RESOLVED to accept the recommendation for no objections.

9(c) Other planning matters

Conservation Area application for removing trees. A site visit has taken place and the trees in question were not mature or large specimen and it is intended to replace within the garden.

Members had no objections subject to the trees not being planted as part of a previous planning condition.

10 Recreational / H & S update

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

- A quarterly report had been completed and picked up items from previous report as only part of the maintenance work was carried out prior to lock-down.
- Gavin had outstanding work, gate spring replacing, fence posts to replace and nut covers to fit on frog spring and turning bark.
- The uneven surface under the basket swing needs to be considered for re-surfacing.
- Gavin has ordered the timber to replace fence posts and plans to use supports for the notice board- planned to start work today.

A report received from Steve Golton notes that the junior/toddler boundary fence has now been damaged and pushed over and not now attached to outer fence- Gavin is on site today to replace posts and reported that he can fix this back together. He noted nuts and bolts have been removed from the frog springer.

It was noted that Playdale have work planned in for the aerial slide maintenance work ordered prior to lockdown.

Mark has been visiting the park regularly and replacing tape etc and noted that recently youths are on the park congregating. Reports of anti-social behaviour have been reported on Riccall News and P.C.Collins will be informed of recent activities.

Cllr Dawson noted a previous action has been completed and details circulated to Cllrs Marston, Morton and Nuttall regarding visual inspection procedures.

11 Admin & Finance Committee

The draft minutes had been circulated prior to the meeting noting on-going work

It was RESOLVED to accept the amendments to the Financial Regulations to allow on-line banking.

The Clerk noted the Internal Auditor comments relating to fidelity insurance cover if projects are not achieved before the second instalment of the precept. Enquiries will be made on premium costs to increase the amount to £400k and be an item on the July agenda.

12 Traffic & Housing Working Group

Cllr Sharp reported back for the Group. Members considered the recommendation of the Group that the car parking option for the Park should be a car park within the Park and not a layby outside the Park.

It was RESOLVED to accept the recommendation to position a car park within the Park.

Members considered the recommendations of the Group for a revised specification for tenders - the surface to be tarmac and include drainage, a footpath on the right-hand side of the car

park, a one car width entrance, 15 or 16 spaces (inc.2 disabled), metal fencing, kerb stone edging and an automatic gate and height restriction barrier of some type at the entrance. An amended drawing will be requested to include these changes and a revised specification drawn up.

It was RESOLVED to accept the recommendations for the specification and drawing, as detailed.

Planning permission will be requested on receipt of the amended drawing and production of revised specification, and when granted at least three quotes will be sought.

13 Riccall Covid-19 Action Group

A report from the group had been circulated prior to the meeting and the amount of support noted.

Cllr Dawson was asked to report on the Resilience Group input and he noted that £400 had been given to support the Covid-19 Group of which £30 had been spent. Meetings have been held 2 weekly between the two groups.

Members agreed that a letter be sent to the group to thank them for the support given to residents. A feature will also be placed in The Beacon.

The Resilience Group have secured further funding and are building resources which will be available for residents who may be affected by challenges from redundancy/childcare etc due to Covid-19. Contact has so far been made via local schools and village charities and will be advertised wider.

14 Minor Items for the next agenda

Itemise Zoom- research/costs to be carried out in advance of meeting.

Itemise British Red Cross donation request.

Itemise Insurance quote for fidelity cover.

15 Staff matters/private session

There were no staff matters and the Chairman thanked those present and closed the meeting at 20.53pm.