

Minutes of the Meeting of
Riccall Parish Council
held on
17 June 2019
from 7.30p.m.
at the Regen Centre

(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, Kilmartin, Morton, Nuttall, Owens and Rimmer
Glenda Foster – Administration Assistant
Sandra Botham- Clerk

1 Apologies and Declarations of Interest

Apologies for absence were received and accepted for Cllr Sharp. Cllr Nuttall noted that he would have to leave the meeting early, due to work commitments.

2 Minutes of the meetings of the Administration and Finance Committee held on 3 June 2019 and Riccall Parish Council held on the 20 May 2019

The above minutes were accepted as a true record and adopted.

3 Report of progress and updates since the last meeting

County and District Cllrs were not present. Cllr Duggan had sent an email with apologies, but it had not been received until after the meeting.

An update from NY police website was reported by the Clerk. It was noted that there had been six reported incidents in April. The details will be circulated to members.

To receive an update from the Clerk on action taken and developments since the last meeting-for information only:

- The External Audit was submitted, and receipt confirmed.
- SDC Neighbourhood Officer has been contacted regarding an overgrown hedge adjacent PROW belonging to property on The Crescent.
- YLCA Training has been booked for Play Equipment Seminar for Cllr Dawson, Admin Assistant and the Clerk.
- The volunteers evening has been organised for 21 June 7.30 – 9.00 at Riccall Institute.
- A car parked on grass area on Viking Way was reported to Highways, which they referred to police- Paul Bell spoke to owner. The car was off road while an application to change to a disabled vehicle processed. The resident initially was not happy about police calling but understood situation when explained- contractors had not been able to access the verge to cut grass. The car has now been moved.
- Riccall Landing update- provisional solicitor appt made for Weds 19 June to discuss Possessory or Absolute Title application. SDC also contacted regarding properties as possible interest for housing stock. Edward has been in touch and confirms he spoke to

EA regarding the offer made for the easement as a one-off payment and also confirmed other details and the EA are to forward documents once completed.

- Area 7 officer visited properties on Main Street near Nisa- this was for a follow up request for hedge cutting. The occupier was informed, currently nesting birds but still needs further cutting back. Area 7 officer will monitor work and made it clear that this cannot continue. Last year the owner said they were removing and replacing the hedge.
- Resident reported grass not cut on new contract at north side York Road. This is not on the contract maps. Possible previous contractor added it and it was not included. Quote sought from new contractor.
- Two applications forms for the Community Grants have been requested since the last Beacon was distributed.
- Fly tipping on Checker Lane reported by Duncan today. This has been passed onto Selby DC.

4 Matters from Public Participation

A resident had noted difficulties with access on Station Road area for mobility scooters. The Clerk will contact Area 7, as she is aware that a bid for further dropped kerbs is in process.

A resident has requested the provision of a pedestrian crossing near to the traffic lights, as there are now seventy children and adults crossing the road to access school. The resident has offered to ask parents to sign a petition to prove how many residents are involved.

Action: Members suggested passing the query to District and County Cllrs.

5 Correspondence

5 (a) Correspondence requiring decisions:

Email from resident regarding The Blue Campaign. **Actions:** The Clerk will look into the terms of the leases on the park and sports-field regarding strips of land left unmown. It was suggested that school children or Scouts may be interested becoming involved with making the blue heart signs, using recycled materials. Cllr Keen will liaise with RLC at their forthcoming meeting.

YLCA Invitation to Yorkshire Day.

Email regarding hens in neighbouring garden. **Action:** Clerk will respond to the resident and Cllr Duggan will be contacted for assistance.

5 (b) Correspondence for information only:

YLCA notification of Celebration for the 75th Anniversary of VE Day- Document to be circulated to members.

A 'Thank You' email from Age UK Selby Branch was noted.

A Public Consultation from SDC regarding recycling was noted.

Information Commissioners Office re Data Protection Fees had been circulated to members.

YLCA Advice Note 6 re A Councillor's Rights to Time off Work had been circulated to members.

A residents email regarding cycle parking on the village green had been responded to.

5 (c) Late Correspondence –to note only

Area 7 had responded to a letter requesting speed limits on the A19 at Riccall. Copies will be sent to District and County Councillors.

YLCA had provided information regarding NYCC Parish Portal.

YLCA information regarding Website and Mobile Apps Regulations. The Clerk will make enquiries with website provider.

6 Accounts

Payments for June 2019 were approved. The Clerk gave an update and bank reconciliation.

It was noted that the Internal Auditors Report for 2018/19 had not been signed correctly and was not acceptable. The Clerk will request another copy and take to the next full council for approval.

A short break was taken for the cheques signing. The Clerk noted a new audit sheet has been created, to confirm salaries against the accounts sheet, for members signing the cheques.

Cllr Nuttall left the meeting at 8.15pm.

7 Reports and Consultation

Cllr Keen reported that Riccall Lands Charity has responded regarding the status of the PC representative at its' meetings. Further clarification regarding trustees will be sought.

Cllr Keen and the Clerk reported back from the YLCA Selby Branch Meeting. The Clerk gave an update on the Parish Portal presented by Sharon Fox of Area 7.

It had been suggested that a resolution be raised by Selby Branch that a proportionate percentage of electors would be required to call an election. Members were in favour of supporting this should it arise later.

8 Planning

8(a) Planning applications granted by Selby DC

2019/0368/TPO: Application authorised for consent to fell 1 No Birch tree covered by 10/1997- The Birches, 3A Selby Road, Riccall.

2019/0122/FUL: Application granted for proposed creation of a 10m X 15m nature pond to marsh area of field-Land Off, Riccall Mine Service Roads, Riccall.

8 (b) To consider the following planning applications:

2019/0422/HPA: Proposed extension of a single storey rear extension with pitched roof- 3 West Court, Riccall, York. Cllr Morton recommended no objection but consultation with neighbours should take place.

It was RESOLVED to accept the recommendation.

2019/0534/S73: Section 73 application for proposed erection of a detached dwelling in the garden without complying with condition of approval 2017/1051/FUL granted 8 January 2018- York House, 3 York Road, Riccall. Cllr Owens recommended no objection to changing the doors and windows to UPVC.

It was RESOLVED to accept the recommendation.

2019/0374/FUL: Proposed installation and operation of two GPO kiosks containing 11kv switchgear-Riccall Pumping Station, Checker Lane, Riccall. Documents had been circulated prior to the meeting. A recommendation was made for no objection to the proposal. It was RESOLVED to accept the recommendation.

8(c) Other planning matters

9 Recreational / H & S update

The Clerk reported on any matters that relate to the play equipment or sports field maintenance: General wear & tear reported on skate park, sports wall, preservative treatment for wooden assets required & outdoor gym. This was previously discussed with Cllr Nuttall regarding the need for a gym inspection by Streetscape as nut covers/caps etc also need replacing.

- Mats been installed by Gavin at toddler area to eliminate tripping hazard - an 'urgent' job
- Boards re-fitted onto zip wire
- Tape required on zip wire seat- Gavin to get better tape- may need rubber cover replacing
- Wood treatment is on-going weather permitting
- A new gate spring for the junior area is to be fitted.

10 Administration and Finance Committee

The recommendations of the Committee were considered.

Item 6: It was agreed that a reminder will be sent regarding the timescale of a Community Grant awarded last year. The grant may be returned if the spend does not go ahead within the present twelve-month deadline.

It was RESOLVED to make the deadline for spending Community Grants awarded six months.

Item 7:

It was RESOLVED to accept the recommendation made by Cllr Adamson regarding archiving and disposal of documents.

Item 8:

It was RESOLVED to use NALC Model Standing Orders and Financial Regulations.

Item 9; see item 11 below.

Item 11: The Clerk noted some communication concerns. An email will be sent out to remind members to access emails regularly and communicate responses back 'to all' if required.

11 Cyber Security

Details of quotes for work carrying out to implement Cloud Storage and additional security measures, including software to provide appropriate firewall and business antivirus had been circulated to members.

It was RESOLVED to accept the quotes for data back-ups/storage and security measures.

12 Village Green

Cllrs Keen and Dawson reported as they have been preparing work specifications and researching products. A quote will be requested for the base. The Play Equipment Working Group will be asked to consider provision of a cycle rack at the park.

Came & Co had been contacted regarding any insurance implications with providing a cycle rack and they advised that the only consideration was adding the replacement value to the named assets if appropriate.

Advice had also be taken regarding the forthcoming national cycle race event which the school children may attend on the green. The response was that school children would be supervised by relevant members of teaching staff and would not directly be the PC's responsibility. It would be the schools responsibility to risk assess.

13 Streetlights

The replacement of a streetlight column and two lights to be updated with LED's as advised by NYCC was considered.

It was RESOLVED to agree to the work as specified.

14 Funding for Church

The response forwarded from Nigel Adams' Office on behalf of the Ministry of Housing, Communities & Local Government was considered. It was agreed to ask the opinion of a representative sample of residents and a letter will be prepared for circulation by members to village groups.

It will be stressed that advice has been sought, as this is a grey area for funding, and that any funding would not increase the Precept. Funding would be considered using reserves and possibly CIL income.

YLCA/NALC advice had been circulated and it noted that 'Even if the Council felt it could satisfy itself that the expenditure to the church is legitimate, it would need to risk assess its decision against the uncertainty of legal validity.'

15 Grounds Maintenance Contract

Teething problems were noted with some areas being missed and other areas cut that are not in the contract. A resident's plants on Carr Lane had been strimmed in error and the contract manager had apologised in person. Site visit reports have been requested. An area adjacent to York Road is to be considered for adding to the contract. A quote has been requested.

16 Neighbourhood Watch

Cllr Rimmer reported that he had received a response from the police contact noting that crime stats are being assessed in order to find a suitable way forward.

17 Container

The Clerk reported that the additional work to the base pads was to be carried out and the delivery date was likely to be week commencing 24 June. Cllr Dawson offered to source a new padlock for the existing container.

18 Minor Items for the next agenda

The meeting was called into Private Session as staff matters were to be discussed.

The Chairman thanked those present, took the meeting out of Private Session and closed the meeting at 10.00pm.