

**Minutes of**  
**The Annual Meeting of**  
**Riccall Parish Council**  
**held on 20 May 2019**  
**from 7.30p.m.**  
**at the Regen Centre**

Attending: Cllrs Keen (Chairman) Adamson, Dawson, Kilmartin, Morton, Owens, Sharp  
District Cllr Duggan, County Cllr Musgrave  
Glenda Brown- Administration Assistant  
Sandra Botham- Clerk & RFO

**1 Election of Chairman for 2019/2020**

It was RESOLVED that Cllr Keen shall continue as Riccall Parish Council Chairman for 2019/2020.

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

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

**3 Election of Vice Chairman for 2019/2020**

It was RESOLVED that Cllr Sharp shall be Vice Chairman for 2019/2020.

**4 Register of Interests**

Members were reminded that the Register of Interests should be completed and submitted to Democratic Services at Selby DC.

**5 Apologies and Declarations of Interest**

Apologies for absence were received and accepted from Cllr Rimmer.  
Cllr Nuttall was not present at the meeting.

Declarations of interest in items on the agenda were given by Cllrs Dawson and Morton for Item 19.

The Chairman welcomed District Cllr Duggan to the meeting.

**6 Minutes of the meeting of Riccall Parish Council held on the 15th April 2019**

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

**7 Report of progress and updates since the last meeting**

Cllr Musgrave noted that he has a Locality Budget available for funding community projects.  
Cllr Duggan gave an update and noted that he will be attending regular meetings with SDC Planning Officers.

The Clerk gave an update from NY police website noting seven incidents for March, four violent/sexual offences, two anti-social offences and one drug related offence.

The Clerk gave an update on action taken and developments since the last meeting-for information only:

- The poor condition of the pavement on Church Street reported to Area 7 – they are aware and have applied for funding for the work
- Visibility onto A19 northern exit verges reported following reports from residents- NYCC noted that the cutting will be carried out w/c 13 May
- Broken fencing access to Main Street-Station Road PROW reported to NYCC – will replace notices but not fencing-(Cllr Musgrave offered to follow this up-Clerk to send details)
- Streetlights on Jubilee Terrace have been re-connected via our NYCC maintenance contract- re-charge to be made to Selby Housing Trust – this has been accepted and we will re-charge them for the costs
- Several streetlights reported-all dealt with
- Residents comments re Coppergate turning area used for parking- forwarded to Area 7- reported as fulfilled- no details given
- Grounds maintenance contract – cut grass on Saunters Way in error- this has been noted & Cllr Rimmer reported Viking Drive not cut last week- also area at A19 exit north not been cut
- The letter sent to Nigel Adams MP regarding funding for Churches has been acknowledged
- Fly-posting policy in use with addition of a checklist now circulated to groups
- Round Riccall Walk leaflets been replenished at village outlets
- Rouse's wagons had permission to drive through village to carry out community work at sports fields recently
- Riccall Beacon is being collated currently and, as there have been no enquiries re current PC vacancies, that will be on the front page

## **8 Matters from Public Participation**

It was noted that current issues on Riccall News face book are concerns regarding traffic on the A19 and suggestions of speed restrictions as an interim measure to an ideal solution of a roundabout. **Action:** The Clerk will send a letter to Area 7 noting concerns.

It was noted that a cycle is regularly being left attached to the village green notice boards causing an obstruction and possibly damage. An item will be placed on the June meeting agenda to discuss provision of cycle racks. A letter will be placed with the cycle for the owner.

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

\*Member of the Village Institute Committee- **Cllr Owens**

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

\*Council representative for the C.E.F meetings- **Cllr Adamson**

\*Council representative for Riccall Neighbourhood Watch- **Cllr Rimmer**

\*To agree members of the Administration and Finance Committee for 2018/2019-(Chairman, Vice Chairman and three members)**Cllrs Keen, Sharp, Dawson, Kilmartin & Owens**

\*To agree three members (two members currently) of the Riccall Beacon editorial group- **Cllrs Adamson & Morton**

\*To agree two members to help co-ordinate Riccall Snow Patrol for winter 2018/2019-**Cllr Morton (Cllr Dawson support)**

\*To agree one member to help co-ordinate the Community Library for 2018/2019-**Cllr Morton (Cllr Owens support)**

\*To agree one member for the Riccall Educational Trust- **Cllr Adamson**

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

\*To agree one member for the Riccall Surgery Patients Group-**Cllr Owens**

\*To agree members of the Traffic/Housing Group-**Cllrs Adamson, Dawson, Owens, Rimmer and Sharp**

\*To agree members of the new Play Equipment Group-**Cllrs Dawson, Keen and Nuttall plus representatives from RLC**

To agree or re-confirm existing members:

\*Lead Councillor for Health & Safety and Risk Assessments- **Cllr Nuttall (to be confirmed)**

\*Lead Councillor for Street Lighting- **Cllr Sharp**

\*Lead Councillor for Rights of Way – **Cllr Sharp**

\*Lead Councillor for Environmental issues- **Cllr Keen**

\*Lead Councillor for Events- **Cllr Keen**

\*To confirm key holders for office and associated items- **Cllrs Keen and Sharp**

In addition, to edit meeting Minutes etc- **Cllrs Adamson and Morton**

*Cllr Musgrave left the meeting at 8.00pm.*

## **10 Correspondence**

### **10 (a) Correspondence requiring decisions:**

Email from resident regarding parking restrictions. (circ) This will be dealt with by the Traffic Group.

### **10 (b) Correspondence for information only:**

YLCA information regarding branch representatives.

Selby DC Election Expenses Forms (circ).

Eastern CEF Forum will be on Wednesday 19 June from 6.30 pm at the Riccall Regen Centre. The theme is Dementia Forward. **Action:** Cllr Keen to liaise with Chris Hailey-Norris re fliers being distributed with Riccall Beacon.

YLCA Neighbourhood Planning Program Update.

YLCA Training Program- Action: Clerk to circulate.

Selby DC Declaration of Interest Forms and Guidance- (circulated).

Hard copies were provided and members in attendance signed. Those absent will be required to sign at the next meeting.

## **10 (c) Late Correspondence –to note only**

Thank you letter from Riccall Village Institute for representative Cllr Wilkinson.

## **11 Accounts**

Payments for May 2019 were approved, and the Clerk gave an update on the budget and a bank reconciliation.

A short break was taken for signing the cheques.

## **12 2018/2019 Council Accounts**

Members received a statement of the Council's end of year accounts for 2018/2019. A report from the Internal Auditor has not yet been received. The Chairman and Clerk signed Terms of Reference which had also been signed by the Internal Auditor.

It was RESOLVED to approve Section 1 of the Annual Governance and Accountability Return (AGAR) and the document was signed and dated.

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

## **13 Insurance renewal (circ)**

Members considered the recommendation by Came & Co for renewal of Insurance. The Clerk explained the Internal Auditors comments to increase the Fidelity Cover.

It was RESOLVED to accept the quote from Hiscox and enter into a Long -Term Agreement of three years and include the additional Fidelity Cover.

**Action:** The Clerk will instruct Came & Co to proceed with the cover and noted that a cheque may need to be signed prior to the next meeting in order to continue cover.

## **14 Reports and Consultation**

Cllr Keen reported a Sustrans scheme to improve the access at Riccall with a new sign which incorporates the solar system with mining and cycling. It was noted that the safety aspect has been considered and it will be out of reach and also requires permission from NYCC for siting.

## **15 Planning**

### **15 (a) Planning applications granted by Selby DC**

**2019/0164/TPO:** The works were authorised for an application for consent to fell and remove 1 no Lawson Cypress Tree (T!) covered by TPO 5/1980 – 2 Beckwith Hall Gardens, Riccall.

### **15 (b) To consider the following planning applications:**

**2019/0389/FUL:** Proposed erection of two detached dwellings with associated access, drainage and landscaping- Land to Rear of, the Lodge, 23 Selby Road – Lead Cllr Owens made a recommendation of no objection.

It was RESOLVED to accept the no objection recommendation subject to consultation with neighbouring properties.

### **15 (c) Other planning matters**

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

Cllr Keen gave a brief report from the meeting.

To note the Annual Report will be distributed with the next edition of the Riccall Beacon.

*Cllr Duggan left the meeting at 9.30p.m.*

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

The Clerk reported on matters that relate to the play equipment or sports field maintenance: Cllr Nuttall's monthly report included on-going works plus noting some work to remove rust and painting areas of the skate park and sports wall.

RLC had given permission for the new fencing to be treated with preservative. Gavin will be using the treatment on park equipment this week. Signs have also been backed ready for fitting onto the main gate and the skatepark.

#### **18 Neighbourhood Watch**

Cllr Rimmer had submitted information in his absence, noting correspondence from the police regarding a new system for tracking anti-social crime and they will report back. Itemise on June Agenda.

#### **19 Container**

It was noted that the pads have now been completed. Cllr Dawson reported that he had carried out an assessment and that the ground level was probably too high and some alterations were required if the container base does not have legs. **Action:** The Clerk will contact the container company to establish if the container is flat based or has legs. The contractors may be called back to reduce the depth for the base.

Discussion took place regarding the requirement for a plywood lining for the new container. **Action:** The Clerk will consult with RJFC.

#### **20 Volunteers Evening**

It was agreed that the annual thank you evening for volunteers should be held at the Village Institute and will be a good introduction for the new co-ordinator to meet Snow Patrol volunteers and also to show-case the Community Library. **Action:** The Clerk will check room availability.

#### **21 Riccall Landing**

The Clerk gave an update from a visit to East Riding Archives and noted that Edward Stephenson had been contacted but had not replied.

## **22 Festive Lighting Power**

Members considered accepting the contract offered by npower, which will be backdated to cover the last seasons use of power and will last until April 2020. This offer was made due to them not notifying the PC of a change in rates.

It was RESOLVED to accept the contract.

**Action:** Enquiries will be made with other providers to seek a more cost -effective solution for future use.

## **23 Minor Items for the next agenda**

Meetings will be arranged by the Clerk for the Traffic Group and the Park Equipment Group. Ian Reynolds will be contacted for any progress with the consultant for the Traffic Group. The Clerk noted a preference for these meetings to be arranged within her working hours.

*There were no Staff Matters to take the meeting into Private Session.*

*The Chairman thanked those present and closed the meeting at 10.00p.m.*