

**The Minutes of the Annual Meeting
of Riccall Parish Council
held on 21 May 2018
from 7.30p.m.
at the Regen Centre**

Attending: Cllr Keen (Chairman) Adamson, Dawson, Kilmartin, Rimmer, Somers-Joce, Sharp and Wilkinson
District Cllr Reynolds
Sandra Botham – Clerk and RFO

1 Election of Chairman for 2018/2019

It was resolved that Cllr Keen shall continue as Riccall Parish council Chairman for 2018/19.

2 Chairman signs declaration of acceptance of office of Chairman.

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

3 Election of Vice Chairman for 2018/2019

It was resolved that Cllr Wilkinson shall continue as Riccall Parish council Vice-Chairman for 2018/19.

4 Register of Interests

Members were reminded that the Register of Interests should be current and any changes updated.

5 Apologies and Declarations of Interest

Apologies for absence had been received from Cllrs Owens and Field. In addition, Cllr Field had notified the Chairman of her Resignation due to ill health. A letter thanking Cllr Field will be sent on behalf of Council.

Cllr Nuttall was not in attendance.

County Cllr Musgrave had sent apologies via Cllr Reynolds.

There were no declarations of interest in items on the agenda.

6 Minutes of the meeting of Riccall Parish Council held on the 16th April 2018

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

7 Report of progress and updates since the last meeting

There were no updates from County and District Cllrs.

The Clerk reported that there have been no recent updates on the Police website and all other reports have been forwarded to members as received. PCSO Paul Bell has confirmed that neither himself or any colleagues are available to attend meetings in May or June and Cllr Nuttall is going to follow this up.

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

- The village sign on Selby Road should be re-built in next couple of weeks- prep work carried out but waiting for weather
- A resident on Manor Garth followed up Area 7 re tree 3 Main Street overhanging his garden- Area 7 visited previously but they were only concerned with overhanging highway the advise the neighbour can remove branches and has to offer them back to owner.
- The Litter Collector removed posters around the village for an event at the Regen Centre- they had not applied for permission. The centre manager has been supplied with a copy of the Fly Posting Policy to notify any groups likely to require advertising when booking events at the Regen Centre.
- A shredder has been bought for office in prep for sorting out old files.
- SDC have been collecting fly-tipping from Checker Lan including an armchair -Steve removed cardboard boxes, a childs bicycle still needs collecting
- The financial year end carried out successfully & Vat return submitted. The Internal auditor completed the annual audit
- YW resurfaced an area of footpath on Landing Lane after damaged by generator spillage
- A further email has been sent to EA re cattle on bank & condition of barbed wire fencing- no response- note stile has been repaired
- Builders made fencing good on PROW Main St- Station road
- GDPR prep for volunteers- Bob & Brian Snow Patrol & CSW
- Bus shelter opposite park- damage reported to NYCC
- The library volunteers were pleased to report that they have six new members since relocating and they are very pleased with the new facilities
- Scouts have completed new posters for anti- dog fouling
- The next edition of The Beacon is in progress

8 Matters from Public Participation

It was noted that RLC fencing had been removed and burnt near to the cyclepath. See item 10 b.

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

*Member of the Village Institute Committee- **Cllr Wilkinson**

*Membership of the local branch of Yorkshire Local Councils Association- **Cllr Keen & the 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, Chairman and three members)**Cllrs Dawson, Keen, Kilmartin, Somers-Joce & Wilkinson**

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

*To agree two members to help co-ordinate Riccall Snow Patrol for winter 2018/2019(**Cllrs Dawson and Owens to remain as volunteers but not co-ordinators**)

*To agree one member to help co-ordinate the Community Library for 2018/2019-**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 Keen**

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

To agree of re-confirm existing members:

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

*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- **Chairman & in his absence the Vice Chairman**

10 Correspondence

10 (a) Correspondence requiring decisions:

Response from Fiona Coleman of Broadacres Housing Association-the Clerk will draft a response

YLCA notification of Consultation Paper-Unauthorised Development and Encampments (circ)- the Clerk will assess the consultation and circulate any relevant information

10 (b) Correspondence for information only:

YLCA notification of Amendment to GDPR Bill – Appointment of Data Protection Officer (circ)

NALC notification of Information Commissioner Office- statement on GDPR (circ)

SDC is relaunching it's successful Don't be a Waster – Reduce, Reuse, Respect campaign focusing on the four biggest issues – fly tipping, litter, dog fouling and waste.

NYCC consultation regarding the North Yorkshire Archives service (circ). This has been forwarded to Riccall Archive Group and the Historical Society

Selby AVS Meet the Funder event. 8 June.

Email from Riccall Land Charities re vandalism.- it was noted that this has been reported to the Police. The Clerk will contact PCSO and request patrols both here and at the park over BH weekend evenings if possible

YLCA Update on GDPR (circ)see Item 17.

10 (c) Late Correspondence –to note only

A letter from RAF to display posters regarding 100yr appeal -which was agreed.

NALC notification of Revised Model Standing orders- these will be assessed at the June Admin and Finance meeting

Invitation to free seminar regarding Community Led Housing- contact Clerk for details

Invitation to CAB Annual Celebration Day-contact Clerk for details

11 Accounts

Payments for May 2018 were approved and the clerk gave an update on budget position and bank reconciliation.

The Insurance provider for 2018/19 is Came & Company as part of a long- term agreement.

A break was taken for the signing of cheques.

12 2017/2018 Council Accounts

Annual Governance and Accountability Return and the Internal Auditions Reports had been circulated prior to the meeting.

It was RESOLVED to approve Section 1 of the 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.

The report from the Internal Auditor on the accounts for 2017/2018 had ben circulated. The accounts 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 good order.

13 Reports and Consultation

Cllr Wilkinson reported that the Community Library move had been successful with six new members already. He had sent a card on behalf of the Parish Council to the volunteers.

Cllr Keen and the Clerk had attended YLCA training on the GDPR and thought it was well presented on a difficult process. It was reported back that it was stressed that Council is responsible for complying with these regulations rather than the Clerk. Until it is clarified whether a Data Officer is required, council should demonstrate its commitment to be compliant by 25 May. See item 17.

14 Planning

14 (a) Planning applications granted by Selby DC

2018/0222/HPA: Proposed demolition of existing conservatory and erection of a two- storey side extension- 67 Mount Park, Riccall.

2018//0142/COU: Proposed change of use of Garage A belonging to 54 Main Street to garage and change of use of Garage B belonging to 52A Main Street from a garage to a showroom- The Old School House, 54 Main Street,, Riccall.

14 (b) To consider the following planning applications:

2018/0497/HPA: Proposed demolition of existing conservatory and erection of a two -storey side extension- 67 Mount Park, Riccall. Lead Cllr Dawson noted that a recent consultation has been approved but the applicants have re-applied with changes. A recommendation to approve was made.

It was **resolved** to approve the application.

2018/0476/FUL: Proposed erection of a new dwelling in the grounds of Garden House and the demolition of some outbuildings and the conversion of an outbuilding to an ancillary home office and residential annex- Garden House, Manor Garth, Riccall. Cllr Rimmer had assessed the application with Cllr Owens and reported back. A recommendation to approve was made.

It was **resolved** to approve the application.

2018/0263/FUL: RECONSULTATION- Proposed erection of 1 No dwelling- Jackadory 37 York Road, Riccall. Lead Cllr Somers-Joce noted the amendments and recommended approval.

It was **resolved** to approve the application.

14 (c) Late application

2018/0185/OUT: Amended Plans Proposed erection of two detached dwellings with garages- Tamwood,, Station Road, Riccall. Lead Cllr Owens had reported back to the Clerk.(it was noted that the dwellings position has moved slightly and a fence is to be erected between them)and had recommended approval.

It was **resolved** to approve the application and note concerns relating the access and traffic.

15 Matters from the Annual Assembly of the Parish Meeting

Cllr Keen reported another disappointing attendance.

The Annual Report has been circulated to members and will be distributed with The Beacon.

16 Recreational / H & S update

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

Cllr Nuttall's report for April had noted several maintenance jobs outstanding- timber has now arrived- Gavin has replaced retaining boards on the zip wire and continues to replace bark. Some areas of ground have been infilled. The bark supplier has been contacted to see if they

would deliver onto park now ground conditions more suitable- if they will we hope to get rest of bark in one delivery with Gavin prepared to complete in day.

Cllr Nuttall assessed skatepark surface & rust following April meeting – work is now being carried out by Gavin- he has started resurfacing using the stock of paint we had and more paint has arrived today. He has also started sanding and treating rust areas on structure and will work to get this completed asap.

The outdoor gym -Scouts are going to spring clean this equipment.

New swing seat has arrived

Basket swing beam has been replaced

Basket ball net, pegs for matting and nut covers are all on order

Some general maintenance to carry out- timber to be treated/infill gym area

RLC have ben contacted regarding the stile maintenance

Email from skate ambassador noting condition of surface and structure

Couple of issues with park gate being left wide open on a couple of weekends-Cllr Rimmer has kindly agreed to be a key holder and check as he walks dogs regularly.

Further metal detectorist at work last weekend- holes left Steve filled in- notices were placed in notice board and on back gate.

Broken glass has been removed by the Litter Collector from skatepark after BH weekend and more reported the following Weds which he also collected although not on his rounds that day. This has been reported to the PCSO.

17 General Data Protection Regulations

In order to show a commitment to become compliant with the above regulations, the following resolutions were agreed:

It was **resolved** to undertake a Data Audit.

This will be carried out by the Admin & Finance Committee at the meeting in June and taken to the next full council meeting.

It was **resolved** to appoint YLCA Data Protection Officer service should it offered as required by the GDPR.

The Clerk noted that volunteers and Beacon contributors have been contacted with regard to GDPR but response so far has been low. Following the recent training advice, forms will need to be completed by volunteers. NYCC has been contacted with regard to members of the Community Library but as yet no advice has been received.

It was noted that blind copies are being used on emails.

18 Parking

It was suggested that the group arranges to meet with representatives of RLC to consider moving forward with the previous lay-by proposal. Cllr Reynolds and the Clerk will find the original plans and costings.

19 Container

Cllrs Keen and Nuttall met with Riccall Utd Juniors to discuss progressing the siting of the new container and removal of the cricket wicket. The cricket wicket will be removed and disposed of by RUTDJ and soil used from the location of the new container to in-fill the wicket. Ian Johnson is planning to arrange for volunteers from RUTD to carry out the work (and has organised a mini-digger) before the end of this month.

20 Volunteers Evening

It was suggested to hold a Thank You evening for volunteers at the Village Institute and show case the new Community Library at the same event. The Clerk will look into availability and refreshments etc.

21 Minor Items for the next agenda

An Environment Agency officer has offered to attend the June meeting to discuss the outfall proposal off Landing Lane. Members agreed to put this on the agenda.

The Chairman closed the meeting at 9.20pm and Cllr Reynolds left the meeting.

22 Staff matters

The Chairman took the meeting into Private Session at 9.21pm