

Minutes of Annual Meeting of
Riccall Parish Council
Held on 18th May
from 7.30p.m. at the Regen Centre

Attending: Cllrs Keen (Chairman) Adamson, Dawson, Kilmartin, Nuttall, Owens, Rimmer, Sharp, Somers-Joce and Wilkinson.
Mrs Sandra Botham – Clerk & Responsible Finance Officer.

1 Election of Chairman for 2016/2017

It was resolved that Cllr Keen should continue as Parish Council Chairman for 2016/17.

2 Chairman signs declaration of acceptance of office of Chairman.

Cllr Keen signed the acceptance of office of Chairman.

3 Election of Vice Chairman for 2016/2017

It was resolved that Cllr Wilkinson should continue as Vice-Chairman for 2016/17.

4 Register of Interests

It was noted that it is the responsibility of councillors to register any changes of circumstances and a new form be completed and handed into the Clerk.

5 Apologies and Declarations of Interest

Apologies had been received from Cllr Whitwood and District Cllr Reynolds, and were accepted.

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

6 Minutes of the meeting of Riccall Parish Council held on the 18th April 2016

The above minutes were accepted as true record and adopted.

7 Report of progress and updates since the last meeting

Neither the County Cllr of the District Cllr were present. The Clerk will contact County Cllr Casling regarding her update for the traffic signals and District Cllr Reynolds will be contacted regarding an update on the fire damaged property on York Road.

The Clerk gave an update from NY police noting that the PCO had been contacted regarding the parking notices and had also mentioned two incidents in the village recently- one was a party in the school grounds and the other a shed on the allotments been broken into.

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

- concerns about the road surface on Kelfield Road prior to the Tour de Yorkshire had been reported to Area 7 and the response reported back to the resident
- the developer and authorities have been invited to attend the public meeting for the planning application off Wheatfield Walk
- End of Year accounts ,the auditor visit & Vat returns have been completed
- flooding on Parsons Lane & holes in footpath Station Road have been reported to Area 7.
- Quotes are being sought for replacing the village green fencing (Escrick PC have been contacted as they have recently installed recycled plastic fencing)
- An appointment has been made for funding at the CEF meeting in July for Emergency Plan group
- A resident noted that there was Traffic Officer on Coppergate this morning during school drop off time
- Thanks to Cllr Owens for organising the Volunteers evening

8 Matters from Public Participation

There were no matters raised during Public Participation.

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

Member of the Village Institute Committee – ***Cllr Wilkinson*** (*Clerk to notify V.I. Committee*)

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

Council representative for the C.E.F meetings- ***Cllr Adamson*** (*with Cllr Keen continuing as community representative*)*the Clerk will inform Janine Jenkinson.*

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

To agree members of the Administration and Finance Committee for 2016/2017 ***Cllrs Keen, Wilkinson, Dawson, Kilmartin and Somers-Joce.***

To agree three members of the Riccall Beacon editorial group- ***Cllrs Somers-Joce, Wilkinson and Whitwood*** (*Cllr Whitwood nomination to be confirmed*)

To agree two members to help co-ordinate Riccall Snow Patrol for winter 2016/2017 – ***Cllrs Owens and Dawson***

To agree one member to help co-ordinate the Community Library for 2016/2017 – ***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 Dawson***

To agree of re-confirm existing members:

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

Lead Councillor for Street Lighting – ***Cllr Whitwood*** (*to be confirmed*)

Lead councillor for Rights of Way – ***Cllr Sharp***

Lead Councillor for Environmental issues – ***Cllr Keen***

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

In addition:

To agree members of the Emergency Plan Group – ***Cllrs Keen, Wilkinson, Dawson and Nuttall***

To agree members of the Traffic Group- ***Cllrs Keen, Dawson, Sharp and Owens***

10 Correspondence

10 (a) Correspondence requiring decisions:

Came & Co Insurance renewal- Cllr Somers-Joce had assessed the details of the quote and proposed accepting the Long Term Agreement offered (until 31st May 2019) – *all members were in favour. The Clerk will clarify which years the reduced rate applies to.*

10 (b) Correspondence for information only:

Notification of new brownfield land register from Selby DC.

North Yorkshire community messaging system is replacing Ringmaster.

Notification of the YLCA Selby Branch annual Meeting

Further email from resident reporting roaming dog.

Emails from residents regarding gas bird scarer- *further information is required to report this to Selby DC- Cllr Sharp to follow up.*

Email from NYCC following report of flooding on Parsons Lane

Funding opportunity via Tesco – Bags of Help

10 (c) Late Correspondence –to note only

PCO Adam Wood had confirmed that the proposed parking notices can be supported by NY Police and advised that Section 137 wording is added to clarify. It was also noted to add ‘dropped kerbs’ onto the notices.

Eastern CEF are offering Parish Councils the opportunity to have a paid for cinema event in their parish- this will be passed to the Regen Centre.

A resident had emailed to ask about progress on yellow lines outside the park- *the Clerk will contact Area 7.*

A letter of notification of contracts for NYCC Subsidised Local Bus Services- *it was noted the Riccall services are not affected.*

An email from District Cllr Reynolds confirming that Linden Holmes have issued an order to Wrights of Crockey Hill to carry out work on Carr Lane to prevent flooding of the footpath.

Notice of Referendum on Thursday 23 June 2016.

A resident had contacted regarding cyclists using the Parsons Lane footpath and a lack of notices.- *The Clerk will contact NYCC PROW officer.*

11 Accounts

The Clerk gave an update and bank reconciliation.

It was noted that the VAS payment and information on the budget report need further explanation- *the Clerk will follow this up and report back.*

Regarding the repeated errors by Yorkshire Bank in opening of the new accounts for the deposit of funds for projects and asset replacement, it was proposed that the Chairman and Clerk make an appointment with the Bank Manager- all members were in favour. *The Clerk will arrange a meeting.*

The insurance provider of 2016/17 will continue to be Came & Co as agreed in Item 10a to include signing a Long Term Agreement until 31 May 2019.

12 2015/2016 Council Accounts

A statement of the Councils end of year accounts for 2015/2016 was circulated. *These were agreed and were signed by the Clerk / RFO and Chairman.*

A report from the Internal Auditor on the accounts for 2015/16 was circulated. The accounts were all in order and had been successfully signed off.

Members noted the report and thanked the Clerk for successfully completing her first end of year accounts.

The appropriate sections of the external audit papers were circulated and agreed in order by members. ((Section 1 approved by resolution in advance of Section 2 - also approved by resolution)

External audit papers were then signed and dated by the Chairman.

It was noted that Lindsey Ryan had now completed work to support the current Clerk through the end of year accounts as agreed and a letter of thanks will be sent to Lindsey for her help and support.

At 8.45pm a short break was taken for the cheques to be signed.

13 Reports and Consultation

The Clerk reported back from a recent training day held by YLCA for Recent Clerks noting that it had been a worthwhile course to attend and that possible changes to meeting agendas will be discussed at the next Admin & finance meeting.

Cllr Dawson reported from the Emergency Plan Group meeting noting that he had been tasked to contact District Cllr Casling regarding possible funding avenues, he will also contact CEF. In addition he has contacted Jim Deans of Kelfield Parish Council to ask if they would consider being involved -Cllr Nuttall has also contacted Hollicarrs regarding this. Cllr Adamson offered to look into further funding possibilities. It was noted that a stand at the Carnival in June will promote the plan and the Regen Centre has offered use of a room to provide first aid/de-fib training with Cllr Whitwood and family offering to do training. It will be suggested a small donation be made as the de-fibs incur running costs for battery and pad replacement. It was noted that the newly installed de-fib at the Regen Centre is not in a lockable cabinet and Cllr Keen explained that was the terms of accepting the unit and it was suggested stickers were put on the cabinet to alert users of the need to ring 999 first to activate the unit. Cllr Keen confirmed the unit is under the ownership of the Carnival committee as is the one at the surgery. It is intended to place a feature in the next Beacon relating to operating the de-fibs.

Cllr Keen reported that around 250 residents attended the lighting of the Beacon for the Queens 90th Birthday which was a successful event

Cllr Keen also reported back from the Tour de Yorkshire noting that the school children thoroughly enjoyed the event and were joined by pupils from Barlby School who arrived by bus and enjoyed fruit juice in the Hare & Hounds.

14 Planning

14 (a) Planning applications granted by Selby DC

2016/02227/HPA Permission has been *granted* for the proposed loft conversion and first floor rear extension – 8 Northfield Lane, Riccall.

14 (b) To consider the following planning applications:

2016/0318/OUT: Outline application to include access (all other matters reserved) for residential development of up to 130 dwellings on Land off, Wheatfields Walk, Riccall. (Lead Cllrs Keen & Wilkinson)

Cllrs considered all the issues raised at the recent public meeting and agreed to *object* to the proposed plans on the following grounds:

Policy within Plan Selby & outside development limits/access and traffic issues/flood risk/drainage/capacity of schools and GP surgery/loss of amenity value/effect on wildlife.

A response will be drafted and circulated to members for approval.

2016/0377/TPO: Proposed removal of deadwood from 2 no Oak trees (T1 & T3) and 1 No sycamore tree (T2) and tip back of long lower limb of no 1 Beech tree covered by TPO 2/2003 at Oak Tree House, Main Street, Riccall. –(Cllr Nuttall)

No objections.

2016/0416/HPA: Proposed single storey side, rear and front extension with internal alterations at 10A Manor Garth, Riccall – (Cllrs Rimmer & Owens)

No comments- due to the resident informing members that major changes are to be made to the existing plans. *The Clerk will ask the PO to confirm this.*

14 (c) Other planning matters

2016/0250/HPA: Proposed two storey side extension with attic conversion at 17 The Crescent, Riccall- and amended plans. Lead Cllrs Dawson and Owens

Cllrs Dawson and ~Owens had assessed this application following the last meeting as agreed and comments were submitted as an *objection* due to the development not conforming to the VDS.

Two late consultations had been received and were considered due to the members having recently commented on the applications:

2016/0418/FUL: Section 73 variation of condition 09 (drawings) of approval 2015/1091/FUL for proposed demolition of existing detached garage and erection of a detached dwelling and two supporting garages for the existing and proposed dwellings in the conservation area – 25B Main Street, Riccall.

Our original comments still apply. (objection)

2016/0435/HPA: Proposed erection of open sided/ended car port- Cherrytree Barn, York Road, Riccall.

No comments.

15 Matters from the Annual Assembly of the Parish Meeting

Cllr Keen gave a brief report and noted that a copy of the Annual Report will be included in the next issue of the Beacon.

16 Recreational / H & S update

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

Cllr Dawson's monthly report for April noted dents in hill slide & cutting on roundabout surface

- Broken glass was reported by a member of the public over a weekend but had been cleared before Steve got there on Monday
- Steve noted very little rubbish on park following the Tour de Yorkshire
- Streetscape suggested using the Tesco Bag funding to replace sports wall
- When the engineer came to replace the cable on the aerial slide he assessed that the carriage also needs replacing noting that it is not a Playdale part and it is likely that it has caused the cable to fray. A quote was received for an additional £588.00 and it was agreed that *the Clerk should look into this further.*
- Dave Meli from Riccall Utd Juniors wanted to know about pitch cutting dates to avoid marking prior to a cut – he is now in touch with the contractor–enquiries about treatment for the sports field have also been made
- the cricket wicket fulfilled the requirement for the sports field to be classed as multi-sport area and it is noted that it is a junior size as intended for the project
- Gavin been requested to prep and paint skate park, repair boards around zip wire & he is still trying to find solution to block holes in sports wall where the net fixings were removed

Jubilee sports field:

- Ian Johnson was contacted following his requesting permission to roll the football pitches and apply chemical treatment- this was a misunderstanding and he had enquired if the contractor would be carrying out treatment- the Clerk has made enquiries to the contractor.

Cllr Dawson noted that he has tested the ledges and rusting areas on the skate park and there is no indication of degradation of the metal.

17 Emergency Plan (circ)

Members had no additions or suggestions to add to the plan. Cllr Adamson noted he had not received the plan- *the Clerk will forward a copy.*

18 Minor Items for the next agenda

None.

There were no staff matters and the Chairman thanked those present and closed the meeting at 9.59p.m.