

**Minutes of the Meeting of**  
**Riccall Parish Council**  
**held on 17 September 2018**  
**from 7.30 p.m.**  
**at the Regen Centre**

Attending: Cllrs Keen (Chairman) Adamson, Dawson, Kilmartin, Nuttall, Morton, Owens, Sharp Somers-Joce and Wilkinson

**1 Apologies and declarations of interest**

Apologies for absence were received and accepted for Cllr Rimmer and District Cllr Reynolds.

Cllr Wilkinson declared interest in item 7b (2018/0966/HPA) on the agenda.

**2 Minutes of the Meeting of Riccall Parish Council held on 18 July 2018 and Administration and Finance Committee Meeting 4 September 2018 (circ).**

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

**3 Report on progress and updates since the last meeting**

District Cllr Reynolds had informed the Chairman that he had nothing to report in his absence.

The Clerk gave an update from the Police website for July which noted 3 cases of anti-social behaviour, 1 of theft and 1 of violent or sexual nature.

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

- Members new email addresses are now completed & have also changed on SDC website where affected
- Cllr Musgrave's Locality Budget had approved funding to provide a bench to commemorate the end of WWI and be placed on the village green.
- A Privacy Notice was created for library users in time for the Big Summer Read- and there are now over 20 new members since the relocation
- There have been several visits from the IT consultant to transfer data to the lap-top.
- Insurance documents have been requested from grass cutting contractors as the renewal was due in Aug 2018- RSJ to assess
- Letters re overgrown hedges sent out for PROW off Kelfield Rd- follow up letter required & Main Street – response from resident Main Street re timing of letter-unfortunately hedge had been trimmed-reiterated need for hard cut backs, resident also reported old road repairs on Main Street in poor state-reported to Area 7- inspected and to carry out further maintenance, also village green boundary-access for hedge cutting- reminded contractor that this should be carried out monthly – this has also now been completed although further work will be needed to clear overgrowth from garage roof (Planet Holdings to be contacted for one off quote for work)

- Village green notice boards are still in use for display of Archive Group WW1 –in Nov for 100 year commemoration and members were happy for this to continue.
- ID badges for Nick and Glenda also Nicks profile on website – existing cllrs out of date- revisit?
- Several street lights out and reported- light 33 Coppergate & 66 Station Road re-reported.
- new lantern with LED's on Village Green
- Resident sought permission to remove overhanging tree due to its proximity to Pinfold wall- Cllr Sharp carried out a site visit and assessed removal should not impact Pinfold –the resident has been advised to contact SDC as it is within the Conservation Area
- Made enquiries with two Parish Councils who have outdoor gym equipment to regarding use of equipment by businesses and neither had any experience of this.
- A concerned resident rang last week regarding Cold Calling on Mount Park last week- they ignored her advise that it is a NCCZ – they were reported to Trading Standards & PCSO
- Glenda been creating list of files from Archive Room. We will work with retention guidance. Hopefully will create enough room to store all docs in lockable cabinets and have full inventory.
- Contacted NYCC Archives re storage of minutes and accounts- and removing files from storage, it appears to be a simple process.
- Email from Kelfield PC regarding speeding between Kelfield & Riccall –noted issue continues into Riccall- advised they encourage resident to use 95 alive to log speeding incidents
- Please note clerk & admin have separate email addresses now for contact purposes.
- Details circ for Cawood Bridge closure 22 Oct – 21 Dec & Haddlesey Bridge 1 Oct – 21 Dec
- Meetings arranged with Area7 re parking restrictions York R HA & SS
- Lay-by meeting with Traffic Group

#### **4 Matters from Public Participation**

A resident would like to know if there is financial assistance for dropped kerbs to give access to parking spaces at properties- the Clerk will make enquiries with Area 7.

Residents have sought advice regarding cost of tree work on a TPO at their property. Cllr Reynolds will follow this up on his return.

#### **5 Correspondence**

##### **5a) General correspondence - requiring decisions:**

YLCA notification of Government Shale Gas Exploration and Production Planning Consultations (circ)- members would like to object to these consultations. The Clerk is seeking advice from SDC.

Cllr McCartney's email re Public Space Protection Order (circ)- Members support this Order- Clerk will respond

RLC email re further vandalism on Millennium Green (circ)- Clerk to respond noting report being put together by Barlby TC.

Citizens Advice request for funding.(circ) -It was RESOLVED to donate £100 to the Charity.

##### **5b) General correspondence - for information:**

Updates on GDPR toolkit(-circ)- *It was noted that YLCA did not receive enough interest to provide the Data Controller Role.*

YLCA notification of consultation: Bye Laws on Sites of Special Scientific Interest (circ) – *no comments had been received.*

Thank you letter for donation to SDC Chairman's Charities.

Monitoring Report from Community Resilience Plan Group (circ)- *Cllr Keen noted that he has resigned as Chairman but will still support the group.*

NYCC Urban Grass Cutting payment. *£219.01 has been paid into the bank.*

Residents email re cycling on footpaths- *the Clerk has responded and Cllr Keen has taken this issue to Sustrans.*

Notification of change of date for Eastern CEF meeting

Email from resident regarding WW1 booklet and features. *Cllr Adamson noted that any donations received for the booklet will be used to cover printing costs and any remaining funds will be given to The British Legion.*

### **5c) Late correspondence – to note only.**

Notification of SDC Chairman's Charity Ball- *details from the Clerk.*

Eastern CEF Public Forum to be held 27 Sept at Hemingbrough with a health theme.

## **6 Accounts for September 2018**

Payments for August noted. The Clerk gave an update on the budget position and a bank reconciliation.

Accounts submitted for payment 20 September 2018 were approved.

It was noted that the external auditor has signed off the accounts from the financial year 2017/2018. The Chairman thanked the Clerk for keeping the accounts in good order.

A short break was taken at 8.30pm for signing the cheques and Direct Debit instruction for the Data Protection Annual fee (this will save £5 per year on paying by cheque).

## **7 Planning**

### **7a)**

**Selby Dc has granted planning permission for the following application:**

**2018/0745/TPO:** Permission has been **granted** for the Proposed removal of dead wood, crown lift to 4m and crown reduce by 20% to No 1 Ash trees covered by TPO- 36 Coppergate, Riccall –

**2018/0241/HPA:** Permission has been **granted** for Proposed first floor play room extension over existing garage- Millfield House, 27 Selby Road, Riccall.

**2018/0263/FUL:** Permission has been **granted** for Proposed erection of 1No dwelling-Jackadory, 37 York Road, Riccall.

7b)

**Amended plans for the following application were considered during the summer break by Cllrs Rimmer & Owens** – the amendment was to retain the detached garage and the previous comments were still applicable.

**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.

**The following application was considered:**

**2018/0966/HPA:** proposed single storey extension to provide bedroom, shower room and store following demolition of existing store- 24 Viking Drive, Riccall. **Lead Cllrs Owens and Morton**

A recommendation of 'No objection' was made and all members were in favour.

7c) **Other planning matters**

Cllr Morton noted that he would appreciate the opportunity to accompany other members on consultations to gain experience.

## **8 Reports and Consultation**

Cllrs Adamson and Sharp reported back from a meeting with Area 7 to discuss the parking issues associated with the cycle track at York Road. The NYCC officer is temporary and requested photographic evidence of parking incidents are forwarded to the regular officer on return to her post late December.

Cllrs Adamson and Owens reported back from the Traffic Group meeting to discuss car parking for the park. The group had evaluated the previous quotes and number of spaces a lay-by would achieve and concluded it would not be cost effective and would have H & S implications. They considered an area within the park, using the existing access gate and area, currently unused, up to the hedge, as a safer option and which could possibly accommodate more vehicles. Following the meeting the Clerk had contacted District Cllr Reynolds regarding possible consultants who could offer planning/design advice to achieve the best solution.

Members requested the group work on the two options (lay-by and car park) and take findings back to Full Council. Action: the Clerk will contact RLC regarding their approval in principal for use of the land in the schemes and Area 7 regarding proximity of the bus stop to proposed vehicular access.

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

Cllr Dawson gave a report from the August H & S checks at the park. General maintenance issues had been reported and are being carried out by Gavin. The Clerk noted that Streetscape are to attend to fix the air-walker post and replace bolt covers to several pieces of equipment this week. They can also source individual equipment instructions for £12 each but it was decided that the main instruction board is sufficient as the labels are easily removed. Cllr Dawson noted that the fencing requires on-going inspection due to its age and suggested increasing the inspections twice per year. He will provide a specification for quotes and suggested landscape gardening services should be able to carry out this task. Currently one post on the fencing has snapped off and a new post is on order.

Cllr Nuttall thanked Cllr Dawson for carrying out the H & S reports for August and September and he will return to carry out the inspections from October.

## **10 Administration and Finance Committee (circ)**

It was noted that an additional check has been added to the internal audits carried out quarterly and this is to audit the NI and Tax payments to HMRC, in line with best practice.

It was noted that council meeting procedures have improved with less interruptions during the proceedings. It was noted The Beacon Editorial Group are involved in a proof-reading capacity. See item 12 for further discussion.

Although it has been confirmed that the PC does not need to appoint a Data Protection Officer, the GDPR requires Council to carry out the appropriate practices and it was agreed that initially the Administration and Finance Committee will carry out this function, to be reviewed if the workload requires further assistance. It was noted that process is on-going with the required Privacy Statements which have been circulated to members and are on the website and in the office. Members have been supplied with PC email addresses and the Data Audit is in process as is the document retention which is being carried out as part of archived material being assessed currently. The Clerk noted that she is following the recommendations made by YLCA regarding compliance with the GDPR.

The recommendations of the committee were considered regarding an application for a Community Grant for St Mary's Church, Riccall to be used to carry out works and carpet and furnish the family/group area. It was RESOLVED to grant the application for funding of £400.

## **11 Riccall Landing**

Two site meetings had been held with Edward Stephenson, who has been appointed as Land Agent for discussions with the Environment Agency regarding the proposed easement. Cllrs Keen, Wilkinson and the Clerk reported back. The first meeting was held to establish the land in question, following which the Clerk contacted a solicitor to work on the PC's behalf when required. Cost for Land Agent and solicitor will be met directly by the EA. Cllrs Keen and Wilkinson attended the second meeting with both Edward /Stephenson and the EA reps and contractors. Due to annual leave there are no updates since the meeting. Once the facts have been fully submitted, Council will discuss further.

The Clerk has located archived documents referring to the Parish Council's ownership and registration of the land and is following this up for clarification.

## **12 The Beacon**

Members discussed the draft Communications Policy, in particular the Parish Magazine paragraph. The Clerk was concerned that it was not specific enough to guide contributors of the magazine.

It was RESOLVED to amend the paragraph to include the word 'private' in the bracket to state (for private profit).

The back page 'Whats On in Riccall' will be discussed at a later meeting but can remain in the next edition.

## **13 End of WW1 Anniversary**

Cllr Keen noted that on the 100 year anniversary of the end of WW1 on 11 November, the Beacon on the village green will be lit at 7pm and church bells will ring at 7.03pm as part of a nationwide tribute. Cllr Nuttall will carry out the appropriate RA and H & S checks for the event.

## **14 Festive Lights**

Cllr Keen gave an update on the quotes from the electrician to add further lights to the village green large tree and power for lights for the smaller tree. He noted that the Carnival is to raise funds for additional Christmas Lights via donations, local businesses and through 'Just giving'.

This will be put forward to the October agenda when further information has been received.

## **15 IT equipment**

The data has now been transferred from the PC to the new lap-top. Further work is required to move the equipment around.

## **16 Snow Patrol**

There are currently no-one in the roles of Co-ordinator and Deputy for the group and the NYCC weather reports will soon start being circulated by Area 7. In order to recruit volunteers to the positions a list of duties and responsibilities is required. **Action:** Previous post holders Cllrs Dawson and Owens will provide these for the Clerk.

## **17 Minor items and items for the next agenda**

Items for the next agenda will include:

Festive lights

GDPR

Beacon articles

*Item 18 will be taken in private session, in the absence of the public*

***The Chairman closed the meeting at 10.00pm for Private Session.***

***Council came out of Private Session at 10.05pm when the Chairman thanked those present and closed the meeting.***