

**Minutes of the Meeting of  
Riccall Parish Council  
held on  
18 July 2022  
at the Methodist Church**

**Attending:** Cllrs Keen (Chair), Dawson, Morton, Adamson, Nuttall, Owens, Tatterton, Marston, Wiles.

**Apologies:** District Cllr Duggan, County Cllr Duckett

**In attendance:** Glenda Foster

The meeting was opened at 19.25 by the Chairman.

The Chairman welcomed two members of the public who were in attendance to hear Council's decision in relation to item 62/22 (a) Traffic Offence.

**58/22 Apologies and Declarations of Interest**

Apologies were received in advance from District Cllr Duggan and County Cllr Duckett.

Declaration of interest was stated by one member relating to agenda item 71/22.

**59/22 To accept and adopt the minutes of the meeting**

It was RESOLVED to accept and adopt the minutes of the full Council meeting held on 20<sup>th</sup> June 2022.

**60/22 Report of progress and updates since the last meeting**

*Update from County and District Councillors*

There was no update from the County and District Cllrs.

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*Update from NY Police*

A formal report had not been received.

*Report from the Admin Assistant which had been circulated in advance*

- Contact had been made with the Police regarding tags on park. E-mail correspondence received from PC Morris.
- Police contacted to say they have increased presence in the area and advised to add contact information on social media for informing police of crimes/issues. This has been done.
- Media training booked for 25<sup>th</sup> July.
- A member of Council has been given access to the website. Further training has been requested.
- Cattle grazing on Landing Lane/Riverbank – injuries to walkers. This has been passed onto the Public Rights of Way team, Canals and Rivers Trust and the Environment Agency. Also advised to contact HSE providing the number on the gate and contacting the landowner. Information requested by Pathways at NY for exact location of incidents and incorrect signage.
- Resident's complaint – Ash Grove. Dealt with.
- Installation of the park barrier is ongoing.

- Resident's issue on Kelfield Road. Being investigated.
- No response yet from Inspector Wedgewood in relation to letter sent to him.
- Concrete block – arrangements to be made to move the block into the correct place at the park entrance.
- PAT testing from the office at the Regen Centre will be booked in as it was missed last time.
- SL 60 reported to us - obscured by trees and bushes. Being investigated.
- District Cllr has a small pot of money available for organisations in the village to apply for. Details will be posted on social media in the near future.
- Contacted relevant companies for information required for Cyber Insurance. Awaiting one reply.

### **61/22 Matters from Public Participation**

It was noted that a resident from Ash Grove had contacted the Council regarding several complaints in relation to anti-social behaviour and damage to his property. Measures were put in place to deal with the issues including working in conjunction with the local football club. It was noted that urgent repairs were required to the fencing both near to the tennis courts and the Resilience Group's container area.

It was raised that a resident had complained about the hedges, gardens and mares tail affecting neighbouring properties in relation to an empty council owned house on Kelfield Road. This has been investigated by Council and escalated to SDC. It can be put on the agenda for September's meeting if required.

A Council member had been asked about a proposed outdoor Church service to be held on the village green. The Events Policy was discussed and the Church invited to contact the Council if it wishes to take this further. The councillor will pass this on.

A member advised that seven people had approached NYCC requesting it to proceed with the A19 road noise survey. NYCC had advised that if enough people contact them and if the PC supported the issue, the survey may be undertaken. This issue was placed under item 74/22 as an item for the next meeting.

A Councillor had been contacted by a member of public regarding security concerns at Riccall Wood. It was advised that the person contacts Riccall Lands Charity directly, who have already been made aware of these concerns.

### **62/22 Correspondence**

#### **43/22 (a) Correspondence requiring decisions:**

##### *Renewal of Cyber Insurance Policy*

Discussion took place regarding the requirements of the policy, and it was agreed that from the two responses received from IT companies that the required conditions of the policy were being met. It was RESOLVED to add the insurance onto this month's payments. It was noted that the payments would require redoing and publishing again as the renewal was due on 24<sup>th</sup> July.

##### *Traffic Offence (circulated)*

An email had been sent by a member of the public in relation to traffic offences at the traffic lights. Council discussed the surrounding issue, potential solutions, and complications. It was RESOLVED to contact County Councillor Duckett for her assistance in the matter.

*Ball games on the village green (circulated before June meeting)*

A message had been received by a resident concerned about ball games being played on the village green and the effect on his property. The request for the Parish Council to plant conifers along the wall of the substation was discussed and was considered inappropriate.

*Bowls club request re Beacon (circulated)*

Discussion took place regarding correspondence from Riccall Bowls Club asking if/when the Beacon may be issued again as they provide the bowls club report for inclusion in it. It was RESOLVED that at the present time there is no intention of the Beacon being produced due to continuing staffing issues.

**66/22 (b) Correspondence for information only:**

None.

**66/22 (c) Late Correspondence –to note only**

None.

**63/22 Accounts**

It was RESOLVED to appoint a member of Council as acting RFO.

Two members of Admin and Finance Committee confirmed their availability to authorise payments for July.

Account and payments details had been circulated in advance of the meeting.

To approve payments for July 2022. An update on the budget position and a bank reconciliation.

- AGAR documentation and the bank reconciliation report are now with the external auditors. It could take several weeks before we get a response.
- VAT claim is now with HMRC.
- Methodist Church expenditure has been added to the account's documentation.
- There has been a significant change to the balance of our CIL funds.
- This month's working from home payment has been added to the payment run. It might be the last one.
- The completed documentation is now with Lloyds Bank in relation to the new account. We now have to wait about six weeks.
- We are 25% through our budget year and we have spent 23.5% of our budget.

- Signatories and members. Following the resignation of a Councillor, Council discussed the remaining signatories in relation to the current account and project and asset accounts. As there should be a minimum any two from three, volunteers were requested. One member of Council volunteered at the meeting. Any further volunteers should contact the acting RFO.

### **Invoices / Purchase Orders Pending**

Defibrillator for the village institute, awaiting final costing, including installation and maintenance costs before submitting to RPC. Discussion took place including the Government's recent intention to equip all schools with a defibrillator with a commitment to do this by the end of 2023. Council would still like to procure either one or two defibrillators from London Hearts. Permission has been obtained to place one at the village institute. Council are waiting to hear from the school. Payment to London Hearts would be included in the August run. Installation costs would be discussed at a later stage.

Cyber insurance previously discussed and renewal cost of £319.20 was agreed.

NYCC PO for £219.01 received, grass cutting 2022/23 season. Will raise an invoice later in the season.

Zoom renewal was discussed. It was RESOLVED that an individual refund would be sought and if there were any problems it would be brought back to Council.

It was RESOVLED to give delegated powers to the acting RFO for the month of August. Council will check this is covered in the Financial Regulations.

The preferred payment option to the solicitor in relation to work for the purchase of the Methodist Church was raised by a member of the Working Group. It was RESOLVED that payment would be made up front at a fixed rate.

### **Accounts Submitted for payment July 2022**

Modified after RPC Meeting on the 18/7/22 adding TR 451

Cheque or Transfer Ref	Amount	Payee	Details	Accounts Code
TR 432		Clerk / RFO		4000
TR 433		Lengthsman		4070
TR 434		Litter Collector		4030

TR	435		Admin Assistant		4025
		£ 1,897.47	Total Salaries (Net)		
TR	436	£ 26.00	G Brown	WFH July 2022	4035
TR	437	£ 8,727.79	TWM Traffic Control Systems Ltd Inv 00000060	VAS Pay using CIL funds	4430
TR	438	£ 28.80	Viking Inv 7140640	Black ink cartridge and paper	4125
TR	439	£ 731.25	Crerscent Architects Ltd Inv 100-489	Part payment feasibility & planning Pay using CIL funds	4435
TR	440	£ 287.67	Riccall Regen Centre Inv 4518	Room Hire July 2022	4160
TR	441	£ 23.53	Viking Inv 7184971	Black ink cartridge	4125
TR	442	£ 240.00	Rialtas BS Ltd Inv 29920	Data Inputting May'22	4180

TR	443	£ 18.96	Fusion Systems Inv 11780	Microsoft 365 Apps Monthly Subscription June'22	4170
TR	444	£ 5,130.00	Crombie Wilkinson Solic Inv 148871	Methodist Church purchase legal fees CIL Money	4435
TR	445	£ 699.70	Crombie Wilkinson Solic Inv	Methodist Church property	4435

			148875	search fees <b>CIL Money</b>	
TR	446	£ 240.00	Rialtas BS Ltd Inv 29941	Data Inputting April'22	4180
TR	447	£ 90.77	Websters Timber Inv 2206- 139285	Vandalism in the park. General maintenance	4310
TR	448	£ 106.98	Websters Timber Inv 2206- 139676	Vandalism in the park. General maintenance	4310
TR	449	£ 18.52	1st Riccall Scout Group Inv 0049	Walking the foot paths refreshments	<b>New Code 4340</b>
TR	450	£ 21.38	Viking Inv 8971464	Black ink cartridge Outstanding from June's payment run	4125
TR	451	£ 319.20	Gallagher Inv 516079309	Cyber Insurance	4095

Sub Total      £  
18,608.02

DD	22	£ 42.24	Chess Inv 4511097	Broadband / Tel Billing Period June'22	4135
SO	23	£ 1,438.49	Shed grounds maintenance Inv 23099	Grounds maint contract 4 of 12 due date 31/7/22	4200

Sub Total      £  
1,480.73

HM Revenue and Customs returns to be completed and included in this document June,

September, December and March

	July (1)	Aug (2)	Sept (3)
	£	£	£
Income Tax	107.20	-	-
	£	£	£
NI (Employees)	-	-	-
	£	£	£
NI (Employers)	-	-	-

£
107.20

Total  
Current  
Account  
Spend  
(Unity)

£
<b>20,088.75</b>

### Transfers

Total Project Account spend (VM)	£	-

It was RESOLVED to authorise the payments.

### 64/22 Planning

#### (a) Planning applications granted/Refused by Selby DC

*2021/0399/FUL - Riccall Poultry Farm, 3 King Rudding Lane, Riccall. **Granted.***

*2022/0531/TPO - Crown reduce by 1m to 1no Beech tree covered by TPO6/2019 - 11 Church Street, Riccall. **Refused.***

*2022/0541/HPA - Tamwood, Riccall. **Granted***

*2021/0978/FULM - Land Near Osgodby Grange, South Duffield Road, Osgodby. **Granted.***

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

*2022/0607/HPA 8, Hawthorn Riccall side and rear extension*

In principle the lead Councillors had no objection to the application, however it was noted that it might be difficult to maintain the gable end due to the close proximity of the boundaries. It was RESOLVED to accept the proposal.

*2022/0679/HPA 43, Station Rise Single/rear side extension*

The lead Councillor foresaw no problem with accepting the application subject to the usual conditions and contacting neighbours. It was RESOLVED to accept the proposal.

**(c) Other planning matters**

An application for 16 Nova Scotia Way (2022/0737/HPA) had been received on 15<sup>th</sup> July. A member declared an interest in this application. Another member volunteered to take the lead looking into the application. As it would not be possible to obtain an extension until after the Council meeting in September, it was proposed this could be done under delegated authority. It was RESOLVED to accept the proposal.

**Any Confidential business will be discussed in the absence of the public and press.**

The Chairman took the meeting into Private Session at 20.20. Two members of the public were asked to leave the meeting. The Admin Assistant was also asked to leave the meeting.

**65/22 Confidential Business (Private Session)**

20.45 The Admin Assistant re-joined the meeting.

The Chairman took the meeting out of Private Session at 20.50.

**66/22 Reports and Consultation**

*Report back from lead councillor investigating drop kerb, Mount Park (report circulated)*

The lead Councillor investigating the dropped kerb provided an update. It was acknowledged that the kerb had been sited in the wrong place. Solutions had been proposed to take corrective measures.

The lead Councillor advised that all hedge letters had been issued to the identified properties. Discussion took place regarding some residents who may require assistance.

It was mentioned that the Scouts had recently walked the pathways and a list of issues had been passed onto the Parish Council. It was noted that, unfortunately, due to illness/communication issues a member of Council did not walk the pathways with the Scouts or meet them at the start or finish. Apologies were given for this oversight.

**67/22 Recreational / H & S update**

**Recreation/Park Update from Admin**

- Awaiting Ashfields to set a date to fit new chain on basket swing – new set of chains and shackles will be £400.00 including fitting plus vat. Consider any other works which could be carried out at the same time from the park report/recent issues.



- Replacement bins have not yet been ordered due to possibility of repairing rather than replacing.
- Abbey Landscapes - park works still on hold.
- Litter Collector has reported quite a lot of broken glass on a number of occasions around the skate park area.
- Lengthsman has undertaken a lot of repair work in the park due to vandalism. Removed old fence post and replaced with new. Made up two complete fence panels to corner of toddler area, treated twice with creosote, fitted to new and old posts. Bench made safe on the park– planed it down smooth. Planned to remove it and replace. Still on list to paint over offensive graffiti on the skate park, repair smashed notice board window. Remaining car park signage to be put up. Lengthsman has an ongoing list.
- Signage company has been contacted regarding updating the park entrance signage. They have the original version so can use it to create a new sign. Ongoing.

The Council lead was pleased to report that the recent issues in the park appeared to have reduced, possible due to an increased police presence. The latest park report would be looked at and the what3words to be included on the updated park signage.

### **68/22 Public Participation**

The existing policy and guidelines had been circulated. It was agreed that the policy was adequate and there were several other measures that could be taken such as providing notes to the public on when they are able to speak, ensuring they are made welcome and thanked, with introductions and chairs sited appropriately.

### **69/22 Facebook**

A quote had recently been received to create a business Facebook page for RPC. It was RESOLVED to accept the quote.

### **70/22 Fields in trust**

Council was advised that the section of land on the village green not owned by the PC, but maintained by it, needs to be formally claimed. The Lead Councillor proposed registering this land with Fields in Trust and the Land Registry. It was acknowledged that there would be a small cost implication. It was RESOLVED to accept the proposal.

### **71/22 Church Update**

A member of the working party provided an update which included the 62-page document from the surveyor architect which had been circulated. It included three proposed options for the kitchen, toilets, and office. A preferred option had been selected. Expenditure at this stage was going to be kept to essentials. It was suggested it would be beneficial if another Council meeting was held just for the purpose of keeping councillors updated and looking at suggestions. It was suggested the meetings could be undertaken every three months. The next meeting with the architect will be on 20<sup>th</sup> August. The architect has sent a list of questions which will be circulated to two Council members (Health and Safety) for their input.

The working group were thanked for their hard work undertaken so far.

### **72/22 CCTV**

Progress is ongoing and there has been liaison with Yorkshire Water regarding potential power usage from the water tower.

### **73/22 Business Continuity Plan**

The Business Continuity Plan was discussed, and volunteers were sought to cover some of the gaps on the action log. The latest version had been circulated. Four actions were still to be covered.

The acting RFO asked for a volunteer to be trained as a deputy in finance. Interested members should express an interest via email after the meeting.

A draft Recruitment Policy had been circulated.

It was RESOLVED to accept the Recruitment Policy.

It was mentioned that Council had previously nominated a recruitment team. However, this had not been mentioned at the PC meeting in May when nominations to committees/other groups and confirmation of roles within the Council organisational structure were decided upon. It was RESOLVED that the recruitment team roles would be included in the May 2023 meeting.

It was noted that the Sports Field Association invite the Chairman to attend their meetings.

### **74/22 Minor Items for the next Agenda**

Speed/noise survey by NYCC on the A19.

The Chairman thanked everyone for attending and closed the meeting at 21.35.