

**Draft Minutes of the Extraordinary Meeting of  
Riccall Parish Council  
held on  
13 December 2021  
From 7.30p.m. at the Methodist Chapel**

**Attending:** Cllr Keen (Chairman), Dawson, Marston, Morton, Nuttall, Owens, Rimmer, Sharp, Tatterton and Wiles.  
County Cllr Musgrave.

**100 Apologies and Declarations of Interest**

Apologies were received from Cllr Adamson and the reasons for his absence were approved.

District Cllr Duggan sent his apologies.

It was noted that the Clerk and Admin Assistant were both absent. Councillor Morton took the notes.

Cllrs Dawson, Morton, Nuttall and Sharp declared an interest in item 104a (Resilience Group).

Cllr Morton declared an interest in item 106b (Station Road).

Cllr Tatterton declared an interest in item 106b (Chapel Walk).

**101 To accept and adopt minutes of the meeting of Riccall Parish Council held on 15<sup>th</sup> November 2021.**

It was RESOLVED to accept the above minutes as a true record and adopt them.

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

District Cllr Duggan had sent his apologies and no report had been received.

County Cllr Musgrave provided an update regarding traffic calming measures. Unfortunately, the two way build on Kelfield Road is not possible. However, there are extra design elements to the village entrance on Kelfield Road. The single way build out will cost £2,375 and the village entrance works will cost £1,111, total £3,487. Cllr Musgrave is able to grant this full sum to RPC. There are forms to complete and the Admin Assistant is the contact for these. Council thanked Cllr Musgrave for this project funding and for his recent support in several areas.

County Cllr Musgrave reported on NYCC reorganisation: It is likely there will be a Riccall and Barlby ward for the new unitary council. This will be confirmed later. The proposed reorganisation is subject to approval by parliament.

*Cllr Musgrave left the meeting at 7.41 pm.*

Update from NY Police. A monthly report had not been received and there was no representative present.

The Clerk's report had been compiled by the Admin Assistant and submitted in writing ahead of the meeting as follows:

- Boothferry Pest has been on site at the park 03.12.2021 and flattened the mole hills ready for trapping w/c 06.12.2021.

- Meeting was arranged for Cllrs Dawson and Morton to meet with EA on 30.11.2021.
- Meeting was arranged for Cllrs Keen, Rimmer and Glenda Foster to meet with rep re VAS signs in village on 08.12.2021.
- Goole Welding has been contacted and a request for the barriers to take place. He will need to measure up and, as the plinths need to be in place for a month first to settle, the work will take place next year.
- KD query on accounts for Nov — the costs will be transferred once a new code has been set up.
- PC Neil Morris was contacted re illegal parking and anti-social behaviour. The ASB has been dealt with - one person arrested. PC Morris will look at the illegal parking on Viking Drive/Landing Lane.
- Parish Services Audit has been sent to Planning Policy Team.
- Chess contract expires 07/06/22. If we wish to cancel, they need a minimum of 30 and maximum of 60 days written notice prior to the contract end date.
- CIL – we have an extension to 31.12.2021. Figures have already been sent to SDC and they will help us with the final submission.
- New website – currently on hold. The intension was for Glenda Foster to take over the site for a week to play around with it before going live. Given the current circumstances it has been put on hold for the time being.
- The following streetlights have been reported out/intermittent on Kelfield Road, Hawthorns, Selby Road, Saunters Way, Jubilee Close and Chestnut Terrace.

### **103 Matters from Public Participation**

There were no matters raised by members of the public.

### **104 Correspondence**

#### **104 (a) Correspondence requiring decision:**

It was RESOLVED to give the Riccall and District Plan Group a donation of £1000.

Urban Grass Cutting: The funding offer from NYCC was noted and accepted.

Rowan Tree on Village Green: The tree report states that this tree is not growing and is dormant. The report suggests that RPC replaces this tree. It was RESOLVED to accept the recommendation.

#### **104 (b) Correspondence for information only**

Covid-19 update from YLCA on Council Meetings and face coverings – Noted.

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

Late Correspondence – a resident had been in contact regarding the hedge on the corner of Main Street and Silver Street. The hedge is overgrown. Cllr Wiles volunteered to speak to the resident about cutting back the hedge and Council accepted this offer.

### **105 Accounts**

The Chairman had provided account details in advance of the meeting. Council approved the payments for December 2021.

CHEQUE OR TRANSFER	Account	£	Payee	Details	Code
TR305	SB156-21/22		Clerk		4000
TR306	SB157-21/22		Lengthsman		4070
TR307	SB158-21/22		Litter Collector		4030
TR308	SB159-21/22		Admin Assistant		4025
TR309	SB160-21/22		HMRC	TAX & NI	4005 4010
		3878.06		<b>Total for salaries INC Tax &amp; NI</b>	
TR310	SB161-21/22	287.67	Riccall Regen 2000 invoice 4204 & 4241	December office rental – omitted from Dec accounts due to error	4160
TR311	SB162-21/22	286.24	Riccall Regen 2000 invoice 4229	January office rental	4160
TR312	SB163-21/22	220.00	Ms Jo Ryan	Annual Tree Survey	4215
TR313	SB164-21/22	131.76	Fusion Systems Inv: 10703	IT Support	4131
TR314	SB165 -21/22	18.96	Fusion Systems Inv: 10659	Microsoft subs Nov 2021	4170
TR315	SB166-21/22	67.50	YLCA inv 905-2122	Training	4080
TR316	SB167-21/22	1,800.00	Valuation Office Agency Inv:2500003646202 1 Ref: 660/1773698/00	Valuation of the Riccall Methodist Chapel	4435
TR317	SB168-21/22	821.00	Jacqui's Garden Services	Plinths installed at Jubilee Sports Field	4435
TR318	SB169-21/22	26.00	Glenda Brown	Working from home November	4035
TR319	SB170-21/22	19.50	Sandra Botham	Working from home November	4035

DD9/21-22	66.96	Chess	Broadband/tel	4135
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SB171-21/22			October invoice: 4386456	
S10/21-22 SB172-21/22	1,344.37	Shed Grounds Maintenance	Grounds Maintenance Contract Dec inv: 21441	4200

**HM Revenue and Customs- returns for Oct, Nov and Dec 2021:**

Income tax	628.40
NI (employees)	279.57
NI (RPC)	<u>280.01</u>
<b>Total</b>	<b>£1254.31</b>

***Total expenditure £8968.02***

**Notes:**

Payment TR 295 from October payments has been accounted for on October's payment sheet and on the accounting system, however the payment was omitted in error from the bank payment, so it will be added on with Dec payments to the bank.

TR310 is the payment for rental to the Regen Centre for December and was not available for the payments in October, there are 2 invoices submitted in its place, as the incorrect fee had been submitted.

TR311 is for January office rental. The incorrect fee has been charged, Regen notified.

TR316 & TR317 have been allocated to the Project code 4435. This could be re-allocated if necessary at a later time.

To check availability of two Admin & Finance Committee members to authorise payments for December. Cllrs Keen and Morton will complete this task.

Cllr Dawson raised some questions about the accounts. These questions could not be answered as the Clerk/RFO was not present at the meeting. These questions will need to be answered at a future meeting. The questions raised were:

**Accounts submitted for payment DECEMBER 2021**

*1/ TR 295 should this be reversed out of the journal as no payment was made?*

*2/ TR 310 Details column, is the narrative correct?*

*3/ Surely TR316 and TR317 are for different projects shouldn't they be automatically allocated to different code numbers?*

### Bank Reconciliation Page 1

1/ Why do we have a £66.96 difference?

### Detailed Receipts and Payments Page 2

1/ 4301 Asset replacement, actual year to date of £5,081. Should this be paid straight from the asset replacement account and not be shown under 4301.

OR

Is showing the transfer to/from EMR of £5,081 the same and will the actual year to date 4301 be reset to zero next month?

2/ 4310 general maintenance, £9817 which I believe to be the park clean-up costs. Should this be paid straight from reserves, no transfer to/from EMR shown on the sheet? It is not general maintenance; it is a one-off clean-up cost.

3/ 4435 projects, TR 316 & TR 317 = £2,621. Where does £2,321 come from?

## **106 Planning**

### **106 (a) Planning applications granted by SDC**

**2021/1140/TPO:** Permission had been GRANTED for tree work at 1, Beckwith Gardens.

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

**2021/1370/HPA** – Single storey rear extension with 1st floor balcony, South Newlands Cottage, Selby Road, Riccall. Lead Cllr Marston recommended no objection. It was RESOLVED to accept this recommendation.

**2021/1335/FUL** – New one person starter home, Land Adjacent A19, Station Road, Riccall. Lead Cllr Keen recommended that objections were submitted on the same basis as the previous application for this property. It was RESOLVED to accept this recommendation.

**2021/1401/TPO** – Application for consent to remove deadwood and lower epicormics above footpath and driveway from 1No Oak tree (T1), remove deadwood from 1No Sycamore tree (T2), 1No Oak tree (T3) and 1No Beech tree (T4) covered by TPO 2/2003, Oak Tree House, Main Street, Riccall. Lead Cllr Nuttall summarised the required work and recommended no objection. It was RESOLVED to accept this recommendation. There are some issues around responsibility for payment for the work on one tree on the boundary of this property. This does not affect the Council's resolution.

**2021/1282/HPA** – Rear and side single storey extension with new front porch area, 11 Chapel Walk, Riccall, Selby. Lead Cllr Owens reported the work has very limited impact on any other residents and recommended no objection. It was RESOLVED to accept this recommendation.

**2021/1427/HPA** – Single storey extension to rear, 19 Mount Park. Lead Cllr Rimmer recommended no objection. It was RESOLVED to accept this recommendation.

**2021/1410/HPA** – Single storey, part two storey extension to south and west elevations, 3 Mill Lane. Lead Cllr Adamson was not at the meeting but the Chairman had received Cllr Adamson's report. Cllr Adamson reported that materials are in line with existing materials, impact on neighbours was low

and highways had no objection. Cllr Adamson recommended no objection It was RESOLVED to accept this recommendation.

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

Cllr Wiles raised issues with the recently constructed building on the farm near the Business Park. This building had been approved under “Permitted Developments”. Council noted that we will need to monitor any further development work.

### **107 Reports and Consultation**

Cllrs Dawson and Morton met the EA on the riverbank to discuss damage and the footpath closure. Land movement is now and there are substantial hazards to people and animals (dogs) where cracks have formed in the bank. It will take some time to design and implement repair work. This is a significant issue and significant funding will need to be sought. The EA are constantly monitoring land movement. There should be remedial work completed on a shorter timescale. Signage and fencing associated with the footpath closure will be completed.

Unitary Council: Cllr Keen reported that there will be elections on 5<sup>th</sup> May 2022 for Parish Councillors for a five-year term.

Code of Conduct training: Cllrs Morton and Keen attended virtual training on this subject. Cllr Morton recommended this as an important training session on a key subject, even though neither councillor found the session particularly inspiring.

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

The following Clerk’s report had been compiled by the Admin Assistant and received in writing:

- Steve Golton reported cannisters and possible other drug paraphernalia at the junction of Church Street/Back Lane. He bagged it up and left it by the bin. It was reported to SDC who took it away.
- Gavin will take the zip wire down this week (w/c 13.12.2021) and hopefully get the knot out. He is hoping to weld the old padlock off the park gate. He has a list of ongoing repairs at the park, a number of which are weather dependent.
- Quote received for four new panels Frog House (infant area) - £800 plus VAT and fitting. Quote for replacement seesaw seats (infant area) £60 each plus VAT and fitting, (three are needed).

### **109 Traffic Calming**

Cllrs Keen and Rimmer reported on a meeting re Vehicle Activated Signs (VAS). These signs can be attached to lampposts and run off mains electricity. Three could be located on Kelfield Road close to the village entrance, outside Hawthorn Farm and outside Dairyman’s. One more could go on Main Street opposite the park next to the bus stop. The cost is approximately £250 per unit for attachment and connection to lampposts plus £3,100 for each sign. Cllr Keen noted that CIL funding is eligible for spending on this sort of project. Cllrs Keen and Rimmer recommended that we purchase two signs and create four attachment/connection points. It was RESOLVED to accept this recommendation.

### **110 Beech Tree Surgery**

Cllr Dawson reported that he had tried to set up a meeting with the Practice Manager. A date has yet to be agreed. Cllr Dawson will keep us updated at future meetings.

### **111 CCTV**

The Admin Assistant has identified several local companies who can potentially supply a camera system. Cllrs Dawson, Nuttall and Tatterton will meet with a short-list of suppliers.

### **112 Events**

A discussion document was circulated prior to the meeting. There was robust discussion around the document. Discussion included a common-sense approach, commercial v community event, the extent of safety requirements and the need to consolidate and simplify the document. Cllr Wiles will draft a simplified procedure and circulate. The Chairman, Clerk and Admin Assistant will add this item to the agenda in February.

### **113 Riccall Park Cost Publication**

A draft publication had been circulated prior to the meeting. Cllr Dawson suggested a minor modification, (insertion of the word “illegal” in the preventive work section). This modification was agreed. It was agreed to publish this finalised document on our website, our Facebook page and in The Beacon with a copy to YLCA.

### **114 Woodland Meadow**

A concern has been raised by a resident re the security of Riccall Woodland Meadow. This land is the responsibility of Riccall Lands Charity (RLC). A simple solution would be to plough the meadow access/egress area. Cllr Keen will take this to RLC.

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

None.

*The Chairman closed the meeting and took it into private session at 21.15*

### **116 Staff matters/private session**

*The meeting was taken out of private session and closed at 22.00 The Chairman thanked those present and closed the meeting at 22.00.*