

**Skipwith Parish Council Meeting Minutes on Monday 1<sup>st</sup> July 2019 at 7.30pm**

**Present:** Councillors Jonathon Morgan (JM) (Chairman), Mike Ward (MW) Vice-Chairman, Trevor Britain (TB), Sharon Worrall (SW), Claire Colthirst (CC), Kate Baxter  
Parish Clerk: Isobel Greatrex (IG)  
Guest: Richard Musgrave (RM)

**622. Apologies:** Trevor Britain (TB). Reason for absence approved.

Before the meeting progressed, JM welcomed Kate Baxter, the new Parish Councillor to her first Parish Council meeting.

**623. Declarations of interest not already declared under the council's code of conduct or members Register of Disclosable Pecuniary Interests:** None.

Item No.	Discussion	Action by	Due Date
624	Public session: None		
625	Minutes of 13 <sup>th</sup> May 2019 meeting were approved by all members of the PC as a true and accurate record.		
626 626.1	<p><b>Information on the following ongoing issues and to decide further action where necessary:</b></p> <p><b>Highway Safety</b> SW provided an update regarding progress to date. SW had spoken to the police about a community scheme to use hand-held speed cameras by parishioners. However, she was informed that two traffic schemes cannot be utilised at the same time. SW and MW had met with Darren Griffiths from NYCC to obtain further advice regarding other traffic calming options. RM volunteered to contact Darren to ask him to provide design and pricings for signage and for other options too for the PC to consider at the next PC meeting.</p> <p>SW had also been informed that the PC and members of the public could access a parish portal in order to report a wide range of issues, including traffic problems. SW is trying to set up the portal but is currently having some technical issues, which she hoped would be resolved shortly. RM volunteered to assist if this was unresolved.</p> <p>It was noted that the current Vehicle Activated Signage (VAS) contract does not expire until March 2020.</p> <p>Before RM departed, JM thanked him, on behalf of the PC, for the £500 donation towards the defibrillator cabinet.</p>	RM  SW	By 2 <sup>nd</sup> September  Asap



	<p>would not need to cut the area before it kills off the grass, if that was the case. TB will need to provide costs for the spraying and rotavating of the land.</p> <p>TB will provide costs for the seed purchase for the next PC meeting. SW agreed to contact the Head Gardener at Escrick Estate, inviting him to the next PC meeting, for him to provide further advice regarding the specific mix of grasses and wild flowers.</p>	<p>TB TB</p> <p>TB SW</p>	<p>Asap Asap</p> <p>By 2<sup>nd</sup> September</p>
<b>626.6</b>	<p><b>Town End Pond</b> TB to contact Darren Starkey who has previously worked with the Environmental Agency to obtain some specialist advice regarding the permanent removal of the rushes in the pond.</p> <p>It was agreed to enlist the assistance of residents to temporarily clear the rushes from the pond. A date of 13<sup>th</sup>/14<sup>th</sup> July had been suggested but after some discussion about bird nesting in the pond it was decided to postpone this date until 21<sup>st</sup> September, to commence at 9.30am. Request for help will be placed in the next issue of Round Up.</p> <p>A discussion also ensued regarding the split in the willow tree and it was agreed to contact the tree surgeon to check its viability.</p> <p>It was noted that the hedgerow had overgrown on to the pavement by the bus shelter. IG would contact the Estate to determine when the next cut would be.</p>	<p>TB</p> <p>IG</p> <p>IG</p> <p>IG</p>	<p>By 2<sup>nd</sup> September</p> <p>By 16<sup>th</sup> August Asap</p> <p>Asap</p>
<b>626.7</b>	<p><b>Scarrow Green</b> The general tidy up of the pond and surround needs to be completed. Jeremy Massey had provided a quote of c. £40 to administer willow stump killer. It was agreed to progress this. MW proposed and CC seconded.</p>	<p>IG</p>	<p>Asap</p>
<b>626.8</b>	<p><b>Telephone Box Defibrillator</b> JM updated the PC regarding progress. He confirmed that NYCC (via Richard Musgrave) had kindly donated £500 towards the purchase of a cabinet for the defibrillator from Wel Medical. The cabinet will cost £586.74. CC proposed and KB seconded to agree to the additional amount of £86.74 to be paid. The defibrillator had already been delivered so the electrics will now need to be installed by Npower, which is part of the street light quote they have already provided. IG to contact L.A.W. Electrical for a quote to connect the electrics to the defibrillator.</p> <p>On behalf of the PC, IG thanked JM and his JMDA team for volunteering to paint the telephone box and to stain the PC notice board.</p>	<p>IG</p>	<p>By 2<sup>nd</sup> September</p>

626.9	<p><b>Sue Kotek Community Event</b>  In his absence, TB provided a written update.  After a recent useful meeting JM and IG held with a Came &amp; Company insurance agent, IG detailed the process required to hold events on the village green (which the PC own), including the Sue Kotek event.</p> <p>The PC will need to have a written formal request made by the committee to use the land for the event. The PC will then need to decide whether or not it will support the request, although it has agreed in principle, subject to meeting insurance regulations.</p> <p>For this event, as it is just individual parishioners getting together who won't have insurance, the PC will need to agree to use its public liability cover, hence it will need more detail before finally agreeing.</p> <p>As it will be the PC's responsibility the risk assessment will need to be done by TB who is acting on behalf of the PC at the event committee meetings.</p> <p>It was agreed that TB, who is Chair of this event, would provide further detail at an extraordinary meeting with a proposed date of Monday, 5<sup>th</sup> August at 7.30pm in the village hall before final agreement is given.</p> <p>In addition, a request to help fund the event was agreed, in principle, subject to further costing details to be provide at the August meeting.</p>	TB  TB  TB  TB  TB	By 5 <sup>th</sup> August  By 5 <sup>th</sup> August  By 5 <sup>th</sup> August  5 <sup>th</sup> August  5 <sup>th</sup> August
626.10	<p><b>Permissive Pathway</b>  IG was pleased to inform the PC that Charlie Forbes-Adam had kindly agreed to provide a permissive pathway to improve the safety of walkers on York Road. It will be inside the adjoining field parallel to the road (on the inside of the hedge), from Skipwith village hall towards Escrick to meet the public footpath towards the back of Skipwith. Pete Meadows, Assistant Estate Manager, had contacted IG to inform her that he was obtaining a quote from a fencing contractor to provide gates and a fence. He was hoping to put this in place by the end of Summer.</p> <p>The PC wished to thank Charlie Forbes- Adam for agreeing to put this in place. It will be very much appreciated by residents.</p>		
626.11	<p><b>Christmas Lights and Decorations</b>  It was agreed that all PC members should individually send CC their ideas for her to collate by the next PC meeting for further discussion. The PC need to also give thought about the strategy regarding trees on the green.</p> <p>CC to contact TB to establish what Christmas lights the PC currently have.</p>	All  CC	By 2 <sup>nd</sup> September  Asap
626.12	<p><b>Accessibility Website</b>  IG reported on the new legislation which will be brought in to effect in September 2020 for parishes having existing websites prior to September 2018. This provides legislation to ensure that public sector websites can be used by as many people as possible, including people with impaired</p>		

	<p>vision, motor difficulties, cognitive impairments and deafness or impaired hearing. The PC will need to consider reasonable adjustments for the disabled.</p> <p>JM and IG will contact 360 Internet Solutions (the website provider) to assess the website's current effectiveness and compliance with the new regulations.</p>	JM/IG	Asap
<b>626.13</b>	<p><b>Asset Register</b> JM and IG had been endeavouring to establish the PC's assets but to no avail. It was agreed to contact NYCC to see if they would be able to assist.</p>	IG	Asap
<b>627</b>	<p><b>Matters Requested by Councillors</b></p>		
<b>627.1</b>	<p><b>Councillor Vacancy (JM)</b> IG explained she had taken advice from the YLCA regarding the outstanding vacancy post the May elections. The vacancy needs to continue to be advertised until the PC is able to fill it so recruitment should be ongoing.</p>	IG	Asap
<b>627.2</b>	<p><b>Round Up (JM)</b> The deadline for any postings on the next Round Up issue is 16<sup>th</sup> August. It was agreed to use this to advise people of the Town End Pond clearance date.</p>	IG	By 16 <sup>th</sup> August
<b>628</b>	<p><b>Financial Matters</b></p>		
<b>628.1</b>	<p><u>The following accounts for payment were approved:</u></p>		
<b>628.1.1</b>	<p>L.A.W.Electrical – repairs to St. Helen's church floodlights £1,372.88 (it was noted this invoice was higher than originally agreed. This was due to further work being required which was not known at the time of the quote. IG will contact L.A.W. to ask them, in future, to inform the PC of any additional costs before going ahead with the work).</p>	IG	Asap
<b>628.1.2</b>	<p>Came &amp; Co. annual insurance renewal - £592.77 (different amount to the amount quoted on the agenda due to a revised invoice being sent after the time of posting)</p>		
<b>628.1.3</b>	<p>Internal Auditor - £25 voucher as a sign of appreciation</p> <p>KB proposed and CC seconded the above payments.</p>		
<b>629</b>	<p><b>Matters for Inclusion on the Agenda for the Next Meeting</b></p> <ul style="list-style-type: none"> <li>• Highway Safety</li> <li>• Street Lighting</li> <li>• Wild Flower Meadow</li> <li>• Town End Pond</li> <li>• Defibrillator</li> <li>• Event Insurance Process</li> <li>• Christmas Decorations</li> </ul>		

	<ul style="list-style-type: none"><li>• Parish Website</li><li>• Asset Register</li></ul>		
	Meeting closed at 10.30pm.		
	Next meeting dates for 2019 are: <ul style="list-style-type: none"><li>• 2<sup>nd</sup> September</li><li>• 11<sup>th</sup> November</li></ul>		

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