

**Skipwith Parish Council Meeting Minutes on Monday 2<sup>nd</sup> September 2019 at 7.30pm**

**Present:** Councillors Jonathon Morgan (JM) (Chairman), Mike Ward (MW) Vice-Chairman, Trevor Britain (TB), Sharon Worrall (SW), Kate Baxter (KB)

Parish Clerk: Isobel Greatrex (IG)

Guest: District Councillor Richard Musgrave (RM)

**633. Apologies:** Trevor Britain (TB) and Claire Colthirst (CC). Reasons for absence approved.

**634. 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  |
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| 635          | Public session: None  |                               |   |
| 636          | Minutes of 1 <sup>st</sup> July 2019 meeting were approved by all members of the PC as a true and accurate record.  |                               |   |
| 637<br>637.1 | <p><b>Information on the following ongoing issues and to decide further action where necessary:</b></p> <p><b>Highway Safety</b><br/>A discussion was held by the PC and RM regarding the proposals put forward by Darren Griffiths from NYCC Highways department regarding inserting rubber, bolt down chicanes at the north and south entrances to the village as traffic calming measures. Their design would be in keeping with the village.</p> <p>A number of questions were raised, which SW agreed to ask of Highways and report back at the next PC meeting. A particular point of concern was if large farming machinery would be able to get around the chicanes. No decision will be made by the PC until criteria is fully met.</p> <p>It was agreed to contact Came &amp; Co, the PC's insurers to check if the chicanes would be covered should they be damaged.</p> <p>Before RM left, JM thanked RM for his offer to donate £2,500 towards the cost of the chicanes, should the project go ahead.</p> <p>SW informed the PC that she had contacted Gary Lumb from Highways about cars continuing to park outside the village pub. His suggestions were discussed but it was decided not to progress any of them. However, it was noted that Highways had explained that parking on the pavement is illegal and drivers could be fined due to blocking of the path.</p> <p>SW confirmed she had now been able to access the local council's parish portal which the PC and members of the public could access in order to report a wide range of issues, including traffic problems. SW will add IG to the portal</p> | <p>SW</p> <p>IG</p> <p>SW</p> | <p>By 11<sup>th</sup> November</p> <p>By 11<sup>th</sup> November</p> <p>Asap</p> |

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| 637.2 | <p><b>Streetlights</b><br/>Npower had provided a revised quote for the street lights which still need to be connected, along with the electricity connection for the defibrillator in the telephone box. The PC approved this quote in order to progress the works.</p> <p>JM and SW would arrange for the payment to be made from the Skipton Building Society account, after which IG will process the appropriate forms with the payment to Npower.</p>  | JM, SW, IG                                 | Asap   |
| 637.3 | <p><b>Wild Flower Meadow</b><br/>TB had provided a brief written update in his absence, which stated that the grass had now been cut so Jeremy Massey needed to be contacted to kill the grass before TB arranged to rotavate the land ready for seeding. TB provided a revised quote for the purchase of wild flower seeds of £125, which the PC approved.</p> <p>A discussion then ensued regarding the type of fencing which had already been bought some time ago from Swinglehirst's and whether it was suitable for a wild flower meadow, as it had previously been bought when it was proposed the land would be used as a play area. JM volunteered to visit the company to have a look at the fencing and to query the quote for installing it.</p>  | IG, TB<br><br>JM                           | Asap<br><br>Asap   |
| 637.4 | <p><b>Town End Pond</b><br/>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 distribute flyers around the village to remind everyone of the pond clearing event on 21<sup>st</sup> September. JM and SW volunteered to do this. JM also agreed to contact Dixon's to ask for their assistance to remove all the debris.</p> <p>The quote options for the willow tree from Toby Johnson were discussed. As they were all over £1,000, a further two quotes will need to be obtained, in line with regulations. KB volunteered to provide IG with the name of two further companies who may be able to assist.</p> <p>A further discussion was held regarding general tree strategy and management of the Green, including the pond. MW volunteered to do some research regarding obtaining some specialist advice.</p> | TB<br><br>JM, SW<br><br>IG<br>KB<br><br>MW | By 11 <sup>th</sup> November<br><br>Asap<br><br>Asap<br>Asap |
| 637.5 | <p><b>Scarrow Green</b><br/>The general tidy up of the pond and surround still needs to be completed. Jeremy Massey had informed IG that he was in the process of agreeing some dates with Noel McCool to complete it.<br/>It was agreed that while the PC is to obtain two more quotes for the willow tree on Town End Pond, it should include the removal of the trees at Scarrow Green pond.</p> <p>JM proposed that he and IG contact Charlie Forbes-Adam to discuss the future maintenance of Scarrow Green.</p>   | IG<br><br>JM, IG                           | Asap<br><br>Asap   |

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| 637.6 | <p><b>Telephone Box Defibrillator</b></p> <p>IG has contacted L.A.W. Electrical for a quote to connect the electricity to the defibrillator. L.A.W. will need to check the defibrillator cabinet before providing a quote.</p> <p>JM reminded the PC that when the defibrillator is up and running it needs to register with York Ambulance Service. Training will also need to be rolled out nearer the time.</p>   |  |  |
| 637.7 | <p><b>Community Event</b></p> <p>In his absence, TB provided a brief written update, explaining that Age Concern was not actually providing the cakes so they would not need to provide the PC with their own insurance. It was just a member of the community who was baking the cakes. Therefore, the PC agreed to cover this under its public liability insurance.</p> <p>TB would still need to conduct the final risk assessment on the day of the event.</p> <p>In the absence of any further information, the PC agreed to donate £200 to St. Leonard's Hospice, which IG would deliver to Joe Kotek. MW proposed and SW seconded.</p>  |  |  |
| 637.8 | <p><b>Event Insurance Process</b></p> <p>Due to insurance requirements, the PC agreed the following process for requests from third parties to use the village green (which is owned by the PC) for any events they wish to hold in the future:</p> <p><b>For an existing organised group, company or third party</b></p> <ul style="list-style-type: none"> <li>• A written request should be lodged with the Parish Clerk.</li> <li>• Permission should be sought at least two PC meetings prior to the event to ensure sufficient time for information to be provided, discussed and revisited if necessary.</li> <li>• The requestor will be required to attend a PC meeting to present detailed information for the PC's consideration and to provide evidence of their respective insurance cover for the event.</li> <li>• If further information is required, the requestor will need to attend a second PC meeting in order for the PC to make a final decision and to enable a written risk assessment to be conducted.</li> </ul> <p><b>For individuals who are not part of an organised group</b></p> <ul style="list-style-type: none"> <li>• The same process applies as above, although as they will not have any insurance cover, the PC will need to decide as to whether or not to cover the event with its own public liability insurance.</li> </ul> |  |  |

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| 637.9  | <p><b>Christmas Lights and Decorations</b></p> <p>As there were a number of initiatives running concurrently, the PC agreed to maintain the status quo and not make any changes to the Christmas lights this year.</p> <p>However, the lights do need to be checked to ensure they are working.</p>  | TB | Asap |
| 626.10 | <p><b>Accessibility Website</b></p> <p>JM and IG reported back to the PC regarding 360 Internet Solutions (the website provider) feedback about assessing the website's current effectiveness and compliance with the new Accessibility regulations, which will come into force in 2020.</p> <p>Following discussion of various options, including enhancing the website, it was agreed to set up a Skipwith Facebook page to help to improve communication to the community and which would be free of charge.</p> <p>JM and IG informed the PC that the current website already appears to accommodate much of the criteria detailed in the Accessibility regulations, as follows:</p> <ul style="list-style-type: none"> <li>• Images have an appropriate text equivalent in title and alternative text formats</li> <li>• The site doesn't contain any audio files</li> <li>• The site doesn't contain any video files</li> <li>• If styling is removed the content should remain in a logical order.</li> <li>• We have avoided using colour as the only way to convey information</li> <li>• All text should have sufficient contrast against the background colour</li> <li>• The site is adaptive in design and should be fully usable when text is enlarged up to 200%</li> <li>• The site is adaptive in design so users can flip the content horizontally and vertically</li> <li>• We don't have any content that flashes or flickers</li> <li>• Each page has a unique title</li> <li>• Headings and labels are clear and descriptive</li> <li>• The website has consistent navigation</li> </ul> | IG | Asap |
| 637.11 | <p><b>Asset Register</b></p> <p>JM and IG had been endeavouring to establish the PC's assets and it would appear that the best source of information would be to contact the Land Registry, although information from them was c. £40 per request. JM volunteered to pursue this in the first instance.</p>  | JM | Asap |

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| <b>Not on the Agenda</b>   | <p><b>Brownies</b><br/>Brownies had asked if the PC would be able to move its meetings to either a later time on Mondays or to move the day it met in order for Brownies to maximise attendance. After some discussion, it was agreed it would be difficult to move to another day due to Councillors' other commitments. This would mean that the PC would have to delay its start time to 8pm, which, in turn, could mean a very late finish.</p> <p>In the interim, it was agreed that the PC would put the start time of their meeting back to 8pm for their 11<sup>th</sup> November meeting. The PC would ask the Brownies to supply their meeting dates for 2020 in order for the PC to make a final decision.</p> | IG | By 11 <sup>th</sup> November |
| <b>638</b>   | <p><b>Planning</b><br/>There were no further updates on any of the developments in the village.</p>   |    |                              |
| <p><b>639</b><br/><b>639.1</b><br/><b>639.1.1</b><br/><b>639.1.2</b></p> | <p><b>Financial Matters</b><br/><u>The following accounts for payment were approved:</u><br/>£25 voucher for internal auditor<br/>Clerk's salary</p> <p>JM proposed and KB seconded both payments.</p>  |    |                              |
| <b>640</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, including fencing and gates</li> <li>• Town End Pond, including tree management</li> <li>• Scarrow Green</li> <li>• Christmas Lights</li> <li>• Asset Register</li> <li>• Brownies</li> </ul>  |    |                              |
|  | Meeting closed at 10.30pm.  |    |                              |
|  | <p>Next meeting date for 2019 is:</p> <ul style="list-style-type: none"> <li>• 11<sup>th</sup> November</li> </ul>  |    |                              |