

Skipwith Parish Council Meeting Minutes on Monday 4th May 2020 at 7.30pm

Present: Councillors Jonathon Morgan (JM) (Chairman), Mike Ward (MW) Vice-Chairman, Claire Colthirst (CC), Kate Baxter (KB), Sharon Worrall (SW)

Parish Clerk: Isobel Greatrex (IG)

Guest: County Councillor Richard Musgrave, District Councillor Neil Reader

676. An addendum to the existing Standing Orders for holding remote meetings in line with recent legislation changes due to the Coronavirus epidemic was approved.

677. Apologies: Trevor Britain. Approved reasons for absence.

678. Declarations of interest not already declared under the council's Code of Conduct or members Register of Disclosable Pecuniary Interests: MW declared an interest regarding the Allotments agenda as he is an allotment holder.

Item No.	Discussion	Action by	Due Date
679	<p>Public session</p> <p>Charlotte Innes put forward her planning application regarding the building of a garage at North House Farm. She explained that the original planning application for the garage had been approved but the builder had since made it 22cm deeper than it should have been so she had to re-apply. However, this new application now included a "lean to" to cover the oil tank and steps on the outside of the garage to access some storage space at the top of the garage. She explained that it was not to be used as a proper room; it would not be possible to stand up in it and that the original height had not changed. There was some discussion regarding the proposed staircase on the outside of the garage and whether it would be more aesthetically pleasing to turn the stairs 180 degrees.</p>		
680	<p>Minutes of 2nd March 2020 meeting were approved by all members of the PC as a true and accurate record. CC proposed and KB seconded.</p>		
681 681.1	<p>Information on the following ongoing issues and to decide further action where necessary:</p> <p>Highway Safety</p> <p>SW provided an update regarding progress regarding the installation of the chicanes and explained that it had not been possible to have a face to face meeting with the farmers due to the social distancing restrictions due to the Coronavirus. The meeting is required so that Darren Griffiths from Highways can demonstrate the proposed hoop bollards which will hopefully alleviate the issues which farmers may have when driving through the chicanes with larger machinery. MW suggested that one of the Councillors should be present at that meeting and this was agreed. SW confirmed she would keep the farmers informed regarding the current situation and would email Darren Griffiths that the plans could go ahead, subject to a successful meeting with the farmers.</p> <p>SW informed the PC that Highways was unable to provide final costings but had confirmed in writing the cost would be c. £12,000 plus</p>	SW	Asap

	<p>approximately £200- £300 for the white lines to be painted on the road. The PC approved this cost in principle. The proposed date of commencement for the project was 10th June, although this date could be subject to a delay due to the pandemic impacts. Final measurements will need to be conducted before the commencement date.</p> <p>County Councillor, Richard Musgrave informed the PC that he had recently chased the police regarding its speeding enforcement action but had not received a response as yet. KB commented that whilst the volume of traffic through the village had reduced vehicles were being driven faster.</p>		
681.2	<p>Street Lighting</p> <p>IG informed the PC that, further to her complaint to Northern Powergrid regarding their failure to meet their guaranteed service level, the PC had now received a cheque for £1,070 in compensation.</p>		
681.3	<p>Defibrillator</p> <p>When the contractor had been on site to install the defibrillator he explained that there should be a key pad on it to ensure it was more secure. The current piece of equipment was free standing and more appropriate for inside offices and factories and could easily be stolen. If there was a key pad the process would be that the person requiring it would firstly call 999 and ask them for the key code (which the ambulance service would have logged) and this would quickly release the defibrillator. There was concern that it could still be stolen but the mobile phone number making the emergency call would be able to be traced, which would, hopefully, prevent this from happening.</p> <p>JM explained that the PC could purchase a conversion kit for a key pad to be installed at a cost of £125 and this was approved. KB proposed and SW seconded.</p> <p>In order for it to move on as quickly as possible the PC agreed that IG would be able to approve a further cost of up to £150 for the contractor to return and finalise the installation.</p>		
681.4	<p>Grass Cutting</p> <p>The PC was pleased with the work carried out to date by the new contractor.</p> <p>However, IG wanted to make the PC aware that she had received a phone call from a previous contractor on 16th April inferring that the PC had not adhered to the correct tender process for 2020. She had explained this was definitely not the case and the process was reflected in the PC meeting minutes of 2nd March. The PC affirmed that the tender process was conducted with due diligence and there had been no collaboration with any other parishioner.</p>		
681.5	<p>Village Green Tree Management and Christmas Lights</p> <p>IG informed the PC that Lewis Tree Surgery employees were currently furloughed due to the Coronavirus epidemic, which meant that they had been unable to prune the larger trees or remove the Christmas tree lights. Once government restrictions were lifted they would fulfil their side of the contract.</p>		

	CC informed the PC she had met with Ken from L.A.W. Electrical to obtain advice regarding obtaining some tree lights and the amount which would be required. He said that once the trees were pruned an estimate of the amount of lights needed could be determined, although he thought that it may be difficult to source new ones, from previous experience. He confirmed that he would be able to assist in erecting the lights nearer the time but thought there may be a few tweaks needed with the electricity supply.		
681.6	<p>Pond Management</p> <p>KB updated the PC on actions she had taken since the previous meeting. She had spoken to North Duffield and Escrick Village Green Association who both had ponds to ask how they managed theirs. North Duffield said they had not needed to take any action at all but Escrick said they had relined their pond with clay and recommended not to plant anything in it. They had cleared the water in their pond by dropping in bales of barley straw in wire cages. KB agreed to re-initiate the pond to pond survey with Ros Forbes-Adam.</p> <p>KB suggested that the PC should reconsider whether or not they still wanted the island in the middle of Scarrow Green to be cleared as there were currently moorhens and their offspring living on there and to maybe wait for the pond to pond report before taking any final action. IG said she would speak to Lewis Tree Surgery when they let her know when they are due to return to work and obtain further advice.</p>	KB	Asap
		IG	Asap
681.7	<p>Asset Register</p> <p>JM updated the PC as to progress. Selby District Council had still not responded to his request for assistance to ascertain ownership of land in the village. Please note that District Councillor Neil Reader has since offered to try and help with this.</p> <p>However, JM volunteered to start to put together a list of assets owned by the PC, even though it was not possible to finalise at this stage.</p>	JM/NR	Asap
		JM	Asap
681.8	<p>Water Sewage Pumping Station</p> <p>IG informed the PC that the pumping station was repaired by Yorkshire Water on 23d March. However, she had written to Yorkshire Water expressing the Parish Council's concerns about its longevity, especially with all the additional new housing developments in the village. MW said that when discussing previous planning applications for these new developments Yorkshire Water had confirmed the pumping station would meet the demands of the expanding village. RM suggested the PC wrote to Howard Ferguson, Senior Parliamentary Assistant to Nigel Adams, MP, as he was aware that a number of similar issues had been raised across the county.</p>	IG	Asap
681.9	<p>Communication Methods</p> <p>KB suggested that, at every meeting, the PC should consider which, if any, items on the agenda may be noted on other communication channels e.g Skipwith Facebook, Skipwith Next Door or Round Up, beside the PC website and notice board. This was agreed.</p>		
682	<p>Planning</p> <p>North House Farm application for garage</p> <p>A further discussion took place following the applicant's earlier presentation of the details, including whether or not the stairs could be moved to the back of the "lean to." However, the PC ultimately agreed they had no further comments to add to Selby District Council's planning department.</p>		
682.1			

<p>682.2</p> <p>682.3</p> <p>Not an item on the agenda</p>	<p>Park Farm Update The building of the properties will be delayed until September due to the government restrictions regarding the epidemic.</p> <p>Planning Non Compliance The PC had received an acknowledgement letter from Selby District Council regarding its letter to them about the potential land ownership breaches of the paddock behind the Orchard Home development, Prospect House and the frontage of North House Farm. Further investigation by the Council has been put on hold due to the Coronavirus government restrictions.</p> <p>Planning application to the rear of Bellacraigne and adjacent to Park Farm This application had been brought to the attention of the PC by a resident as the PC had not been provided with any details from Selby District Council. It was agreed that the PC should write to the planning department expressing its concern that it had not been consulted and raising some initial objections. The application had already been validated on 6th April.</p>	<p>JM/IG</p>	<p>Asap</p>
<p>683.</p> <p>683.1</p> <p>683.2</p>	<p>Matters Requested by Councillors</p> <p>Continuation of the No 18 evening bus service (JM) The No 18 bus service is currently running to a Saturday timetable, but the parish-funded evening journeys are not operating until further notice due to the epidemic. However, in line with national procurement guidelines from the Cabinet Office, City of York Council is continuing to fund all tendered local bus services at their full monthly contract values, regardless of the actual level of service provision. It was agreed unanimously that the PC was willing to continue making its contribution of £175.90 regardless of the fact that the evening service is not currently being provided.</p> <p>Community Policeman The PC welcomed the fact that Skipwith had got a new Neighbourhood Officer, PC 938 Nigel Collins. He will be looking after a number of other villages too. He will spend as much time as possible in the village either on high visibility patrol or working remotely. He has 15 years' experience as a police officer, who knows how important it is for the community to have a local officer that residents can approach with issues or concerns. With that in mind, where possible he will be attending any village events that are taking place and either attending parish council meetings or sending a report ahead of the meeting that can be read in his absence.</p>		
<p>684</p> <p>684.1</p> <p>684.1.1</p> <p>684.1.2</p> <p>684.1.3</p> <p>684.1.5</p>	<p>Financial Matters</p> <p><u>The following accounts for payment were approved:</u></p> <p>L.A.W Electrical Ltd – defibrillator installation - £498.36</p> <p>City of York evening bus service for 2019/2020 - £104.88</p> <p>YLCA yearly membership fee - £126.00</p> <p>Came & Co annual insurance premium - £609.05. IG had previously circulated the insurance policy for the forthcoming year to ensure the PC believed it had sufficient cover. It was agreed that the cover was adequate. MW suggested that nearer the time of renewal next year the PC should shop around to establish if there were any better deals.</p>		

<p>684.1.4</p> <p>684.2</p> <p>684.3</p> <p>684.4</p> <p>684.5</p>	<p>MW proposed and CC seconded all of the above payments.</p> <p>Npower electricity for 2019/2020 - £1,936.52. This was not approved as the PC want to compare the usage last year with the previous year as it had hoped the bill would be reduced given the installation of LED streetlights.</p> <p>IG informed the PC the VAT claim for the last financial year was£3,657.75. The claim had been acknowledged but no payment had yet been received.</p> <p>Prior to the meeting IG had circulated the last financial year’s Receipts & Accounts and Balance Sheet. There were no anomalies. All the accounts were currently being internally audited before they were sent to the external auditors. The PC had also been randomly selected for an intermediate review by the external auditors this year, which included their request for additional information such as detailed budgeting and information about significant events.</p> <p>Community Infrastructure Levy Funds of £2,263.17 from Selby District Council had been made available to the PC due to some of the new housing development in the village. The funding could be used for infrastructure projects which would benefit the village. IG agreed to establish the process for acquiring funds and would report back at the next PC meeting with further information.</p> <p>Review of Allotment Charges Before leaving the virtual meeting due to a conflict of interest, MW explained that the fees for this calendar year had already been obtained. The PC then decided to defer the review until September in order for it to communicate to allotment holders any increase in charges in plenty of time before January 2021.</p>	<p>IG</p> <p>IG</p>	<p>Asap</p> <p>By 6th July</p>
<p>685</p>	<p>Correspondence - none</p>		
<p>686</p>	<p>Matters for Inclusion on the Agenda for the Next Meeting</p> <ul style="list-style-type: none"> • Highway Safety • Defibrillator • Village Green • Scarrow Green • Pond to Pond management • Asset Register • Water Sewage Pumping Station • Community Infrastructure Levy • Fire Safety (if meeting held in the village hall) 		

	Meeting closed at 9.50pm.		
	Next meeting date is: <ul style="list-style-type: none">• 6th July at 7.30pm		