

**Skipwith Parish Council Meeting Minutes on Tuesday 4<sup>th</sup> May 2021 at 7.45pm**

**Present:** Councillors Jonathon Morgan (JM) (Chairman), Mike Ward (MW) Vice-Chairman, Claire Colthirst (CC), Kate Baxter (KB), Trevor Britain (TB)

Parish Clerk: Isobel Greatrex (IG)

**Guests:** District Councillor, Neil Reader (NR)

County Councillor, Richard Musgrave (RM)

Item No.	Discussion	Action by	Due Date
018	<b>To receive apologies and approve reasons for absence</b> Apologies were received from SW and reason for absence was approved.		
019	<b>Declarations of interest not already declared under the council's Code of Conduct or members Register of Disclosable Pecuniary Interest</b> None.		
020	<b>Public session</b> A member of the public was in attendance to receive an update on highway safety.		
021	<b>Minutes of 1<sup>st</sup> March 2021 meeting</b> were approved by all members of the PC as a true and accurate record. MW proposed and TB seconded.		
022 022.1	<b>Information on the following ongoing issues and to decide further action where necessary:</b> <b>Highway Safety</b> <u>Skipwith/North Duffield Junction</u> In SW's absence JM provided an update which had been provided by Highways.  There was no further update on the 30mph extension as this is with Highway's legal team to process. In order to change the speed limit they must follow a statutory process which can take up to six months (if there are no objections) or longer, depending on consultations and objections.  Regarding the build out – the maintenance contract with Highway's existing contractor (Ringway) expires on 31 <sup>st</sup> May. There is a transition period between Ringway and the new Teckal company and during that transition period Ringway have been allocated work which is programmed to cover the period between April and the end of May. Therefore, it is very unlikely that work on the build out will start/be programmed until the new Teckal contract goes live in June. <u>Chicane Repair</u> The bollards on the chicanes are due to be replaced this month. The delay has been due to manufacturing waiting times. The reflective tapes to aid visibility on the bollards will also be replaced.		
022.2	<b>Water Sewage Pumping Station</b> IG had yet again contacted Dr Howard Ferguson, Senior Parliamentary Assistant to Nigel Adams, MP regarding the poor state of the water sewage		

	pumping station but unfortunately had not received any further update at this time. NR said he would consider what could be done about it.	NR	Asap
<b>022.3</b>	<p><b>Asset Register</b></p> <p>IG updated the PC regarding obtaining documentation for the PC's land ownership of the allotments and an additional piece of the land within /next to the allotment area. She had spoken to Grays solicitors who had previously done the conveyancing on the sale of some of the allotment land for building two houses in Common Road. They confirmed there are no title deeds for this land but suggested the PC should contact The Borthwick Institute, based at York University, as they hold historic documents dating back to the 17<sup>th</sup> century. Grays referred to the Enclosure Act, which dates back to the early 1900s, as a point of reference. The PC agreed that IG should contact the Institute for further information, with a cap of £100, should there be a fee. KB suggested IG should ask if there may be any discount for York University staff.</p>	IG	Asap
<b>022.4</b>	<p><b>Draft Allotment Tenancy Agreement</b></p> <p>MW had circulated a new draft agreement prior to the meeting for the PC to review. It was agreed to issue the new agreement to all tenants. KB proposed and TB seconded.</p>	MW	Asap
<b>022.5</b>	<p><b>Pond Management</b></p> <p>It was agreed that KB should obtain a confirmed start date (as early as possible in September) from the contractors who will be cleaning up Town End pond.</p> <p>CC volunteered to follow up with the contractor its commitment to seed the bare patches of grass on the village green.</p>	KB CC	Asap Asap
<b>023</b> <b>023.1</b>	<p><b>Planning</b></p> <p><u>Planning Non Compliance</u></p> <ul style="list-style-type: none"> <li>IG had received a further update from Selby Planning department about the potential land ownership breaches of the paddock behind the Orchard Home development (Mulberry Grove) and Prospect House. One of the non-compliance officers had explained that whilst this was not forgotten it was not a current priority due to an influx of time limited planning applications. She confirmed that it is intended to send letters to householders who are contravening the law. JM stated that it was becoming increasingly frustrating as this issue had been going on for quite some time without any resolution. NR asked IG to send him the details of the case.</li> <li>It had been noted that there may also be an alleged planning breach on the Yorvik Homes development. This is a development which is supposed to be totally enclosed except for two access points. Yorvik Homes has erected a fence to fill the gap between two original brick walls which back on to Main Street. However, the new homeowner has decided to install a gate within the fencing, providing access to the house from the street. This further point of access may encourage the parking of cars on this part of Main Street and as it is on a bend could potentially cause an accident. It was agreed that IG should write to Yorvik Homes, in the first instance, to inform them of this issue and ask them for their assistance to rectify the problem.</li> </ul> <p><u>School House Planning Application</u> (late correspondence)</p> <p>The PC had no objections to the planning application to build a standalone garage and greenhouse.</p>	IG IG	Asap Asap

	<p>NR left the meeting at 20.25. RM joined the meeting at 20.30.  JM took the opportunity to make RM aware of two pertinent points already discussed:</p> <ul style="list-style-type: none"> <li>• The lack of action from Yorkshire Water regarding the water sewage pumping station. RM volunteered to visit the site and the PC suggested it arrange for him to contact one of the parishioners who lives near the site and has been monitoring the situation. IG to put them in touch with each other.</li> <li>• The lack of action from Selby Planning department regarding the planning non-compliance issue at the Orchard Home development and Prospect House. It was agreed that IG should provide the details to RM for his consideration.</li> </ul>	IG IG	Asap Asap
<b>024</b> <b>024.1</b>	<p><b>Matters Requested by Councillors:</b>  <u>Grass Verges (JM)</u>  Due to the large amount of contractor parking down Main Street, tractors and large farm machinery have been forced to drive on the grass verges causing ruts in the verge. It was agreed that IG should contact Yorvik Homes to ask them to re-instate the verges when appropriate. MW proposed and KB seconded.</p>	IG	Asap
<b>025</b> <b>025.1</b> <b>025.1.1</b> <b>025.1.2</b> <b>025.1.3</b> <b>025.1.4</b> <b>025.1.5</b> <b>025.1.6</b> <b>025.1.7</b>	<p><b>Financial Matters</b>  <u>The following accounts for payment were approved:</u>  City of York Council – contribution to No.18 evening bus service 2020/21 - £175.90  YLCA – allotment webinar - £15.00  Holy Moley – mole catcher - £60.00  Npower - street lighting electricity bill - £797.41  York Landscapes – grass cutting for March and April - £396.00 (late invoice for April)  YLCA membership - £128.00  Hiscox Insurers - £726.66 for 3 years fixed deal (late invoice)  CC proposed and KB seconded all the above payments.</p>		
<b>025.2</b> <b>025.3</b> <b>025.4</b>	<p>It was agreed to order two electrode pads for the defibrillator at a cost of £72.00, as the current ones are due to expire on 1<sup>st</sup> September.  IG informed the PC that it was eligible to claim a further amount of £660.40 from the Community Infrastructure Levy, which was from the Park Farm and Red House Farm housing developments.  Came &amp; Company insurance renewal – see item 025.1.7 Hiscox invoice payment.</p> <p>It was agreed to provide the internal auditor a gift voucher as a thank you for her time and expertise in reviewing the year end accounts.</p>	IG IG	Before 1 <sup>st</sup> September Asap
<b>026</b> <b>026.1</b>	<p><b>Correspondence</b>  <u>Street Light Westfield</u>  The PC agreed to ask L.A.W. Electrical Services to disconnect the old flashing streetlight at a cost of £70.00 + VAT.</p>	IG	Asap

<p><b>026.2</b></p> <p><b>026.3</b></p> <p><b>026.4</b></p>	<p><u>St. Helen's church request regarding available grants</u> RM explained there were various grants for churches but suggested they contact the Heritage Lottery Fund for financial support. MW suggested that the PC contact the church warden to ask them to keep in contact with the PC regarding the proposed works on the church drains as any work could exacerbate the water sewage pumping station problems.</p> <p><u>Parking on bend of Main Street opposite the bend</u> The PC hoped that with the loosening of lockdown this problem would reduce as not so many people may be visiting Skipwith.</p> <p><u>Grass Cutting</u> A resident had asked if the PC could mow their grass verge as her husband had been incapacitated. As all residents mow their own grass verges the PC felt it would be setting a precedent if it agreed to this. However, one of the Councillors volunteered to help the resident, should they wish.</p> <p><u>Litter Picking (late correspondence)</u> A resident had asked if the PC would facilitate obtaining some litter picking tools from Selby District Council as he was keen to volunteer to collect litter, especially on the village approaches. The PC agreed to support this initiative and CC agreed to liaise with the resident as to next steps.</p>	<p>IG</p> <p>CC</p>	<p>Asap</p> <p>Asap</p>
<p><b>027</b></p>	<p><b>Covid Guidelines for July Face to Face Meeting</b> The PC agreed to delay this review as it was hoping that Covid rules would be relaxed by the time of its next meeting in July, although it would keep government guidelines under review.</p>		
<p><b>028</b></p>	<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>• Water Sewage Pumping Station</li> <li>• Asset Register</li> <li>• Bench Repairs</li> <li>• Wildflower Meadow</li> <li>• Non-Compliant Planning Update</li> <li>• Fire Safety</li> </ul>		
	<p>Meeting closed at 9.25pm. <b>Next meeting will be held on Monday, 5<sup>th</sup> July at 7.30pm.</b></p>		