

Skipwith Parish Council Meeting Minutes on Monday 6th July 2020 at 7.30pm

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

687. Apologies: None

688. 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
689	<p>Public session</p> <p>A member of the public asked if the moles could be removed from the triangular land opposite the village green. The PC said it would take the matter up with Escrick Estate as the land was owned by them.</p> <p>She also asked for an update regarding the installation of the chicanes and if there had been any police presence to enforce the speeding limits now new signs had been erected. Although it was an item on the agenda, JM explained that unfortunately there had been a delay due to a fault made by the manufacturer and the new installation date was now 31st July. MW said he thought that the delay in speed enforcement may well be due to the pandemic and police resource. SW agreed to ask County Councillor, Richard Musgrave, to follow up with the police, as he had previously been of great assistance.</p> <p>Another member of the public asked for an update regarding planning enforcement about the alleged breach of land ownership in the paddock behind Orchard Homes development and Prospect House, as it appeared to be extending beyond the building line. He informed the PC that Orchard Home residents were using the paddock as an extension to their gardens and recently tents, a bench and goalposts had appeared and a party with fireworks had been held, which appears to be an infringement of planning permission.</p> <p>JM explained that the PC had written to Selby District Council's Planning department, who had acknowledged the letter. It had informed the PC that, due to the pandemic, they were unable to visit sites at the current time but would investigate as soon as they were able. JM had since discovered that the respective home owners had received letters from the Planning department, although the PC had not actually received any further information from the Council.</p> <p>In addition, JM informed everyone that Highways had written to the North House Farm owner to request the removal of the fence at the front of the house as it was on Highways' land.</p> <p>The member of the public also raised the issue of parked cars on the bend in Main Street, opposite Orchard Home development, which was extremely dangerous.</p> <p>JM explained that the PC had recently received similar correspondence from another concerned resident and he had subsequently addressed the matter with the Site Manager of Orchard Homes to ask him to ensure building contractors stop parking there. The contractors are reducing in number as the housing development is almost complete. However, it was agreed that the PC should write to the new residents and ask them to</p>	SW	Asap

	ensure any contractors or visitors did not park on the bend or on the pavement. IG to draft a letter to circulate to the PC for approval.	IG	Asap
690	Minutes of 4th May 2020 meeting were approved by all members of the PC as a true and accurate record. CC proposed and KB seconded.		
691 691.1	<p>Information on the following ongoing issues and to decide further action where necessary:</p> <p>Highway Safety SW confirmed that the chicanes would be installed on 31st July. Please see note above in the public session for further information.</p> <p>The Parish Council would like to thank Charlie Forbes-Adam for facilitating the cutting back of the overhanging tree on York Road to enable taller vehicles to pass by more easily when the chicanes are installed.</p> <p>Information about the AJ1 Safety Fund had been circulated to the PC prior to the meeting. An application for a grant to innovatively improve road safety for children, older people, cyclists and motor cyclists was available. A discussion ensued as to whether the installation of the chicanes would meet the criteria. It was agreed to contact Councillor Richard Musgrave to ask for his advice.</p>	IG	Asap
691.2	<p>Defibrillator JM confirmed that the defibrillator has now been installed in the red telephone box in Main Street. It is portable, easy to use and suitable for babies and children, as well as adults. After pressing the Power button, it guides you throughout a rescue operation using voice prompts and indicators. The defibrillator automatically reads the patient's electrocardiogram and determines if a cardiac arrest requiring defibrillation has occurred. In the first instance you should ring 999 and ask for the passcode to open the cabinet to access the defibrillator.</p> <p>JM reminded the PC that a training session to use the defibrillator still needed to be arranged, when the coronavirus restrictions were further eased, although it is important to note that anyone without training is able to use it with immediate effect.</p> <p>CC volunteered to deputise for IG, when IG was not available to carry out the weekly checks required on the machine.</p> <p>The Parish Council expressed their thanks to L.A.W. Electrical for installing the new defibrillator cabinet door free of charge.</p>		
691.3	<p>Village Green Tree Management and Christmas Lights Lewis Tree Surgery has now pruned all the large trees on the village green, so it was timely to progress the purchase of new Christmas lights in plenty of time for Christmas.</p> <p>It was agreed that some of the Councillors would meet on the green to decide on specific requirements in order for CC to take action. CC to confirm a date and time for this meeting.</p> <p>Thank you to MW for pruning the smaller trees on the green.</p>	CC	Asap

	<p>Lewis Tree Surgery had advised the PC that the weeping willow stump on the village green had some new regrowth. It was recommended that glyphosate eco plugs should be used to reduce any further growth, due to the proximity of the water course. The cost would be £60 plus VAT. TB proposed to progress this and MW seconded.</p>	IG	Asap
691.4	<p>Pond Management</p> <p>KB updated the PC on actions she had taken since the previous meeting. She had met with Ros Forbes-Adam and Martin Hammond, the ecologist carrying out the pond to pond survey. Although she is awaiting the ecology report from Martin she summarised his initial findings. Town End Pond is healthy and well balanced in his view. The plants covering the surface at the moment are water soldiers which are very invasive but apparently quite rare in natural habitats. The reeds which have been manually removed each year are bur-reeds, also invasive and the excess can be removed.</p> <p>The PC agreed to obtain some quotes from three contractors who could provide a skilled operator, with the appropriate mechanical machinery to avoid damaging the clay pond lining, to remove the reeds this year. October will be the best time to conduct this work, mainly because of lower water levels and reduced growth of the vegetation. Martin Hammond suggested the PC contact the Internal Drainage Board for some initial help. KB would also liaise with Charlie Forbes- Adam in order to explore various options before the next PC meeting.</p> <p>JM volunteered to ask the Site Manager of Orchard Homes if he could provide any assistance with machinery.</p> <p>IG had requested a quote from Lewis Tree Surgery to flail the vegetation around Scarrow Green Pond as it had become very overgrown. However, it was decided to postpone the work due to moorhens nesting there.</p>	KB JM	By 7 th September By 7 th September
691.5	<p>Asset Register</p> <p>JM informed the PC that he had explored a number of options to confirm the PC's ownership of land but to no avail. The last option was to apply to the Land Registry but each application will cost £14.95 and a number of applications will be required. The PC agreed that JM should progress this, with a spending cap of £100. TB proposed and MW seconded. JM wished to thank District Councillor, Neil Reader, for his assistance.</p> <p>Since the last meeting JM and IG had compiled an Asset Register, which had been circulated to the PC prior to the meeting. A discussion ensued to ensure that it was as accurate as possible, given the lack of historic documentation. This was still work in progress, given the outstanding land ownership issues.</p>	JM	Asap
691.6	<p>Water Sewage Pumping Station</p> <p>IG had written to Dr Howard Ferguson, Senior Parliamentary Assistant to Nigel Adams, MP to raise the PC's concerns about the water sewage pumping station and he had confirmed that he would write to Yorkshire Water and ask them to provide a list of events which had occurred, which the PC can review and decide if they wish to take any further action.</p>		

691.7	<p>Fencing CC updated the PC about the sale of the fencing which had previously been bought for the wild flower meadow but which was unsuitable. After a number of months advertised on Facebook someone had offered to buy part of the contents so 200 posts had now been sold for £140. CC will continue to try to sell the remainder, even if it is sold in smaller amounts.</p>	CC	Ongoing
692 692.1	<p>Planning 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 and Prospect House. JM was aware that letters had since been sent to respective residents, although the PC had not been formally informed by the Planning department. It was agreed that the PC should write to the Planning department to emphasise the need for strong enforcement.</p> <p>Highways had written to the PC to explain they had written to the owner of North House Farm regarding the removal of the fencing at the front of the property.</p>	JM	Asap
Not an agenda item	<p>Planning application to the rear of Bellacraigne and adjacent to Park Farm JM reported he had recently checked the Planning portal on Selby District Council's website regarding the above application and no decision has yet been made.</p>		
692.2	<p>Community Infrastructure Levy (CIL) IG confirmed that the £2,263.17 CIL was available to the PC due to the Orchard Homes development. She had asked Selby Council if the PC would receive any further monies from the Park Farm and Red House Farm developments but they were unable to confirm at this time. TB suggested that the play area opposite Town End Pond was offered for the Park Farm development (although not under CIL) so IG will check. It was agreed that the PC should apply for the CIL to put towards the installation of the chicanes. CC proposed and SW seconded.</p>	IG	Asap
693	Matters Requested by Councillors: None		
694	<p>Monthly Police Reports The following reports have been received to date and circulated to the PC:</p> <ul style="list-style-type: none"> - April – reports received of road bikes being driven around the common and an abandoned vehicle on the common had been located and the relevant authorities contacted to remove it. - May – two further reports of road bikes being ridden on the common 		

	<p>- June – cannabis plants were found to be growing in a fenced off small area of the common and these have now been dealt with. A Volvo X60 was allegedly stolen but then located without damage, although enquiries are ongoing.</p>		
695	<p>Accessibility Regulations 2018 IG had shared a summary of the above regulations with the PC prior to the meeting in preparation for a discussion in order for the PC’s website to be compliant with the regulations. This legislation requires public sector bodies to make reasonable adjustments to their websites to ensure accessibility for people with various disabilities. The first step is to evaluate the website to establish any remedial activities required using a Microsoft free evaluation tool. As it was agreed the PC did not have the relevant technical expertise it was decided to engage 360 Internet Solutions to conduct this evaluation.</p>	IG	By 7 th September
696 696.1 696.1.1	<p>Financial Matters <u>The following accounts for payment were approved:</u> Npower electricity for 2019/2020 - £1,936.52.</p> <p>IG explained she had further investigated this amount as the PC had previously thought it to be too high, given the installation of the new LED street lights. She explained that the supplier of the lights had struggled to ascertain the exact make and model due to manufacturers being unavailable during the pandemic. Once the specific details are able to be confirmed she will inform Unmetered Supplies and hopefully the PC will receive a refund in due course.</p>		
696.1.2 696.1.3 696.1.4 696.1.5 696.1.6 696.1.7	<p>Wel Medical for defibrillator cabinet door - £161.94 York Landscapes for grass cutting May - £360.00 York Landscapes for grass cutting June - £240.00 York Landscapes for grass cutting July - £360 (late submission of invoice) Lewis Tree Surgery for arboricultural work on Scarrow Green - £580.80 Lewis Tree Surgery for arboricultural work on the village green - £331.20</p>		
	<p>It was agreed to purchase a £25 voucher for the internal auditor who had kindly provided her expertise and time to review the end of year accounts.</p> <p>CC proposed and TB seconded all of the above payments</p>	IG	Asap
697 697.1	<p>Annual Governance and Accountability Return To note the Annual Internal Audit Report for 2019/2020 included at page 3 of the Annual Governance and Accountability Return 2019/2020 RESOLVED that the Annual Internal Audit Report for 2019/2020 included at page 3 of the Annual Governance and Accountability Return 2019/2020 was noted.</p> <p>To approve Section 1 - Annual Governance Statement 2019/2020 for Skipwith Parish Council at page 4 of the Annual Governance and</p>		

697.2	<p>Accountability Return 2019/2020 RESOLVED that Skipwith Parish Council approved Section 1 Annual Governance Statement 2019/2020 for Skipwith Parish Council on page 4 of the Annual Governance and Accountability Return 2019/2020.</p>		
697.3	<p>To approve Section 2 - Accounting Statements 2019/2020 for Skipwith Parish Council on page 5 of the Annual Governance and Accountability Return 2019/2020 RESOLVED that Skipwith Parish Council approved Section 2 Section 2 - Accounting Statements 2019/2020 for Skipwith Parish Council on page 5 of the Annual Governance and Accountability Return 2019/2020.</p>		
697.4	<p>To approve the publication of documents required by Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities RESOLVED that, in accordance with the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code, Skipwith Parish Council will publish the following documents on a public website :</p> <ul style="list-style-type: none"> • Annual Internal Audit Report 2019/2020 • Section 1 – Annual Governance Statement 2019/2020 • Section 2 – Accounting Statements 2019/2020 • Bank Reconciliation to 31 March 2020 • Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015. 		
698	<p>Correspondence Further correspondence had been received regarding the parking problems on the corner of Main Street, opposite Orchard Homes housing development. Please see above item 689 regarding next steps.</p>		
699	<p>Matters for Inclusion on the Agenda for the Next Meeting</p> <ul style="list-style-type: none"> • Highway Safety • Christmas Lights • Pond Management • Asset Register • Accessibility Regulations • Non-Compliant Planning Update • Fire Safety (if meeting held in the village hall) 		

	Meeting closed at 10.15pm. Next meeting: 7 th September at 7.30pm		
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