

Skipwith Parish Council Meeting Minutes on Monday 8th January 2018

Present: Councillors Noel McCool (NMcC), Mike Ward (MW), Sharon Worrall (SW), Trevor Britain (TB), Jonathon Morgan (JM), Mark Elwers (ME)

Parish Clerk: Isobel Greatrex (IG)

506. Apologies: None.

506. Declarations of interest: None.

507. Public Session: A member of the public was invited to attend to provide expert advice regarding the village's website, hence the meeting commenced with agenda item 511.

Item No.	Discussion	Action by	Due Date
511	<p>Village Website and Upgrade</p> <p>A discussion was held with Charlie Dean (CD) regarding the updating of the website, which was now 10 years old.</p> <p>Meeting regarding more specific requirements to be held.</p> <p>Some options and costings to be provided to the Parish Council.</p>	<p>CD, JM</p> <p>CD</p>	<p>22nd January</p> <p>By 31st March at the latest</p>
	<p>Richard Musgrave, County Councillor entered the meeting during the above discussion and introduced himself to the Parish Council. He advised that there was to be a collection of speed data in the village, which would inform about the volume and speed of traffic, in order to determine the need for any preventative measures to be put in place e.g. camera van enforcement, flashing signs etc.</p>		
508	<p>Co-option of New Parish Councillors/Election of New Chair</p> <p>IG welcomed Jonathon Morgan and Mark Elwers, the newly elected Parish Councillors to the meeting.</p> <p>Due to the resignation of the previous Chair at the November PC meeting, IG asked if any of the Parish Councillors wished to express an interest in standing for Chair.</p> <p>MW put himself forward and this was then proposed by NMcC and seconded by SW.</p> <p>NMcC agreed to lead the Play/Recreation Area project.</p>		
	<p>On behalf of the PC, MW wished to express sadness on hearing about Sue Kotek and wished to extend the Parish Council's best wishes to the family.</p>		

509	Minutes of 13th November 2017 meeting The minutes of the meeting were approved as an accurate record, proposed by TB, seconded by MW.		
510	Matters Arising Surplus Queen's Jubilee paperweights and Millennium mugs. Edna Cooper to be advised that the PC agreed that the items should be available free of charge but interested people should be asked, if they should wish, to make a donation to Skipwith Village Hall fund.	IG	Completed
512	Collection of Email Addresses This was discussed in item 511. It was decided that parishioners' personal email addresses would no longer need to be manually collected as once the website was upgraded it would allow parishioners to input their respective email addresses, should they choose to do so, to enable them to receive alerts when information was newly provided on the village website.		
513	Streetlights and LED quote A quote from L.A.W. Electrical to be obtained for the repair of the flashing street light by the pond. Awaiting a quote from SSE Lighting for the full replacement of street lighting or lighting heads, where applicable. A previous quote from L.A.W. Electrical to be located in the PC files. JM expressed concern about the potential brightness of LED lights which may be intrusive in people's homes. NMCC explained that lights can be shielded to avoid this.	IG NMCC IG	Asap By 5 th March By 5 th March
514	Refurbishment of Benches Salhouse Joinery had been contacted and the quote was to be circulated to the PC as soon as it was received. G&V Carpentry had also been quoted for a further quote but had not responded. It was thought that Phil Westoby may be able to provide a quote so should be contacted.	IG ME	Asap Asap
Item Missing from Agenda	Town End Pond Mr Massey is to propose a course of action for the removal of the weeds from the pond and confirm the date. In addition, a contractor needs to be contacted as to the disposal of the weeds once removed from the pond and to provide a quote.	NMCC TB	Asap Asap
515	Play and Recreation Area As this was the first meeting with some new Parish Councillors this item was revisited and NMCC provided a status update to obtain a renewed focus and agree a course of action.		

	<p>It was agreed that, in the first instance, soil samples should be obtained to establish if there is any risk of anthrax. A contractor, Sci-Tech, will be contacted to obtain further information and costs. Should Sci-Tech be unable to assist, DEFRA will be contacted.</p> <p>Subject to the soil sample testing results, last year's survey results about the use of the field will be discussed.</p>	<p>TB NMCC</p> <p>All Parish Councillors</p>	<p>Asap Asap</p> <p>By 5th March</p>
516	<p>Insurance Policies IG explained that both the Employer's Liability Insurance and the Public/Products Liability Insurance are due for renewal on 1st June 2018.</p> <p>It was agreed that the insurer should be contacted to obtain full details of the current insurance covers with the view to obtaining further quotes prior to the expiry date to ensure the quote for 2018/19 is competitive.</p>	IG	By 5 th March
517	<p>General Data Protection Regulation (GDPR) IG wished to bring to the Parish Councillor's attention their responsibilities regarding GDPR and informed them of the details of the YLCA newsletter in this regard. GDPR will come in to effect on 25th May 2018. There is ongoing discussion at national level regarding the appointment of Data Protection Officers, which is a new requirement. The Chief Executive of the National Association of Local Councils has lobbied peers for reconsideration of parish sector inclusion in the GDPR provisions.</p> <p>YLCA newsletter to be circulated to Parish Councillors.</p>	IG	Completed
518	<p>Correspondence Contribution to Skipwith Churchyard Maintenance and Printing Cost of Parish Magazine It was agreed the Parish Council would make a contribution but the amount would be agreed at the next Parish Council meeting. Last year's contribution amount to be confirmed.</p> <p>Church Light Bulb Replacement Process It was agreed that the church outside light bulbs could be purchased without gaining authorisation in advance. This was proposed by NMCC and seconded by MW.</p> <p>Contribution to the Transportation Cost of North Duffield Schoolchildren to Christingle Service at Skipwith Church It was agreed that the Parish Council would donate £150 towards the transportation cost. TB proposed and NMCC seconded.</p>	IG	5 th March

519	<p>Planning It was confirmed that planning permission had been approved for the development to go ahead on North House Farm. Correspondence from Mrs Hubbard in this regard was discussed and noted.</p> <p>MW provided an update from O’Neills, the Parish Council’s appointed Planning Consultants, regarding the proposed development on Red House Farm. They stated that the Planning Officer had initial concerns about both the principle and the detail of the scheme, although they will request amendments from the applicants. O’Neills are to continue to update the PC on an ongoing basis.</p>		
520	<p>Finance <u>Payments Agreed</u> Law Electrical £201.90 Skipwith Village Hall hire £140.00</p> <p>NMcC proposed and TB seconded.</p> <p>It was confirmed that SW and JM are now the 2 new signatories for the Yorkshire Bank current account.</p> <p>MW to update the signatories for the Yorkshire Bank savings account.</p> <p>In addition, new signatories need to be obtained for the Skipton Building Society account. SW and JM agreed to be the new signatories and will progress the mandate form.</p>	<p>MW</p> <p>SW/JM</p>	<p>Asap</p> <p>Asap</p>
521	<p>Clerk’s Report Nothing to report</p>		
522	<p>Representative’s Report NMcC advised that the PC had received an invitation from Riccall PC to attend a newly formed Resilience group, which supports local communities in case of emergencies. ME volunteered to represent Skipwith PC. NMcC to provide details to ME</p>	NMcC	Asap
523	<p>Meeting Dates for 2018</p> <ul style="list-style-type: none"> • Monday, 5th March at 7.30pm • Monday, 14th May: Annual Parish Council Meeting at 7.00pm Parish Council Meeting at 7.30pm 		

	<ul style="list-style-type: none"> Monday, 2nd July at 7.30pm Monday, 3rd September at 7.30pm Monday, 12th November at 7.30pm 		
524	<p>Items for Next Agenda</p> <p>Dog Fouling</p> <p>JM to request information about preventative measures from County Councillor</p>	JM	5 th March
525	<p>Date of Next Meeting</p> <p>Monday, 5th March 2018 at 7.30pm</p>		
	Meeting closed at 10.20pm		