

Skipwith Parish Council Meeting Minutes on Monday 13th November 2017

Present: Councillors Glynnis Smith (GS), Noel McCool (NMCC) and Mike Ward (MW)

Parish Clerk: Isobel Greatrex (IG)

427. Apologies: Councillors Sharon Worrall (SW) and Trevor Britain (TB)

428. Declarations of interest: None.

429 Public Session: A member of the public was present.

The Chair opened the meeting and welcomed the member of public. It was decided to address Item no. 495 first in order to accommodate the member of public.

Item No.	Discussion	Action by	Due Date
495	<p>Skipwith Church Floodlights A discussion was held regarding the amount of time Skipwith Church floodlights should be on and any required repairs, taking into consideration the cost and funding from the Parish Council. A petition had been raised by Mrs Edna Cooper and signed by parishioners supporting the floodlights to be on throughout the year. MW proposed that due to financial reasons the floodlights should be switched on when the clocks change in October and switched off during the Summer. He also proposed that any repairs undertaken would not be paid unless the Parish Council authorised them in advance. NMCC seconded the proposal.</p>		
483	<p>Co-option of New Parish Councillors It was noted that 3 candidates had attended an interview prior to this meeting – it was decided to co-opt two candidates immediately and co-opt third after the ‘election’ period had expired should no election be requested. Declaration of interest forms were to be issued for their completion. In addition, GS indicated her intention to stand down as at 14th November 2017.</p>	NMCC	By 20 th November
484	<p>Minutes of 24th July 2017 meeting (North House Farm Development) The minutes of the meeting were approved as an accurate record, proposed by NMCC, seconded by MW.</p>		
485	<p>Minutes of 11th September 2017 The minutes of the meeting were approved as an accurate record, proposed by GS, seconded by NMCC.</p>		
486	<p>Minutes of 9th October 2017 (Extraordinary Meeting – Play Area) The minutes of the meeting were approved as an accurate record, proposed by GS, seconded by NMCC.</p>		
No Item No on Agenda	<p>Minutes of 12th October 2017 (Extraordinary Meeting – Red House Farm Development) The minutes of the meeting were approved as an accurate record, proposed by NMCC, seconded by MW.</p>		
487	<p>Minutes of 23rd October (Extraordinary Meeting – Play & Recreation Area Survey Results) The minutes of the meeting were approved as an accurate record, proposed by NMCC, seconded by MW.</p>		
488	<p>Matters Arising None</p>		

489	<p>Clerk Position IG was offered and accepted the new Parish Clerk role and has now been appointed.</p> <p>It was agreed to draft a letter from the new Parish Clerk to the previous Parish Clerk to retrieve outstanding documents and Parish Council property and for said items to be returned within 21 days.</p>	GS, IG	By 20 th November
490	<p>Website and Upgrade It was agreed to contact Charlie Dean to request an email address for the new Parish Clerk and to provide her with writing access to Skipwith Parish website.</p> <p>It was agreed to contact Charlie Dean to discuss the website upgrade. Remove reference to Escrick- I'll do that during discussions....</p>	IG NMCC	Asap Before 8 th January
491	<p>Collection of Email Addresses GS offered to continue to obtain these.</p> <p>The challenge of issuing emails to all parishioners and the website upgrade will be an agenda item at the next Parish Council meeting once all the emails have been obtained.</p> <p>It was also noted that a Data Protection Officer will need to be appointed.</p>	GS All Parish Councillors All Parish Councillors	Before 8 th January 8 th January By April 2018
492	<p>Street Lighting Due to the need to repair some of the street lighting which has become aged and in need of repair, A discussion took place regarding ownership of street light within bungalows- which requires complete replacement- thought to be SDC. It was agreed to explore replacement costs for all street lighting- through competitive quotes from 3 electrical contractors</p>	NMCC	By 8 th January
493	<p>Refurbishment of Benches It was agreed to obtain 2 quotes for the refurbishment of 2 benches.</p>	IG	By 8 th January
	The Chair noted that TB arrived at 20.15 and accepted his apologies for his late arrival.		
494	<p>Play and Recreation Area NMCC explained that he had received only one verbal quote from Hagrapat for building pedestrian access as per drawings submitted to SDC for the Play and recreational area despite contacting 3 firms in total. It was agreed that a written quote confirming verbal quote of £650 should be obtained from Hagrapat which supplied the verbal quote and thereafter to engage them to do the work. Proposed by GS, seconded by MW.</p> <p>It was agreed to engage J Massey to do the hedge cutting on both sides before the fence is erected as the quote was acceptable. Proposed by MW, seconded by GS.</p>	NMCC	By 8 th January
496	<p>Christmas Lights A quote for £15 +VAT for the purchase of an extension lead and sockets was agreed, An increase in the number of Christmas lights would be reviewed for 2018.</p>	NMCC	
497	<p>Allotments Following GS's resignation, MW agreed to become the Allotment Officer.</p>	MW	Immediate Effect

Item Missing from Agenda	<p>Town End Pond Weeds Spraying of pond weeds insitu was explored but advice received suggests it would be complex and expensive. A verbal quote was received from Wrights of Crockey Hill to remove with use of a ditch bucket- @ £350 for days hire of JCB and a further £300 for tractor and trailer to dispose of reeds. PC would need to nominate and pay for disposal site. A further quote was received from J Massey of £150 for 7,5hrs work to remove reeds by hand – and supervise others if volunteers came forward- PC would be responsible for disposal. It was agreed that J.Massey would be asked to start to remove the pond weeds to establish how much of the task could be achieved in one day before making any further decisions. Proposed by TB, seconded by GS.</p>	NMCC	Asap
498	<p>Correspondence Westfield Street Light All street lights are now to be reviewed Rough Sleeper Estimate Form to be completed by Parish Clerk. GS to provide form Pool of Sites Consultation GS explained that Selby District Council were looking for parish and town council views on potential development sites and issues and that a series of exhibitions across the District were being held to involve as many people as possible. Full details are available on the website www.selby.gov.uk/plan-selby-consultation Community Infrastructure Levy(CIL) from Selby District Council Nil balance Precept Information GS had requested information about the precept process from Selby District Council but had not had a response. It was agreed that a precept for Skipwith for 2018 would not be required to be raised as funds were currently sufficient. Funding Opportunities GS previously forwarded email regarding this to all Parish Council members. Ex Forces Support Organisation North Yorkshire Anyone interested should contact GS or IG Selby Health Matters It was agreed that the Parish Council would not need to complete this survey. Parish Council Forum – 15th November Due to work commitments unfortunately no-one was able to attend on this occasion</p>	GS, IG	
499	<p>Planning It was confirmed that MW had circulated the responses regarding the proposed Red House Farm development.</p>		
	<p>Finance <u>Payments Agreed</u> YCLA training £80.00 Fencing £2,640.00 Website £144.00 External Auditor £72.00 Grass Cutting: £1,120.00 Law Electrical £785.17 Lighting Costs (SPCC) £107.47</p>		

	<p>It was agreed to transfer £6,000 from the Skipton deposit account to the Yorkshire Bank current account in order to pay the invoices.</p> <p>Due to the resignation of two Parish Councillors, two new signatories need to be obtained. Andrew Faulkes (previous councillor) and GS need to sign the appropriate form and return it to MW for progressing.</p> <p>A decision is required regarding who will be the new signatories.</p> <p>The new Parish Clerk will need to inform Yorkshire Bank of her new appointment and to request the appropriate new signatories form.</p>	<p>GS</p> <p>GS, MW</p> <p>NMcC, MW, TB, SW</p> <p>IG</p>	<p>Asap</p> <p>Asap</p> <p>8th January</p> <p>Asap</p>
501	<p>Clerk's Report Nothing to report</p>		
502	<p>Representative's Report Nothing to report</p>		
503	<p>Meeting Dates for 2018 Dates to be confirmed at the January meeting when all new councillors are appointed.</p>	Parish Councillors	8th January
504	<p>Items for Next Agenda Request for a contribution to Roundup and for the upkeep of the churchyard.</p>		
505	<p>Date of Next Meeting Monday, 8th January 2018 at 19.30</p>		
	Meeting closed at 21.05		