

Sancton Parish Council

**Minutes of the Parish Council meeting held on Monday 16th Sept 2019 at 7.00pm
in Sancton Methodist Chapel, Rispin Hill, Sancton**

Present

**Cllr Derek Cary (Chairman)
Cllr Pat Parvin**

**Cllr Anita Liley
Cllr Sally Wightman**

Cllr Chris Shepherd

**Ward Cllr Leo Hammond (left at 7.35pm)
3 members of the public (2 left at 7.15pm)**

160919/1 Apologies

Cllr M Wintersgill

160919/2 Declarations of Interest

- a) No declarations of interest by any member of the council in respect of the agenda items.
- b) No dispensations given to any member of the council in respect of the agenda items.

160919/3 Minutes of Previous Meeting

The minutes of the meeting held on the 12th August 2019 were approved by members and signed by the Chairman.

Proposed: Cllr Parvin, seconded: Cllr Shepherd

The meeting closed to hear members of the public.

160919/4 Public Participation

The three residents in attendance were concerned with regards to the planning application 19/02944/PLF, land north of Langdale Cottage. Cllr Cary advised that the application had missed today's agenda, however, the PC had been granted an extension to reply as a consultee until the 22nd October 2019. It would therefore appear on next month's agenda.

The meeting reopened.

160919/5 Reports from Ward Councillor(s)

Cllr Hammond reiterated ERYC's offer of a lease on the allotment area. They would arrange for the site to be cleared at a cost of £4,500 provided that the PC could assure them that the site would be maintained in the future. It would also be required to be kept as an allotment area. The lease would be granted for 5 years and the annual fee would be £1 (if demanded).

Members advised Cllr Hammond that there is no appetite or requirement for an allotment in the village. There are currently scrap cars on the area by the allotments that the Housing Department are responsible for. The area could be converted to parking and this could be used for the playing field, if football clubs were interested. Cllr Hammond confirmed that the area is lacking in sports fields. Cllr Hammond advised that the PC reply to ERYC to advise that it would not wish to take on the site as allotments but would consider other options. It was agreed that a way forward would be a public meeting to ascertain what parishioners would like to see the site used for.

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160919/6 Highways/Footpaths

Notification of issues and action required:

- Low Street flooding – Clerk will continue to chase ERYC for an answer.
- Traffic calming measures – awaiting quotation for frame construction.
- Parking on Low Street – signage has been manufactured and Cllr Shepherd will put in place.
- Litter bin on Houghton Lane – it was agreed that this was not required.

160919/7 Police Matters/Crime/Neighbourhood Watch

The latest police report was noted. Cllr Cary commented that there had been rumours that PCSO's may be made redundant.

160919/8 Planning

- a) No applications made to East Riding of Yorkshire Council.
- b) No decisions made by East Riding of Yorkshire Council.
- c) Planning applications received after the agenda has been posted:
19/02944/PLF – land north of Langdale Cottage, Sancton. Erection of 2 semi-detached dwellings with detached car ports and associated works. Mr Bramley.
It was resolved to include it on the next agenda and the Clerk confirmed that an extension to the consultation period from East Riding of Yorkshire Council had been agreed.

16919/9 Play Area

- a) The Councillor weekly inspection reports were noted. Cllr Parvin advised that the round-about was very stiff.
- b) Action regarding its maintenance:
 - Cllr Shepherd will look at the round-about.
 - Cllr Liley had learnt of a simple way to keep birds off tall play equipment (swings etc) using plastic cable ties (pointing upwards). These in enough numbers deter the birds from sitting on the equipment and therefore reducing the bird faeces below. It was agreed for Cllr Shepherd to purchase cable ties.
 - Cllr Liley also advised that would splits in equipment should be no more than 9mm.

160919/10 Recreation & Environment Working Party (Friends of Sancton)

- a) Update from Cllr Shepherd – not much work undertaken since last month.
- b) Work to be carried out over the next month - strimming.
- c) Continuance – it was agreed due to the low numbers of individuals willing to help, future work will be undertaken by a contractor.
Proposed: Cllr Cary, seconded: Cllr Liley.

160919/11 Grounds Maintenance Contracts/Open Space Management

- a) Action regarding the village field - none.
- b) Action regarding the cemeteries – a site visit was undertaken earlier in September and it was determined that three stages of maintenance need to be undertaken:
 - i. The overhanging trees that border the property known as West Winds need cutting back.

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- ii. The maintenance of the trees/shrubs that are located on the boundary with the catholic cemetery.
- iii. Control of the ivy on the wall.

Additionally, the spoil pile in the corner needs to be flattened but this will require an excavator. Cllr Cary and Cllr Wightman are going to meet with the local tree surgeon before the next meeting. It is likely that the works will exceed £500 and therefore three quotes will need to be obtained.

The closed churchyard – All Saints Church has contacted the PC to ascertain if it has any objections to the PCC's proposed new entrance to the front path of the Church. It requires a new gap in the Churchyard wall and they have obtained the agreement of Lord Manton who owns the school car park. The entrance will allow brides to safely access the church as most wedding car hire companies will not travel up the grass field with their very high specification cars. There have also been problems with access for funeral hearses in the winter.

The church will be able to close off the gap to the present steps and thus improve safety both for the nursery children and visitors to the church. Disabled access will also be achieved on a hard surface. Costs will be met by the PCC so there are no financial implications for the PC. Members agreed that this was agreeable and fitted in well with the new car park proposals.

- c) Action regarding Gravel Pits – Cllr Shepherd will obtain a quotation from Mr R Shucksmith for strimming.
- d) Action regarding the pond area – Mr R Shucksmith is maintaining the area well and water is flowing better.
- e) Action with other open space management issues – complaint of dog fouling on the playing field. Clerk will report to the Dog Warden.

160919/12Accounts

The August/September 2019 accounts for payment and bank statements (see also Financial Reports) were approved by members and signed by the Chairman.

- a) Autela Payroll Services – Q2 payroll - £47.08.
- b) ERNLLCA – Being a Good Councillor Full Day Event (Cllr Cary) - £54.00.
- c) ERNLLCA – Being a Good Councillor Part 2 (Cllr Parvin) - £22.50.
- d) Vision ICT – website hosting/support/6 email a/c's Nov 19 to Oct 2020 - £309.60.
- e) MD Signs Ltd – 1no. A3 reflective 3mm alupanel sign - £30.30.
- f) Mr R Shucksmith – village grounds maintenance contract (1st payment) - £2094.00.
- g) BT – Cloud Phone September 2019 - £68.88 (via Direct Debit).

Proposed: Cllr Wightman, seconded: Cllr Parvin.

160919/13Allotments

See item 160919/5.

160919/14Village Car Park

Lord Manton agrees with the proposal in principle but wanted clarification regarding the design of the car park as it leaves two strips of land between the existing fence and the edge of the proposed car park. He would like these to be either landscaped or incorporated into the car park so that they do not become wild areas of greening which cannot be accessed for maintenance. Members confirmed that these areas are grassed banks that have not been incorporated as

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they are at differing heights. Cllr Cary and Cllr Shepherd are meeting with Stuart Turton on the 17th September to discuss the proposals.

160919/15 Sancton Hill Windfarm Fund Application 2019

- a) Creation of a memorial garden with associated costs – it was agreed to defer this application either to 2020 or seek an alternative funding stream.
- b) Creation of a village car park on the village field with associated costs – item deferred until next month pending a meeting with Turton Associates.

160919/16 Parish Council Website

Cllr Liley suggested the creation of a private councillor area on the PC's website that could only be accessed via a password. This could be used for documents such as personnel records. Vision ICT, who host the existing website, will set up a private area at a cost of £75.00.

Vision ICT recommend that as the PC are looking at having a Private Area on the website it is worth considering adding an SSL Certificate. This increases the security of the site as the Usernames and Passwords that will be required to gain entry to the Private Area will be fully encrypted. This will also apply to the 'Contact Us' form on the site. On the URL of the site a padlock will be visible and https: which indicates the security of the site and clearly also supports GDPR. The cost of this is £125 to set it up initially in year 1 and then an annual cost of £50 + VAT thereafter.

These changes were agreed by members.

Proposed: Cllr Wightman, seconded: Cllr Shepherd.

160919/17 Correspondence

Correspondence received and noted.

- i. Beverley Community Lift – Sancton Day Trips.
- ii. ERYC - East Riding Local Plan Review Allocations Document 'Fact Checking' Exercise.
- iii. ERNLLCA – August 2019 newsletter.
- iv. ERNLLCA – Newsletter error - Conference 15th November 2019.
- v. Market Weighton Town Council Civic Service 26th April 2020.
- vi. ERYC – Sancton Allotments - Rebecca Valentine, Senior Valuation & Estates Surveyor.

160919/18 Minor Items

- a) Matters of correspondence received following publication of the agenda:
 - Turner's Trust advert.
 - ERNLLCA Conference 15th November 2019.
 - ERYC – Festive lighting documents for completion.
- b) Points from Councillors, questions and items of interest to note – in Cllr Shepherd's absence, Cllr Wightman will put the agenda on the notice board next month.

160919/19 Agenda for next and future meetings

- Christmas tree arrangements.
- Financial Regulations – contract/procurement spending limits.

160919/20 Next Meeting

The date and time of the next monthly meeting is, subsequent to any change, 21st October 2019.

Signature _____ Date _____

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160919/21 Personnel Matters

Changes agreed following the Clerk's Annual Appraisal:

- a) Hours of work – hours reduced from 30 hours per month to 25 hours per month.
- b) Hourly rate change - salary scale 14 backdated to June 2019 (appraisal date).
- c) Any other matters – personnel committee have amended job description to include website maintenance. Clerk to draught new contract to include the above changes.

Proposed: Cllr Liley, seconded: Cllr Shepherd.

The meeting closed at 9.05pm.

UNAPPROVED

Signature _____ Date _____