

# ***Sancton Parish Council***

**Minutes of the Annual Council Meeting held on Monday 16<sup>th</sup> May 2022 at 7.00pm in  
Sancton Methodist Chapel, Rispin Hill, Sancton**

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## **Present**

**Cllr Derek Cary (Chairman)  
Cllr Chris Shepherd**

**Cllr Anita Liley  
Cllr Marilyn Wintersgill**

**Cllr Pat Parvin**

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### 160522/1 Election of Chairman and Chairman's Declaration of Acceptance of Office

Cllr Liley nominated Cllr Cary for the position as Chairman and this was seconded by Cllr Parvin. No other nominations were received, and Cllr Cary was unanimously voted into office and the Declaration of Acceptance of Office signed.

### 160522/2 Election of Vice-Chairman

It was resolved that this position would not be filled.  
Proposed: Cllr Shepherd, seconded: Cllr Liley.

### 160522/3 Apologies

Cllr Wightman, Ward Cllr Hammond and Ward Cllr Rudd.

### 160522/4 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.

### 160522/5 Minutes of Previous Meeting

The minutes of the meeting held on the 11<sup>th</sup> April 2022 were approved by members and signed by the Chairman.  
Proposed: Cllr Liley, seconded: Cllr Wintersgill.

### 160522/6 Public Participation

None present.

### 160522/7 Reports from Ward Councillor(s)

Ward Councillors update the Parish Council on activities within East Riding of Yorkshire Council via email:

- The drainage pipes that are discharging their water directly onto the footpath on High Street - Cllr Rudd advised that he has taken this up with Highways and the Enforcement Team and looks forward to some action to resolve this long running problem. He understands from Cllr Hammond that he was also dealing with it, but no resolution as yet.
- Parking, Low Street - Traffic Management have been monitoring the above issue since he raised it with them after the PC meeting a few months ago. They agree that there is a problem with traffic relating to the nursery here, however, because it is only happening at drop off and pick up times, they feel it is not at this time justifiable for them to fund a solution, as they have other more urgent projects to address first. They have however, said that it would be acceptable for the Parish Council to fund the signs directing traffic to the Parish Council car park if the councillors want to. If so, he will

Signature \_\_\_\_\_

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happily take this up with highways to get a costing and permission for them/exact location.

## 160522/8 Internal Audit 2021/2022

Report from Public Sector Audit was received, recommendations noted and approved.

Proposed: Cllr Shepherd, seconded: Cllr Wintersgill.

## 160522/9 Annual Governance Statement 2021/22

- a) The Chairman read out the Governance Statement for Member's consideration.
- b) Members resolved the approval of the Governance Statement.
- c) Governance statement was signed and dated by the Chairman and Clerk.

## 160522/10 Annual Accounting Statement 2021/22

- a) The Chairman read out the Accounting Statement for Member's consideration.
- b) Members resolved the approval of the Accounting Statement.
- c) Accounting statement was signed and dated by the Chairman.

## 160522/11 Annual Governance and Accountability Return (AGAR) 2021/22

An authority with either gross income or gross expenditure exceeding £25,000 is unable to certify itself exempt from a limited assurance review and must complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with Proper Practices.

Members resolved the submission of the AGAR as per the stated requirements.

## 160522/12 Election of Meeting Representatives

It was agreed that Cllr Liley and Cllr Shepherd will represent this council at ERNLLCA district committee meetings.

## 160522/13 Election of Committee Representatives

- a) Personnel Committee - the council considered and agreed its continuation with Cllr Liley as Chairman. Cllr Parvin and Cllr Wintersgill were appointed.
- b) Sancton Hill 1 Community Benefit Fund Committee – Cllr Shepherd was appointed.

## 160522/14 Policies and Procedures

Review of the following policies was deferred until June 2022:

- a) NALC model Standing Orders (July 2020).
- b) NALC model Financial Regulations (2019).
- c) Asset Register and any changes to insurance policy.
- d) Risk Assessment policies.
- e) Health and Safety policy.
- f) Health & Safety Guidelines for Councillors and Volunteers.
- g) Cemetery Regulations and Fees documents.
- h) GDPR documents/policies.
- i) Adoption of the General Power of Competence.

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## 160522/15 Highways/Footpaths

- As per item 7, members agreed that parking on Low Street was not only restricted to nursery drop-off/pick up times. It was agreed to request a costing for signage.
- Weeds are growing through the new footpath outside The Star.
- ERYC Highways have confirmed that they do not think a 'P' parking sign opposite the new car is required.

## 160522/16 Police Matters/Crime/Neighbourhood Watch

The police newsletter was noted. A cold-caller on Low Street even though it is a 'No Cold-Calling Zone' and they continued to knock on doors regardless of this being pointed out to them.

## 160522/17 Planning

- a) No planning applications received after the agenda had been posted.
- b) The alteration works on the wall on Low Street were not completed by the end of April 2022 as per the agent's email. Clerk has informed ERYC Planning Enforcement who will follow up.

## 160522/18 Play Area

The grass seed hasn't taken due to the recent dry spell. Litter has been collected.

## 160522/19 Grounds Maintenance Contracts/Open Space Management

Action resolved:

- a) Village field – recently cut.
- b) Cemeteries, closed churchyard and Catholic cemetery – maintenance work ongoing.
- c) Gravel Pits – none.
- d) Pond area – recently cleaned. It was agreed for Cllr Parvin to spend up to £75.00 on plants and compost for the tubs.  
Proposed: Cllr Cary, seconded: Cllr Shepherd.
- e) Car park – Cllr Cary has been watering the holly tree. The wooden edges continue to break up. Warcup's have confirmed that the original design did not include any edging. An option is to build up the bank as per the other side of the car park. Contractor will look at the issue when they are in the village to perform the pump remedial works.
- f) Other open space management issues – area around the benches needs strimming.

## 160522/20 Accounts

The April/May 2022 accounts for payment and bank statements (see also Financial Reports) were approved by members and signed by the Chairman.

Proposed: Cllr Shepherd, seconded: Cllr Liley.

20/04/2022	MD Signs Ltd	Sancton map and lectern (including installation)	£1032.00
05/05/2022	Public Sector Audit	Independent review of council's internal controls and audit report	£395.00

## 160522/21 Grant Applications

Action resolved:

- a) ERYC – The Queen's Platinum Jubilee Community Fund 2022 - £500 has been received towards food and a commemorative tree.

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- b) Sancton Hill Wind Farm Fund – notice board and lectern application – funding has been received. Lectern should be installed by the end of June 2022.

## 160522/22 Parish Map

Completed and awaiting collection.

## 160522/23 Jubilee Celebrations

- £350 allocated from the grant funding for food.
- £150 allocated from the grant funding for the commemorative tree.
- £150 allocated from PC funds for catering supplies and prizes.

Proposed: Cllr Cary, seconded: Cllr Shepherd.

Clerk to check with Zurich Municipal insurance that public liability insurance is satisfactory for the proposed activities which include arts and crafts, family competitions, treasure hunt and other activities on the field.

## 160522/24 Festive Lighting

ERYC have quoted £1914.17 plus VAT to install a new feeder pillar with control gear and associated cable network adjacent column 1 on Low Street including all Northern Power Grid charges. The quote is valid for 90 days. Members commented that this seemed expensive. Cllr Cary will find out how much it cost Market Weighton Town Council to have their festive street lighting works done.

## 160522/25 Correspondence

Correspondence received, noted and action resolved:

- i. Pocklington Police Station - Change of date for Police Surgery at Market Weighton Library.
- ii. ERYC - Queen's Platinum Jubilee Fund – application update.
- iii. ERNLLCA April 2022 newsletter.
- iv. SSE Renewables - Dogger Bank Wind Farm Converter Station - UPCOMING TRANSFORMER DELIVERIES.
- v. Cllr Leo Hammond - HEY LNP Update - Funding for trees, trees and more trees.
- vi. ERYC - Humberside Fire and Rescue Service Advice on Lighting Jubilee Beacons.

## 160522/26 Minor Items

- a) Correspondence received following publication of the agenda:  
Police newsletter, Cllr Hammond 'Devolution' – Cllr Cary will liaise regarding a presentation to the council, Newbald PC (ERYC issues) and ERYC summer holiday activities.
- b) No points from Councillors, questions or items of interest to note.

## 160522/27 Agenda for next and future meetings

HR policies, Travel policies and signage.

## 160522/28 Next Meeting

The date and time of the next monthly meeting is, subject to any change, Monday 20<sup>th</sup> June 2022 at 7pm. Cllr Wintersgill gave her apologies for the next meeting.

Meeting closed at 8.56pm.

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