**Minutes of the Annual Parish Council meeting held on Monday 15th May 2023 at 7.00pm in Sancton Methodist Chapel, Rispin Hill, Sancton**

**Present**

**Cllr D Cary (Chair), Cllr A Liley, Cllr P Parvin, Cllr S Wightman and Cllr M Wintersgill**

**Apologies**

**Ward Councillors Hammond and West**

**No public present**

**150523/1 - Apologies**

East Riding of Yorkshire Councillors Hammond and West.

The Chair stated that the Ward Councillors were currently considering the various meetings they should attend and how these would be divided between them in the future.

It was agreed that, despite the Chair also being a Ward Councillor, it would be beneficial for another Ward Councillor to be present at these meetings if possible.

**150523/2 - Public Participation**

No public present.

**150523/3 - Election of Chairperson**

It was **RESOLVED:** that Councillor Cary be appointed the Chair of Sancton Parish Council for the 2023/24 year. Councillor Cary accepted the role and completed the Declaration of Chair.

**150523/4 - Election of Vice-Chairperson**

It was **RESOLVED:** that no vice chairperson was required.

**150523/5- Declarations of Councillors and Interests**

1. Parish Councillors did not need to have an election due to insufficient numbers and so all Parish Councillors were elected unopposed. All Parish Councillors completed Declarations of Acceptance of Office.
2. The Clerk confirmed that he would email all Parish Councillors their Declarations of Interest to be completed and returned.
3. No interests were declared for items in this meeting.
4. No dispensations given to any member of the council in respect of the agenda items listed.

**150523/6 - Election of Meeting Representatives** – It was **RESOLVED:** that no specific Councillors would be

identified to represent the Council at ERNLLCA district committee meetings. The Clerk confirmed that he would continue to forward all emails etc from ERNLLCA and therefore Councillors would have the opportunity to attend meetings and events if desired.

**150523/7 - Election of Committee Representatives** – it was **RESOLVED:** that the existing two sub

committees - Personnel Sub-Committee and Cemetery Sub-Committee should be retained and currently no additional Sub-Committees should be established.

It was further **RESOLVED:** that the Membership of each Sub-Committee should remain unchanged as follows:

Personnel Sub-Committee – Councillors Liley, Parvin and Wintersgill.

Cemetery Sub-Committee – Councillors Liley, Parvin and Wightman

It was also confirmed that Councillor Liley would remain the Parish Council representative on the Windfarm Panel.

The Chair stated that he was still referenced on the website relating to his role during the development of the Windfarm and this should now be removed. The Clerk agree to action this.

**150523/8 - Election results – East Riding of Yorkshire Council and Sancton Parish Council**

The Chair confirmed that local elections took place for the East Riding of Yorkshire Council on 4th May 2023. The turnout was 29.3%. 67 Councillors were elected to the Council with 29 being Conservative, 22, Liberal Democrats, 9 Independent and 4 Labour. This resulted in East Riding Council changing from Conservative control to no overall control, but the Conservatives still being the largest party. Specifically in Wolds Weighton, the three Councillors elected were all Conservative and were Cary, Hammond and West.

Sancton Parish Council had five people putting themselves forward and as this was less than the number of Parish Councillors that Sancton should have, all five were elected unopposed, with no election taking place.

**150523/9 - Minutes of Previous Meeting**

It was **RESOLVED:** that the minutes of the meeting held on the 17th April 2023 were approved by Members and signed by the Chair.

**150523/10 - Policies and Procedures**

The Clerk reported that in previous years all Parish Council Policies and Procedures were brought in bulk to the Council for approval. To ensure that the Parish Council dedicated the appropriate time to these the Clerk proposed that a rolling annual programme of review and approval of all Council’s Policies and Procedures be adopted.

It was **RESOLVED:** that a rolling annual programme of review and approval of all Council Policies and Procedures be adopted and the Clerk produced a timetable to be presented to the next meeting of the Council.

**150523/11- Reports from Ward Councillors**

The Chair stated that Councillors Hammond and West had both sent their apologies. He invited any issues relating to East Riding to be raised with him and that Councillor Hammond would lead matters until the two new Councillors became more established.

The issue of the damaged street sign was raised and concern expressed that despite being reported and potential health and safety flagged, nothing had been done. The Clerk agreed to chase East Riding to the matter resolved.

**150523/12 - Memorial Garden**

This item was requested and led by Councillor Wightman, who had undertaken research and initial work on the possibility of creating a Memorial Garden. In summary, the more in depth consideration that had been given, the more complex the establishment and ongoing maintenance of a Memorial Garden would be for the Parish Council. This included costs, specialist support to produce detailed applications, drawings and costings etc, including an architect.

Following some discussion it was **RESOLVED:** that the Council should not proceed with a Memorial Garden, but instead undertake a review of the Policy relating to this and consider the possibility of establishing plots for urns and discuss options further at the next meeting.

The Clerk therefore agreed to include the consideration and review of the policy and related fees and charges at the next meeting and that Councillor Wightman would notify the diocese and the vicar that the Parish Council would not be pursuing the establishment of a Memorial Garden.

Councillor Wightman also confirmed that she had ordered and paid for two benches at a total cost of £1540 (including VAT). It was agreed that reimbursement would be made at the next meeting.

At this point the Chair asked the Clerk to raise two pieces of related correspondence concerning a request to scatter ashes, and to insert a plaque within an existing grave. In both cases it was agreed that the Clerk sends holding replies to allow the Council to consider the agreed position following the item at the next meeting.

**150523/13 - Grounds Maintenance Contracts/Open Space Management**

1. Village field – it was reported that this hadn’t been cut due to the illness of the contractor. It was also agreed that the idea of a Wildflower Meadow should be considered further with a related funding application being made to the Windfarm. It was **RESOLVED:** that this will be an agenda item for the next Meeting.
2. Cemeteries, closed churchyard. – it was reported that no gravestones had yet been flattened. Councillor Wightman agreed to provide the names to enable the Clerk to check records for contact details.
3. Gravel Pits. – Councillor Wightman had inspected the area and completed the relevant review sheet.
4. Pond area including the water pump – The Chair reported that he had removed leaves from the gully last week. Councillor Parvin confirmed she had also done that this week.

Councillor Liley conformed that she had discussed the required work relating to the Pump with a local joiner who had inspected the work and would be producing a quotation.

1. Car park – the Clerk reported that he had produced a work specification and requested three quotations with a closing date to enable them to be presented to the next meeting.
2. Village Enhancement working group – it was agreed to remove this as a standard item from future agendas.
3. Other open space management issues – The ‘Help Out Day’ had proved very effective and thanks were expressed to all who had given up their time. It was considered that this could become a regular event.
4. Grounds maintenance contract – nothing to report.
5. Play area matting is lifting – the Chair agreed to provide the Clerk with contact details of an approved contractor to undertake the repair.
6. It was **RESOLVED:** that a sum up to £100 be reimbursed to Councillor Parvin to buy bedding plants and a tree for planting.

**150523/14 - Coronation – King Charles III – 6th May 2023**

Councillor Liley reported that the Coronation celebrations had gone really well, despite a couple of issues. Thanks to the Wall of Sound for getting the live screening to work at short notice. There were between 75 and 80 people attending events over the weekend with about 25 people ‘Helping Out,’ including tidying up, removing bunting and strimming grass on Monday. The catering had been really well received and the Children’s activities had been excellent. The Church service had been very well supported with a full Church and people enjoying excellent organ music. The Chair thanked Councillor Liley and the Village Hall Committee for their hard work and organisation that helped make the event a real success.

Councillor Liley presented a spreadsheet and receipts to confirm all the costs incurred. These amounted to £451.41. In addition, a new Union Jack flag had already been purchased at a cost of £92.72 and therefore a total spend of £547.13.

It was **RESOLVED:** that the Parish Council reimbursed Councillor Liley to the sum of £454.17.

It was further **RESOLVED:** that the Clerk completes the relevant documentation required as a condition of receiving the grant from East Riding of Yorkshire Council.

**150523/15 – Accounts and Payments**

It was **RESOLVED:** That the following payments were approved and the cheques signed:

|  |  |  |  |
| --- | --- | --- | --- |
| 15/05/23 | J Drury (Clerk) | Reimbursement for mileage for attending meetings – April 23Total miles |25 x 45ppm = 11.25 | 11.25 |
| 25/05/23 | J Drury (Clerk) | Salary 01/05/23 – 31/05/23 | 249.90 |
| 15/05/23 | A Liley | Reimbursement for Coronation | 454.41 |

The Clerk presented the financial summary for April 2023. It was **RESOLVED:** that this was approved and noted and signed by the Chair.

The Clerk reported that the bank had still not processed the updating of details and transferring of account. The most recent letter received from them asked for further information form Councillor Wintersgill. The Clerk expressed concern at the time the bank were taking and this would soon impact on the finalising of accounts for 2022/23 and therefore the subsequent audit. This was noted.

**150523/16 - Grants and Donations**

No updates, but the Wild Meadow would result in a bid to the Windfarm.

**150523/17 – Planning Applications**

No new applications received.

**150523/18 - Correspondence**

Correspondence received and noted:

1. ERNLLCA – April Newsletter
2. Ryedale Wildlife Rehabilitation – Death of red kite
3. ERYC – Information / meetings with service areas
4. ERNLLCA – Rural Partnership Meeting – documentation
5. ERNLLCA – Star Council Awards
6. ERYC – Community Newsletter
7. ERNLLCA – Training events for the Council
8. Neighbourhood Watch – Spring Newsletter
9. Rural Services Network – Bulletin

x. Thank you card from former Councillor Rudd – this was read out at the meeting.

**150523/19 - Minor Items**

1. The Chair reported he had replaced/ repaired the tree guards and would paint them.
2. Councillor Liley tendered here apologies for the August meeting. The Council to consider whether to meet in August, or miss a month (Summer recess) as many other Councils do.

**150523/20 - Agenda for next and future meetings**

It was agreed that the following items be included in the Agenda for the June meeting:

* Policy and Procedures review – timetable for consideration
* Cemetery fees and charges, related policy and consideration of plot sizes
* Storage of files and documentation
* Wildflower Meadow consideration
* Audit of Accounts
* Car Park edging quotations
* Summer Recess consideration

**Next Meeting**

Monday 19th June 2023.

Meeting closed 8.45