

Minutes of the Annual Meeting of Riccall Parish Council on 18th May 2009 from 7.30 p.m. at the Regen Centre

Attending: Cllr Keen (Chairman), Cllrs Adamson, Dawson, Kilmartin, Sharp, Somers-Joce, Tibbett, Wilson and Wilkinson.
Mrs Lindsey Ryan – Clerk and Finance Officer

1 Election of Chairman for 2009/2010

It was resolved that Cllr Keen should continue as Riccall Parish Council Chairman for 2009/10.

Cllr Keen accepted the office of Chairman for the coming year and thanked Councillors.

2 Chairman signs declaration of acceptance of office of Chairman.

Cllr Keen signed the declaration of acceptance of office of Chairman for 2009/10.

3 Election of Vice Chairman for 2009/2010

It was resolved that Cllr Wilkinson should continue as Riccall Parish Council Vice Chairman for 2009/10.

Cllr Wilkinson accepted the office of Vice Chairman for the coming year and thanked Councillors.

4 Apologies and Declarations of Interest

Apologies for absence were received from Cllr Duggan who was unwell and from PCSO Alison Marshall and PCSO Rachel Thompson. County and District Cllr Casling had another meeting but was hoping to join this meeting later.

As directors of the Regen Centre, Cllrs Wilkinson and Adamson declared an interest in the cheque for the Regen Centre during item 10 on the agenda. Cllr Adamson also declared an interest in item 19 due to David Winterburn being a personal friend.

5 Minutes of 20th April 2009

The minutes were agreed as a correct record and adopted.

6 Report on progress and updates since the last meeting

County and District Cllr Liz Casling was not in attendance.

Cllr Tibbett entered the meeting at this point.

The Clerk gave an update on action taken and developments since the last meeting – for information only:

Further to the meeting with Riccall Neighbourhood Watch, a section of the Village Green notice board has been dedicated to ‘Crime Prevention.’ A key has been cut and given to Gordon Neal so that RNHW can add information directly. The Clerk has ordered some general posters from the Police and these will arrive shortly.

Mrs Laverett of Landing Lane had complained to the Clerk about the footpath leading from the corner of Viking Drive, along Landing Lane up to the next corner. The Highways Inspector, Mark Lumby, came out to assess the footpath and managed to get slurry sealing put down the following day, which has much improved the situation. Mrs Laverett has contacted the Clerk to offer thanks to Riccall PC for its help.

Mrs Earl of Northfield Lane had complained that one of the ornamental tubs in her front garden had been stolen. She was advised to report this to the Police and has done so.

Mrs Scott of York Rd has complained about a dip in York Road, near to the bus stop. The Clerk looked at this with John Hodgson of NYCC, whilst at another meeting with him and he is assessing it.

Zinnia of Kaos Skate in Action is attempting to source another skate coach in our area, if she can.

Mr Dugdale of Main Street has complained that he has been looking after some plants in Carr Lane. These have been cut by the grounds maintenance team when strimming has taken place.

The Clerk at Barlby Parish Council has asked whether a reciprocal arrangement can be made to cover holidays / any other absences from work. The arrangement does not include acting as Clerk and attending meetings etc but does cover emergency action, for example streetlights coming down or any other situation which will not wait for the return of the proper officer. The Clerk has agreed to trial this and monitor how it works out. The Council agreed that this seemed a sensible situation.

The Clerk had asked a local window cleaning company to clean the village notice boards six times per year as they were becoming quite dirty. This will be paid for out of the general maintenance budget.

Gravitex paint has been ordered and Gavin Wright will re-paint the skate ramps after the half term school holiday.

The Junior Art competition launched in the March Beacon was well received and attracted some good pictures of Riccall from local children. The four winning pictures are on display in the bar area of the Regen Centre and the Clerk has arranged for each child to receive an Easter egg and certificate of achievement. The primary school organised a

trip for some of the younger children to walk up to the Regen Centre and see the winning pictures.

The lease for the archive paperwork storage room is now complete and has finally been signed.

The new cigarette bin has been installed at the bus stop near Costcutter. The Clerk will ask Gary Walker to empty it regularly.

Tarmac has agreed to quote for an annual streetlight inspection but have not come back with a price yet.

Representatives of NY Police were not in attendance. Two reports had been provided and were tabled. A report on Anti Social Behaviour incidents over the last year and a report on crime statistics were considered and noted.

7 Matters from Public Participation

Cllr Wilson reported that a property on Station Road opposite the Village Institute has an overgrown hedge that is forcing pedestrians off the footpath. *The Clerk will report this to Mark Lumby.*

8 Nominations to Committees and Other Bodies

The following nominations were agreed:

Member of the Village Institute Committee – *Cllr Kilmartin.*
The Clerk will write to Chairman of the Committee expressing concern that Cllr Kilmartin was only invited to one meeting last year.

Membership of the local branch of Yorkshire Local Councils Association – *the Clerk and Cllr Keen.*

Council representative for the J.A.G meetings – *Cllr Keen & Cllr Dawson.*

Council representative for Riccall Neighbourhood Watch – *Cllr Somers-Joce.*

Council representative for the Town and Parish Council forum – *Cllr Dawson.*

Members of the Administration and Finance Committee for 2009/10 – *Cllrs Adamson, Dawson, Keen, Kilmartin and Wilkinson.*

Members of the Riccall Beacon editorial group – *Cllrs Adamson, Somers-Joce, Sharp & Wilkinson.*

Members to run the focus group – *Cllrs Sharp & Wilkinson.*

9 Correspondence

9a) Correspondence requiring decisions;

NY Police – introduction by new Inspector for Selby Police, Chris Witty.

This was noted and it was agreed that Mr Witty should be invited to the June or July meeting, if he is able to make it.

Paddy Hodgkiss – Riccall Lands Charity – the Charity would like use of the Council owned strimmer and could store, maintain and insure it. *This was considered.*

It was proposed that the best solution to disposing of the Council owned strimmer, hedge cutter, lawn mower and trailer was to sell them to the highest bidder. An article will be put into the next 'Riccall Beacon' asking anyone interested to submit a sealed bid to the Clerk.

Vote: 7 for
1 against - Cllr Adamson
1 abstention

The proposal was carried.

9b) Correspondence for information only;

Certificates for the Clerk and Cllr Keen – power of well being training – *noted and the Clerk will file the certificates.*

Selby District Scout Council – advertising an open day at Barlow Common – *Cllrs Keen and Wilkinson had attended this and will report on it during item 12.*

UK Coal – copy of signed lease – *noted.*

Riccall Pre-School – proposed move to Riccall CP School site – *noted.*

Julie Robinson – report of accident on Riccall Recreation Ground – *noted. The Clerk has made an entry into the accident book.*

Kevin Brighton – Dedicated Neighbourhood Policing Team – update on Police activity *noted.*

9c) Late Correspondence – to note only;

Mr P Williamson – query over the route of footpath 9, which leads into footpath 19. The route at the end of Chapel lane is unclear and Mr Williamson asked for clarification. Cllr

Kilmartin confirmed that the gate at the end of Chapel Lane can be opened and walkers can go through.

NALC – Employer’s briefing – *to be circulated.*

IRS – advice and support – social fund seminar – *to be circulated.*

10 Accounts and Budget Update

A total expenditure of £3495.16 was agreed.

Performance against budget was considered and noted.

It was agreed that a budget report would go into each meeting pack for consideration in future, with an update available at the meeting.

11 2008/2009 Council Accounts

The Clerk provided a statement of the Council’s end of year accounts for 2008/2009. Each Councillor received a copy and the Clerk talked about the various headings. The accounts were accepted and adopted. The Clerk and Chairman signed them and they will be added into the minute book, along with the Annual Meeting minutes.

The Clerk provided an asset register for 2008/9. It was agreed that the Village Green fencing and Saunters Way fencing will be added on for next year. *The Clerk will ascertain a replacement value for both.*

A report from the Internal Auditor, Mr Ken Stephenson of ‘Yorkshire Internal Audit Service’ had been circulated to members. Mr Stephenson had commended the Clerk on the accuracy of the accounts and had been pleased with all supporting documentation and processes. He stated that the Riccall Parish Council accounts were amongst the best and most organised that he had seen. He had checked all records, including PAYE and NIC records, minutes for consistency and follow-up action, monthly accounts, work orders, payments, cheques, stubs, receipts, invoices and bank statements. Mr Stephenson followed the Riccall Parish Council audit plan and the remit set for him, during work done to improve the effectiveness of internal audit. Mr Stephenson had signed off the end of year accounts and filled in section 3 of the paperwork for the external auditor.

Members thanked the Clerk for her work on the accounts.

The appropriate sections of the external audit papers were agreed and the Clerk and Chairman signed on behalf of the Council. It was agreed that ‘Yes’ could confidently be answered to all of the questions in the annual governance statement (section 2).

12 Reports and Consultation

Any member or the Clerk may report back from relevant meetings at this point – for information or to add to the agenda of a future meeting, if required.

The Clerk reported back from a meeting with John Hodgson of NYCC about the possibility of providing salt bins in Riccall. *It was agreed that the Administration & Finance Committee would consider the proposal in detail.*

Cllr Wilkinson reported back from the recent Scout open day held at Barlow Common, that he and Cllr Keen had attended. Lots of information about the scouting movement had been available and both members felt that very good work was being done with local children. The North Yorkshire branch has shown an increase in members over the last year. *It was agreed that a letter of thanks should be sent for the open day.* Cllr Keen reported back from the Riccall Neighbourhood Watch AGM, where he had presented a speech about Riccall Parish Council and current project work.

Cllr Dawson reported back from the Town and Parish Council Forum, where the subjects for discussion had been ‘Planning’ and ‘Village Design Statements.’

13 Planning

The following planning applications had been granted by Selby DC:

Sub-division of existing dwelling to create 2No. dwellings at Drover House, 88 Main St, Riccall

Erection of a 2 storey extension to the front and conversion of loft to living accommodation including raising the roof height and dormer windows at 24 Chapel Walk, Riccall

The following planning applications were considered:

Application for the erection of a conservatory to the rear and a porch to the side of Pinfold Cottage, 2 Northfield Lane, Riccall (Case Officer – Cllr Adamson)

Riccall Parish Council had no objections, subject to the usual consultation of neighbours and the use of sympathetic building materials.

Application to crown lift Oak Tree T01 of TPO/21/2003 at Oakmead, Kelfield Rd, Riccall (Case Officer - Cllr Wilson)

Riccall Parish Council had no objections.

Proposed extension to the side and rear at 42 Hawthorns, Riccall (Case Officer – Cllr Somers-Joce)

Riccall Parish Council had no objections, subject to the usual consultation of neighbours and the use of sympathetic building materials.

The following application had arrived too late for the agenda and had been considered under delegated authority:

Application for consent to fell Scots Pine Tree within TPO No 2/1988 on land at Hall Lodge, 5 Main St, Riccall

Riccall Parish Council supported the felling of this tree, based on health and safety concerns outlined in the tree surgeons report.

14 Matters from the Annual Assembly of the Parish Meeting

Cllr Keen gave a report on the Annual Assembly, which was noted.

The Annual Report had been presented to the meeting and circulated to members and will go out to all residents with the June Beacon.

15 Walking the footpaths event

The Riccall scouting organisations will walk the village footpaths on July 2nd at 6pm.

It was agreed that Riccall PC will pay for the refreshments for those children and adults taking part in the walk. A request will be made that footpath 9; leading into footpath 19 should be walked.

16 Insurance

Two quotes to provide insurance for 2009/10 were considered. Cllr Somers-Joce gave a brief report about both.

The quotes were: Allianz £4057.53 and Zurich £3586.59.

It was agreed that Zurich should be asked about the price for a long term agreement over three years and to give a breakdown of insured equipment / assets. A quote including the new play area will be sought.

Allianz will be asked if they would match the lower quote given by Zurich and will too be asked to quote including the new play equipment.

The Clerk will agree the insurer based on the best price, raise a cheque for the June meeting and refer to Cllr Somers-Joce for any insurance related queries.

17 A19 junction

A letter from David Bowe at NYCC had been circulated. Mr Bowe reported back from the on-site meeting held between himself, members of Riccall PC and John Grogan MP about the A19 southern junction. It stated that NYCC were currently looking into various options for the junction, including illuminated warning signs both on the A19 and on Main Street. The letter was noted and the Council awaits further information from Mr Bowe.

It appeared that the letter had been copied to the wrong MP. *The Clerk will make sure that John Grogan gets a copy.*

18 Westfield

Further to emails sent to members during the month preceding the meeting, the Clerk reported on environmental problems on Westfield. An infestation of rats had plagued both Westfield and the residential gardens of the houses in Ash Grove that back onto the field. A Selby DC Environmental Health officer had visited the site and asked the Parish Council to deal with the overgrowth and vegetation that borders the field behind Ash Grove. A pest control contractor had been sent out by Selby DC to deal with the rat problem and had discovered a significant amount of fly tipping, mostly hidden by the overgrowth. The fly tipping had undoubtedly contributed to the rat infestation.

The Clerk had taken emergency action to clear the area, in consultation with members. Dean Landscapes were asked to clear all overgrowth, vegetation and trees back to the residential fences and to clear any fly tipping. Chevin Housing were consulted and agreed in writing that the area could be cleared back to residential fences. They also agreed to write to their residents about penalties for fly tipping. All residents in Ash Grove whose gardens backed onto the field were hand delivered a letter from Riccall PC, explaining the work that would be taking place with a start date and asking for any queries to be brought to the attention of the Council before work started. The letter also stated the penalties for fly tipping. There were no responses to the letters to residents before work began.

The cost of the work completed by Dean Landscapes was agreed at £5692.50.

Since the clearance work had been completed, two letters had been received from residents of Ash Grove:

Mr & Mrs Fletcher of 27 Ash Grove had emailed to say that the Council has removed their boundary hedge and that during the clearance work an overflow pipe from their garden pond had been pulled out. Although the pipe was rescued, Mr and Mrs Fletcher hoped that the Council would be putting something in place to protect their privacy when the plans to develop the field are brought to fruition.

Mrs D Gonsalves and Mr P Hartley of 25 Ash Grove had written to say that they were pleased that the field was proposed for development of recreational facilities. They went on to express concerns over the nature walk and about how closely trees would be planted to the residential gardens. Also, about the on-going maintenance of the grounds and the possibility of anti-social behaviour.

It was agreed that the Clerk would write back to both residents outlining proposals and agreeing to meet them if they wished to talk through the plans. A copy of both letters will be given to Riccall Lands Charity for information.

19 Co-Option of Councillor / Councillor attendance at meetings

Cllr Keen reported back from an interview held with David Winterburn, who would like to be co-opted onto Riccall Parish Council to fill the current vacancy.

It was agreed that Mr Winterburn should be co-opted onto Riccall Parish Council at the June meeting. The Clerk will arrange an induction session between now and then.

Councillor attendance at meetings was discussed including members leaving meetings early. It was agreed that members should be at a meeting for as long as they can be, to represent the electorate as fully as possible.

20 Recreational update

A report on playground H&S checks for April had been received from Cllr Duggan.
This was noted.

21 Minor items and items for the next Agenda

Inspector Chris Witty will be invited to the June or July meeting.
Cllr Tibbett gave his apologies for the June meeting.
The Last Night of the Proms Concert will be staged as usual during the Carnival weekend, with proceeds going towards recreational facilities in Riccall.

Circulated;

Selby DC – Business Rates Deferral scheme 2009/10

CPRE North Yorkshire Branch – Annual report

CPRE – Coast to Coast walk

Yorkshire and the Humber Rural Affairs Forum – Rural Matters

York & North Yorkshire Playing Fields Association – The Playing Field

Rural Action Yorkshire – Country Air

The Clerk magazine

Rural Action Yorkshire – Rural Community Buildings Association Annual Conference

NYCC – Advice & information about Swine Influenza

NYCC – Civic Trust in Administration

Riccall Neighbourhood Watch – Minutes of the January 2009 meeting
NYCC – Library and information service
NALC – Putting People First annual conference