

Minutes of the Annual meeting of Riccall Parish Council on 19th May 2008 from 7.30 p.m. at the Regen Centre

Attending: Cllr Keen (Chairman), Cllrs Adamson, Dawson, Duggan, S. Tibbett and Wilkinson.

Mrs Lindsey Ryan – Clerk and Finance Officer
District and County Cllr Liz Casling

1 Election of Chairman for 2008/2009

It was resolved that Cllr Keen should continue as Riccall Parish Council Chairman for 2008/9.

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 2008/9.

3 Election of Vice Chairman for 2008/2009

It was resolved that Cllr Wilkinson should continue as Riccall Parish Council Vice Chairman for 2008/9.

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 and accepted from;

Cllr Lindsay – holiday
Cllr Wilson – holiday
Cllr Kilmartin – unwell
Cllr A Tibbett – work commitments
Cllr Baker – work commitments

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 the cheque reimbursing him for mileage costs during item 10.

5 Minutes of 21st April 2008

It was resolved that the minutes of the meeting held on 21st April 2008 should be agreed as a correct record and adopted.

6 Report on progress and updates since the last meeting

County and District Cllr Liz Casling gave a report to members for information only;

Cllr Casling expressed her disappointment with some of the planning applications that have been granted permission in Riccall over the past twelve months.

The application that has been re-submitted for 51-53 Main Street has been recommended for refusal by the planning officer.

Traffic queries raised in relation to the potential new housing development of 56 houses off Station Rd continue to be followed up. A pedestrian crossing is planned for the junction of Main Street and Station Road and the traffic lights will be re-phased. Parking bays within the development are being assessed and Cllr Casling continues to query the impact that this development will potentially have on waiting times for access onto the A19.

Re-submitted plans for the Dunelm Farm site development should be in within the next two weeks and in the meantime Cllr Casling will ask that the area be tidied up.

The A19 traffic study showed no real changes for the northern side of Selby.

The potential by-pass and large housing development for Escrick is still being discussed and Cllr Casling will provide updates as they occur.

The Chairman thanked Cllr Casling and she left the meeting at this point.

The Clerk updated members on action taken and developments since the last meeting – for information only;

The Clerk is planning to meet with Rebecca Craven of Yorkshire Rural Community Council and two other people in Selby with experience of youth forums. The meeting will provide facts that can be brought to Council at a future date when a youth forum / council can be discussed.

Gavin Wright has re-painted the skate park. Fluorescent warning tape has been purchased to allow the area to be cordoned off. Gavin has also started grass cutting and strimming work along the public rights of way. He has said that he will continue with grass cutting work for this year but will not do it from next year, due to the problems with dog fouling. The Administration Committee will consider ways of advertising Gavin's grass cutting duties. Gavin will work on improving the Ash Grove/Landing Lane path by finding the original line of the path and removing overgrowth and soil.

The Clerk has purchased a 'Deep Water' warning sign to go onto the gate that leads to the river at the end of Landing Lane. Gavin Wright has agreed to put this up.

The skate park bin has been vandalised and kicked out of the ground. The liner on the Recreation Ground bin nearest to Checker Lane has been removed and bent out of shape. The bus stop opposite Costcutter has been smeared with dog-dirt and an attempt has been made to break the Village Green notice board glass, resulting in a large stone chip. All

incidents have been reported to the Police and Gavin Wright has agreed to try and fix the two vandalised bins. NYCC will clean the bus stop at the Clerk's request.

The highways inspector is assessing the damage left by the team that have recently dug up York Road on behalf of Yorkshire Water. The verges and surrounding area should be re-instated to their original condition.

The Clerk has received a complaint from a resident of Chapel Walk about the fact that there are no footpaths in the cul-de-sac area. The Clerk has visited the resident and spoken to the highways inspector about the complaint. It appears that this is how planners are allowing new estates to be built and that the resident should write in to NYCC with her complaint.

Deans have agreed to cut Westfield three times this year in an attempt to control the growth at an approximate cost of £600.

The Clerk has chased up the A19 traffic survey with Paul Sheppard and James Malcolm of NYCC. A copy has been promised.

PC Herbert has responded to say that the speed radar guns can not be loaned to local villages. The criteria necessary for having speed checks carried out will be clarified.

Andy Hunter of NYCC has agreed to meet with the Clerk and Cllr Adamson on Monday 9th June to try and progress the potential diversion of the Moor Lane bridle path.

The Clerk and Cllr Adamson have completed the first stage of the Village of the Year entry and this has been sent off.

The Clerk has met with Deans Landscapes to look at two new areas of grass cutting. Both the area opposite the Nook on the corner of the A19 and the verge from the Park View Hotel to the bus stop on Main Street have been added to the grass cutting contract.

The tenancy agreement for the paperwork storage / archive room at Riccall Business Park has been signed as agreed, with an annual cost of £520 + VAT.

The Chairman informed members that former Riccall Parish Councillor – David Southall had sadly passed away. The Clerk had bought a card which was signed by those present. An item will be placed onto the next agenda to consider a memorial tree for David, after his many years of service to Riccall, both on the Council and in the many other organisations with which he was involved. Cllr Keen will write a letter to the family.

7 Matters from Public Participation

Members had been approached by residents about various parking problems in Riccall, including;

Vehicles parking along Landing Lane and overhanging the junction of Viking Drive.

The lorry that parks regularly in Church Street has its safety light in the wrong place.

These matters have been raised with the police before and will be again. Inspector Pegg will be asked to comment when he attends the meeting in either June or July.

Residents on Coppergate and in the surrounding area had complained about noise nuisance from a property in Coppergate. All residents complaining will be referred to Environmental Health at Selby DC.

8 Nominations to Committees and Other Bodies

The following were nominated;

Member of the Village Institute committee – *Cllr Kilmartin, who will be asked to report to the next Council meeting about any planned meetings for this committee.*

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

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

Council representative for Riccall Neighbourhood Watch – *Cllrs Keen & Wilson.*

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

To agree members of the Administration and Finance Committee – *Cllr Keen, Cllr Wilkinson, Cllr Adamson and Cllr Dawson. Cllr Baker will be asked whether he would be happy to join this committee.*

To agree three members of the Riccall Beacon editorial group – *Cllrs Adamson, S. Tibbett & Wilkinson.*

To assess membership of the Parish Plan action groups – *it was agreed that an article should appear in the Beacon about involvement with these groups. The remit of the groups will be considered at the next Admin & Finance committee.*

To discuss the development of member's roles, within Riccall Parish Council – *it was agreed that the Admin & Finance committee should consider this.*

9 Correspondence

9a) Correspondence requiring decisions;

Selby DC - Village Design Statements - *it was agreed that Andy McMillan would be asked to attend a future Council meeting to answer questions about the Riccall VDS and about whether it needs revising.*

9b) Correspondence for information only;

Mr Firth – proposed diversion of Moor Lane bridle path – *noted.*

NYCC – notification of change of rates to the urban grass cutting contract to £971 – *noted.*

NYCC – local transport plan progress report - *noted.*

Selby District local strategic and community safety partnerships AGM – 21/05/08 – *noted.*

EOS Inc. Ltd – Riccall Business Park information – *noted.*

9c) Late Correspondence – to note only;

Neighbourhood Watch – *thanking Cllr Keen for his presentation about the work of Riccall Parish Council.*

Emails from the Council's litter collector about problems with litter at the Recreation Ground. *The Clerk has already responded. Cllr Dawson offered to meet in order to discuss any future problems and solutions of this kind. Cllr Duggan also offered any help that was necessary.*

Cllr Duggan had to leave the meeting early at this point.

10 Accounts and Budget Update

The accounts totalling £9195.80 were approved and it was agreed that they should be paid.

An up to date expenditure against budget was considered and accepted.

11 2007/2008 Council Accounts

The Clerk provided a statement of the Council's end of year accounts for 2007/2008. 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.

A report from the Internal Auditor, Mr Ted Taylor, had been circulated to members. Mr Taylor had commended the Clerk on the accuracy of the accounts and had been pleased with work completed on updating the asset register. 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. As agreed earlier in the financial year, Mr Taylor followed the Riccall Parish Council audit plan and the remit set for him, during work done to improve the effectiveness of internal audit. Mr Taylor had signed off the end of year accounts and filled in section 3 of the paperwork for the external auditor.

The Clerk will check whether the Selby Rd brick name planter and the Council trailer are listed on the insurance document and will add them, if not.

The appropriate sections of the external audit papers were agreed and the Clerk and Chairman signed on behalf of the Council. It had been agreed previously, after recommendation from the Admin & Finance committee 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.

Cllr Adamson reported back from the recent 'Climate change' conference that he has attended on behalf of Riccall PC. He talked about presentations that had been given and provided information to go into circulation.

Cllr Keen reported back from the Neighbourhood Watch AGM. He had given a presentation on behalf of Riccall PC, talking about the work of the Council and this had been well received.

The Clerk reported back from the most recent CiLCA training day. She advised members that she was hoping to have finished the portfolio before the end of July, ready for submission.

Cllr Dawson reported back from the most recent Town & Parish forum, which focused on improving Council websites and newsletters. Information was put into circulation. The next meeting will be looking at recycling and youth issues.

13 Planning

General correspondence:

Information had been received from County Cllr Liz Casling about the Station Rd development and other planning issues in Riccall. This had been dealt with under item 6 as Cllr Casling had attended the meeting.

The following planning applications had been granted by Selby DC:

Proposed erection of a two storey side extension to 27 Hall Farm Close, Riccall

Application for consent to carry out works to Oak Tree (T2) under TPO 24/1986 at Riccall Primary School, Coppergate, Riccall

The following planning application was considered:

Proposed classroom entrance and courtyard extensions at Riccall Community Primary School, Coppergate, Riccall (Case Officer – Cllr S. Tibbett)

It was agreed that there were no objections, as per the previous application. The Council still had some concerns over the safety of children entering and exiting the school from the car park.

14 Matters from the Annual Assembly of the Parish Meeting

All members had been given a set of minutes from the Annual Assembly, held in April. There were no matters to discuss. Ways of improving the public turnout for this meeting were discussed. It was agreed that it should be advertised in the Beacon next year and that maybe a speaker would help to improve the situation.

15 Street lighting

Street lighting contractor Gordon Brooksbank had announced that he would no longer be offering a service to local parishes, including Riccall, with immediate effect.

Information and quotes had been gathered from Tarmac Street Lighting, on the recommendation of Mr Brooksbank, and this had been circulated to members in preparation for the meeting. After consideration, it was agreed that Tarmac would be asked to maintain street lighting for the next 6 months and that the Council would go out to tender in September to find a long-term contractor.

16 Grant request

A request for financial assistance from Francis Loftus, head teacher at Barlby High school was considered, to maintain and support the school swimming pool.

Cllr Adamson declared an interest as a school governor for Barlby High and took no part in the discussion or vote.

It was agreed that £250.00 would be granted for this year, using the Local Government (Miscellaneous Provisions) Act 1976, section 19. Francis Loftus will be asked to provide running costs for the pool, so that consideration can be given to future financial support when setting the budget in November.

17 Fly-posting

Rachel Howden, a planning enforcement officer at Selby DC had given the Clerk some advice about fly-posting. She advised that under the Town and Country Planning (Control of Advertisements) Regulations 2007, any form of fly posting is an offence which is immediately open to prosecution, or to the removal or obliteration of any fly-posting material, if the district council decide to take remedial action against fly-posting in their area. In the case of a placard or poster, if the material identifies the advertiser displaying it, the Council must give two days written notice of the intention to remove or

obliterate it. This advance notice gives the advertiser the opportunity to contest the Council's proposed actions, but if the advertiser is not identified a placard or poster may be immediately removed or obliterated.

This advice was noted. It was agreed that the Clerk would look through some old Beacons for other advice given by Selby DC previously on this subject.

18 Councillor training

The Chairman and Clerk advised Councillors about forthcoming training opportunities (details had been circulated prior to the meeting). It was agreed that a session of full Council training would be investigated, to suit the needs of Riccall PC.

19 Archive storage

A discussion took place about the possibility of moving some of the older Council minute books and accounts ledgers into safe storage at County Hall (details circulated prior to the meeting). It was agreed that in the first instance, the Clerk should contact the Borthwick Institute in York to check which documents are being held there on behalf of Riccall PC. It was further agreed that the oldest minutes books, accounts ledgers and any other relevant maps and historically important documents should be moved from the current Council storage room to the records office at North Yorkshire County Council on long-term loan, as soon as is practical.

The Clerk will begin to sort out the archive storage room before these moves can take place.

The Clerk offered to set up a Riccall Parish Council stall for the Riccall Carnival on June 21st for consultation purposes. New plans for the pre-school recreational area can be shown. If the maps are available from the Borthwick Institute, they can be displayed too. Members offered to support the Clerk by taking turns to help her man the stall. A rota will be arranged nearer the time.

20 Riccall Parochial Charities

Mrs. Julie Robinson had approached the Clerk to ask for advice about the historical relationship between the Council and the Parochial Charity. The Charity is planning to re-write the trust document and clarify its management.

The Council discussed its future relationship with the Riccall Parochial Charity and were happy to move forwards on the following basis, if the Charity is agreeable;

The Council would be willing to act as custodial trustee of Riccall Parochial Charity (in the same way that it does for Riccall Lands Charity and the Village Institute). It would keep the legal documents of the charity in our safety deposit box and take responsibility for the charity if there were no available trustees, until new trustees could be put in place.

In return, the Council would nominate 2 trustees and the managing trustees would appoint the other two, with the vicar as a permanent trustee.

If the Parochial Charity is agreeable to this arrangement, then the Council would be want to view the trust document, before it goes off to the Charity Commission.

21 Walking the footpaths event

It was agreed that the walking the footpaths event should go ahead and that Val Fletcher would organise it on behalf of the scouting movement. Riccall Parish Council would pay for the refreshments and hot-dogs after the walk.

22 Skate park coaching

The Clerk gave an update on the skate park coaching sessions on Saturday mornings at the recreation ground. Gary Rowntree has been coaching around 8 – 10 children each Saturday on average. The Clerk goes along to the majority of the sessions as an additional adult. Insurance is in place with, 'Action Sports in Schools' and Gary has completed a first aid course.

The Clerk showed members photographs of recent skate sessions, taken with parent's approval that will go onto the website and will form part of a press release. It was agreed not to advertise the sessions any further at the moment, as Gary has enough beginners for the present time.

23 Vehicle activated signs

John Grogan has provided a response with regard to vehicle activated signs (VAS), stating that NYCC may review their policies in July 2008. He had provided a copy of the current protocol in use by NYCC. This had been circulated to all members.

Cllr Liz Casling had emailed to say that if the parish has land that it owns, where a VAS could feasibly be placed, then the Council can go through the planning process to site the sign. NYCC would then be a consultee in the process but would not take the final decision.

It was agreed that the Clerk should attempt to contact a company providing VAS and arrange an on site meeting to try and ascertain the most appropriate site for a sign, near to the Recreation Ground, before further decisions were taken.

It was agreed that a laminated banner should be placed onto the fence of the Recreation Ground in the meantime, warning motorists of the playground and asking them to slow down. The Clerk will attempt to organise this.

24 Minor items and items for the next Agenda

Next agenda – to consider a memorial tree for David Southall.

The Chairman thanked members and closed the meeting at 10.30pm

For Circulation;

YRCC – ‘Uniting people with a shared vision’

CPRE – North Yorkshire branch annual report

NYCC – household waste recycling centres

YLCA – White Rose Update

YLCA – Assembly digest