

WYKEHAM PARISH COUNCIL

Minutes of the Parish Council Meeting held at 6:30pm on Monday 7th December 2015 at the St John Office, Wykeham Business Centre.

Present:

Cllr Lady Downe (Chairman), Cllr. L S Day, Cllr. Colley, Cllr. Ashman and Mr G Parkin (Clerk).

Borough Cllr. Heather Phillips (part), PC G Bilton (part)

Before the start of the meeting, Lady Downe made reference to the Openness of Local Government Bodies Regulations 2014 and the Council's policy in respect of these obligations was displayed at the entrance to the venue.

No request to film or record was received or conducted and a designated area was not required.

1. Apologies for absence

Apologies were recorded for Cllr Sword and County Cllr Jeffels.

At this point, the clerk made members aware that there could be a potential problem with the ongoing membership of Cllr Sword under **Local Government Act 1972 S5 – 'Vacation of Office by Failure to Attend Meetings'**. The legislation states that failure to attend a meeting in a 6 month period commencing with the last meeting attended by the member will automatically bring the cessation of membership unless the failure to attend was due to a reason that has been approved by the council before the expiry of that period.

Cllr Sword attended a meeting on 27th July 2015 and had given formal notification of his apologies for the meeting held on 5th October and for the current meeting through prior business commitments in his capacity as Estate Manager. The six month period would end on 27th January 2016 and no further meetings are scheduled within this period.

The clerk outlined all pertinent facts and mitigating circumstances of the situation together with the 3 courses of action that were available to the members.

After due consideration, it was AGREED to minute the reason of his absence for the current meeting and approve it by affirmative resolution, the motion being proposed by Cllr Colley and seconded by Chairperson, Lady Downe.

2. Declaration of Interests and Register of Interests

In accordance with the adopted Code of Conduct, the Clerk may grant dispensation to any Member to allow them to contribute to the discussion of any agenda item should the meeting not be quorate as a result of a declaration of interest. This decision is in the

interests of the inhabitants of the Parish and will facilitate effective consideration of the business. Voting dispensations will therefore be considered as and when they become necessary.

3. Minutes of the Meeting held on Monday 5th October 2015

The Minutes were AGREED to be true records and were duly signed by Lady Downe.

4. Matters arising

- The clerk reported that the lease rental for Quarry Field was outstanding and suggested that a prompt, by way of an invoice would be presented to Mrs. Risker to secure payment. It was AGREED that in any event, the annual rent should be received within the financial year but ideally before the end of December.
- It was agreed to defer further discussions on the village plan to the next meeting when all members were hopefully present.
- The 'sinkhole' on Town End, Ruston had been reported to Wykeham Estate and NYCC highways in October but no feedback had been received. The clerk reported that Cllr Sword had recently advised him that the sinkhole had diverted water from the beck and that the beck was dry downstream until the recent rainfall. The clerk reported that this additional information had been passed onto Cllr Jeffels.
- Maintenance of West Gate beck had been reported to Wykeham Estate and the clerk was assured that this would be addressed in the Estate's budget proposal for next year.
- Cllr Ashman provided an update on the progress to date and outlined the plan of action moving forward. It was noted that the application for a Central Area Grant had been successful with an award of £1450 towards the cost of the project. Final details of the project were to be confirmed with a further site visit by NYCC highways pending in the near future. The clerk reiterated the importance of the project being completed by an approved contractor such that it indemnified the council from any potential claims in the event of any damage or injury sustained as a result of the signage. It was AGREED that the clerk sign the Acceptance Letter received from SBC on behalf of the council.
- Grass cutting budget was deferred to agenda item 6 later in the meeting.
- Cllr Day advised that some seating maintenance had been completed under the community payback scheme but the bus shelter was still outstanding and this would be followed up with Roger Burnett.
- It was agreed to include weed spraying as a deliverable component to the grass cutting agreement for 2016.
- The clerk reported concerns of the lack of response and action from NYCC highways in respect of provision of a grit bin for North Moor and the gully near Forest Lodge that had been previously reported and apparently cleared. Cllr Jeffels had been made aware and a very speedy response was forthcoming in

less than 24 hours. NYCC were currently awaiting delivery of the grit bins and asked for a more precise location of the gulley problem. Cllr Ashman AGREED to act as a point of contact for positioning of the grit bin and also be actively involved in the resolution of the gulley problem.

5. Finance

Members received the latest financial statement (Appendix 1) and noted Receipts and Payments made since the last meeting on 5 October 2015. Requests for payments were detailed and cheques duly authorized.

6. Budget 2016-7 & Model Agreement

The clerk circulated a proposed financial budget for 2016-17 in a revised format to make analysis of previous year expenditure easier to compare. He also relayed comments from Cllr Sword, with whom he had an informal discussion with on Saturday 5th relating to the budget, as Cllr Sword was not able to attend the meeting.

The members considered various aspects of the proposed budget; both in terms of variance analysis to current and previous years but also in relation to elements of new category spend that had not featured before.

The members approved the inclusion of a donation to St Johns Ambulance in lieu of use of the room but did not support a suggested donation to The Bridge at West Ayton.

Cllr Sword had indicated to the clerk that he would support the budget as presented. Cllr Day proposed that the budget be accepted and Lady Downe seconded the motion.

The clerk confirmed that the Model Agreement remained unchanged to 2015/6 and it was AGREED not to re-allocate any funds and maintain existing expenditure in each category. The clerk would sign the return accordingly and submit to Scarborough BC.

The members considered the precept for 2016/7 in relation to the 2016/7 budget and existing reserves and AGREED to maintain the existing level at £3127.

7. Clerk's Briefing

- The clerk distributed 'Minerals and Waste Joint Plan – Preferred Options' Consultation to the members. This was the latest stage on the plan which commenced in 2013 and is scheduled to have a final draft consultation in 2016. The clerk advised members that no sites are proposed in the parish for either mineral extraction or waste management. The members AGREED to make no representations to the consultation.
- The clerk referred to Planning Applications that had already been distributed for comments relating to Biomass Storage Shed at Wykeham Abbey and a Managers Dwelling and associated parking at St Helens Caravan Park. Lady Downe and Cllr Sword had declared an interest on both applications advising the clerk by email prior to the meeting and declined to offer any opinion. Cllr's Day, Ashman and Colley AGREED that the clerk could advise that the council had no objection to either application.

- The clerk reported that he had received correspondence from YLCA regarding the forthcoming Workplace Pension statutory obligations that the council must consider. The clerk also confirmed that the staging date for the council was 1st May 2017 and the nomination process had already been completed.
- The clerk formally declared his intention to 'opt out' thus releasing the council from the obligation of providing a pension scheme.
- The clerk advised members that NYCC had again offered the option of cutting urban highway grass on their behalf for a minimum of 6p per sq. mtr (last year 10p/sq. mtr). On the basis that last years offer was rejected because it would cost the parish council more to discharge NYCC obligations than the offer, this years offer was declined.
- The clerk reported that a letter had been received from HMRC stating that there was a credit on the account. The clerk stated that all payments had been remitted to HMRC and at this stage, he could see no explanation as to why they thought we were entitled to any refund. The clerk will continue to reconcile the situation and report back on the outcome.

8. Police Report

The clerk distributed the latest crime report received from Support Officer John Jackson.

PC Bilton explained that the report statistics covered the whole of the Derwent Valley and he thought it would be more useful to the members to focus directly on incidents that occurred in the parish. He went on to give an overview of all the incidents which ranged from acts of criminal damage to various thefts - these accounted for a large proportion of our statistics and PC Bilton advised the members that he would welcome any information at any time to assist in preventing crime taking place.

The council expressed their appreciation for his briefing and time taken to attend the meeting.

9. General Correspondence

- The clerk advised members that an email had been received relating to the Queens 90th birthday celebrations next year. The Mayor of the Borough is keen for the occasion to be celebrated locally alongside the celebration's in London but advised that any events of a 'street party' nature involving road closure/restriction would require the appropriate forms to be completed.

10. Public Question Time

Nothing to record as no members of the public present.

11. Date and Time of next meeting

Proposed : Council Meeting
 Tuesday 9th February 2016 at 6:30 pm
 St John's Office, Wykeham

Annual Council Meeting
Wednesday 4th May 2016 at 6:00 pm
St John's Office, Wykeham

Annual Assembly
Wednesday 4th May 2016 at 7:15 pm
St John's Office, Wykeham

**These dates to be confirmed as soon as possible by all members such
that they can be formally published**

Chairman

Date

DRAFT