

# ASKHAM BRYAN PARISH COUNCIL

## MINUTES of the ANNUAL meeting of the PARISH COUNCIL

held on Thursday 21<sup>st</sup> May 2020 at 7pm using remote access.

**PRESENT:** Councillor Andrew Steele (Chair)  
Councillors Kathryn Smith Kirsty Smahon Simon Peers  
Mark Walker

**In attendance:** One resident, Ward Cllr. Anne Hook and the locum Clerk.

### 1 VOTING:

It was agreed that voting would be by show of hands.

### 2 ELECTION OF CHAIR:

It was **resolved** that Councillor Steele be elected as Chair for the ensuing year proposed by Cllr. Smith, seconded by Cllr. Smahon. There being no other nominations, Cllr. Steele was duly elected and the Clerk would send him a Declaration of Acceptance of Office for signing.

### 3 ELECTION OF VICE-CHAIR:

It was **resolved** that Councillor Peers be elected as Vice-Chair for the ensuing year proposed by Cllr. Steele, seconded by Cllr. Smith. There being no other nominations, Cllr. Peers was duly elected.

### 4 COMMITTEES AND WORKING PARTIES:

It was **resolved** to disband the Recreation Area Working Party and bring all elements of management and development under the remit of the Parish Council (PC), proposed Cllr. Steele, seconded Cllr. Smahon, all in favour.

Membership of and Terms of Reference for the Natural Environment Group would be considered at the June meeting.

Membership of the Staffing Committee was deferred until such time as recruitment of a permanent Clerk was being considered.

It was **resolved** that the Chair and Vice-Chair be the voting representatives for Yorkshire Local Councils Associations (YLCA) meetings, in the event of a change of Chair or Vice-Chair, the new incumbents of those positions would become the voting representatives.

**5 APOLOGIES:** Cllrs. Hopwood and Mitchell.

**6 DECLARATIONS OF PECUNIARY INTEREST:** None

### 7 PUBLIC PARTICIPATION

A planning application for 4 The Court, Main Street had been received and the resident addressed the PC explaining the reasons for the work being carried out, the enhancement to the village overall, consultation with affected neighbours, arboricultural surveys regarding the horse chestnut and other trees, car parking arrangements etc. Once completed, the extended property would have a slightly larger footprint. A planning pre-application had been submitted and a reply from City of York Council was awaited.

## 8. TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON 19<sup>th</sup> MARCH 2020

It was **resolved** that the minutes of the meeting of the PC held on 19<sup>th</sup> March 2020 having been circulated, be approved and that the Chair be authorised to sign.

## 9. PLANNING

### a. Planning Applications Received

The following applications had been received since the previous meeting.

- 20/00424/FUL – Greenways, 25 Main Street - Single storey rear extension
- 20/00517/FUL - Proposed Sports Pitch Development To The South East Of 235 Tadcaster Road - Variation of condition 2 of permitted application 18/00251/FUL to change the drainage, FFL and ground levels to the pavilion
- 20/00562/FUL - 4 The Court, Main Street - Single storey extension with patio after demolition of existing conservatory, installation of 3no. roof lights to east elevation and 5no. roof lights to west elevation, re-roof dwelling, installation of replacement windows, conversion of existing home office and store room within former garage outbuilding to home gym, erection of detached car port

The PC had **no objections** to the first and the Clerk had replied using his delegated authority (this had since been approved (see below). The sports pitch was within the parish but well outside the village itself and as such, no response had been submitted. There were no objections to the third and the Clerk would respond accordingly.

### b. Planning Decision Notices Received

The following decisions were noted:

- 20/00463/TCA - Deneen 27 Main Street - Fell Conifer tree in a Conservation Area - approved
- 20/00393/TCA - Tuevais 101 Main Street - Fell Cherry tree in a Conservation Area - approved
- 20/00424/FUL – Greenways, 25 Main Street - Single storey rear extension - approved

## 10 TO RECEIVE THE NORTH YORKSHIRE POLICE CRIME REPORT

The report was received showing that there were no reported crimes in the Parish in April.

## 11 REPORT FROM WARD COUNCILLOR HOOK

Ward Cllr. Hook was thanked for her help in the reopening of green space including the recreational area. She reported on works to Chapel Lane and that she monitors all planning applications and supports the position of the PC on any application received. Cllr. Smith had reported a dangerous stile on a public footpath at Askham Richard and was pleased that this had been repaired promptly.

## 12 OTHER MATTERS

- 12.1** It was **resolved** to retrospectively approve a decision that the council sets up a new Facebook page called @askhambryanPCofficial, that any councillor who wishes to be made an "admin" on this page can be and that all information on this page needs to be approved by the council with a minimum of a quorum (in line with all other decisions), proposed Cllr. Steele, seconded Cllr. Smahon, all in favour. Cllrs. Peers and Smahon and the Clerk had administration rights for this page.

It was **resolved** that useful information communicated by Ward Cllr. Hook or by the YLCA be posted, proposed Cllr. Smahon, seconded Cllr. Smith, all in favour. Ward. Cllr. Hook could post on this page anything approved by the PC.

Cllr. Peers had considered a couple of Social Media policies from other parishes and was using them to inform a policy for Askham Bryan.

Concern was expressed that another Facebook page for Askham Bryan had the name parish in its title and that it could be mistaken as the official PC Facebook page.

- 12.2** It was **resolved** to adopt an appendix to the Standing Orders to allow meetings to be held remotely, a copy of which had been circulated to all Councillors, all in favour.

**12.3** It was **resolved** to cancel the Annual Parish Meeting as the restrictions caused by the pandemic outbreak made it unsafe to hold such a meeting in the normal way, proposed Cllr. Peers, seconded Cllr. Smahon, all in favour.

**12.4 Recreational area.**

- i. It was **resolved** to adopt the proposed maintenance schedule for the Recreation Area which had been circulated prior to the meeting as Appendix. A, all in favour. Specifically, this proposed fortnightly grass-cutting/strimming, tree survey reports every three years, regular inspection of the play area equipment and an annual Royal Society for the Prevention of Accidents (ROPSA) safety inspection. The Clerk would be sent a copy of the safety check list. The trees had been inspected the previous summer.
- ii. It was **resolved** to accept a quotation of £400 to widen the entrance gate to the recreational area to a width of 6' 3" and to remove bushes, all in favour. This was to make the entrance wide enough to allow access to commercial sized lawnmowers, the price included the gate and labour. It was noted that permission would be needed from a landowner (or their tenant) in order to access the recreational area.
- iii. It was **resolved** to accept a quotation of £32 per visit for inspection of play equipment (details of which had been circulated prior to the meeting as appendix C), proposed Cllr. Smahon, seconded Cllr. Smith, all in favour. Inspections would be on a fortnightly basis once the playground reopened with an inspection being carried out with immediate effect.
- iv. E-mails from Cllr. Mitchell regarding use of charity funds. In the absence of Cllr. Mitchell, it was agreed to defer this to the June meeting.

**13 FINANCE**

**13.1 Bank Reconciliation.**

The Responsible Financial Officer reported that the bank balance as of 10<sup>th</sup> May 2020 was £6,224.55. The balance on 1<sup>st</sup> April had been £2,598.79, the quiz night fund-raising event in March having raised over £2,000. The first instalment of the precept had been received and there were payments of £1,006.74.

**13.2 Report of invoices to be paid in May/June**

- Clerk's Salary 01/03/20 to 31/03/20 plus deductions payable to HMRC.
- Payment for bench installation £375 + VAT
- Grass cutting - 3 x £52.50 + VAT
- Yorkshire Local Councils Associations - Charities webinar - three delegates £45
- Reimbursement of Councillor's expenses for the quiz night - £70

The bank had been contacted about dual-authorisation implementation.

Cllr. Peers was owed for the subscription to Zoom remote access platform. Steps would be taken to see if it could be transferred to the PC or whether a new subscription in the name of the PC would be needed and this would be an agenda item for the June meeting.

**13.3 Annual Governance Statement (AGAR 2019/20 Part 3).**

**13.4 Accounting Statements 2019/20.**

The Internal Auditor was asking for further information and therefore formal approval of agenda items 13.3 and 13.4 was deferred to allow time for this to be sent and for her to report back.

**14 CORRESPONDENCE**

A list of correspondence received since the last meeting (items 47-76) had been circulated and the contents noted.

**15 DATES OF MEETINGS FOR 2020-2021**

The dates of PC meetings for 2020 were noted as follows; 18 June, 16 July, 20 August, 17 September, 15 October and 19 November 2020. These meeting to be held using remote access until current restrictions are relaxed.

The dates of PC meetings for 2021 were noted as follows; 21 January, 18th February, 18th March, 20th May, 17th June, 15 July, 19 August, 16 September, 21 October and 18 November.

The meeting closed at 7:37pm

Signed

Chairman, 18 June 2020