

# *Skelton Parish Council*

Parish Clerk: c/o, 10 Long Furrow, Haxby, York YO32 2WF  
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Minutes of the Ordinary Meeting of Skelton Parish Council held on Thursday 23<sup>rd</sup> May 2024 in Skelton Village Hall at 1930.

**Present:**

Councillors: Cllrs. J. Watson, C. Linfoot, J. Linfoot, K Hayton, T. Stead and N. Lansell.

Ward Councillor: Cllr. A. Hook

Members of the Public 3

Clerk: Colin Ellis

**24/016 Chair's welcome.**

The Chair welcomed all those present to the meeting. As the re-appointed Chair, she expressed the hope that the Council would continue to work together in the best interests of the village and its residents. The Chair reminded Councillors to let the Clerk know of any new residents to the village so he could send out a welcome letter.

**24/017a To receive and note apologies for absence given in advance of the meeting.**

None. It was noted that Cllr L. Mansell was absent.

**24/017b To consider the approval of reasons given for absence.**

None.

**24/017c To consider the co-option of eligible candidates to a vacancy on Skelton Parish Council.**

Two expressions of interest had been received and documentation had been sent to the prospective candidates for completion but had not yet been returned. Deferred to July meeting.

**24/018 To receive any declarations of interests not already under the Council's Code of Conduct or a member's Register of Disclosable Pecuniary interests.**

None received.

**24/019 To resolve to adjourn the meeting to hold the Open Forum to include: (Please note this will be limited to 30 minutes)**

**1. To receive any latest incident reports from North Yorkshire Police.**

No further report received from North Yorkshire Police. Philip Butler considered it would be beneficial if the PCSO's contact card could be supplied and be posted on the noticeboards throughout the village. The Clerk would make the request.

**2. To receive a report from the Ward Councillors.**

Cllr Hook had little to report as far as Skelton was concerned. Cllr Knight had sent an email indicating the possibility of CYC providing some funding for sport activities for children this summer if a suitable space could be found and asked the Parish Council to give consideration and advise on whether the village green could be used. Obviously, it would be most convenient for children in Skelton but would be open to all with a maximum of 50 children per session. York City Football Club Foundation would run the activity. She thought this could be a great opportunity to provide an outdoor activity. children during the long summer holidays. It was RESOLVED in principle to this initiative but considered as far as Skelton is concerned that the Football field would be the more appropriate location for this activity. Cllr Knight would be informed accordingly.

**3. To receive the Litter Picker's report.**

The Litter Picker had little to report other than the hedge in Orchard View needed cutting back and that soil had been deposited in the ditch alongside the pond path. The Chair thanked Cllr Stead for offering to deal with these issues.

**4. To receive resident's questions.**

**a. To receive any update on the untidy driveway at 2 Grange Close and environmental health issues**

No further communication had been received from the Planning Enforcement Officer.

**b. To receive any update on the provision of refuse bin stickers for residents of Moorlands Road.**

Cllr Knight had reported that she had not received a reply from CYC but was following up.

**c. To receive any updates on the provision of a waste bin for the A19 Layby North of Skelton.**

Cllr Knight had reported that she had made representation on the Council's behalf but had not yet received a response.

**d. To receive any updates on the request to CYC to sweep the loose footpath chippings down Brecksfield.**

e. Cllr Knight had reported that she had made representation on the Council's behalf but had not yet

received a response but was following up.

**f. Reported by Resident incident of boys taking rowing boat onto Skelton Pond. To consider and decide preventative measures.**

It was RESOLVED to accept Cllr Stead's offer to chain the boat to a tree at the pond.

**g. Resident had again reported bird mess on the Swing basket in the playground..**

It was RESOLVED that the Clerk should contact a qualified playground contractor and Dave Meigh of CYC to ascertain what attachments might be available to fix to the swing basket.

**h. To receive an update on the hanging of the portrait of King Charles III in the Village Hall.**

Cllr C. Linfoot asked if any decision had yet been made about the hanging of the portrait of King Charles III in the Village Hall as there was concern it could be damaged in store. It was noted that the Village Hall Management Committee had yet to meet to decide.

**24/020 To approve and sign the minutes of the Ordinary meeting of Skelton Parish Council held on 25<sup>th</sup> April 2024 as a true and correct record.**

It was RESOLVED to approve the Minutes of the Ordinary Meeting of Skelton Parish Council held on Thursday 25<sup>th</sup> April 2024 as a true and correct record of the proceedings and were signed by the Chair.

**24/021 To receive information on the latest ongoing issues and decide further necessary action on village and playground matters to include: -**

**1. To consider and decide to improve the village appearance by providing additional planters, replenishing plants, and planting new bulbs/trees.**

It was RESOLVED to note that no reply had been received from CYC on the Council's application for a license to facilitate the positioning of an additional planter on the Fairfields Drive/A19 junction. It was also noted the intention to replenish the plants/ plant bulbs on the existing planter on St Giles Road/A19 junction in the next few weeks.

**2. To receive progress report on the Community Speed Watch Initiative.**

The Chair reported that this initiative is now working well.

**3. To consider progress on celebrations for the 80<sup>th</sup> D Day Anniversary on 6<sup>th</sup> June 2024.**

It was RESOLVED to purchase 80<sup>th</sup> Anniversary bunting to be positioned on the trees on The Pasture with confirmation that the beacon would be lit at 9.15pm on the 6<sup>th</sup> June. It was also noted that an Anniversary meal is being held in the Village Hall on Friday 7<sup>th</sup> June from 12 noon, which had been advertised on the Council website and on Facebook.

**4. To receive update and consider any necessary actions to replace the path at the pond and to provide lighting with progress on any grant funding options.**

The Clerk reported that in accordance with the financial regulations 3 quotes for the work to replace the pond path, installation of lighting columns and a dropped kerb both sides of Park Close had been received and sent in advance to Councillors for consideration of accepting a preferred contractor. The Clerk also announced, notwithstanding the decision, that a preliminary application for funding had been submitted to the National Lottery Community Fund to ascertain whether this project is one that they would consider but it may take up to 12 weeks for a decision. Following discussion on the respective quotes received it was RESOLVED in principle to accept the quote from LJD Construction Services Ltd. Cllr C. Linfoot reported that there is still some hope of some funding from CYC.

**5. To consider progress on providing a new Notice Board on the Pasture.**

It was RESOLVED to note that this noticeboard had now been erected on The Pasture and was operational.

**6. To consider progress on purchasing a flagpole and location for placement.**

It was RESOLVED to note that the flagpole had been purchased, received, and would be positioned on The Pasture next week.

**7. To consider and decide on a twice yearly (or more frequently) walk around the village by councillors/clerk.**

It was RESOLVED in principle that this was a good idea with a date for the first walkabout to be decided at the July meeting.

**8. To consider progress on providing a warning notice and/or lifebuoy for the pond and placement.**

It was RESOLVED to note that both the warning sign and the lifebuoy had been erected at the pond but with some re-positioning required with the "Deep Water" warning sign requiring to be positioned higher.

**24/022 Financial Matters and Governance**

**1. To receive the bank reconciliation and budget monitoring report as of 29<sup>th</sup> April 2024**

It was RESOLVED to approve the financial reports as of 29<sup>th</sup> April 2024.

**2. To note the following receipts**

a. City Of York Council – 1 <sup>st</sup> Half Precept 24-25	£13697.50
b. Northern Powergrid – Wayleave rent 24/25	£ 6.90

**TOTAL £ 13704.40**

**3. To confirm the following payments of invoices: -**

a. Account-Ant (Yorkshire) – Internal Audit 23/24	£ 175.00
a. Salaries, oncosts, and mileage- April	(BP) £ 1142.32
b. Home working allowance Clerk- April	£ 26.00
c. Giffgaff monthly charges- April	(DC) £ 6.00
d. Clerks' printer contract allowance - addtl printing	£ 27.50
e. Microsoft Business Basic 365 monthly charge – March 24	(DC) £ 12.36

f. City of York Council Cemetery NNDR Charge	(DD) £ 60.14
g. YLCA Annual Membership Subscription 24/25	(BP) £ 485.00
h. City of York Council Cemetery Commercial Waste Charge	(DD) £ 52.38
i. Safetysigns4less – Pond warning sign “Danger Deep Water”	(DC) £ 52.06
j. Southern ropes – Lifebuoy and accessories	(BP) £ 261.00
k. ICCM – Membership subscription 24/25	(BP) £ 100.00
l. Earth Anchors Ltd – Notice Board Pastures	(BP) £1594.80
m. Amazon – refuse bags for Litter Picker	(DC) £ 43.95
<b>TOTAL</b>	<b>£ 4038.51</b>

It was RESOLVED to confirm payment of the above invoices.

**To approve the following payments:**

n. Salaries, oncosts, and mileage- May	(BP) £ 1145.74
o. Home working allowance Clerk- May	£ 26.00
p. Giffgaff monthly charges- May	(DC) £ 6.00
q. Clerks' printer contract allowance - Additional printing	£ 33.50
r. Microsoft Business Basic 365 monthly charge – April 24	(DC) £ 12.36
s. Sleightholm Landscapes – Grass Cutting 4 <sup>th</sup> & 18 <sup>th</sup> April	(BP) £ 936.00
t. LJD Construction Services Ltd – Installation of notice board	(BP) £ 696.00
u. City of York Council Cemetery NNDR Charge	(DD) £ 61.00
v. Harrison Flagpoles Ltd – Flagpole for The Pasture	(DC) £ 179.95
<b>TOTAL</b>	<b>£ 3096.55</b>

It was RESOLVED to approve payment of the above invoices.

**24/023 Annual Governance and Accountability Return 23/24**

**1. To consider the report from the Internal Auditor.**

The Clerk reported that the Internal Audit had been completed on 25<sup>th</sup> April and the subsequent report received. No matters arose from the audit to give any cause for concern, it being confirmed that the internal controls were operating as expected. The Annual Return had been signed by the Internal Auditor. It was RESOLVED that the Internal Auditor's report be accepted.

**2. To consider the assertions in the Annual Governance Statement and to approve the Annual Governance Statement for the year ended 31 March 2024 and for the chair to sign the Annual Governance Statement.**

It was RESOLVED to approve the Annual Governance Statement for the year ended 31<sup>st</sup> March 2024. The Chair signed the Annual Governance Statement.

**3. To consider the Accounting Statements for the year ended 31 March 2024 and to ensure that the chair signs and dates the Accounting Statements.**

It was RESOLVED to approve Section 2 of the AGAR, the Accounting Statements for the year ended 31<sup>st</sup> March 2024 and the Chair duly signed the Accounting Statements. It was RESOLVED that the Clerk should make arrangements to submit the Annual Return to the External Auditor PKF Littlejohn.

**4. To set the period for the exercise of public rights and to agree the publication on the website and noticeboard of the Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited together with the Annual Internal Audit Report, the Annual Governance Statement and the Accounting Statements for 2023/24.**

It was RESOLVED to set the period for the exercise of public rights to inspect the unaudited accounting statements from Friday 21<sup>st</sup> June to Thursday 1<sup>st</sup> August. The Chair expressed her thanks to the Clerk for completing the internal audit within a short period of time.

**24/024 Planning**

**1. To consider a response to the following planning applications: -**

None.

**2. To note details of planning applications decided by City of York Council and decide on any necessary action:**

**a.24/00337/FUL – 52a Fairfields Drive, Skelton, York YO30 1YP – Variation of condition 2 of permitted application 23/01762/FUL to alter the plans and elevations.** – Approved with conditions 24<sup>th</sup> April 2024.

**b.24/00460/FUL – 15 Pasture Close, Skelton, York YO30 1GZ – Single storey rear extension following demolition of existing conservatory** – Approved 10<sup>th</sup> May 2024.

**3. Other planning issues.**

None.

**24/025 To consider correspondence received and decide action where necessary to include: -**

**1. To receive emails from YLCA: -**

a. White Rose Updates, Law and Governance and E-training bulletins.

b. Training Programme April-September 2024

c. Councillor Development Framework Training 2024

**2. To receive emails from NALC.**

None.

**3. To receive emails from City of York.**

a. Residents update – May 2024.

b. Business update May 2024.

**4. To receive emails from other organisations.**

a. Office of Police, Fire and Crime Commissioner to be renamed York and North Yorkshire Office for Policing, Fire, Crime and Commissioning from 7<sup>th</sup> May 2024 following election for Mayor for York and North Yorkshire.  
**24/026 YLCA New Website launched 13<sup>th</sup> May 2024. Action required by Chair and Councillors to complete consent form.**

The Chair reminded all Councillors to complete the consent form on the YLCA new website if not already done so as soon as possible.

**24/027 To receive reports from the Council's representatives on external bodies and to consider any action.**

- a. York YLCA Branch Meeting - Next meeting now changed to 10<sup>th</sup> June Dunnington Reading Room at 7pm to avoid clash with 80<sup>th</sup> D-Day Celebrations and the General Election.
- b. Kyle and Ouse Internal Drainage Board. – No meeting. Clerk to contact KOIDB to determine dates of the meetings and to request minutes of any meetings.
- c. Village Hall – No meeting.

**24/028 To receive Councillors request for items to be placed on the agenda for the next meeting of the Council.**

The Chair reminded Councillors to let the Clerk have any agenda items for the July meeting before the deadline.

**24/029 To consider exclusion of the press and public from the discussion of item 24/030 by virtue of S.1(2) of the Public Bodies (admission to meetings) Act 1960 due to the nature of the following business to be transacted being prejudicial to the public interest.**

It was RESOLVED to exclude the press and public from the discussion of item 24/030 by virtue of S.1(2) of the Public Bodies (admission to meetings) Act 1960 due to the nature of the following business to be transacted being prejudicial to the public interest.

**24/030 To receive recommendations from the Finance Committee: To note the Clerk's additional workload with reasons and to approve overtime payment.**

It was RESOLVED to approve overtime payment to the Clerk for the exceptional workload during April in completing the Internal Audit.

**24/031 To confirm that the next meeting of Skelton Parish Council will be held on Thursday 25<sup>th</sup> July at 7.30pm.**

It was RESOLVED to confirm that the next Ordinary Meeting of Skelton Parish Council would be held on Thursday 25<sup>th</sup> July at 1930 and that there would now be a meeting in August on Thursday 15<sup>th</sup>.

The Chair closed the meeting at 2038.

J.D.Watson

Signed -----Chair Skelton Parish Council

25/07/24

Date-----