

Sancton Parish Council

**Minutes of the Parish Council meeting held on Monday 17th April 2023 at 7.00pm
in Sancton Methodist Chapel, Rispin Hill, Sancton**

Present

Cllr D Cary (Chair), Cllr A Liley, Cllr S Wightman (arrived 8.30pm) and Cllr M Wintersgill

Also Present (part of meeting)

ERYC Councillor D. Rudd

Apologies

Councillor Cllr P Parvin, ERYC Councillor L. Hammond

No public present

170423/1 - Apologies

Councillor P Parvin, S Wightman (for late arrival), and ERYC, Councillor L. Hammond.

170423/2- Declarations of Interest

- a) Declarations of interest by any member of the Parish Council: None
- b) No dispensations given to any member of the council in respect of the agenda items listed.

170423/3 - Minutes of Previous Meeting

It was **RESOLVED**: that the minutes of the meeting held on the 20th March 2023 were approved by Members and signed by the Chair.

170423/4 - Public Participation

No public present.

170423/5 - Reports from Ward Councillors

Councillor D. Rudd – updated the Parish Council on a number of matters including the Food and Drink festival, taking place on the 22/23 April in Pocklington town centre, Community Grants being available £1,500 - £5,000 (contact Helena Moss @ ERYC), free compost available locally on the 22nd and 23rd May, money made available by the government for supporting food banks and cavity wall insulation.

Councillor Rudd also confirmed that £2m has been made available from Defra for flood alleviation for Market Weighton and South Cave, and that road surface dressing would take place in some parts of Sancton by September 2023.

Councillor A. Liley referred to the ongoing problem of flooding at Low Street. Councillor Rudd confirmed that there was no specific funding for this and therefore residents would need to contact Yorkshire Water to tackle the problem.

The Chair thanked Councillor Rudd for his 38 years of service and dedication to the community and especially his regular attendance at Sancton Parish Council meetings and ongoing support for the

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parish. The Chair then presented Councillor Rudd with a card and a gift from the Parish Council as a gesture of thanks.

Councillor Rudd thanked the Chair and the Parish Councillors and then left the meeting.

170423/6 - Grounds Maintenance Contracts/Open Space Management

- a) Village field. The chafer bug issue continued, and the first grass cut had been completed. The Chair sought views on turning some of the field into a wild meadow. Councillor M. Wintersgill also enquired about the possibility of fixing wire mesh to some parts of the incline to prevent people slipping. Both ideas were considered to be worth considering further. It was **RESOLVED**: that the Clerk investigates both of these ideas and reports back with initial thoughts at a future meeting.
- b) Cemeteries, closed churchyard – It was confirmed that the first grass cut had been completed and the grass and moss collected. Due to the damage to the grass caused by chafer bugs, the grounds maintenance contractor has put down grass seed. It was **RESOLVED**: that the cost of the grass seed be reimbursed.
- c) Gravel Pits. Issues with dog poo bags being left – there is a bin there but not being used.
- d) Pond area including the water pump – the pipe appears to have been turned over again. The pond is coping well when the pipe is in the correct position. Councillor A. Liley to enquire with some residents. Build up of leaves – contractor monitoring this and keeping it clear. Joiner needed to complete work on pump and Councillor A. Liley to make initial enquiries.
- e) Car park. – The Clerk reported that he had spoken to Councillor C. Shepherd regarding the work he had done. The Clerk was developing a job specification and would then request further quotations which would be presented to the Parish Council. It was intended that the work would be completed during the Summer.
- f) Car Park sign – The Chair stated that ERYC had agreed to provide the sign, funded by Sancton Parish Council. The Clerk would contact ERYC regarding this.
- g) The Chair had reinstated the tree guards.
- h) A request had been made a while ago for the price of 2 plaques – one for the Queen and one for the Duke of Edinburgh. The Clerk would investigate progress.
- i) Village Enhancement working group – no feedback from the flyers.
- j) Other open space management issues – rabbit holes had been filled in and the paths will need to be sprayed.
- k) Grounds maintenance contract – cutting now started.
- l) Play area – Councillor A. Liley reported that there were two issues. Graffiti had been daubed in an oil based paint on the back of a notice board. Also the floor material is lifting. The Chair agreed to provide the Clerk with contact details for the company to undertake a repair to the flooring. The paint issue would be undertaken during the Summer.

170423/7 - Coronation – King Charles III – 6th May 2023

The Clerk reported that the flag had been received and had been passed to Councillor A. Liley. Councillor A. Liley reported that flyers had been produced and delivery arrangements were in place. The vicar had asked for the Parish Council to select a hymn and it was agreed that Love Divine would be suggested.

Food and drink arrangements were in hand, but some further support from volunteers was needed. There was some discussion regarding any volunteers required for Parish Council activities and weeding and the placement and removal of bunting was suggested.

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It was **RESOLVED:** – That in addition to the purchase of the flag, the Parish Council would reimburse the Village Hall up to the sum of £500.00, for relevant receipted items relating to the village Coronation event. It was further **RESOLVED:** that if £500.00 was insufficient, the Chair, in consultation with the Clerk, has delegated powers from the Parish Council to discuss and agree an additional reasonable sum to cover the necessary costs of the event.

170423/8 – Accounts and Payments

The following payments were approved and the cheques signed:

17/04/23	J Drury (Clerk)	Reimbursement for mileage for attending meetings – March 23 Total miles 25 x 45ppm = 11.25	11.25
17/04/23	J Drury (Clerk)	Reimbursement for flag purchase	92.72
24/04/23	J Drury (Clerk)	Salary 01/04/23 – 31/04/23	250.10
17/04/23	Lord Manton's Houghton Estate	Village Field – Rent – half year	18.00
17/04/23	Vision ICT	Website maintenance and support	78.00

The Clerk reported that he had not received the bank statements and therefore there was no financial report for consideration.

Councillor M. Wintersgill had completed the forms required by the bank and returned these to the Clerk, who would now despatch them to the bank to allow them to update their details.

170423/9 - Grants and Donations

No updates.

170423/10 - Sancton Hill Wind Farm Fund

Councillor A. Liley confirmed that she would be attending her first meeting on 18th April 2023 and would report back to the Parish Council.

170423/11 – Planning Applications

No new applications received.

170423/12 - Correspondence

Correspondence received, noted and action resolved:

- i. ERYC – Neighbourhood Watch – Networking event -
- ii. ERYC – Community Newsletter
- iii. Rural Services Network - Bulletin
- iv. Little Weighton Farmwatch AGM
- v. ERNLLCA – Infrastructure Levy – consultation
- vi. Police – Newsletter
- vii. East Riding – Community Newsletter
- viii. The Conservation Volunteers (TCV) in Hull – description of services

All correspondence considered and discussed as appropriate.

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170423/13 - Storage of files and documents including archiving and destruction

The Clerk reported that he had spoken to ERNLLCA and they had provided 'Local Council Documents and Records' a publication produced by the National Association of Local Councils, together with the 'Transparency Code for Councils.' Whilst both documents were informative, they do not remove the issue of a significant volume of documentation and its safe and secure storage.

Whilst Councillor P. Parvin had kindly volunteered some storage space in her garage, the Clerk remained concerned that although this may be ideal for lighting and equipment, it was not a sensible way to store required documentation.

The Clerk had therefore discussed confidential filing and storage with a local specialist company and the indicative costs were discussed, with one off costs of around £100 and annual costs of around £200. Additional services including safe managed destruction of documentation could also be undertaken by this specialist company if/when required.

It was **RESOLVED:** that the Clerk discusses the issue with the Clerk for Newbald. In addition it was agreed that the Document retention and destruction policy for Sancton Parish Council be updated and presented to a future meeting of the Parish Council for consideration and to assist in future sifting of documents.

170423/14 - Minor Items

- a) The design of the Memorial Garden was discussed and it was agreed to be a substantive agenda item for the May meeting.
- b) Councillor S. Wightman agreed to take measurements for the gravel and arrange quotes that would be presented to the Parish Council
- c) Councillor S. Wightman agreed to purchase the two benches and be reimbursed by the Parish Council.

170423/15 - Agenda for next and future meetings

It was agreed that:

- The Election outcome and likely co-option of additional member(s) and
- Memorial Garden and
- Storage of documentation

be included in the agenda for the May 20223 meeting.

170423/16 - Next Meeting – Would take place, subject to any change, on Monday 15th May 2023 at 7.00pm.

The meeting closed at 8.55pm.

Signature_____ Date_____