

Sancton Parish Council

**Minutes of the Parish Council meeting held on Monday 19th June 2023 at 7.00pm
in Sancton Methodist Chapel, Rispin Hill, Sancton**

Present

Cllr D Cary (Chair), Cllr A Liley, Cllr P Parvin, Cllr S Wightman (arrived 8.00pm) and Cllr M Wintersgill

Also Present

None

Apologies

ERYC Councillor L. Hammond

No public present

190623/1 - Apologies

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

190623/2- Declarations of Interest

- a) No declarations of interest by any member of the Parish Council
- b) No dispensations given to any member of the council in respect of the agenda items listed.

190623/3 - Minutes of Previous Meeting

- a) It was **RESOLVED**: that the minutes of the Annual Meeting of Sancton Parish Council held on the 15th May 2023 were approved by Members and signed by the Chair.
- b) It was **RESOLVED**: that the minutes of the Annual Sancton Parish Meeting held on the 15th May 2023 were approved by Members and signed by the Chair.

190623/4 - Public Participation

No public present.

190623/5 - Reports from Ward Councillors

Councillor D. Cary updated the meeting on the ERYC press release regarding the devolution deal for East Riding. The Leader had spoken to Hull Council and government ministers and it was agreed that this appeared to be the best deal for East Riding.

The surface dressing of the main road through Sancton had been completed, however damage has since been caused by the large load of Dogger Bank traffic. The Chair agreed to raise this matter at ERYC.

190623/6 - Grounds Maintenance Contracts/Open Space Management

- a) Village field. – Nothing to report.
- b) Cemeteries, closed churchyard. It was noted that Cemetery regulations would be considered later in the meeting.

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- c) Gravel Pits. The Chair stated he had received a request to cut the grass. Following an inspection it was considered that it wasn't Parish Council responsibility, and ERYC would not cut it.
- d) Pond area including the water pump. Councillor Liley had discussed the requirements with a local tradesperson and was waiting to receive a quotation for the remedial work. It was agreed that the work should be completed in durable hard wood. It is anticipated that the work will cost around £800 and therefore it was **RESOLVED:** that the Clerk applies for a small grant to part fund the required work.
Councillor Parvin confirmed that she had purchased plants and planted them as previous approved by the Council and receipts were submitted for reimbursement.
- e) Car park. Quotations to be considered later in the meeting as a Confidential item. The issue of a parked camper van overnight was noted and it was **RESOLVED:** that the no overnight parking restriction should be imposed.
- f) Other open space management issues – The Clerk reported that the repair to the wetpour surface in the play area had been completed and seemed to be of a reasonable standard.
- g) Grounds maintenance contract - Nothing to report.

190623/7 – Accounts and Payments

- a) The following payments were approved and the cheques signed:

19/06/23	J Drury (Clerk)	Reimbursement for mileage for attending meetings – May 23 Total miles 25 x 45ppm = 11.25	11.25
25/06/23	J Drury (Clerk)	Salary 01/06/23 – 30/06/23	250.10
19/06/23	HMRC	Tax liability 06/01/23 – 05/04/23	187.20
19/06/23	S. Wightman	Reimbursement for 2 x benches	1,540.00
19/06/23	Abacus Playgrounds Ltd	Urgent repair to wetpour safety surface	2,383.20
19/06/23	Autela Payroll	Payroll April – June 2023	54.58
19/06/23	D. Cary	Reimbursement for printer cartridge	21.40
19/06/23	P Parvin	Reimbursement for plants	104.83

- b) Update on Parish Council Bank Accounts - Councillor Wintersgill confirmed that following her visit to the Beverley Branch, she had completed the form and returned it to them as requested. The Clerk confirmed that he had also been to the branch, but they were not able to progress things and the situation was frustrating and unacceptable.
- c) The Clerk presented the Final Year End Accounts. The internal audit work was ongoing and therefore these may be liable to change as a result. It was **RESOLVED:** that the final accounts (subject to Internal Audit) for 2022/23, be approved and were signed by the Chair.

190623/8 – Audit 2022/23

The Clerk reported that he had submitted all the documentation to the Internal Auditor and the review process was ongoing and would be completed in time for the audit report to be presented to the July meeting. This was noted. As the Council had received less than £25,000 and spend less than £25,000 during the 2022/23 year, Sancton Parish Council was eligible to apply for an Exemption from the external audit. The Clerk outlined the process and the form involved. It was

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RESOLVED: that Sancton Parish Council would apply for an exemption for the external audit for 2022/23 and the appropriate form was signed by the Chair.

190623/9 – Review of Policies

Previously all policies were renewed in bulk during a single meeting. The Clerk proposed that a rolling review throughout the year would allow more focussed time on the policies. A proposed schedule of Policy reviews was issued. It was **RESOLVED:** that the rolling review be adopted and that the calendar of policy reviews be approved.

Councillor Liley referred to the need for a review of the safeguarding and equalities policy to be included and the Clerk confirmed this.

190623/10 - Cemetery Policy and Fees and charges

The current policy was considered and subject to the changing of the details for the Clerk, it was **RESOLVED:** that the Policy be approved. Further work is ongoing regarding the internment of ashes, and when this was concluded the Policy would be amended to reflect appropriate changes.

The Council then considered the fees that were set and charged by the Council. It was proposed by Councillor Liley and **RESOLVED:** that the fees for residents be increased by the same annual percentage increase as determined by ERYC, and that the fees for non-residents of Sancton Parish be set at the same level as the charges set by ERYC and increased in line with ERYC increased annual charges.

190623/11 - Wildflower Meadow

The Clerk had issued the information provided by the Conservation Volunteers. In view of the specialised nature of this work, it was **RESOLVED:** that an initial onsite meeting should be arranged with the Conservation Volunteers and as many Councillors as possible to develop the ideas and specification that would be required to establish a Wild Flower meadow. It was also noted that the creation of a Wild Flower meadow may alter the amount of work and the timing of work for our grass cutting contractor. It was hoped that the contractor could be involved in the planning of this. Any changes to the work required would be developed in the revised specification that would be issued in time to have a new grass cutting contract in place for 2024.

190623/12 - Summer Recess

There were discussions regarding the pros and cons of a Summer recess. It was **RESOLVED:** that there would be no recess and the approved calendar of meetings would remain unchanged.

190623/13 - Festive Lighting MPAN (Meter Point Administration Number) agreement

The Clerk explained that this document had been issued to the Council and was required to recognise the work approved and undertaken to provide a power supply for the Christmas lighting. The form was reviewed, and it was **RESOLVED:** that the form be approved and signed by the Clerk.

190623/14 - Sancton Hill Wind Farm Fund

It was **RESOLVED:** that the Clerk applied for a small grant towards the cost of the work planned on the water pump.

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190623/15 – Planning Applications

- a) No new applications received.
- b) Notification of Decision – Erection of two dwellings and a detached building with two garages and two office/gyms above (revised scheme of 20/03932/PLF Land North of Langdale Cottage, King Street, Sancton YO43 4QP. Decision: Refused planning permission due to its scale, bulk and mass having a significant adverse impact on the listed buildings as White Row Cottages.

190623/16 - Correspondence

Correspondence received, noted and action resolved:

- i. Rural Service Network – Rural Bulletins
- ii. ERNLLCA – Newsletter
- iii. SSE Renewables – Dogger Bank Wind Farm – deliveries. It was noted that the road had been damaged by this delivery and the Clerk was asked to notify Highways of this problem.
- iv. Cllr Hammond – Whole Council Training – joining with Bishop Wilton. This was discussed and there was no interest to participate in the training event.

All correspondence considered and discussed as appropriate.

190623/17 - Minor Items

- a) It was noted that the contents of the Parish Council first aid kit were out of date and it was **RESOLVED:** that the first aid kit be destroyed and not replaced.

190623/18 – Agenda for next and future meetings

It was agreed that the Audit report, Cemetery update and Christmas event be included as items on the agenda.

190623/19 - Register of Interests

Members were reminded for the need to complete these and return to the Clerk.

190623/20 - Exclusion of the Press and Public

All press and public were excluded due to the commercially confidential nature of the final item.

190623/21 - Next Meeting

It was confirmed that this would take place on Monday 17th July 2023 commencing at 7.00pm.

The meeting closed at 8.50pm

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190623/22 - Confidential Item – Quotations for Car Park Edging

The Clerk reported that this item was commercially confidential due to the nature of the pricing provided by competitive companies.

The Clerk had spoken to 3 companies and asked them to provide quotations. Of these, two provided the information required. In view of the relatively low level of work and the specialised nature and the fact that two independent companies had provided quotations, it was **RESOLVED:** that the Council would award the contract despite only having received two quotations.

The two quotations were considered and it was **RESOLVED:** that the contract to undertake the work be offered to Sewell's as they offered the lower price, had a good reputation and would be able to complete the work during this summer. The Clerk agreed to notify the school when dates were finalised.

Signature_____ Date_____