

Sancton Parish Council

Minutes of the Parish Council meeting held on Monday 16th October 2023 at 7.00pm in Sancton Methodist Chapel, Rispin Hill, Sancton

Present

Cllr D Cary (Chair), Cllr A Liley, Cllr P Parvin and Cllr S Wightman

Also Present

Ward Cllr Leo Hammond

Apologies

Cllr M Wintersgill

No public present

191023/1 – Apologies

Cllr M Wintersgill

191023/2 – Introduction of new Clerk and signing of the contract.

The Chair introduced the new Clerk and RFO, Miss Hannah Bowater.

The Chair and the Clerk signed the contract.

161023/3 - Consideration of Public Participation and Recording of Meeting

No public present.

161023/4 - 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.

161023/5 - Minutes of Previous Meeting

- a) It was **RESOLVED:** that the minutes of the Ordinary Meeting of Sancton Parish Council held on the 4th September 2023 were approved by Members and signed by the Chair.

161023/6 - Public Participation

No public present.

161023/7 - Reports from Ward Councillors

Councillor Hammond reminded the Council of the Design Code Document and encouraged them to respond on a council and a personal basis as any changes made to the design code will strengthen the planning process and be in favour of the East Riding communities. He continued to say that the changes are due to come into effect in January next year.

Cllr Hammond added that the next stage of the design code process will be settlement specific.

Cllr Hammond reported that ERYC are looking into changes to the speeding policy. This may include more flexibility and freedom to implement 20mph zones where there is a local reason for example a sharp bend or high pedestrian footfall.

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In addition, the Police and Crime Commissioner is promoting the community speed watch scheme including introducing the use of bodycams which would reduce the number of volunteers required to run the scheme.

Cllr Hammond added that some complaints have been received by Market Weighton parish about uncut hedgerows along Sancton Road. Cllr Hammond stated that ERYC are challenging the landowners and asking them to cut them. Any hedgerows which are not cut in good time by the landowners will be cut by ERYC and the landowners charged for the work.

161023/8 - Grounds Maintenance Contracts/Open Space Management

- a) Village field – Some green waste from the churchyard has been piled up and awaiting dry weather to be burnt.
- b) Cemeteries, closed churchyard – Cllr Wightman confirmed that the grass seed has been replanted and is growing. Cllr Wightman went on to report that she had contacted the Diocese regarding faculty as the church does not own the land. The Diocese confirmed that permission is required by PCC. The process is ongoing.
- c) Gravel Pits – nothing to report.
- d) Pond area including the water pump – A parishioner has been in contact with the Clerk to report the ongoing issue with a leak at the pond. Cllr Parvin has been to look at the leak with Robin. They confirmed that the leak is not to do with the pipe and water appears to be running into a small crack. Robin will fill the crack with a suitable filler. The Parish Council will continue to monitor the situation and see if filling the crack has an effect.
- e) Car park. – The concrete edging work is now complete and to a high standard. The Chair remarked that some of the gravel is becoming bare in the middle. The school have offered to pay half towards adding some more pea gravel to fill it in.
Some grass is growing through the gravel following grass seeding. This has been sprayed.
Cllr Wightman added that there is an unfinished area at the entrance to the carpark. No issues with it now but the PC will continue to monitor for any wear.
- f) Other open space management issues. – Nothing to report.
- g) Grounds maintenance contract – See item 161023/15.

161023/9 – Cemetery Update following site visit.

See item 161023/8b

161023/10 – Goldie Hill possible improvements.

ERYC have agreed with the plans for a wildflower area.

Cllr Hammond added that if trees are to be planted then specific permission will be required.

It was **resolved** that Cllr Hammond will speak with ERYC Highways about planning trees on the bank to see if it is viable and agreeable.

161023/11 – Co-option of Councillors

The Vacancy is still displayed on the Parish Council noticeboard. The Council will continue to advertise the vacancy.

Cllr Lily suggested that the process of becoming a Councillor may be off-putting and proposed that the co-option policy be reviewed.

Cllr Wightman confirmed that that policy is due for review. It was **RESOLVED**: that the Clerk will add to the next agenda for discussion.

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161023/12 – Accounts and Payments

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

16/10/23	H Bowater (Clerk)	Reimbursement for stamps: receipts for £12.00	12.00
16/10/23	H Bowater (Clerk)	Salary 01/09/23 – 25/10/23	458.73
16/10/23	Autela	Payroll system Q2	54.58
16/10/23	L Ward	Cloud Storage reimbursement	25.00
16/10/23	Lord Manton Estates	Sancton village field half year rent	18.00
16/10/23	BDS Groundworks	Car Park kerbing works	5917.44
16/10/23	Vision ICT	Website and email hosting - Annual	404.70

- b) Financial report – The Clerk reported that the bank statement for August is missing and so a financial report could not be produced this time. All payments from September have been added to the Cashbook in the meantime.
- c) Update on Parish Council Bank Accounts – The Clerk has received September’s bank statement, forwarded on from a previous Clerk. It was **RESOLVED:** that Cllr Parvin as a signatory on the bank account will attempt once again to have the address changed and previous clerks removed. This is an ongoing matter.
- d) Consideration of approach for future Internal Audit Update – Cllr Liley has spoken on a casual basis with S Vicary who has said they would be happy to take on Sancton’s internal audit. The Council are happy to proceed. It was **RESOLVED:** that the Clerk will contact S Vicary to arrange a formal agreement.
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161023/13 – To review asset of community value

The Chair suggested that the Council re-apply to have the village field added as a community asset. Following the investment of money into the car park this would add strength to the application which has been previously refused.

The Council are conscious that as a courtesy the Houghton Estates Manager should be contacted to inform them of the Councils intentions.

It was **RESOLVED:** that the Clerk will look into the application process and the Chair will contact the Houghton Estates Manager.

161023/14 - Wildflower Meadow

Following some discussion, concern was expressed regarding the potential waste of money due to the ongoing maintenance costs which would be involved. It was **RESOLVED:** that this matter be closed.

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161023/15 – Grass Cutting Contract: To discuss options for renewal 2024

The Chair reminded the Council that the current grass cutting contract will be up for renewal in 2024 and so 3 contractors will be required to bid for the contract.

It was **RESOLVED:** That the Clerk will draw up a list of ongoing tasks which must be included in the contract and add that any ad-hoc jobs required will be paid separately accordingly. The Clerk will prepare this for approval at the next meeting.

0409823/16 - Sancton Hill Wind Farm Fund: To discuss ideas for application

The Councillors were asked to put forward any ideas for the Windfarm fund application. There was an expression of concern that there is little time to gather quotes for any larger scale projects.

The Councillors agreed that a general refurbishment of the pond area would be a good use of the funds.

It was **RESOLVED:** that Cllr Lily will prepare a breakdown of the funds required for the application including: a new bench, spring bulbs, replacement of the pump top. The Clerk will action once received.

161023/17 – Planning Applications

- i. 23/02548/VAR Variation of Condition 8 (approved plans) of planning permission 20/03932/PLF (Erection of 2 detached dwellings and associated works, including provision of parking area) to allow revised window/door materials to Plot 1 and 2, addition of sun room and pergola to rear of Plot 2, and alterations to site layout (Retrospective)

It was **RESOLVED:** That the Clerk will add the following comments on behalf of the Parish Council.

The Parish Council do not object to the principle of the extension but have concerns that the parking encroaches on what we believe is classed as open countryside. Regardless of the official classification, it is an important green space in the village. Sancton is one of the few villages with an open green space in the centre of the village and it is a unique feature.

The Parish Council recommend a site visit by the Council officers.

Ward Cllr Hammond left the meeting at 20:37

161023/18– Correspondence

Correspondence received and to resolve any action:

- i. Ward Cllr Aitken – Safeguarding children and young people
- ii. ERYC – Village Walkabout
- iii. Parishioner complaint – concerns about the water leak at the pond.

Discussed – see Minute 161023/8d

- iv. Wicksteed – Playground health and safety inspection reminder

RESOLVED: The Clerk will respond and schedule the inspection.

- v. ERYC – Devolution update

- vi. ERYC – Topic for Scrutiny

RESOLVED: The Clerk will respond to the Topic for Scrutiny on behalf of the PC by suggesting that Social Housing be looked at.

All correspondence considered and discussed as appropriate.

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161023/19 Christmas Event

Cllr Liley confirmed that the date of the Christmas event is set as 3rd December.

Cllr Liley also confirmed that the carol singing leaders have been assigned, the Village Hall will be arranging the food and bar and 'Santa' has been arranged. Cllr Lilley added that the band has been arranged. They will not charge a fee, but they will have a bucket for donations for their own chosen cause. This is not an affiliation with the Parish Council.

The Parish Council monetary contribution will be for the tree and festive lighting.

It was **RESOLVED**: that the Chair will arrange the tree and delivery of.

The Clerk confirmed that the budget agreed for the Village Christmas is £450.

161023/20 - Community Governance Review

The consultation period window is now closed, and the previous Clerk responded in line with the Parish Council comments.

There have been no further developments. Clerk will continue to monitor for any updates.

161023/21 – Policy Review

a. Document Retention

The Clerk has found that generally, 7 years is the time required to hold documents. The Clerk will contact ERNLLCA to confirm.

b. GDPR

To carry over to the next meeting.

161023/22 - Minor Items

- a) Cllr Lilly commented that as the Clerk works for another parish council, it may be mutually beneficial to cover costs such as ERNLLCA membership and other similar costs between the Councils.

It was **RESOLVED**: that the Clerk will speak with the other parish council in question to offer the suggestion.

161023/23 – Agenda for next and future meetings

In addition to the regular agenda items for the November Meeting, it was **RESOLVED**: that the following specific items are included in the Agenda for the November meeting:

- Christmas village event
- Policy reviews
- Ongoing cemetery updates
- Pre-precept budget
- Asset of community value

161023/24 - Next Meeting

It was confirmed that this would take place on Monday 20th November 2023 commencing at 7.00pm.

The meeting closed at 21:06

Signature_____ Date_____