

SKELTON CUM NEWBY PARISH COUNCIL

c/o Nick Reed, Clerk, 9 Little Market Place, Masham, N. Yorks HG4 4DY

MINUTES OF A PARISH COUNCIL MEETING

DATE: Thursday 12th July 2018
TIME: 7.00pm
LOCATION: The Reading Room, Skelton-on-Ure
PRESENT: Councillors Jane Mosley (Chair), Lawrence Paterson, Jim Spillings, Guy Critchlow
(after item 18.13), Phil Tottie (after item 18.13)
CLERK: Nick Reed (minutes)
IN ATTENDANCE: Two Members of the Public [MoP]

18.09	Clerk / RFO Cllr Mosley on behalf of the council welcomed Nick Reed to his first meeting as the newly appointed Clerk and Responsible Financial Officer.
18.10	Declarations of interest and requests for dispensation Cllr Mosley declared a pecuniary / ownership interest in item 18.23.
18.11	Apologies There were none.
18.12	Minutes of the Parish Council meeting held on 12th June 2018 These were AGREED as a true record of the meeting, and signed as such by the Chair.
18.13	Co-option of new Parish Councillors Guy Critchlow and Phil Tottie had expressed an interest in serving as Parish Councillors. It was RESOLVED to co-opt them both, and they duly signed acceptance of office forms at this point. <i>Note: the council is now at full strength with no remaining vacancies</i> Action: Clerk to inform Harrogate BC and circulate Good Councillors Guide to the new appointees
18.14 18.141	Ongoing issue from the minutes for updating Reading Room damp protection: Cllrs Mosley and Spillings had met with the landlord's representative and all agreed that this was indeed a problem about which something should be done. That group had suggested that insulation board should be installed in the store cupboard at the landlord's expense, and vents installed in the cupboard door at the council's expense. Councillors RESOLVED to accept this arrangement and expense of the work to the door, and it is hoped that the work will be undertaken in the near future, and certainly before the autumn.
18.142	Langthorpe Road: There was no update to report from NYCC Highways. Action: Cllr Paterson to progress this with Highways.
18.143	Annual Governance and Accountability Return: It was NOTED for the record that all AGAR papers had been completed and returned in good order and ahead of the deadline. The council recorded its THANKS to Cllr Spillings and Mrs Spillings for undertaking this work efficiently and at short notice.
18.15	Questions or comments from members of the public There were none.
18.16	Reports from district / county councillors There were none

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18.17	Grievance policy Councillors considered the document as circulated and RESOLVED to adopt it as council policy.
18.18	Emergency / resilience plan Cllr Mosley reported that Harrogate BC is still working on a simplified template of its own emergency plan for circulation to smaller parishes, which can then populate it with their own information, contact details etc. The question of GDPR issues relating to contact information / telephone trees was discussed, and it was hoped that HBC would provide guidance on this.
18.19	Parish Council name It was noted that he proposed formal change of name to "Skelton-cum-Newby Parish Council" from "Skelton Combined" (HBC), "Skelton Grouped" (NYCC) and other variants goes before the relevant Harrogate BC committee at the end of July. Councillors expressed the hope that this would be approved straightforwardly and bring a satisfactory end to a lengthy process. Action: Clerk to inform all Parish Council contacts of the name change if and when approved
18.20	Financial matters
18.201	Retrospective approval of payments: Following advice from the internal auditor, it was RESOLVED formally to approve the following payments previously made for the minutes: Cllr Spillings (Millennium Pond expenses reclaimed) £63.96, chq 014); Clerk salary Jan-Apr, chq 015; PAYE 2017-18 qtr 4, chq 016; Green Tech £79.20, (part of) chq 017; H Hill & Son £91.20, chq 018, Cleaner wages May, chq 021; Clerk salary May, ch 022; Zurich Insurance £478.24, chq 023, PAYE qtr 1, chq 024; Boroughbridge Library (re Stronger Communities project) £25.00, chq 028.
18.202	Direct debits: It was RESOLVED to approve quarterly direct debit payments to Yorkshire Water and Npower, for Reading Room utilities, and six-monthly standing order to Newby Hall for Reading Room ground rent, for the year 2018-19.
18.203	Financial statement and approval for payments The Council was noted as having on hand £5,507.04 at 1 st July 2018 It was RESOLVED to approve the following payments: Cllr Mosley (repayment of Stronger Communities project expenses) £125.62; Cllr Spillings (repayment of Reading Room expenses) £33.75; Mrs P. Harrison (internal audit 2017-18) £109.80; Cllr Mosley (repayment of memorial plaque purchase – minuted in 2017-18 but not paid) £5.99; Cleaner (wages – June and July). Sums of £116.01 (Npower) and £26.90 (Yorkshire Water) were NOTED as having been taken by direct debit and these payments were approved. The cash book balance after these payments was noted as being £5,110.88.
18.21	Banking The Council unanimously RESOLVED the following: <ol style="list-style-type: none">1. That the address on the council's bank accounts, HSBC Numbers ****2825 and ****2833, be changed FROM 4 Cherry Tree Close, Skelton-on-Ure, N. Yorks HG4 5AL TO 9 Little Market Place, Masham, N. Yorks HG4 4DY.2. That the signatories are to be any two from Cllrs Critchlow, Mosley, Paterson, Spillings and Tottie, and the key contact to be the Clerk, Anthony Nicholas Reed, of the new address noted above, who is not however to be a signatory;3. That the name of the account be changed FROM "Skelton Parish Council" to "Skelton-cum-Newby Parish Council" Action: Clerk to prepare a letter to HSBC enclosing this resolution, to be signed by two existing signatories and sent to HSBC Ripon
18.22	Commuted sums

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	<p>It was NOTED that Harrogate BC holds commuted sums of £776.59 in available for Skelton Cricket Club, and £497.24 available for St Helen's Churchyard. The council APPROVED these payments being disbursed to these bodies for whatever purpose they wished, within the remit of projects eligible commuted sum payments. It was noted that both payments have technically lapsed but should still be safely paid as all delays have been at Harrogate BC's end.</p> <p>Action: Clerk to contact both organisations and ask for project proposals</p>
18.23	<p>Planning application and decisions</p> <p>There were no applications to consider</p> <p>The council NOTED the approvals of applications 18/02069/FUL for the erection of a porch and door canopy at Talbot House, and 18/01523/FUL for alterations to fenestration at Windmill Cottage, and the refusal of application 18/00854/FUL for the demolition of conservatory and erection of extension at Old School House.</p>
18.24	<p>Lease rental payments</p> <p>The council noted that it was still awaiting an amended lease for the Millennium Pond. The council further discussed that the token rents on the Recreation Ground (one shilling per year) and pond had never been paid, and whether paying the sums due [a total of around £6] would be helpful. It was suggested that the landlord has never expected payment and still does not expect it, but it was agreed that a letter to that effect would be useful.</p> <p>Action: Clerk to contact landlords about clarifying this situation in writing</p> <p><i>Note for clarity: The rental on the Reading Room remains payable and is being paid per item 18.202.</i></p>
18.25	<p>Millennium Pond</p> <p>Cllr Spillings reported that the "Grand Opening" event had been a great success, with many comments about what a useful asset the pond would be to the village.</p> <p>It was noted however that the ground is not suitable for regular events of this size, and that parishioners and families should be encouraged to enjoy the facilities independently, without large events being organised.</p> <p>Finally it was RESOLVED to spend no more than £50 on the purchase of wire mesh to secure the area.</p> <p>Action: Cllr Spillings to so-ordinate purchase and installation of mesh</p>
18.26	<p>Reading Room cleaning</p> <p>YLCA information circulated to councils suggests that the Reading Room Cleaner should have a full contract, the option of pension contributions etc, even for the two hours per month worked.</p> <p>Action: Clerk to investigate this with YLCA and produce a contract appropriate to the role</p> <p>It was also noted that it was incumbent on the council to offer to purchase any protective clothing necessary for this role.</p> <p>Action: Cllr Mosley to speak to Cleaner and arrange purchase of any necessary items</p>
18.27	<p>Correspondence</p>
18.271	<p>Harrogate BC re 2019-20 budget consultation / questionnaire. It was AGREED that it was not necessary for the council to draft a questionnaire response as a body.</p>
18.272	<p>A regional photographer offering pictures of the Newby Hall fireworks event. It was agreed that these would be useful additions to a gallery on the parish website.</p> <p>Action: Clerk to ask for photos and create gallery with suitable credit.</p>
18.273	<p>Harrogate BC Members Services re registration of interest forms. It was noted that all re-elected councillors had their registration of interests up to date and in order.</p>
18.274	<p>A potential visitor, wishing to set up geocaches in St Helen's Churchyard. Councillors mentioned some</p>

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18.275	<p>concerns about traffic and noise caused by geocaching, but it was agreed that this was a matter for the St Helen's churchwardens, and that the email should be passed on to them.</p> <p>There followed a brief discussion about looking at new noticeboard outside the Reading Room, and it was agreed to put the issue on the agenda for the next meeting.</p> <p>Action: Cllr Mosley to get indicative quotes for noticeboard manufacture and installation</p>
18.28	<p>Meeting dates</p> <p>It was RESOLVED that Parish Council meetings would take place in the Reading Room at 7.00pm on:</p> <p>Thursday 11th October (Regular Meeting); Thursday 10th January 2019 (Regular Meeting); Thursday 11th April (Regular Meeting); Thursday 9th May (Annual Parish Meeting / Annual Parish Council Meeting)</p>

The meeting closed at 8.25pm.

SIGNED: (Chair)

DATE: