

AISLABY PARISH COUNCIL

Minutes of the proceedings of the Meeting of Aislaby Parish Council
Held in The Parish Hall, Aislaby on Tuesday 18 August 2020 at 7.00pm pursuant to Summons

Present:

Councillor D Potter (Chairman) in the Chair; Cllrs R Dobson, T Jefferson, L Hall, K Nellis & W Scarth

Also present were: V J Pitts (Clerk)

There was no Public Session

Action
by

- 1 **APOLOGIES FOR ABSENCE AND APPROVE WHERE REQUIRED**
None
- 2 **TO IDENTIFY ANY ITEMS FOR DISCUSSION THAT MAY REQUIRE THE EXCLUSION OF THE PRESS AND PUBLIC**
i) RESOLVED to Exclude Press & Public from the whole of Item 15 in order to consider professional legal advice and personal resident data
- 3 **DECLARATIONS OF INTEREST**
Cllr RD for Items 9a iv & 10ii
- 4 **POLICE MATTERS**
The Police representative was not present, and Clerk had circulated all reports received
- 5 **MINUTES**
 - RESOLVED to approve and sign the minutes of Aislaby Parish Council meeting held on the 3 March 2020**VJP**
- 6 **REPORT ON MATTERS ARISING FROM PREVIOUS MEETING**
The following ongoing issues were discussed and decided upon:
None
- 7 **BOROUGH, COUNTY & REPRESENTATIVE REPORTS**
No Cllrs present

The following were discussed and decided upon:
 - i) To receive reports from Parish Council Representatives on recent meetings (if applicable)
 - a) *None*
 - ii) To receive reports from Borough and County Councillors on relevant items (if applicable):
 - a) Noted various email correspondence received from Cllr D Chance regarding NYCC Coronavirus policy implementation
 - b) Noted request from SBC Cllr P Trumper to ensure that public conveniences remain open for key workers
- 8 **PLANNING MATTERS**
The following were discussed and decided upon:
 - 1 **NYMNPA**
 - a) *Noted NYMNPA revised Local Plan to be adopted on the 27 July 2020*
 - b) *Noted NYMNPA applying to become an International Dark Sky Reserve*
 - 2 **SBC**
 - a) *Local Plan Statement of Community Involvement - Noted updated May 2020*

Note that residents can respond individually and access documents. Planning Applications can be viewed on line at:
NYMNPA:
<http://planning.northyorkmoors.org.uk/Northgate/PlanningExplorer/ApplicationSearch.aspx>
Or via the Parish Council Website: <https://aislabyparishcouncil.wordpress.com/>
- 9 **PARISH MAINTENANCE**

The following were discussed and decided upon:

a) *Ongoing Maintenance of Public Toilets:*

i) *Cllr RD to update on any maintenance repairs undertaken or required and decide if any further action to take:*

- a) Had to close for a month at the start of lockdown whilst items were being pinched
- b) Leaking gent's toilet now resolved (had discussed with Clerk), noted overflow had been taken out when erecting noticeboard
- c) added shelf in cupboard for improved storage, following Clerk/RD chat
- d) Hand soaps in toilet with notice to ask for users consideration for others and not take. To consider refillable dispensers in future

VJP

ii) *To review, consider quotations for repair works to the public conveniences:* Been on hold due to Covid19 lockdown. Working Group of RD/TJ to obtain 3 estimates and bring to future meeting - non urgent.

RD/TJ/
VJP

iii) *Noted contract cleaner temporarily closed toilets during Covid19 lockdown due to self-isolation; they found an alternative solution to re-open*

iv) *To consider and decide on increase to the current £80 per month payment for cleaning toilets due to additional Covid19 requirements and cleaning more frequently:* Noted Clerk had applied for Business Rates Grant following August update from NALC stating parish councils can apply as not exempt due to being precepting authority. RESOLVED to increase to £100 per month - and review if get grant.

VJP

v) *Noted under delegated powers Clerk authorised purchase of additional cleaning sundries to meet Covid19 guidelines - all detailed on payment schedules*

b) *Monitoring of Footpaths:*

i) *Cllr DP to report on any issues relating to footpaths within the parish boundary and decide if any action to take:* All passable but need trim back, especially Featherbed and Fair Pasture

ii) *To note NYCC Paths response concurring Featherbed Lane improvements & offering services of Community Payback Team to undertake other RoW work:* Contact NYCC Paths regarding Featherbed and Fair Pasture

VJP

iii) *NYMNPA Traditional Black & White Finger Post Project - NYMNPA asked for assistance in identifying sign posts within parish boundary, Cllr DP identified potential and this passed to NYMNPA*

c) *Community Payback Project - Garth No 7 tidy vegetation -* Noted no longer applicable due to new tenant

d) *Garth No 1 - Boundary Wall - to receive update report on progress and decide further actions as required:* Noted email received following March meeting, and that permission still not received by the owner of adjacent to property to enter despite advising that need this before progressing. RESOLVED to respond that "as soon as give permission the contractor should be able to do the works immediately - Covid19 permitting"

VJP

e) *Garth Bi-Annual Monitoring Check - to receive report on state of Garths:* Verbal report from Cllrs TJ/LH: Garth 1 OK, Garth 2 OK, Garth 7 fantastic and Garth 9 tidy. Garth 6 need to look at further and noted caravan now sited on it and this needs to be removed. Garth 12, 13, 14 cut and baled. Garth 15, 16 cut and baled. Garth 17 boundary. Need to resolve boundary markers on a number of Garths. Written report to be passed to Clerk.

VJP/
Cllrs

10 FINANCE

The following was discussed and agreed upon:

i) *Came & Company Insurance Quotations - renewal 1st June:* Noted Clerk renewed for one year with Pen Insurance, following liaison with Cllrs and as per C&C recommendation - cost £537.87 (cheapest)

ii) *A) To receive the payment schedule and approve payment of the invoices detailed and:* None

B) Under Clerk delegated powers: April - June payment schedule circulated with chqs for signing; June 2020 updated payment schedule circulated with chqs for signing; July-August payment scheduled circulated with chqs for signing - all to approve retrospectively: RESOLVED

iii) *To note remittance from York Potash 24/3/20 179.94 & 23/6/20 £179.94:* Noted

iv) *NYCC Grass Cutting 2020/21 Season -* noted funding request submitted for £269.75

v) *To review, approve and sign the 2019/2020 Qtr 4 End of Year Financial Statement and associated Bank Reconciliation and Statements:* RESOLVED to approve

VJP

vi) *VAT 126 Form 2019/20 - refund completed for 97.96:* Noted

vii) *SBC Precept/Model Agreement 2020/21 - 1st instalment:* Noted remittance received for £1100/£951.61 respectively

- viii) *To review approve and sign Annual Internal Control Checklist for 2019/20:* RESOLVED to approve VJP
- ix) *To review and approve Asset Register for year ending 31 March 2020 - note only change is Garth Title at Land Registry:* RESOLVED to approve VJP
- x) *Annual Return 2019/20 - to confirm revised 30 day inspection period to commence 1 September 2020:* RESOLVED to confirm VJP
- xi) *Annual Return 2019/20 Internal Audit: To review and consider any feedback from the Internal Auditor:* No issues VJP
- xii) *Annual Return 2019/20 – Certification of Exemption: To resolve to certify as Exempt from a Limited Assurance Review for the year ended 31 March 2020:* RESOLVED to certify exempt VJP
- xiii) *Annual Return 2019/20 Annual Governance Statement: a) Reviewed effectiveness of the system of internal control and RESOLVED to b) approve and c) sign the Annual Governance Statement* VJP
- xiv) *Annual Return 2019/20 Accounting Statement: a) reviewed and RESOLVED to b) approve and c) sign the Accounting Statement* VJP
- xv) *NYMNPA Toilet Grant - application for £1300 submitted:* Noted
- xvi) *To review and approve Qtr 1 2020/21 Financial Statement/Bank Reconciliation:* RESOLVED to approve VJP

11 PARISH PLAN

The following was discussed and decisions made as follows:

- a) *Further Response/Feedback from Stronger Communities Resident Open Session on 13 July 2019 -to receive further update and decide on any actions required:* Noted no response; however, been involved with Covid19 response VJP
- b) *Parish Plan 2020-2025: to review suggested Parish Plan and decide on whether to adopt:* RESOLVED to adopt the plan suggested by Cllrs LH/DP and amended by VJP. RESOLVED to print out and circulate to residents. VJP

12 PARISH POLICY

To consider the following and decide actions where necessary

- i) *Review and approve revised Financial Regulations:* RESOLVED to approve VJP
- ii) *Review and approve Financial Risk Assessment:* RESOLVED to approve VJP
- iii) *To note no changes to remaining Parish Policies or Risk Assessments*

13 CORRESPONDENCE

The following correspondence was received and decisions made as follows:

i) For Information ONLY

- a. To note general correspondence circulated by email to Cllrs
- b. NYCC commencing road maintenance works from May concentrating on rural areas to facilitate social distancing
- c. LGA consultation on new Model Code of Conduct - circulated by YALC and forwarded onto Cllrs for individual responses
- d. SBC to create a 'Better Borough Team' including residents/communities - article received to put in newsletter.
- e. NYMNPA looking at creating stronger working relationships with community groups looking after outside space and/or helping creating community groups - article received to put in newsletter/on website
- f. SBC Dog Control Public Space Consultation - circulated to Cllrs for individual response and placed on website
- g. SBC Covid 19 Impact & Perception Survey - circulated to Cllrs for individual response and placed on website
- h. AJ1 Project Road Safety fund - to improve road safety for residents - details placed on website
- i. NYCC Chief Executive Online Seminar regarding One Unitary Council for North Yorkshire circulated to Cllrs

ii) For Decision

- a) *Affordable Housing: to receive and consider latest communication from NYMNPA/SBC Affordable Homes Enabler if applicable and decide what further action if any is required:* Noted that response received stating would be end of year before Needs Survey undertaken due to delays with Covid19 VJP
- b) *SBC Letter on Local Govt Reorganisation - to consider and decide whether to respond and how:* RESOLVED no comment. Noted subsequent response from NYCC and associated webinar set up.

c) NALC/Government Consultation on White Paper - to consider and decide on how to respond if details received: RESOLVED no comment

14 COOPTION OF PARISH COUNCILLOR

VJP

The following were discussed and decisions made as detailed.

- i) Noted date of 24 August 2020 given as current deadline for applications for consideration at next parish council meeting
- ii) *To consider applications for the co-option of parish councillor*: not applicable
- iii) *To vote on who to co-opt* : not applicable
- iv) *Upon co-option the Cllr to sign the Declaration of Acceptance of Office, if present, if not present to decide when the Declaration should be signed to validate the co-option*: not applicable
- vi) *To note positions not filled will be re-advertised*: not applicable

15 GARTHS/Common Land/Village Green

The following were discussed and decisions made as detailed: Noted email received from solicitors. **VJP**

- i) *Dispute over Ownership*:
 - *To consider received advice (past and current) from the Parish Council's Solicitor on this ongoing issue, and to decide how to proceed in resolving this matter*. No further information received on matter.
- ii) *York Potash - Minerals*:
 - *To receive, consider and decide on any correspondence from York Potash regarding the lease of Minerals in N Yorkshire, and to consider the related advice from the Parish Council's Solicitor on this matter, if applicable* - not applicable
- iii) *Common Land/Village Green - to receive update on current situation from solicitor and if necessary decide on any further action regarding the registering at the Land Registry areas of CL/VG highlighted as under auspices of Aislaby Parish Council by the Commons Register*. Clerk had received confirmation that now registered with Land Registry under Possessory Title. Clarification over contact address provided to solicitors
- iv) *Garth No 6: to receive update on Land Registry Registration (if applicable) and decide if any further action required*: Solicitors still have as outstanding matter, but delayed due to Covid19
- v) *Upgrade of Garths to Title Absolute: to receive update on Land Registry Registration (if applicable) and decide if any further action required*: No further information received on matter - Clerk had chased
- vi) *Garth No 1: to receive, discuss and decide on further action and/or response to resident's email regarding boundary wall issue*: RESOLVED In addition to response in 9d above to add "there has been no running or standing water on the Garth when the site has been visited. Water has run across your lawn all the time and previous residents made a feature of it through using a stone gutter. Whilst there has always been water present running across your lawn, no problems have been raised previously by the prior owners. The water does not originate from the Garth, but perhaps passes through or under the Garth from land further up, which the parish council has no control over as from adjoining land. Therefore, it is not the parish council's problem as out of its control"
- vi) *Garth Vacancies*- Noted tenant of Garths 6, 14, 15, 16 & 17 now deceased. However, no notification received from family of death. YLCA to be contacted for advice.

16 DATE OF NEXT MEETING

- a) RESOLVED next meetings will held at The Parish Hall Aislaby as follows: 7pm Tuesday 8 September 2020; 7pm Tuesday 3 November 2020; 7.15pm Tuesday 5 January 2021; 7.15pm Tuesday 2 March 2021 for Annual Parish Meeting and ordinary Parish Council meeting; 7.15pm Tuesday 4 May 2021 for Annual Meeting of Council and ordinary Parish Council meeting - subject to Government guidelines on Covid19 and as per meeting schedule
- b) To confirm deferring Annual Meeting of Council to May 2021 and carry forward all roles: RESOLVED

VJP

VJP

Meeting finished at 8.05pm

Chairman

Dated