

EARSWICK PARISH COUNCIL

Minutes of the meeting of Earswick Parish Council, held in Earswick Village Hall on Monday 16th November 2015.

Councillors Present: D Jones
P Leveson
S Wiseman
G Offler
G Tate

Parish Clerk: J Fisher

Members of the Public Present: I Jones, D Thompson, J McTurk, F Jones, S Yeowart, F Martin.

1. Apologies for Absence

Ward Cllrs Doughty and Douglas.

2. Declarations of Interest

None

3. Minutes of Previous Meetings

Minutes for the Parish Council (PC) Meeting held on the 12th October 2015 were approved as accurate records by the Councillors and signed.

4. Members of the Public

No comment.

5. Ward Councillor's Report

Ward Cllrs Doughty and Douglas are meeting with Officers in early December about ward funding bids received to date.

The next Local Plan working group meeting is on 30th November 2015.

6. Clerk's Report

a) The ongoing action tracker was reviewed and the following points were made:-

- i. Caroline Strudwick from Planning Enforcement has visited the land adjacent to 121 Strensall Rd and agrees action is required by the owners. She has written to them but has not yet received a reply. She will be pursuing, and the Clerk will follow up if necessary. **Action: JF**
- ii. A chosen contractor did not get back to the Parish Council (PC) regarding the laying of flagstones under the dog bin at the end of The Village. The PC will go back to Mr Hill to see if he will do the job for £25 plus VAT as approved on 20/4/15. **Action: GO**
- iii. Mr Whittaker has repaired the Village Hall (VH) car park fence.

- iv. Brian Williams of CYC rang 12/10 and said he would try and arrange for moss removal from Earswick pavements this month. It was reported that no moss removal has taken place. The Clerk was asked to follow this up.
Action: JF
 - v. The Clerk had supplied Zurich insurance with photographic evidence and details of the original quotes for the River Foss Information Board. Zurich had approved the claim but included the installation costs in their proposed pay out in error as the PC had said it will install the board. The Clerk has emailed Zurich to amend the claim amount to £468 less £100 excess. This item is to be included in the next agenda for approval of purchase.
Action: JF
 - vi. Nothing has been heard from the Transport Section at City of York Council (CYC) to discuss the proposed York Outer Ring Road improvements. They were still at the preliminary stage of determining ownership and land surveys
 - vii. The Clerk had written to Mr Bell to engage his services in installing the security fencing and gates around Earswick. The PC decided not to replace the damaged parking post at the Village Hall (VH) as Mr Bell will be fitting new gates. LJD Services, who were going to fit the post, have been informed. The new post will be held in the shed as a spare for the LHL car park.
Action: DJ
 - viii. The PC will continue to try and speak to residents regarding vegetation overhanging paths in Northlands.
Action: SW
 - ix. The Clerk has updated the Standing Orders and Financial Regulations for new public contracts regulations, the increase to £500 for emergency funds and the reinstatement of the £10,000 contract level requiring formal tender (standing order 30 relates). The Cllrs to confirm approval of updates.
Action: All
 - x. The Clerk had written to the owners of 139 Strensall Rd as parking on the grass outside their property had resumed.
 - xi. The PC website has been updated with a new section and items uploaded by Andy Jones of Wasp Design.
 - xii. The Foss Internal Drainage Board (FIDB) are going to install a new culvert behind Stablers Walk and Shilton Garth. As this is on PC land, and it will flow into a PC drain, the PC agreed there is no need for the FIDB to seek a formal agreement.
 - xiii. Cllr Leveson will forward details of the digital transparency fund to the Clerk so a claim by the PC may be considered.
Action: PL/JF
 - xiv. The Clerk had emailed the Highways Authority to see if a sign could be erected in Earswick Chase directing visitors to the VH. This was passed onto Highway Regulation that day. The Clerk to pursue.
Action: JF
- b) The following pre authorised payments (incl VAT where appropriate) have been made since the last Parish Council meeting:-

- J Fisher's salary for October;
- £30 to R Warriner Lawn Services for treatment of Scented Garden Lawn;
- £780 to A Hill for grass cutting in September;
- £48 to A Hill for river footpath cut in September;
- £72 to A Hill for strimming around pond in September;
- £72 to A Hill for grass cutting in Centenary Wood in September;
- £120 to A Hill for grass cutting Diamond Wood in September;
- £9.49 to J Fisher for black ink;
- £10 to J Fisher for yellow and cyan ink;
- £22.80 to J Fisher for multi pack of ink;
- £8.92 to J Fisher for postage;
- £50 to A Jones for website uploads;
- £50 to A Jones for website modifications for Neighbourhood Plan;
- £96 to M Harland for cutting riverside hedge.

The following amounts have been received by the PC:

- £14.52 RBS interest;
- £3,950 Groundwork UK Grant for Neighbourhood Plan.

The following payments were authorised:

- £780 to A Hill for grass cutting in October;
- £624 to A Hill for cutting hedges and shrubs;
- £300 to A Hill for cutting the flower meadow;
- £48 to A Hill for river footpath cut in October;
- £134.40 to York Sign Company Ltd for Dogs on Lead sign;
- £10 to J Fisher for printer paper;
- £36.06 to J Fisher for ink and stamps;
- £8.79 to J Fisher for ink and envelopes;
- £86.13 to J Fisher for overtime in April & May (authorised 16.3.15).

7. **Planning Applications**

The Clerk used her delegated powers to record no objections on applications:

- 15/01695/FUL 240 Strensall Road YO32 9SW (Two storey side and single storey rear extensions)
- 15/02227/FUL 141 Strensall Road YO32 9SJ (Single storey rear extension and erection of boundary wall with railings to side).

8. Monthly Equipment Check

The pond fence and posts still need repair but this has been deferred until after the new metal fencing has been erected when there should be redundant wooden fencing from the Lock House Lane car park. The damaged Lock House Lane (LHL) car park rail will be repaired at the same time.

9. Internal Audit Report

The PC carried out its internal audit on 5 November and its report is given at appendix A.

10. 2016-17 Budget

The Chairman and Clerk had prepared a budget for 2016-17 which had been circulated to all Cllrs prior to the meeting. The Chairman read out his report (appendix B) on the proposed budget and increase to next year's precept. The PC approved a precept of £15,675.

11. Replacement of Village Hall Windows

Three quotes were obtained and the PC approved £2,780 to JG Trade Windows Ltd to replace the VH windows. **Action: GO/JF**

12. Village Hall Sign

Two quotes were obtained and the PC approved £119 to Mr and Mrs Mennell of Tiswood for purchase of a 'Village Hall' sign. **Action: JF**

13. Felling of Diseased Ash Tree on Flower Meadow

Three quotes were obtained and the PC approved £400 (no VAT) to Oakwood Landscaping to fell the tree. The owner of the property adjacent to the tree will be notified prior to work commencing. **Action: GO/JF**

14. Renewal of Mole Removal Contract

The PC approved renewal of the annual contract of £450 pa to Huntcatchkill for mole removal in Earswick, to run from 1/11/15. **Action: JF**

15. Payment of Village Hall Hire Costs

The PC authorised payment of a revised invoice for £334.35 to the Village Hall Committee for hall hire 2014-15. The original invoice had omitted hall hire for a Neighbourhood Plan workshop. **Action: JF**

16. Strimming the undergrowth between the mown path and hedge in Diamond Wood

The PC authorised £60 + VAT to Andy Hill for this work. NB Mr Hill had originally quoted £600 + VAT in error. **Action: JF**

17. Ward Funding Application to Replace Pond Fence

The PC discussed applying for ward funding from CYC to replace the water balancing pond fence. A metal fence was considered too expensive. A fence with 4ft spacing was considered unnecessary. The PC had acquired a quote of £4,500 for a new fence including posts, rails, access gate, removal of old fence and labour costs. The PC agreed to submit an application. The final version of the application will be emailed to the Clerk. **Action: SW**

18. Items for Information

Cllr Wiseman is member of a Yorkshire Local Council Association (YLCA) sub-group looking at Section 106 awards. They met with CYC to create a draft spreadsheet showing outstanding payments and conditions for issue. The group will meet again to discuss accuracy of the spreadsheet.

Cllr Offler reported:

- She had attended a useful Planning seminar.
- The Village Hall Committee had cancelled the quiz night because of a poor take-up of tickets.
- Village Hall bookings were doing well.
- Coffee mornings were popular. The possibility of a lunch club will be considered.

Neighbourhood Watch (NW) and Neighbourhood Plan Update

A report from Bill Gambold (NW Co-ordinator and Chairman of the Neighbourhood Plan Working Party) was read. Copied at Appendix C.

The PC meeting originally planned for the 7th December 2015 will be replaced by a Neighbourhood Plan update meeting, from 7pm in the Village Hall – all welcome.

19. The Clerk's Salary

The PC agreed to increase the Clerk's salary to £9.90 per hour from 1.1.16. **Action: JF**

The meeting closed at 8.45pm.

Joanne Fisher
(Parish Clerk)

Signed.....

Date.....

Earswick Parish Council's Internal Audit

Councillor Jones and Councillor Tate met with the Parish Clerk on the 5th November 2015 to carry out an internal audit of Earswick Parish Council's accounts.

Six payments were chosen at random covering a variety of amounts and payees.

Checks consisted of reference to the original approval in the Minutes, the invoice and the cheque stub.

In all cases we are satisfied that the correct financial procedures have been followed.

A handwritten signature in black ink that reads "D. J. Jones". The signature is written in a cursive style with a small dot at the end.

Councillor Derek Jones

A handwritten signature in black ink that reads "G. R. Tate". The signature is written in a cursive style with a small dot at the end.

Councillor Graham Tate

6th November 2015

Budget Report 2016 – 17

In considering next year's budget several factors had to be taken into account:

1. Councillors will have noted from the earlier Finance Report that due to the unforeseen costs of the security measures and the significant loss of income due to low interest rates it is predicted that the surplus expected at the end of the current financial year, and therefore being carried over into next year, will fall to around £2,000.
2. Interest rates will continue to be low and so again for next year income generated by the section 106 bond will remain low.
3. From the papers previously circulated Councillors will note that our estimated known expenditure will be £18,239. Whilst our income, based on the existing precept will be £18,432.
4. This does not include any monies that would be needed to cover any unforeseen miscellaneous expenditure.

Based on these estimates I would propose that the precept for 2016 - 17 be increased by an average of £4.00 per household per year.

In considering this proposal Councillors should bear in mind that this Council did reduce the precept in 2012-13 and the precept has been held at this lower level ever since.

APPENDIX C

NEIGHBOURHOOD WATCH REPORT TO THE EARSWICK PARISH COUNCIL MEETING ON 16 NOVEMBER 2015

The Chief Constable of North Yorkshire has written to me to congratulate the Village on the record turn-out at the property marking session on 25th Sept 2015. With 300 houses being visited and over 200 items of property being marked he thought was a great achievement. He felt that it had increased home security in Earswick and greatly assisted the North Yorkshire Police in promoting the new property marking tool.

I am still looking for a few more co-ordinators to achieve full coverage in the Village but I have recruited a couple and been advised of a few more residents who are prepared to help.

The only incident occurred in early October when a house in Earswick Chase was broken into, the keys of a BMW car taken and the car stolen. The car was recovered but had been damaged. I have not been informed whether the thieves have been identified.

NEIGHBOURHOOD PLAN WORKING PARTY REPORT

The data from the survey which was issued in early September and collected in late September has now been collated. The Group has seen an early draft of the results and agreed that the final version should be placed on the Parish Council Web Site. Residents who do not have access to the web can request a printed copy from me (once it has been printed).

To replace Mrs Bev Rigg, who had resigned from the Working Party, Mrs Kate Pace has volunteered to join. The Parish Council is requested to endorse Mrs Pace's membership of the Working Party.

The next public meeting concerning the future steps in developing the Neighbourhood Plan will be held in the Earswick Village Hall at 7pm on Monday, 7th December.

Bill Gambold
Chairman of the NPWP