**STRENSALL WITH TOWTHORPE PARISH COUNCIL**

The Village Hall, Northfields, Strensall, York YO325XW

e-mail: strensalltowthorpePC@outlook.com

phone: 01904 491569

Chairman : Mr A H Fisher

**MINUTES OF AN PARISH COUNCIL MEETING HELD IN THE VILLAGE HALL ON TUESDAY 13th JUNE 2023 AT 7.15 PM**

**Councillors Present:** Andrew Bolton Chris Chambers Tony Fisher\*\* Lawrence Mattinson Susan Nunn Wayne Wigley

**In Attendance:** Fiona Hill – Parish Clerk

**Public Present:** 1 – Daniel Pillai

\*\* City of York Councillor

1. **a) To receive apologies for absence given in advance of the meeting:**  \* Christopher Tetley

\*\* Paul Healey

**b) To consider the approval of reasons given for absence: \*** Resolved / Approved (Unanimous)

1. **To discuss the ordinary and casual vacancies:** Resolved / Daniel Pillai was co-opted to theparish council

Another parishioner had expressed an interest, who would attend the next meeting.

1. **To receive any declarations of interest under the Parish Council Code of Conduct or**

**Members register of interests:**

Cllr Chambers – Tree Risk Assessment – Village Hall Committee

1. **a) To approve the minutes of the Parish Council meeting of 09th May 2023:**

Resolved / Approved (Unanimous)

**b) To endorse the approved Planning Committee minutes of 25th April 2023 and 23rd May 2023:**

Resolved / Endorsed (Unanimous)

**c) To approve the minutes of the Annual Parish Council Meeting:**

Resolved / Approved (Unanimous)

1. **Public participation on any subject relating to the agenda:** None

**24/24 To receive matters raised by/with City of York Ward Councillors:** - Grass Cutting of verges has been a hot topic. CYC had adopted “No Mow May”, but was now cutting the verges and Strensall had been done today. - Cllr Fisher had cleared the overgrowth from the snicket between Newton Way and Knapton Close. - Cllr Fisher was disappointed to report that Ward Funding would probably be scrapped. – Cllr Fisher would plant out the four remaining palnters.

**24/25 To discuss and, if necessary, agree action on matters arising/ongoing issues:** a)North Yorkshire Police monthly reports The Parish Council month reported had now been re-instated, receiving March, April and May this morning. The graffiti was still on the bridges, awaiting speacialist cleaning. b) Queen Elizabeth II Memorial Garden Dave Meigh, CYC had confirmed that the Parish Council could go ahead subject to: i) CYC seeing the design ii) Parish Council insuring the area/activities iii) Parish Council maintaining the area/activities iv) Parish Council commitment to removing in future, if required Resolved / Agreed (Unanimous) At the next meeting, the Parish Council would agree a budget. c) Neighbourhood Plan At the last meeting the Parish Council meeting it was resolved that the Parish Council would finance two printed copies of the approved NP, one for the Parish Council Office and one for the Planning Committee Chairman. However, three more are requested for the Parish Council Chairman, the NP Working Group Chairman and the Library. The cost for five books would be £200.00, perfect bound, which is the only way of binding such a large number of pages. Resolved / Approved (Unanimous) d) Tree Risk Assessment 2023 The Parish Council noted receipt of the report. e) Year Two Tree Works The Parish Council had contacted four contractors requesting quoted and two had responded: Laycock Tree Experts £520.00 plus VAT Lewis Tree Surgery £380.00 plus VAT Resolved – The contract was awarded to Lewis Tree Surgery (£380.00 plus VAT) Unanimous f) Cemetery Footpath The Parish Council had attempted to obtain two more quoted, but had only received one from Stoneplan £1895.00 plus VAT, which was accepted. Resolved / Unanimous

**24/26 To discuss and, if necessary, agree action on matters raised since last meeting:** a) Assets of Community Value within the parish The list of ACVs are as follows:

Asset Name Date Listed Strensall Library 09 April 2018 Garrison Church of St Wilfrid 19 September 2018 Hirst Hall Community Centre 15 July 2019 ACVs are valid for five years, so one has already expired. Resolved / The Parish Council would renew all three applications (Unanimous) b) Play Area – Parish Council bin The Parish Clerk reported that there is a bin at Kirklands, which is the only one owned by the Parish Council and it is not emptied by City of York Council. In the past Cllr Chapman was very good at emptying the bin and transferring the rubbish into another bin, which would be emptied by CYC. However, this is not something that other Councillors are keen to do, so it was suggested the bin is removed, which would leave just CYC bins, that would be emptied. Resolved / Approved (Unanimous) c) Local Plan Resolved / Following the recent election and the change of leadership, the Parish Council would write to the Chief Operating Officer Ian Floyd and Leader of the Council Councillor Claire Douglas to urge City of York Council to adopt the Local Plan, in full, as soon as possible. (Unanimous) d) Haxby Station Resolved / Following the recent election and the change of leadership, the Parish Council would write to the Chief Operating Officer Ian Floyd and Leader of the Council Councillor Claire Douglas to urge City of York Council to submit planning application on the Towthorpe Road Site, as soon as possible. (Unanimous)

**24/16 To discuss and, if necessary, agree action, on any correspondence received:** None

**24/17 To discuss matters raised by/with Parish Clerk/Responsible Financial Officer (RFO):** a)Bank reconciliation, income received, payments made to date:  b)Internal Controls Checks: Cllr Mattinson conducted the checks and found everything in order. c) Yorkshire Local Councils Association: Information provided was circulated around Cllrs. d) Payment Approval Yorkshire landscapes Grass Cutting £1596.00 (including VAT) Adam Forster Arborists Year 3 Tree Works £1300.00 (No VAT) Cllr S Nunn Planter Plants £128.90 (No VAT) Flexibubble Art NP Printing £46.00 (No VAT) e) Monthly Report from Parish Office: The Parish Clerk had circulated a report to Cllrs detailing the issues she had dealt with since the last meeting, which included – the grass-cutting contract, play areas/boundary fences, litter bins/public open spaces, ownership/The Heath, SCYSA/boundary fences, Play Area works, Tree works. In addition, a review of the Basic Governance Policies had been conducted as follows:

At the Annual Meeting the Parish Clerk circulated the Yorkshire Local Councils Association (YLCA) list of required/recommenced policies, The Parish Clerk would review a section of policies at each monthly meeting. This month the Parish Clerk has reviewed the Basic Governance policies as follows:

**Standing Orders** - these were adopted in August 2020 and are in need of updating, so I will circulate ready for adoption at the next meeting.

**Financial Regulations** – these were adopted in September 2020 and are still up to date

**Code of Conduct** – this was adopted in September 2020 and are still up to date

**Member’s interests log** – this are recorded within the minutes

**Dispensation request form (Member’s interest log)** – this would be available via YLCA if requested

**Scheme for Members Allowances** – Not required

**Councillor attendance register** – recorded within minutes

**Planning register** – recorded within minutes

**Co-option policy/procedure** – last year guidance was circulated as follows:

*Where the number of candidates is less than or equal to the number of vacancies, it is the opinion of the legal department of the National Association of Local Councils that candidates shall be appointed to the council if they meet the Section 79 eligibility criteria, and they are not disqualified under Section 80 of the 1972 Act. The important term here is ‘shall’, meaning that a council cannot be selective; if someone is qualified to hold public office, they have every right to do so. The NALC advice in this regard can be found in Legal Topic Note 8, at paragraph 21. The Legal Topic Note is on the YLCA website.*

*The eligibility criteria: • A British, Commonwealth, Irish, or European Union citizen
• At least 18 years old
• Either on the list of electors for the parish, or during the whole of the previous twelve months has:
• Occupied land in the parish as an owner or tenant
• Had a principal place of work in the parish
• Resided in, or within three miles, of the parish*

*Please be aware a person is however disqualified from being a Councillor if they:                                                                                                                                                                             a) hold any paid employment or office in the local authority that they seek election to or                                                                                                                                                                                  b) are the subject of a ‘bankruptcy restrictions order’ or other interim order or                                                                                                                                                                                  c) have, within five years before the day of election or since their election, been convicted of any offence and has had passed on them a sentence of imprisonment of at least three months (whether suspended or not) without the option of a fine ord) has been found guilty of corrupt or illegal practices or responsible for incurring unlawful expenditure and the court ordered their disqualification.*

However, the policies/procedures should be formally adopted, so they will circulated ready for adoption at the next meeting.

**Committee Terms of Reference** – adopted at the Annual Meeting

**24/18 To confirm the date of the next meeting as Tuesday 11th July 2023 at 7.15 p.m.:** Resolved / Approved (Unanimous)