

FULL SUTTON AND SKIRPENBECK PARISH COUNCIL

The minutes of the Meeting of Full Sutton and Skirpenbeck Parish Council held in The Main Lecture Room of the Training Centre, HMP Full Sutton at 6.45pm Monday 16th March 2015.

OPEN FORUM

The Governor of HMP Full Sutton attended the Open Forum and there were 14 members of the public present. A number of concerns were expressed:

- Parking issues around the Training Centre.
- A noisy barrier on the Prison car park.
- Trees overhanging resident's gardens.
- Trees being cut down in between Halifax Close and the path leading to Glebe Avenue.
- Concern regarding the state of some trees on Glebe Avenue.
- Concern that the hedge on Hart Hill Crescent has been too severely cut back.
- The shop at the Visitors Centre and the use of the Training Centre by the village were also mentioned.

The Governor took note of all concerns, some issues were already known, a tree survey has already been commissioned and he will set up a meeting for the residents of Halifax Close affected by the cutting down of the trees to attend so they can have input on the best way forward. The other issues will be looked in to. In June the maintenance of the grounds owned by HMP will be contracted out, the core service however should be unaffected. Negotiations are underway for some form of shop at the Visitors Centre as more information becomes available it will be advertised on the Website, the Facebook Group and in the Parish Pump. The Governor is keen for the village to be able to use the Training Centre and will work with the Parish Council towards this goal. It is likely to take a little time as there are Legalities to look into and Regulations to put in place. The Parish Council thank the Governor for his attendance at the Open Forum.

There was also a question regarding the cutting back of hedges and tidying paths at Skirpenbeck Play Area. The resident is to email the Clerk with details.

The Meeting commenced at 7.27pm.

1. **Present:** Chairman Councillor E Pert and Councillors R Westmoreland, M Dale, E Price, P Kite and A Davies. Apologies for Absence received from Councillor R Nightingale. Councillor Westmoreland passed on a letter of resignation from Councillor P Horne and had thanked him for his service to the Parish Council. Clerk to inform Electoral Team.
2. The minutes of the Full Sutton and Skirpenbeck Parish Council meeting held on Monday 16th February 2015 were confirmed and signed with an alteration to the Open Forum notes. The Clerk noted while on a course that names of Parishioners should not appear in the Minutes and informed the Councillors. Chairman Pert proposed the change, seconded by Councillor Westmoreland and the vote was unanimously carried.
3. **Matters Arising:** Chairman Pert passed on the information from ERNLLCA regarding the 'No Parking' signs on the Village Green. The Parish Council do own the green and after much discussion Councillor Davies proposed that the Clerk write to the owners responsible for placing the signs. This was seconded by Councillor Price and the vote carried. Chairman Pert abstained due to a declared interest noted in previous minutes.
4. **Declaration of Interest:** The Parish Councils (Model Code of Conduct) Order 2012. To record declarations of interest by any member of the council in respect of the agenda items listed below. There were no Declarations.
5. **ERNLLCA update.** Chairman Pert updated the Councillors on the information collected by the Clerk on her recent course. The Clerk should use a separate computer owned by the Parish

Council and should have a separate telephone provision. General housekeeping needs to be done with regard to Regulations and Codes. Each Councillor to be given responsibility for some aspect of the Parish Council, for example Personnel, Parish Paths, Technology etc. Responsibilities to be allocated at the AGM.

Councillor Davies proposed that the Parish Council should buy a Laptop for the use of the Clerk to be passed on should the Clerk leave. Money had already been allocated for two hard drives to back up all information and as only one would now be needed the funds could be redirected. Chairman Pert seconded the Proposal. Councillor Kite suggested that quotes be sought and the best option should be purchased before the next meeting this was unanimously agreed.

Councillor Davies proposed that a VoIP system be adopted which would cost £5 plus VAT per month; this would give the Parish Council a local telephone number which would stay the same even if the Clerk changed. After a discussion it was decided that this was the best option going forward, Councillor Westmoreland seconded the proposal and the vote was carried unanimously.

6. **Full Sutton and Skirpenbeck Parish Website and Facebook.** The Website has been updated but could still use more content, Councillors are to use their new email addresses from April. Councillor Kite asked about the ERYC Website and Councillor Davies explained that the Parish Council would still have to pay for the name and the website would not support emails. Councillor Davies suggested that after the elections the Parish Council should purchase basic tablets for the Councillors to use for Council Business, the tablets would remain the property of the Parish Council. Councillor Kite proposed that the tablets are bought after the AGM, Councillor Davies seconded and the vote carried with Councillor Dale abstaining.
7. **May 2015 Elections.** Councillor Pert offered to deliver the Councillors Nomination Packs.
8. **Planning.** There were no Planning items to discuss.
9. **Finance.** Payment was authorised on the following accounts:
 - C M Miles-Findlay – Clerk Salary March 2015 - £210.70
 - C M Miles-Findlay – Clerk Overtime Feb/March - £101.14
 - C M Miles-Findlay – Clerk Expenses March 2015 - £38.82
 - A Davies – Mileage Expenses for Playground Inspection Course - £28.80
 - P Kite – Raw Materials for Tree Planting Project - £80.00
 - 1&1 Internet Ltd – Parish Website – Direct Debit - £5.99
 - As agreed in the Clerks contract a cheque for £100 was signed for electricity, heating and depreciation of equipment due to the use of Clerks home as the Parish office.
10. **Highways and Footways.**
 - Speeding issues, Full Sutton. The Clerk has contacted Bugthorpe and Fangfoss schools to ask for photographs to be taken of the visit from the PCSO for the Parish Website.
 - Village Taskforce. There is a walkabout scheduled for May. The Clerk reported that the stones in the lay-by are being investigated and she will report faulty lights again. Clerk to write to Hudson Moody regarding the sign on the A166 advertising the new development in Scrayingham request that it is moved. Having received documentation regarding the Village Green, Chairman Pert is to investigate the history of the track way adjacent to it.
 - Parish Paths, Skirpenbeck. No further information at present.

11. **Community Partnership Forum.** The motor cross/moped problem was mentioned and noted. The clerk gave out notes regarding Neighbourhood Planning to be read by Councillors and discussed as an Item on the Agenda in next months meeting.
12. **Skirpenbeck Play Area.** Councillor Davies to give an update in next months meeting due to time constraints.
13. **Questions from Councillors.** Councillor Price mentioned that George Winn Darley had offered to take away the bricks from the damaged Skirpenbeck sign. Councillor Price to obtain three quotes to rebuild the sign before a decision is made.
14. **Administration Matters.**
 - Correspondence received. Email received regarding a business being run out of a residential property on White Cross Way. This has now been resolved but there remains a substantial amount of waste, clerk to email ERYC. Email received regarding a proposed cycle track, clerk to email for more information.
 - HMP Full Sutton. Discussed in Open Forum.
 - Parish Pump. Clerk to email minutes. Chairman Pert has emailed an article.
15. **Date and Venue of next meeting.** The next meeting will be held on Monday 20th April 2015 at 7.00pm in the Main Lecture Room of the Training Unit at HMP Full Sutton. The meeting was closed at 20.50.

Signed.....Chairman

Date.....

Signed..... Clerk

Date.....