

# FULL SUTTON AND SKIRPENBECK PARISH COUNCIL

The minutes of the Meeting of the Full Sutton and Skirpenbeck Parish Council held at Bugthorpe War Memorial Institute at 7.30 pm Thursday 16<sup>th</sup> June 2011.

## Open Forum

No members of the public were present.

1. **Present:** The Chairman Councillor R Nightingale and Councillors M Dale and P Kite. Apologies for absence were received from Councillors E Keam, S Parkinson and E Price. Councillor R Westmoreland advised that he would be arriving late.
2. The minutes of the Full Sutton and Skirpenbeck Parish Council meeting held on 19<sup>th</sup> May 2011 were amended under section 8, the committee is to be referred to as 'Voluntary play area group'; the remainder of the minutes were confirmed and signed. Matters arising therefrom to be dealt with under the relevant heading of the Agenda as the Agenda is progressed.
3. **Declaration of Interest.** There were no declarations of interest made by those present in respect to items on the agenda.
4. **To co-opt a new Councillor.** No applications have been received for the vacant position.
5. **East Riding of Yorkshire Items of Interest.** Councillor D Sharpe did not attend the meeting; therefore there were no matters for discussion.
6. **Planning.**
  - **11/01823/PLF** Erection of first floor extension to side over existing carport and single storey extension to rear at 9 Glebe Avenue, Full Sutton for Mr I Morlan. Application type: Full Planning Permission. The plans were viewed and Councillors agreed to recommend approval.

## Notice of Decision

- **DC/11/00720/PLF/WESTWW/TWILLI** Erection of four oil storage tanks, three biomass silos, two flues and installation of louvers and shutters doors to existing energy centre at HM Prison, Full Sutton for The Ministry of Defence. This application has been granted.
7. **Finance.** Payment was authorised on the following accounts:
    - Bugthorpe War Memorial Institute - Hire charge June - £15.00
    - K Robinson - Clerk salary - April - June 2011 - £701.68
    - K Robinson - Clerk expenses - April - June 2011 - £59.27
    - Green Vale Gardens - Play Area grass cutting - £40.00
    - HMRC guidelines and Clerk contract. The Clerk has attended a course by HMRC regarding PAYE and NI and has registered the Parish Council as an employer. In the coming weeks she will set up the pay roll system however there is no provision under the system for her to be paid quarterly. She will now need to have her salary paid on a monthly basis. Councillor Keam has reviewed the draft contract and has a couple of minor alterations to

make. Next month Councillors are to consider fixing the Clerks hours to 6 per week rather than as and when required.

- **Mandate.** The Clerk has the new mandate forms for completion; once all Councillors have signed it she will take it to the bank and establish who needs to provide identification.

#### **8. Highways and Footways.**

- **Stones in Full Sutton.** Councillor Westmoreland joined the meeting. Documentation has been received by the Parish Council from ERYC that shows the land in question is registered as village green. As such it is the responsibility of the Parish Council and anyone wishing to put items on it must receive permission from them. Councillors Nightingale and Westmoreland are to meet with the resident who has placed the stones on the village green and discuss the way forward. A report will be given at the next meeting.
- **Speeding issues, Full Sutton.** The Clerk have forwarded the documentation on this to all Councillors; whilst not all of the requests made by the Parish Councils are being recommended by the Scrutiny Committee of ERYC they have proposed that the signage be improved and an application for speed reactive signs on the eastbound approach past the prison will be added to the Council's list of sites for consideration. The Public Transport Services Manager has offered to discuss any problems with the Parish Council about difficulties/ safety issues residents feel their children experience waiting for the school bus. A letter has also been sent to the Police informing them of the recorded traffic speeds in the village requesting speed limit enforcement. Councillors welcomed the news and look forward to receiving confirmation that the proposals have been ratified.
- The Clerk has received an email regarding the parish path which runs from Stamford Bridge to Skirpenbeck. The start of the path from Stamford Bride to Claytons was cut three weeks ago but the remainder of the path to Skirpenbeck remains uncut. Councillor Nightingale rang Dave Lee the contractor for grass cutting who confirmed that it was not currently on his list of paths to cut. Councillor Nightingale is to arrange for him to cut the remainder of the path and then invoice the Parish Council for the work that he has completed to date. Providing funds allow this path will be added to the list for twice yearly cutting. The Clerk will respond to the resident who raised the query and advise that the path would be cut by the end of the month.

**9. Police.** There were no matters for discussion.

**10. Communal Play Area.** The Clerk has received notification that the annual charge for the play area lease will be £218 for 2011/2012; an invoice is expected in the coming weeks. A form has been received by the Clerk to complete for the Queen Elizabeth II Fields in Trust Scheme. Councillor Kite is to advise the Clerk on the acreage of the site and she is to contact Mrs Collier for any additional information required.

**11. Questions from Councillors.** There were no matters for discussion.

**12. Administration Matters.**

- Correspondence received. There were no matters for discussion.
- The Clerk confirmed that the Internal Audit had been successfully completed.
- War memorial. The Parish Council is still waiting for an update from Mr Grayson.

**13. Date and Venue of next meeting.** The next Parish Council Meeting will be held on Thursday 21<sup>st</sup> July 2011 at Bugthorpe War Memorial Institute at 7.30 pm. The meeting was closed at 8.50 pm.

Signed..... Chairman                      Date.....

Signed..... Clerk                              Date.....