

FULL SUTTON & SKIRPENBECK PARISH COUNCIL

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The Minutes of the Meeting of Full Sutton & Skirpenbeck Parish Council held in the Training Centre, HMP Full Sutton on 7.00pm Monday 16th April 2018.

OPEN FORUM

There was one member of the public present, she had applied to be co-opted onto the Parish Council. She stated her reasons for wanting to join the PC and the Cllrs responded asking questions. PK thanked her for attending and invited her to stay and observe the meeting.

PK proposed that the meeting should start, SD seconded and all agreed. The meeting started at 7.08pm.

1. **Present:** Chairman Cllr P Kite and Cllrs J Nightingale, S Davies and the Clerk. Apologies had been received from Vice Chairman A Davies and Cllrs P Beard, R Milling and H Bowling.
2. **Code of Conduct.**
 - a) To receive Declarations of Interest from members of the Council on matters relating to the Agenda. There were no declarations.
 - b) To note the granting of any dispensations to members of the Council on matters relating to the Agenda. There were no Dispensations.
3. The Minutes of the Full Sutton & Skirpenbeck Parish Council meeting held on Monday 19th March 2018 were confirmed as a true record (subject to one spelling error). SD proposed, PK seconded and all agreed. The Minutes were duly signed.
4. Ward Councillor Andy Burton was not present.
5. **Councillor Vacancy.**

A resident had spoken in the Open Forum. After some discussion JN proposed that Alison Aikman be co-opted onto the PC, SD seconded and all agreed. AA joined the meeting, forms signed, register of interests to be filled in and passed to the Clerk. Clerk will email all relevant codes and regulations.
6. **Clerk Update.**

The Clerk updated the Councillors on the following:

 - a) Clerk had attended the ERNLLCA Financial Management course which was very useful. The Parish Council are doing all it needs to with regard to Transparency and Financial records.
 - b) Clerk has registered to complete the ILCA (Introduction to Local Council Administration) which will lead onto the CiLCA (Certificate in Local Council Administration).
 - c) Avant Homes are not replying to requests for a meeting, the Clerk had been in contact with Stamford Bridge Parish Council who advised calling in to the office to speak to the Manager.
7. **Planning.**
 - a) Notice of Decision 18/00404/PLF: Erection of an additional livestock building. Location: Land south west of Street Farm, Bridlington Road, Full Sutton, YO41 1HJ. Applicant: R T Nightingale and Son. Noted.
 - b) Invitation to Town and Parish Liaison meetings. PK proposed that he attend the meeting on the 24th May. SD seconded and all agreed.
 - c) To discuss the email regarding Skirpenbeck Grange. A complaint had been received regarding planning enforcement. The Cllrs had a lengthy discussion and concluded that after

recommending approval on the original Planning Application, it is unfortunately beyond the control of the PC and should be passed to ERYC to enforce the conditions that they had placed.

8. **Finance.** JN proposed the following should be approved, SD seconded and all agreed.
 - a) 1&1 Internet Ltd – Parish Website – Direct Debit - £15.59
 - b) SureVoIP – Parish Telephone – Direct Debit - £6.00
 - c) Wages
 - d) ERNLLCA – Membership – Direct Payment - £295.73
 - e) Bank Statement. Noted and signed.
 - f) End of Year accounts. Noted and signed.
9. **Skirpenbeck Play Area.**
 - a) PB had carried out the monthly inspection of the Play Area.
10. **Highways and Footways.**
 - a) Potholes remain a major concern for the PC. The Clerk has reported the state of the roads in Skirpenbeck on numerous occasions.
11. No further update on the telephone boxes at present.
12. Financial Regulations to be looked at for next meeting.
13. SD proposed the PC adopt the updated Code of Conduct from ERYC.
14. **Transport Assessment.**

ERYC will be carrying out a Transport assessment this year. PK proposed that he draft and circulate a letter to Ward Cllr Andy Burton asking for FSSPC to be included in the process, JN seconded and all agreed. SBPC to wait for the results of ERYC's Survey before deciding on further action. Clerk to request the results of the last survey to be carried out in Full Sutton.
15. **Code of Conduct Review.** PK proposed SD draft and circulate a response, JN seconded and all agreed.
16. **Questions from Councillors.**
 - a) JN asked if the Clerk could request a sign to be placed on the A166 where the public footpath comes out to warn oncoming traffic that pedestrians may be crossing the road.
17. **Administration Matters.**
 - a) Correspondence received (list attached). An invitation has been received to a service to celebrate 'The Festival of St John of Beverley' at Beverley Minster. Clerk to forward details to PB and RM.
 - b) To discuss and complete the Town and Parish Council Communication Survey and decide on a response to John Whittle. SD proposed the Cllrs complete the questionnaire and also forward comments to JW. JN seconded and all agreed. Clerk to forward completed questionnaire.
 - c) HMP Full Sutton. Clerk to contact MOD/ERYC to ask for an update on the plans for the new Prison.
 - d) Parish Pump. Clerk to forward the Minutes. Meeting to be held on 30th April (provisionally) to discuss holding a summer event. Date to be advertised in the Pump.
 - e) Personnel. As there were no members of the Personnel Committee present the Clerk presented their recommendations as per the Minutes of the last meeting (attached). They included an incremental rise in salary, a change to annual leave entitlement and the purchase of Microsoft Office for the Parish laptop. JN proposed that these were accepted, AA seconded and all agreed. Timesheet signed.

18. Date and Venue of next meeting.

The next meeting is to be on Monday 21st May 2018, the Annual Parish Meeting will be 6.15pm to 6.30pm. The AGM 6.30pm to 7.00pm with the normal monthly meeting following at 7.00pm. The meetings will be held as usual in the Training Unit at HMP Full Sutton. The meeting closed at 9.04pm.

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

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

Correspondence List for February meeting. Items in **Bold** are on the Agenda.

Rural Opportunities Bulletin

FW: ERVAS E-bulletin 09/01/2018

Rob Brown - Re: Fwd: Highways Issues

Brain tumours - using your local influence to help us find a cure

Pocklington Town Council - Letter regarding Press Release

FW: General Data Protection Regulation - briefing sessions

Weekly Email News Digest - Monday, 15 January, 2018

Rural Vulnerability Service - Fuel Poverty - January 2018

FW: ERVAS E-bulletin 16/01/2018

Leanne Darbinson - Proposed works A166 Stamford Bridge

Chris Brown - Proposed works A166 Stamford Bridge

minutes of last meeting EYLC network

Weekly Email News Digest - Monday, 22 January, 2018

FW: ERVAS E-bulletin 23/01/2018

Notification of withdrawn application 17/04015/PLF

ERNLLCA - Plunkett Foundation Call To Action - Northern Parishes [2018] - Please Send Expressions of Interest To Plunkett To Engage In 2018.

Rural Services Network - Rural Housing Spotlight

Mark Jessop - Fw: Highways Issues

NHS East Riding - TCP People - Winter 2018

February/March issue of the Parish Pump

Jon Whyley - Standards Committee Hearing - 19th February 2018

INVITATION - Rural Housing Seminar

Countryside Stewardship: Woodland Creation Grant

ERNLLCA Training - Councillors' Financial Responsibilities

Peter Hirschfeld - Information about Community Led Housing

Nicki Salvidge - Planning Meeting

Weekly Email News Digest - Monday, 29 January, 2018

Rural Vulnerability Service - Rural Transport - January 2018

ERSAB Newsletter - February 2018

Mark Wood - 17/04099/PLF

Weekly Email News Digest - Monday, 5 February, 2018

Helen Alexander - February newsletter Pocklington

Helen Alexander - February newsletter Market Weighton

Rural Opportunities Bulletin

ERNLLCA - Councillor's Financial Responsibilities

ERNLLCA Newsletter

ERVAS E-Bulletin 6th February 2018

Adoption of the Lower Derwent Valley Supplementary Planning Document

Weekly Email News Digest - Monday, 12 February, 2018

Rural Vulnerability Service - Rural Broadband - February 2018

REMINDER - Rural Housing Seminar

LoveYourLocalPark this Valentine's Day