

FULL SUTTON & SKIRPENBECK PARISH COUNCIL

Parish Office: 21 Halifax Close, Full Sutton, York. YO41 1NU

Tel: 01759 747001 Email: clerk@fspc.org.uk

The Minutes of the Meeting of Full Sutton & Skirpenbeck Parish Council held in the Training Centre, HMP Full Sutton at 7.00pm on Monday 15th July 2019.

OPEN FORUM

There were 2 members of the public present. The following points were discussed:

- A draft objection letter for Dunnington will be delivered within the next week.
- New flyers are being drafted to be delivered using the network of contacts built up by the No Mega Prison Group.
- Ward Councillors/ERYC suggest it is unlikely for the application to go to Committee before September.
- MOJ haven't yet responded to ERYC's Transport Assessment.
- Residents asked if FSPC website could have a resources page for all draft objection letters.
- Next task is to look at the Environmental Impact Statement.
- Clerk to put a note on the website letting residents know when money is spent out of the No Mega Prison fund (Clerk will be notified by group).
- The fundraising event held on the 29th June raised a total of £416.50 this was presented to the No Mega prison group. Another event will be held in August.

The meeting started at 7.20pm.

1. **Present:** Chairman S Barnes and Cllrs S Davies, A Findlay and the Clerk. Apologies were received from Cllr D Flynn.
2. **Code of Conduct.**
 - a) To receive Declarations of Interest from members of the Council on matters relating to the Agenda. All Cllrs had pecuniary interest in item 7a.
 - b) To note the granting of any dispensations to members of the Council on matters relating to the Agenda. The Clerk had issued Dispensations to all Cllrs for Item 7a.
3. The Minutes of the Full Sutton & Skirpenbeck Parish Council meeting held on Monday 17th June 2019 were confirmed as a true record. SD proposed, AF seconded and all agreed. The Minutes were duly signed.
4. Ward Cllr Leo Hammond was present and informed the Cllrs that Middle Lane, Skirpenbeck should be repaired by the end of July. SD mentioned that the passing place sign just after the bend on Moor Lane needed attention, the Clerk mentioned that there had been complaints about the state of the Parish Paths in Full Sutton and Skirpenbeck. LH to inform the relevant officers at ERYC.
5. **Clerk Update.**

The Clerk updated the Councillors on the following:

 - Following the report by SB at the last meeting regarding a verbal complaint about the pig farm in Skirpenbeck the Clerk had received a written complaint via email. After consulting with ERYC the Clerk had directed the complainant to the East Riding website. Clerk to write to Poplar Farm to inform them that there have been complaints regarding the pig farm and invite them to meet with or correspond with Cllrs.
 - Clerk had received a notification to respond to new information regarding the Gleeson Planning Application in Stamford Bridge, after some discussion Cllrs agreed that there was nothing to add to the PC's original objection.

6. To discuss the procedure and decide the co-option of new members.

There were no applicants present. The Clerk had written and circulated a co-option guide for Cllrs and after some discussion SB proposed this should be adopted, SD seconded and all agreed.

7. Planning.

- a) Strategic Outline Planning Permission 18/04105/STOUT: Erection of prison complex with associated perimeter fencing, access, parking, landscaping and infrastructure (access and scale to be considered). Location: land to the west of HM Prison Full Sutton, Moor Lane, Full Sutton, YO41 1PS. Clerk to email the No Mega Prison group to ask if any help is needed for the distribution of the new flyer. SB proposed that all draft documents and payment information should be included in the appropriate section of the website, AF seconded and all agreed. It was suggested that as soon as the PC receive notification of the Planning Committee a meeting should be called, Clerk to have a draft Agenda ready to be posted. Clerk to confirm with ERYC that the PC can question the Planning Officers report.
- b) An Environmental Impact Assessment (EIA) is being carried out on land next to the Godwin Vale Development in Stamford Bridge. Gladman are now going for 245 new houses instead of 210. Clerk to contact ERYC regarding the EIA and ask whether the PC is expected to comment at this stage, copy in LH. Public meeting to be called if and when an outline planning application is received.
- c) To discuss meeting Parish/Town Councils to discuss major planning applications present and future in the area. After some discussion during which Cllrs stressed that the PC needs to be clear where it stands with regard to future development, SB proposed that the PC's stance should follow the latest objection letter against large scale development in the area. AF seconded and all agreed. Clerk to respond to Cllr Hodgson accepting the invitation.

8. Finance. a - c proposed by SB seconded by SD and all agreed. The Clerk explained that the PC uses the HMRC RTI (real time information) system for payroll.

- a) C M Miles-Findlay – Wages July
- b) 1&1 Internet Ltd – Parish Website – Direct Debit - £15.59
- c) Sure VoIP – Parish Telephone – Direct Debit - £6.00
- d) The Bank Mandate was discussed and SD proposed an update was needed, SB seconded and all agreed. Cllrs signed the document, Clerk to submit to the bank.
- e) To discuss and decide the possibility of changing bank accounts. This was discussed at length, SD proposed that SB should investigate further and present his findings at the next meeting, AF seconded and all agreed.
- f) Accounts and budget for the first quarter ending 30th June 2019 were examined and signed.
- g) The Bank Statement was examined and signed.

9. Skirpenbeck Play Area.

Clerk to investigate insurance implications and it was noted that any remedial actions taken need to be documented.

10. Highways and Footways.

Clerk to arrange a meeting between ERYC and DF to discuss the appropriate place to site a new litter bin.

11. Events

The feedback from the quiz night had been very positive and Cllrs were very pleased with the total raised. The next event is to be a picnic on Glebe Avenue green on the 18th August, this will include another raffle. Clerk to email No Mega Prison group contacts and book the Training Centre in case of bad weather.

12. To review Parish Council documentation and procedures.

The Clerk had produced a list of documents already adopted by the PC with some suggestions of documents that could be adopted. SB proposed that the PC should plan ahead and look at reviewing 1 or 2 documents (depending on length) per meeting, AF seconded and all agreed.

13. Questions from Councillors.

- a) Due to all Cllrs being new there had been many emails asking lots of questions which had monopolised the Clerk’s time. All Cllrs to be pointed to the ERNLLCA website for information to try and minimise the number of emails and any questions listed and asked at meetings.
- b) SB reported that the grass at the junction of Dolegate is very long and visibility very poor, SD reported the same problem at Glebe Avenue, LH to report to ERYC.

14. Administration Matters.

- a) Correspondence received (list attached). Noted.
- b) National Highways and Transport Public Satisfaction Survey. Deferred to next meeting.
- c) HMP Full Sutton. The PC had received a copy of the tree report commissioned by the MOJ in 2016, SB had asked if all the work identified had been completed. New report to be commissioned. MOJ had requested that any security issues be reported to the Prison. There had been a problem with the boundary of the Prison being over run by rabbits, MOJ to take remedial action.
- d) Parish Pump. Clerk to submit Minutes and update regarding the fundraiser. DF to put information regarding the fundraisers on the website.
- e) ERNLLCA – Being a Good Councillor full day course. Clerk to let ERNLLCA know that DF would have been interested in a day course.
- f) Personnel Matters.
 - i. Timesheet signed.
 - ii. To discuss Personnel procedures and the Clerk’s Role.
SB proposed that until there are sufficient members to form a Personnel Committee Full Council should look after any personnel issues such as annual appraisals, objective setting etc. SD seconded and all agreed.

15. Date and Venue of next meeting.

The procedure for setting dates for meetings was discussed at length, it was agreed to follow the best practise approach of setting provisional dates for the year and confirming the date at each meeting. The next meeting will be on Monday the 16th September 2019 at 7.00pm in the Training Unit at HMP Full Sutton. Cllrs to keep 19th August free in case an extraordinary meeting needs to be called. The meeting closed at 10.16pm.

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

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

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


ERYC Planning Portal <https://newplanningaccess.eastriding.gov.uk/newplanningaccess/>

Leo Hammond - Re: Agenda 17th June

Resident - Re: York has the most congested road in Yorkshire – with 1,000 jams in a single year
YorkMix

 NALC / LGRC Local Council EXPO

NALC -  LCR Winter 2018 Survey

NALC -  Chief executive's bulletin

 NALC Annual Conference 2019

ERVAS Training Update 7th June 2019

Update on Community Speed Watch for interested parties

Stephen Hunt - Re: Prison application

The Rural Bulletin - 18 June 2019

Fiona Roberts - Re: New information Economic Report and FOI

NALC -  Star Council Awards 2019

Helen Anderson - June Newsletter Market Weighton

Helen Anderson - June Newsletter Pocklington

Greg Knight - Planning application - HMP Full Sutton (Case Ref: GK21705)

Local-Links and Youth Coalition Upcoming Meetings

 NALC Newsletter

 Chief executive's bulletin

Stacey Bellamy, Market Weighton Town Council - RE: Group Objection to Full Sutton Mega Prison

Conservative Group - Reparation for Young Offenders

The Rural Bulletin - 25 June 2019

ERVAS E-Bulletin 26th June 2019

Resident - Formal Complaint Poplar Farm pig unit

Stephen Hunt - Re: Full Sutton Prison Application - Home Office commitment 1979

Resident - Quiz this Saturday/No Mega Prison Update June 2019

Fiona Roberts - Fwd: Re: Ref: 18/04105/STOUT Outline Planning Application for erection of new Category C prison at Full Sutton

NALC -  Star Council Awards 2019

Brian Robertson - Meeting of EYLC Network

 Chief executive's bulletin

Caroline Burton - Co-option letter

Parish Council Vacancy

 NALC Annual Conference 2019

NHS Vale of York CCG Stakeholder newsletter - June 2019

Dean Hodgson - Meeting regards planning

The Rural Bulletin - 02 July 2019

Jennifer Downs - 19/02202/EIASCR - Roman Road

Suzanne Shuttleworth - Re: Formal Complaint

RSN Rural Funding Digest - July 2019 Edition

 NALC Newsletter


ERNLLCA West District committee papers

Licensing - Community Fairs, update on information - Animals as prizes

ERNLLCA – Answers to questions.

Alison Ayre - National Highways and Transport Public Satisfaction Survey

Becky Cardwell – litter bins

NALC -  Chief executive's bulletin

ERNLLCA - Being a Good Councillor Training

Brian Robertson - Meeting of EYLCN

No Mega Prison campaign - new objection letter

The Rural Bulletin - 9 July 2019