

# **FULL SUTTON & SKIRPENBECK PARISH COUNCIL**

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The Minutes of the Meeting of Full Sutton & Skirpenbeck Parish Council (PC) held in the Training Centre, HMP Full Sutton at 7.00pm on Monday 16<sup>th</sup> March 2020.

## **OPEN FORUM**

As there were no members of the public present, SD proposed to continue on with the meeting, FR seconded and all agreed.

1. **Present:** Chairman S Davies (SD) and Cllrs L Chapman (LC), M Edwards (ME), A Findlay (AF), F Roberts (FR) and the Clerk. Apologies were received and accepted from Cllrs D Flynn (DF) & D Roberts (DR).
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 17<sup>th</sup> February 2020 were agreed as a true record. FR proposed, AF seconded and all agreed. The Minutes were duly signed.
4. To discuss and co-opt a new member. There had been two expressions of interest. Clerk to liaise with applicants.
5. Ward Councillor Leo Hammond (LH) would be joining the meeting later. Unfortunately, he had been unable to gain entry into the building.
6. **Clerk Update.**

The Clerk updated the Councillors on the following:

  - a) Website – this needs some updating to bring it in line with accessibility legislation. Clerk to obtain quotes and forward to Councillors. Clerk to also email 1&1 regarding the contract.
  - b) Fraud – this is a major problem and will only get worse with people self-isolating. Police to send out leaflets to be distributed in the villages.
  - c) COVID 19 – PC to put information on Facebook, twitter, the Website and in the Parish Pump. The community to be asked to look out for neighbours and help where possible. Residents are asked to only accept help from persons known to them.
7. **Planning.**
  - a) Notification of Decision 19/03953/PLF: Erection of two detached dwellings following demolition of existing dwelling and detached garage. Location: South Lodge, Moor Lane, Full Sutton YO41 1HT. Applicant: PDS Construction. Permission granted. Noted.
  - b) Full Planning Permission 20/00442/PLF: Erection of an additional livestock unit. Location: Land south of Doe Park Farm, east of Main Street, Skirpenbeck, YO41 1HG. Applicant: J T Horsley & Son. SD proposed 'no objections', AF seconded and all agreed.
  - c) To discuss ERYC's Draft Masterplan Supplementary Planning Document (SPD) and consider submitting comments. The PC have no comments to make.
8. **Finance.** a - h proposed by SD seconded by ME and all agreed.
  - a) C M Miles-Findlay – Wages
  - b) HMRC January – March
  - c) C M Miles-Findlay – Expenses - £111.70
  - d) 1&1 Internet Ltd – Parish Website – Credit - £1.01
  - e) 1&1 Internet Ltd – Parish Website – Direct Debit - £2.22
  - f) Sure VoIP – Parish Telephone – Direct Debit - £6.00

- g) ERYC – Play Area Inspection training – Bank Payment - £65.00
- h) ERNLLCA – Financial Responsibilities training – Bank Payment - £54.00
- i) To review the Asset Register. FR proposed the Asset Register be approved, SD seconded and all agreed.
- j) To appoint an Internal Auditor for 2019/20. SD proposed the PC appoint Emma Fletcher again, AD seconded and all agreed.
- k) To review and adopt updated Financial Regulations and Financial Risk Assessment. SD proposed the documents were adopted, FR seconded and all agreed.
- l) The Bank Statement was examined and signed.

**9. To discuss matters regarding Skirpenbeck Play Area.**

LC had inspected the play area and completed the inspection form. Due to the recent weather the ground is very boggy. Some trees had fallen into the Beck, this had been reported to ERYC, Clerk to also report to LH. LC happy to continue inspecting.

**10. To discuss matters regarding Highways and Footways.**

- a) Speedwatch update – the final part of training had been booked for Friday 20<sup>th</sup> March but this had now been cancelled due to Government guidance relating to COVID 19.
- b) Clerk to check if work had been done on Middle Lane, if not, Clerk to contact LH.
- c) Clerk to email LH to ask if there is any progress with who is responsible for the roads and paths on and around Glebe Avenue.

**11. To discuss planned events including Christmas 2020 preparations.** All events now deferred due to Government guidance. ME to send the design of the Christmas tree to the Clerk to pass on to ERYC.

**12. Questions from Councillors.**

LC asked if planters could be placed around the village, to be discussed at the next meeting. LC also asked about the cutting of the grass in the Churchyard and whether a couple of days could be arranged for volunteers to come and help with the maintenance, AF to organise.

**13. Administration Matters.**

- a) Correspondence received (attached). Noted.
- b) To discuss ERYC’s Town and Parish Council Charter Consultation and consider completing the survey. SD asked all Cllrs to look at the information and website and email the Clerk with any comments. LC had responded.
- c) HMP Full Sutton. No change to lighting as yet. SD to send noted from the liaison meeting to the Governor.
- d) Parish Pump. Clerk to send Minutes, advertise vacancy, provisional dates for meetings, fraud and COVID 19.
- e) Personnel Matters. Timesheet signed.





**14. Date and Venue of next meeting.**


The next meeting is planned for Monday 20<sup>th</sup> April 2020 at 7.00pm in the Training Unit at HMP Full Sutton. However, this is dependent on Government guidelines regarding COVID 19 and will be confirmed closer to the date. The meeting closed at 8.36pm.

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

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

## Correspondence List March 2020

Date Received	Sender	Subject	Agenda/ Actioned
11.02.2020	Rural Services Network	The Rural Bulletin - 11 February 2020	
11.02.2020	Transport Services	Mature Driver Event	
11.02.2020	Kevin Hollinrake, MP	Dualling of the A64	
12.02.2020	Peter Jacobson, Area Lighting Engineer, ERYC	Full Sutton - Christmas tree & lights	Pending
12.02.2020	Keep Britain Tidy	Is Your Council Taking Part In #GBSpringClean 2020?	
12.02.2020	NALC	 NALC NEWSLETTER	
13.02.2020	ERNLLCA	Social Media - Engaging your community - 24th or 25th March 2020	Pending
13.02.2020	ERVAS	ERVAS E-Bulletin 13th February 2020	
13.02.2020	Leo Hammond	Members Monthly Report for Enforcement	
14.02.2020	Rural Policy and Partnership Team	East Riding of Yorkshire Council VE Day 75th Anniversary Community Fund	
15.02.2020	Craig Ulliott, Conservative Police and Crime Commissioner Candidate for Humberside Police Area.	Attached: Invitation to discuss crime in your area	Expired
17.02.2020	BHIB Councils Enquiries	Policy Number - enquiry	
18.02.2020	Rural Services Network	The Rural Bulletin - 18 February 2020	
20.02.2020	Planning, ERYC	Planning Consultation for 20/00442/PLF: Land South Of Doe Park Farm, East Of Main Street, Skirpenbeck, YO41 1HG	Agenda
21.02.2020	NALC	 CHIEF EXECUTIVE'S BULLETIN	
21.02.2020	ERNLLCA	ERNLLCA Newsletter	
24.02.2020	Rural Services Network	Join us in March 2020 to discuss the Rural Strategy	
25.02.2020	Rural Services Network	The Rural Bulletin - 25 February 2020	
25.02.2020	Samantha O'Connor, Parish Clerk to Bishop Wilton, Youlthorpe and Gowthorpe	Fwd: Planning Consultation for 20/00419/PLF: Full Sutton Industrial Estate, Common Lane, Full Sutton	
25.02.2020	1 & 1	Website accessibility	Pending
27.02.2020	Primary Care Supplies	70% Alcohol Hand Sanitiser available to order now	
28.02.2020	Dave King, Stamford Bridge Parish Clerk	Dementia meeting	Actioned
28.02.2020	East Riding of Yorkshire Council Cabinet Members	cabinet newsletter February 2020	
28.02.2020	ERVAS	ERVAS E-Bulletin 27th February 2020	
28.02.2020	NALC	 CHIEF EXECUTIVE'S BULLETIN	
02.03.2020	Tracey Tomlinson, Democratic Services Officer, ERYC	Joint Local Access Forum Agenda - 11 March 2020	
03.03.2020	Rural Services Network	The Rural Bulletin - 03 March 2020	
03.03.2020	NALC	 HELP NALC IN ITS GROUND-BREAKING RESEARCH ON DEMENTIA	

03.03.2020	Peter Jacobson, Area Lighting Engineer, ERYC	Full Sutton - Christmas tree & lights	Pending
04.03.2020	Lorraine Clarke, Board Support Officer	ERSAB February 2020 Newsletter	
04.03.2020	Rural Services Network	RSN Rural Funding Digest - March 2020 Edition	
04.03.2020	Planning, ERYC	Notification of Decision on App Ref 19/03953/PLF	Agenda
05.03.2020	ERNLLCA	CORONAVIRUS	Agenda
05.03.2020	Calor	It's back! Calor's Rural Community Fund is ready to support local projects	
06.03.2020	John Craig, Forward Planning, Housing Strategy and Development Manager, ERYC	Alamein Barracks Draft Masterplan SPD consultation, Fri 6 March - Fri 24 April 2020	Agenda
06.03.2020	NALC	 CHIEF EXECUTIVE'S BULLETIN	
08.03.2020	Resident	Beck at rear of Skirpenbeck play park	Agenda
10.03.2020	Rural Services Network	The Rural Bulletin - 10 March 2020	
10.03.2020	Keep Britain Tidy	Fed up of Dog Fouling in YORK?	
10.03.2020	Calor Rural Community Fund	Need funding for your community project? Calor's Rural Community Fund is open, ready and raring for your applications	

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