**SHIPTONTHORPE PARISH COUNCIL**

**Document Reference 1/2020-21**

**19th June 2020**

Shiptonthorpe Parish Council – Minutes of the virtual meeting held on the **18th June 2020 at 7.15pm.**

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| Present | | |  |  | |
| Cllr Robert Ducker | | | RD | Chairman | |
| Cllr Tim Bowron | | | TB | Councillor | |
| Cllr Katy Wrathall | | | KW | Vice Chairman | |
| Cllr Victor Lambert | | | VL | Councillor | |
| Cllr Edward Bowron | | | EB | Councillor | |
| Cllr Ian Jeffrey | | | IJ | Councillor | |
| Cllr Hilary Hazell | | | HH | Councillor | |
|  | | |  |  | |
| Attended by | | |  |  | |
| **Officers** | | |  |  | |
| Catherine Simpson | | | CS | Clerk and RFO | |
| **Others** | | |  |  | |
|  | | | 1 | member of the public | |
|  |  | | | | **Action** |
|  | Due to technical issues the meeting was opened by Cllr Katy Wrathall pending the arrival of the Chairman. | | | |  |
| **20/21-1** | APOLOGIES & REASONS FOR ABSENCE | | | |  |
|  | None given at the meeting, however, Cllr Johnstone’s were received the next morning. | | | |  |
| **20/21-2** | DECLARATIONS OF INTEREST | | | |  |
|  | Declarations of non-pecuniary interest were received as follows:   1. Cllr Tim Bowron – Heritage Project, Sports & Recreation, CPC 2. Cllr Victor Lambert – CPC 3. Cllr Edward Bowron – Heritage Project   Cllrs Jeffrey, Ducker & Hazell were temporarily absent at this time and so their Declarations of Interest were not recorded. | | | |  |
| **20/21-3** | | **ADOPTION OF MINUTES** | | |  |
|  | | The following minutes were adopted as a true record:   1. Extra Ordinary meeting 25th March 2020 (VL/T) | | |  |
| **20/21-4** | | **MATTERS ARISING FROM THE ABOVE MINUTES NOT ALREADY COVERED ON THE AGENDA** | | |  |
|  | | None. | | |  |
| **20/21-5** | | **FINANCE** | | |  |
|  | | Cllrs Ducker, Jeffrey and Hazell re-joined the meeting and Cllr Ducker took over as Chair. | | |  |
|  | | 1. The following payments were approved by Council: | | |  |
|  | | |  |  |  |  | | --- | --- | --- | --- | |  | **Payments** |  |  | | 1. | Mike Walker | £ | 932.40 | | 2. | East Yorkshire Aluminium & Glass | £ | 4578.40 | |  | **Total** | **£** | **5,510.80** |  |  |  |  |  | | --- | --- | --- | --- | |  | **Monthly Transfers to Savings Account** |  |  | | 1. | Churchyard and Cemetery fund | £ | 167.00 | | 2. | Election fund | £ | 25.00 | | 3. | Project fund | £ | 92.00 | |  | **Total** | **£** | **284.00** | | | |  |
|  | | 1. The monthly accounts & bank reconciliations were agreed. 2. The year-end accounts were approved 3. The internal audit report was received and there is a plan to deal with the issues raised. 4. The Annual Governance and Accounting Statements were completed. | | |  |
| **20/20-6** | | | **ENVIRONMENTAL AND COMMUNITY MATTERS** | | |  |
|  | | | 1. Village Maintenance (including grass cutting, litter picking and winter maintenance).   Ragwort – there is an issue with this in the Playing Field and Cllr Ducker has taken advice on the best way of dealing with this. The best course of action is apparently to keep cutting it and eventually it will disappear. Those areas which are inaccessible for the mower will need to be strimmed. | | |  |
|  | | | 1. Churchyard & Cemetery (including Church wall and trees)   The Clerk suggested that a further two head stones be repaired in the Churchyard and this was agreed. | | |  |
|  | | | 1. Highways (including maintenance, Street Scene and traffic problems)   Cllr Wrathall requested that ERYC be reminded to cut the verges along Clayfield Lane.  Fern Croft – the Clerk was asked to request a site visit from ERYC as the two plots either side of the property are a complete eyesore.  Speeding – this is a big concern and is happening throughout the village. It was agreed that Cllr Jeffrey compose an email on this issue requesting up to date data.   1. Street lighting   Nothing to report.   1. Shiptonthorpe beck   There do not appear to be any issues, however, this will continue to be monitored as usual. | | |  |
|  | | | 1. Paddock & VH car park redevelopment:   The paddock project has been implemented. The grass has been sown and all that remains is for the borders to be planted.  The CPC have considered putting limestone chippings down on the overspill car park. The Clerk will enquire with local quarries as to what is available.  Cllr Wrathall suggested that the Village Hall Committee get together with the CPC to discuss the issue of the main Village Hall car park, which also needs attention.   1. Crime & disorder   The Cyber Crime workshop was cancelled due to the pandemic, however, Cllr Wrathall has been extremely busy ensuring that all relevant information received on this issue is published on the Facebook page. The council is grateful for the work which Cllr Wrathall puts into this.  Cllr Jeffrey advised that there has been an 8.5% drop in all offences over the last year.  Cllr Wrathall confirmed that the number of engagements on our Facebook page is increasing and commended the village on their commitment to the COVID-19 group. | | |  |
| **20/21-7** | | | **PUBLIC OPEN FORUM** | | |  |
|  | | | No issues were raised. | | |  |
| **20/21-8** | | | **ADMINISTRATION** | | |  |
|  | | | 1. Tender and quotation policy   It was agreed that it would be beneficial to have one in place.  **RESOLVED:** that the Clerk will work on this and circulate it for discussion at the next meeting.   1. **RESOLVED:** to approve absence for councillor(s) unable to attend virtual meetings in order to protect their role(s). | | | **)** |
| **20/21-9** | | | **HR** | | |  |
|  | | | The Clerk would like to undertake one of the Community Governance qualifications. The courses cost £6,300 each and it is hoped that this would be part financed by the Clerk and part by the three councils to which she is Clerk.  **RESOLVED:** that the Clerk put some details together for discussion at the next meeting. | | |  |
| **20/21-10** | | | **CORRESPONDENCE** | | |  |
|  | | | 1. Relevant emails have been circulated.   Cllr Tim Bowron again commented that the correspondence log has not been circulated for some time and the Clerk advised that she will resume this from the 1st July. | | |  |

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| **20/21-11** | **COUNCILLORS EXCHANGE AND AGENDA ITEMS FOR NEXT MEETING** |  |
|  | 1. Cllr Tim Bowron advised that Mark Hutton is querying the fence in front of his house again. The Clerk stressed that this issue had been visited in the past and it was ascertained that the fence is on the deeds to Mr Hutton’s property and is not the responsibility of ERYC. The paperwork will be found and re-sent. 2. Fern Croft 3. Clerk’s training 4. Roundabout – finishing off 5. Village Hall   Before the meeting closed a one minute’s silence was held in memory of our colleague and friend Cllr Richard Hardy who passed away on the 26th May. |  |
| **20/21-12** | **DATE OF NEXT MEETING** |  |
|  | The next meeting will take place on the 16th July. |  |

Meeting closed at 20:40

Signature of Chairman, Cllr Robert Ducker:

**APPENDIX 1**



**Shiptonthorpe Parish Council**

**Community Project Committee**

**Clerk: Catherine Simpson 19 Princess Road, Market Weighton, York YO43 3BX**

**Tel: 01430 872239 Email: shiptonthorpeparishcouncil@hotmail.co.uk**

Meeting Minutes of the above Committee at the Village Hall, Shiptonthorpe which commenced at 19:30hrs on Thursday 5th March 2020.

Present:

Cllr Robert Ducker Chairman

Cllr Ian Jeffrey Vice Chairman

Cllr Tim Bowron

Cllr Victor Lambert

Cllr Hilary Hazell

1. There were no apologies.
2. Cllr Robert Ducker was elected as the Chairman of the Committee & Cllr Ian Jeffrey was elected as the Vice Chairman.
3. It was agreed that the Committee would be called the Parish Council Community Project Committee.
4. The Terms of Reference would be confirmed at the next Parish Council meeting and would be similar to those adopted by the Beck Committee.
5. It was confirmed the Paddock, adjacent to the Village Hall would be the first Parish Council development project.
6. It is the expectation of the local community for the Parish Council to develop the Paddock into an open garden community facility. However, based upon the recent aerial photographs it was decided it cannot be realistically progressed without first overcoming the flooding that occurs within the paddock following heavy rainfall. It is unclear as to why so much water gathers within it, but it is understood historically, following emergency gas works a number of years ago the drainage pipe/culvert connecting the paddock to the dyke on the southside of the A1079 was compromised. No remedial action was taken to repair the damage at the time. **Action:** RD to liaise with Howard Johnson on the A1079 scheme to perhaps advise us in identifying the most appropriate resources that may be able to assist in establishing where the fault lies. IJ to liaise with Steve Charlton at ERYC Flood Management Team as they may be able to deploy a specialist team with subterranean scanning equipment which may be able to establish where the problem lies and what necessary steps are needed to resolve the problem.

Items 7 to 13, it was agreed until the above actions are progressed and reported upon these items were for the time being irrelevant.

14. Date of next meeting will be set when the Committee is able to report on the findings of the actions outlined in item 6.

Meeting closed at 8:20pm.