

Minutes of the Ordinary meeting of Kelfield Parish Council held in the Village Institute on Wednesday 14th March 2018.

Present: Cllr T Bell, Chairman in the Chair, Cllrs C Cade, J Smith, N Drayton, R Bramley and M Neale.
The Clerk.
No members of the public.

1.0 APOLOGIES FOR ABSENCE

1.1 Apologies; County Cllr R Musgrave

2.0 DECLARATIONS OF INTERESTS NOT ALREADY REGISTERED/DISPENSATION REQUESTS

None.

3.0 MINUTES

3.1 Having been proposed and seconded, the minutes of the Ordinary Meeting of the Council held on 10th January 2018 were approved and signed by the Chairman as a correct record of the proceedings subject to an amendment to correct Item 2.1 apologies *received from Cllr R Bramley* and a slight change to the wording on Item 8.1.

4 TO RECEIVE REPORTS (IF ANY)

i) Police – None received

ii) County Councillor: Richard Musgrave emailed to ask that the Parish Council be advised it is likely that the Planning application for the former Stillingfleet mine will be heard by North Yorkshire County Council Planning Committee in April

ii) District Councillor – Not present

5.0 TO RECEIVE AN UPDATE ON ITEMS OTHERWISE NOT ON THE AGENDA

5.1 Registration of the Grey Horse Pub as a Community Asset.

A decision from Selby District Council was expected today but as yet this has not been received.

5.2 Purchase of a defibrillator.

Cllr M Neale had previously circulated his research on types of defibrillators and cabinets and he discussed the reasons behind his recommendation to purchase the HeartSine Samaritan and cabinet. A new electrical quote of £340.16 has now been obtained to install the defibrillator, siting it at the side of the Institute on the newly bricked up door. It was proposed, seconded and resolved that the Clerk should proceed with the purchase of the HeartSine Samaritan and cabinet.

5.3 Update on Data Protection Regulations.

The Clerk confirmed that other local Parish Councils are still waiting to find out more about these regulations and are not averse to sharing a Data Protection Officer (DPO). Selby D.C. are using Veritau as their DPO and advice for Parish Councils is to look at YLCA or Local Council Advisory Service to supply a DPO. The YLCA has sent a useful GDPR audit template and the Clerk is presently looking through the Parish Council records and will destroy anything which is non-compliant with the regulations.

5.4 YLCA Selby Branch Meeting

Cllr Drayton attended the meeting in February and previously circulated a short report to members of the Parish Council. Cllr Drayton advised the PC that there is still a possibility that small Parish Councils will be given an exemption by Government from GDPR. Small Parish Councils are now exempt from an external audit, but it is still necessary to ensure and report that processes and procedures are correct. The next branch meeting is on 13th June and the Clerk, Cllr Drayton and Cllr Neale expressed an interest in attending this event.

5.5 Tadcaster & Rural Community Interest Company Workshop

Cllr Drayton attended the workshop in February and previously circulated a report to members of the Parish Council. A discussion took place about a Local Plan for Kelfield and Cllr

Drayton had brought back various leaflets for members of the Council to look at. The issue of a Local Plan will be put on the next agenda.

5.6 To report response from Environment Agency about the impact of flooding on Kelfield that could be caused by reinforcing the flood defences in York

Following a question from a member of the public Cllr Neale emailed Robin Derry of the environment agency with a question about the impact of flooding on Kelfield from the flood defences put in place in York. The response received was:- *from the initial modelling work undertaken the impact of raising defences in York on the communities immediately downstream of the City (Naburn/Acaster/Bishophthorpe) indicates there is no increase in the risk of flooding to properties in these communities. Whilst we will be undertaking further modelling work as the project progresses, we don't expect an increase in the flood risk to properties in these communities or to communities further downstream.* It was agreed that Cllr Neale respond back to this email and ask them to copy Kelfield Parish Council into all correspondence relating to flooding downstream.

6 REQUEST FROM A RESIDENT TO ERECT A SIGN ON A PARISH COUNCIL WALL

Application by resident to erect a sign on the pillar of the Parish Council wall that encloses the allotment, signposting all the cottages from the main road into the shared lane. (Photographs of location and proposed sign emailed to all Councillors). Having been proposed and seconded it was agreed that a sign could be erected on the Parish Council wall that encloses the allotments.

7 UPDATE ON THE NO 42 SATURDAY NIGHT SERVICE

Following many emails from John Cattnach, the proposed Saturday night service with Transdev was rejected by Cawood District Council and therefore not able to proceed without all Parish Councils in agreement. This proposal was also not supported by Kelfield Parish Council (although a formal vote had not yet been taken). A new agreement has been put together by Arriva and this has already been agreed to. There will be buses from Selby at 20.00 and 22.00 and back from York at 21.00 and 23.00 at a cost of £106.18 per Saturday night. For this service to break even it would need 32 paying passengers per night and the proposal is that any deficit would be underwritten by the Parish Councils and any surplus would be returned to the Parish Councils based on the percentage share underwritten, according to their precept. In the case of Kelfield Parish Council this would be 0.081 of their precept. It was proposed, seconded and agreed that the Parish Council would accept the Arriva agreement and underwrite any deficit based on a share of 0.081 of their precept. The Clerk will reply to John Cattnach with the response and also thank him for his efforts.

8 Consultation on Review of Local List Requirements

This request was noted but no response given

9 To welcome representatives of Riccall & District Resilience Group

Three members attended the meeting to explain the background behind the formation of the group, which was established after the Boxing Day floods in 2015. During this major flood event the emergency services were stretched and concentrated their resources on more urban areas, leaving Riccall to deal with their emergency without proper support or equipment. A steering group was set up to try to involve all local communities within a small radius, with the aim of providing equipment and volunteers to bridge the gap and to deploy volunteers where they are needed most. The steering group put forward a proposal and raised £7.5K from the CEF and this was then matched by Riccall Parish Council. The group would support any major event, not just flooding, but would work in conjunction with Kelfield's own Emergency Plan. The decision on the allocation of resources would be done by the steering group. A discussion took place around the practicalities of this group and a question asked about the equipment that Cllr Neale had requested when he was part of the group. Keith Dawson confirmed that the equipment requested had been approved but needs to be auditable as it has been purchased with public funds. There will be a shipping container based in Riccall where all the equipment is locked away and this is kept separate. Concerns were raised about the speedy provision of equipment to Kelfield, from its base in Riccall, if the road between Riccall and Kelfield is blocked. The group extended an invitation to Kelfield Parish Council to once again become part of the group and invited anybody that was interested to attend an afternoon

training session on 22nd April at the Riccall Institute which will include basic CPR, use of a defibrillator, basic firefighting and first aid.

The three members of the group left after this discussion.

Kelfield Parish Council continued the discussion and an offer of a small metal waterproof container was made to store the equipment that had been requested by Cllr Neale when he was part of the Resilience group. The siting of this container would need to be discussed and the size measured to ensure that the equipment could be accommodated, or alternatively the Institute could be approached to see if there is a lockable cupboard which could be used instead. The council has also budgeted for £1K to purchase emergency equipment for Parish use.

It was proposed seconded and resolved that the Parish Council would support the Riccall and District Resilience Group on the basis of the discussions held at the meeting. Cllr Neale agreed to attend future steering group meetings and to establish co-operation between it and Kelfield Parish Council. The Clerk will send an email to the Riccall & District Resilience Group asking that the equipment (which was requested by Kelfield as part of their bid from the CEF) should be stored in an appropriate container in a central location in Kelfield.

10.0 CORRESPONDENCE

10.1 YLCA – Planning Seminars

10.2 YLCA New Clerks training 6th April 2018 – Clerk to attend

10.3 Modernising Justice Conference 12th June 2018

10.4 YLCA - NALC CHIEF Executives Bulletin 2

10.5 YLCA - Request for Council to consider attending sessions about becoming a dementia friendly council - *Noted*

10.6 YLCA - NALC CHIEF Executives Bulletin 3

10.7 YLCA – NALC CHIEF Executives Bulletin 4

10.8 Information Commissioners – Certificate of Registration *Noted*

10.9 Selby District AVS – Community Transport Consultation *Noted*

10.10 Community Activist – Training Opportunity *Noted*

10.11 YLCA – NALC CHIEF Executives Bulletin 5

10.12 Selby D C – 1 Vote

10.13 Employers Liability Certificate for new Contractor Landscape Seeding Services Ltd *Noted*

10.14 Selby District Council - Community Litter Picks Support - *Noted*

10.15 Canal & River Trust Information *Noted*

10.16 Annual Meeting of Parish Council Clerks & Chairs – Clerk to respond with feedback

10.17 DEFRA – Consultation on proposals to Tackle crime and poor performance in waste sector
The clerk advised that the deadline for response has passed but Councillors can respond individually to this consultation

10.18 Selby DC – update on tax base *Noted*

10.19 Selby DC – Press release on Council Tax for next financial year *Noted*

10.20 York & North Yorkshire Play & Recreation Association conference 28th March 2018 – Cllr Neale and Cllr Drayton to attend. A discussion took place about the possible siting of a playground which will be continued at the next Parish Council meeting in May following the attendance of Councillors at this conference.

10.21 Council Tax Supporting Information *Noted*

10.22 Press release Eggborough Power Station

10.23 YLCA – NALC CHIEF Executives Bulletin 9

10.24 Selby DC -Additional Sites Consultation *Noted*

10a TO NOTE ANY CORRESPONDENCE RECEIVED AFTER THE PUBLICATION OF THE AGENDA/ITEMS FOR CIRCULATION

10a.1 NALC Chief Executive's Bulletin 10

11 TO CONSIDER HOW TO LIST EMAILS ALREADY CIRCULATED TO COUNCILLORS (THAT DO NOT REQUIRE ACTION) ON FUTURE AGENDAS

The Clerk asked Councillors whether they wished to have items of correspondence already circulated by email listed individually on the agenda and drew to their attention the way that two local Parish Councils list their correspondence: One resolved to exclude all correspondence already circulated by email and another to list theirs as follows:-

- A) News items received by email forwarded to Councillors
- B) YLCA White Rose Updates circulated to Councillors
- C) Various advertisements received

It was proposed, seconded and agreed that in future all correspondence emails circulated to Councillors would be listed on the agenda in the second way a, b and c.

12 FINANCE

12.1 Receipts

No1 Account	
Transparency Fund	2050.00
Total receipts	<u>£2050.00</u>

12.2 Payments

	£	VAT	Amount Due
The following accounts were presented for payment;			
12.2.1 Mrs J Kearns Reimburse Laptop/Printer/software/stationery	584.50	116.93	701.43
12.2.2 Clerk's Salary February	as advice	-	as advice
12.2.3 KVI Donation to building work	280.00	-	280.00
12.2.4 KVI hall hire March 18	13.50	-	13.50
12.2.5 AED Locator (E.U) Ltd	2048.00	409.60	2457.60
12.2.6 YLCA Course Fee- Clerk's training	86.25	-	86.25
12.2.7 The Cybermill new website	450.00	90.00	540.00
12.2.8 Mr A J Brook (Y&NYPRA place for delegate)	10.00	-	10.00
12.2.9 Clerk's Salary March	as advice	-	as advice
Total payments	<u>3861.17</u>	<u>616.53</u>	<u>4477.70</u>

Having been proposed and seconded it was resolved: *that the above accounts be paid.*

12.3 Statement of Accounts to 28 Feb 2018

Noted.

12.4 Fixed Asset Register

The Clerk asked the Parish Council if she could dispose of 2 file boxes worth £20 which appear on the Fixed Asset Register. It was proposed, seconded and agreed that the 2 file boxes can be removed from the register and disposed of.

13 PLANNING

13.1 Applications Received and Circulated to Members Previously.

- 13.11 Planning Application 2018/0014/FUL – 2 Bridge View, Cawood, Selby Retrospective application for construction of private fishing pond and retention of portacabin/workshop/store
The Parish Council has no objection to the application

- 13.12 Planning Application 2018/0144/LBC – Village Farm House, Main Street, Kelfield Listed building consent for a proposed garden room extension
Whilst the Parish Council fully understands that this is an outline application with all matters reserved, it is hoped that the following concern will be dealt with prior to the application being considered for the approval of reserved matters;

- i) *The extension is in contrast to the listed building and ideally should be in keeping with the building or not extended at all.*

- 13.13 Planning Application 2018/0175/HPA – Village Farm, Main Street, Kelfield proposed single storey side extension.
Whilst the Parish Council fully understands that this is an outline application with all matters reserved, it is hoped that the following concerns will be dealt with prior to the application being considered for the approval of reserved matters;

- i) *There are no objections to the sun room in principle, however we believe that a habitat survey would be in order rather than the letter dated 15/2/18 and included in the application, stating that 'no evidence' can be seen of 'unusual or endangered species', in 'the pond and its surroundings'. The pond(s) were fish ponds for Kelfield Hall until mid 19th century in what was known as 'Walnut Garth'. We notice that one of the main reasons for the appeal at Yew Tree House being dismissed was they it had 'failed to demonstrate that it would not have an adverse effect on protected species and their habitat' in the Moated site and Fish pond of the Former Kelfield Manor House. 'A phase 1 habitat survey.....indicates that 2 ponds within 500m of the site are known for Great Crested Newts. A further pond has also been identified as being a likely habitat'. (Appeal Decision APP/N2739/W/17/3170320 Yew Tree House, Main Street, Kelfield, York YO19 6RG, 17/01/2018). One of our Councillors has maps dating back to 1845 which clearly indicates the ponds.*

13.2 Applications received since publication of the agenda.

Planning Application 2018/0266/FUL – Villino, 3 Lakeside Mews, Riccall Lane proposes conversion of existing outbuilding to a dwelling (Use Class C3) and erection of entrance porch, extension and detached garage (amendment to 2017/086/FUL)

13.3 Decision Notices.

Planning Application 2018/0014/FUL – 2 Bridge View, Cawood retrospective application for the construction of a private fishing pond and retention of portacabin/workshop/store

SDC decision – Permission Refused

14 UPDATE ON PARISH COUNCILLOR VACANCY

The Clerk has received no interest in the vacancy, however, the Chairman indicated that he had received an expression of interest for the Parish Councillor vacancy and that he would approach the individual concerned to invite him to join the Parish Council.

15 MATTERS FOR THE CLERK'S ATTENTION/ITEMS FOR THE NEXT AGENDA

15.1 Matters for the next agenda to include;

- i) To find out if the Grey Horse has been registered as a community asset and consider how to proceed
- ii) To Reconsider the Local Plan
- iii) To Reconsider the issue of a playground in Kelfield

15.2 Consider action to rectify street light which is permanently lit identified as light number 1

16 DATE OF THE NEXT MEETING

The date of the next was confirmed as Wednesday 9th May 2018 commencing at 7.30pm. There being no further business, the Chairman closed the meeting at 9.23pm.