

Minutes of the Ordinary meeting of Kelfield Parish Council held virtually via Zoom on Monday 14 September 2020.

Present: Cllr T Bell, Chairman in the Chair
Cllrs M Neale, R Gascoyne, S Lister, N Drayton.
The Clerk
County Councillor, R Musgrave

Public Session

There were no matters raised.

1.0 Apologies for Absence

1.1 Apologies received from Parish Cllr R Bramley, District Councillor N Reader.

2.0 Declarations of interest not already registered/Dispensation requests

2.1 None.

3.0 Confirmation of the Minutes

3.1 Having proposed and seconded, the Minutes of the Ordinary Meeting on 13 July 2020 were approved and signed by the Chairman as a correct record of the meeting.

4 To receive Reports (if any)

i) County Councillor – **Stillingfleet Mine** - A decision on the application of Stillingfleet Mine continues to be delayed as further legal advice is being sought. *This was noted.*

Restructure of Local Government – As part of Local government reform, the Local Government Minister introduced a new condition to the devolution deal in that as a new tier of representation is being introduced (i.e. an elected Mayor), a tier should be removed so that there isn't additional bureaucracy. Currently North Yorkshire has what is known as a 'two tier system'. There are seven District Councils – Selby, Ryedale, Scarborough, Hambleton, Richmondshire, Craven and Harrogate – which deliver circa 80 services locally including housing, planning, council tax services, and bin collections; and a County Council which delivers circa 50 services including social care, children's services, schools, highways, and libraries. City of York Council already has a 'Unitary' structure, i.e. one council delivers all the council services.

There are two options proposed for the new structure; either for the county to become a unitary authority (based at Northallerton) or to have a split between the East and West of the region, including York. The Local Government Minister will evaluate the submissions and choose a preferred option which will be taken forward via an Act of Parliament. It is expected, however, that there may be a delay in this decision beyond the original proposed date. *This was noted.*

Impact of Coronavirus on NYCC budget - North Yorkshire County Council is looking at approximate cost of £50 Million as a result of the pandemic, and savings to address the shortfall in the council's reserves will be required. *This was noted.*

Locality Budget – North Yorkshire County Council has offered Kelfield Parish Council up to £2,000 for road safety improvements as part of the Locality Budget for 2020-21. *This was noted and discussed under Agenda Item 6.*

ii) District Councillor – Not present. No major decisions to report. *This was noted.*

5 Co-option of Parish Councillor

5.1 The Parish Council has received one application for co-option to the Parish Council. A vote will be held at the next meeting on 9 November, 2020.

6 Road safety funding update

6.1 At the July 2020 meeting, a working group of three parish councillors was set up to explore the different options to improve road safety in the village. The original idea was to put in a bid to the AJ1 (North Yorkshire funding) project with the aim of securing funds for road calming in the village. The working group tasks were split by the three councillors – 1) correspondence with Highways, 2) correspondence with residents and other local bodies and 3) finance.

After a meeting with the Highways department on the possible options, a road safety plan was sketched by Highways, focusing on paint and signage. Other devices were considered but not felt to be appropriate. In particular, the air and noise pollution caused by vertical obstructions (speed cushions, sleeping policemen) was regarded as unacceptable and Kelfield's roads are too narrow for chicanes and similar constructions.

Kelfield Parish Council has been offered funding from Kelfield Village Institute (£1,500) towards this project. Kelfield Parish Council is waiting to hear about any top-up funding from North Yorkshire County Council's Locality Budget and from funding applications made to NYCC's AJ1 funding, Two Ridings and CEF.

Kelfield Parish Council has written to the chairman of the Kelfield Village Institute thanking them for their offer of a donation towards this community project. The money is yet to be transferred.

The working group is currently liaising with the Highways department, but there has been a delay in receiving a reply on a fully itemized and costed programme of work. The designated member of the working group will re-contact the Highways department, with follow-up support offered from County Councillor, R Musgrave. An update will be provided at the November meeting. *This was noted.*

7 Meeting the Web Content Accessibility Guidelines (WCAG 2.1)

7.1 The Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018 requires public sector bodies, which includes local councils, to ensure reasonable adjustments are made to websites so they are accessible to people with various disabilities. These include:

- Impaired vision
- Motor difficulties
- Cognitive impairments or learning disabilities
- Deafness or impaired hearing

From 23 September 2020 all local council websites will have to comply with those regulations, which requires the Parish Council's website to include an Accessibility Statement and draft Plan of Action by this date.

A draft Plan of Action was discussed at the meeting – this 'live' draft plan will be available on <http://kelfieldparishcouncil.com/> by 23 September 2020 and will be completed throughout a 12 month website assessment process (September 2021), subject to the availability of the website assessor. It was also proposed and seconded that the Clerk would complete the Accessibility Statement and contact the web provider to enquire about support for completing a website assessment.

8 To receive an update on outstanding issues not otherwise on the agenda and to take any necessary action as required

8.1 Grey Horse Public House – No report.

8.2 Flooding / Community Resilience Group – Minutes from the last Community Resilience Group were circulated. Kelfield Parish Council has sent photographic evidence to the resilience group for their audit of the flood defense equipment held at Kelfield. *This was noted.*

8.3 Stillingfleet Mine application – as updated by Cllr Musgrave, Agenda Item 4i. *This was noted.*

8.4 Streetlight Update - The clerk has received an itemised invoice from NYCC for 2019/20 streetlighting expenditure, which includes prelims and administration charges and bulk, waste. The annual streetlighting costs will be discussed further at the precept meeting in December. *This was noted.*

8.5 Dog fouling – this continues to be an issue for the village, at two particular locations. Incidents of dog fouling should be reported at <https://www.selby.gov.uk/report-dog-fouling-incident> *This was noted.*

8.6 Website and Parish Councillor Profiles –the Parish Magazine is now online. One of the remaining two councillor profiles has been drafted for the November online edition and the remaining profile will be drafted for the following edition. Another councillor has requested their completed profile is delayed until the hard copy magazine resumes. *This was noted.*

8.7 No. 42 Bus update – No update to report. *This was noted.*

8.8 Update to NALC Legal Briefing LO1-20 regarding the promotion of virtual meetings. Kelfield Parish Council adopted this approach from the outset of the coronavirus pandemic. *This was noted.*

8.9 Insurance Renewal Process. Kelfield Parish Council has an agreement with its insurers to continue with the policy for this year. The amount due for payment is covered under agenda item 10.2. *This was noted.*

8 Correspondence received (for consideration and action where required)

a) News items received by email forwarded to Councillors

b) Various Covid-19 Bulletins – from NYCC, SDC, YLCA / White Rose, Selby District AVS. *This was noted.*

c) CEF Covid-19 community support funding – deadline 30 September. *This was noted.*

d) Citizen's Advice Letter – *This was noted.*

80.522

e) Devolution and Local Government Reform – Email from Cllr Musgrave

giving context about the reform, an invitation to a Local Government Reform Online Seminar for Town and Parish Councils and meeting notes circulated. Remote Parish Council Clerks and Chairs Q & A Briefing on the Local Government Review 2Sept. *This was noted for all correspondence.*

f) Notification email from PKF LITTLEJOHN– Notification of exempt status, 2020. *This was noted.*

g) YLCA e training bulletin for Sept to Oct 2020. *This was noted.*

h) Selby Branch Meeting – online – 2 dates suggested in September. *This was noted.*

i) YLCA email- Ministry of Housing, Communities and Local Government's (MHCLG) consultation on changes to the Planning System PC10-20 (deadline 15 October 2020). and L01-20 The Local Authorities police and crime panels (coronavirus) (flexibility of meetings regulations. *This was noted.*

9a To note any other correspondence received after the publication of the agenda/items for circulation

9ai Email received from Selby District Council regarding the rise last week in Coronavirus cases in the Selby Area. *This was noted.*

10 To consider matters of Finance

10.1 Receipts – No receipts since the July Meeting. *This was noted.*

Ring-fencing of street lighting budget (Transfer of £500 from the No 1 Account to the Deposit Account to be ring-fenced for street lighting) has not yet be action. There is no pressing deadline for this transfer, but the money remains ring-fenced. The total minimum amount ring-fenced for streetlighting is £1,000. *This was noted.*

Income received since 1 July 2020
No 1 Account

	£ Bank
	0.00
Total	<u>0.00</u>

Deposit Account

	0.00
Total	<u>0.00</u>

TOTAL RECEIVED	<u>0.00</u>
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This was noted.

10.2 Accounts for Payment

The following accounts were presented for payment;

	£	VAT	Total
NEST Pension First Payment DIRECT DEBIT July			13.07
Autela Payroll (July, Aug, Sept 2020, Q2)	54.6	10.92	65.52
S Gibson August Salary			As agreed
S Gibson September Salary			As agreed
HMRC PAYE (July, Aug, Sept 2020, Q2 Months 4-6) DIRECT DEBIT			112.00
S Gibson (Reimbursement for Zurich Insurance Policy- Employers Liability)			£424.30
NEST Pension DIRECT DEBIT Aug			13.07
TOTAL			<u>911.66</u>

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

10.3 To consider the Statement of Accounts to 31 August 2020 **80.523**
This was noted.

10.4 National Salary Pay Award 2020-21

10.4i It was proposed and seconded that the National Salary Pay Award be awarded to the Clerk and back-dated to April 2020 as per the national scheme.

11 To consider Planning Applications received

11.1 To confirm the comments on applications submitted on behalf of the Council in respect of applications circulated to Councillors.

2020/0502/FULM Planning application consultation Brickyard Cottages Riccall Lane Kelfield - Erection of new site utility sheds and garage, new disabled toilet together with 5 No log cabins
Closing date for comments was 8 September 2020, with an extension granted to Kelfield Parish Council to comment until after this 14 September 2020 meeting.

Following a discussion of the proposed application and the particulars of the site, it was proposed and seconded that the Parish Council objects to the application for the following reasons;

--Drainage may be a problem as currently Brickyard Cottages are served by a septic tank, that overflows into a main drain, adding 5 two-bedroom chalets may be too much for the septic tank to handle.

--Inadequate facilities for parking, given the number of chalets and bedrooms proposed, current proposals may be inadequate.

--Concerns over access during the construction phase due to increased construction traffic delivering materials to site.

--Increased traffic using access road, volume will increase significantly and may cause further problems (road 60mph).

--Noise, given the chalets will be for recreational use, a nuisance could occur for the residents of the cottages.

11.2 Applications received since circulation of Agenda (if any)
None

11.3 Decision Notices

11.31 2020/0510/HPA - 4 The Crescent – Proposed erection of two storey side extension. Closing date for comments was 18 June 2020.

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12 Matters for the Clerk's attention and items for the next agenda

12.1 Frequency of power cuts in the parish (Northern Powergrid), having a village warden and parking on the pavement at Moor End.

13 Date of next meeting

13.1 The meeting will be held on Monday 9 November 2020 at 7.30pm by zoom / in person, as appropriate. There being no further business, the Chairman closed the meeting at 8.54pm.