

**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON THURSDAY 25<sup>th</sup> May 2023 AT 8pm**

Present: - Cllrs C Fellows (Chair), P Richardson, I Baker & DCllrs D Shepherd & Lakhvinder Singh.  
In attendance: - S Hawkridge (lengthsman) and J Irons (clerk).

**1758/23 Co-option of eligible candidate(s) if any, excluding public & press (if present).**

DCllrs Shepherd & Singh were appointed to the parish council by an Order signed by the district council on 18<sup>th</sup> May due to the parish council being inquorate. The chairman welcomed them.

**Resolved:** GD Singh was formally co-opted to the council. Clerk to ask the elections office whether an arrangement can be made allowing both district councillors to remain on the parish council for the next 6 months.

**1759/23 Election of Chairman.**

Cllr Fellows was proposed by Cllr Baker and seconded by Cllr Shepherd. **Resolved:** Cllr Fellows was elected.

**1760/23 Election of Vice-Chairman.**

Cllr Baker was proposed by Cllr Richardson and seconded by Cllr Shepherd. **Resolved:** Cllr Baker was elected. Declarations of Office were duly signed by both Chair and Vice-chair.

**1761/23 Members to sign their acceptance of office and Register of Interests forms, and to declare their agreement to abide by the Code of Conduct.**

Those members present duly signed their forms and declared their agreement to abide by the Code of Conduct. Cllr GD Singh will sign his declaration of acceptance of office and ROI in the next meeting.

**1762/23 APOLOGIES FOR ABSENCE**

Cllr GD Singh (holiday); members approved his reason and had earlier co-opted him in his absence.

**1763/23 VARIATION OF ORDER OF BUSINESS** None

**1764/23 DECLARATION OF MEMBERS INTERESTS** None

**1765/23 PUBLIC SPEAKING**

- a) Police - No representative from the police was present.
- b) District and County Council reports.

Prior to the meeting Cllr Atkin had sent the following:

*In reply to questions raised regarding Stenson Road closure notice, there will be several notices coming through during June.*

*The first is from BT Openreach for works to be undertaken along this section.*

*The next closure notice yet to be announced will be from the 19th June to resurface the road from Stenson House through the traffic calming to the A50 override. There will be further works on the new footway due to increased footfall after covid towards to improve access towards the Canal tow path.*

**DCllrs Shepherd's & Singh's report.**

1. both district councillors were pleased to have been returned to SDDC for a further 4-year term.
2. the hedge on Stenson Road, from Grampian Way to the railway bridge, is overgrown thereby scratching passing cars. DCllr Shepherd has asked for this to be cut.
3. Premier Estates Saxon Gate has a new manager but she is not conversant with current arrangements. SDDC is responsible for emptying dog waste bins while Premier should empty the others; however, this is lacking. Hence, SDDC will adopt this service, the manager will contact them.
4. in answer to tackling ASB at the community centre, DCllr Shepherd met the estates manager who confirmed that only children's parties will now be allowed. DCllr Shepherd thinks that no parties would be ideal.
5. DCllr Shepherd met residents who voiced concerns over the large extension at 12 Avon Close. SDDC deemed this not to be a valid application and has refused it.

6. he has asked again for road repair of the poor surface at the border of the City and district, similar to the work done at the junction of Wragley Way and Beaufort Road.
7. he met the resident of 58 Holderness Close who would like to have an overhanging tree branch removed. DCllr Shepherd will discuss with the tree officer although as it is not owned by either district or county, she may have to pay for this herself.
8. the footway leading from Grampian Way to Merrybower Close suffers from graffiti and noise from youths. DCllr Shepherd wrote to county council who say it is the City's responsibility; however, he will talk to residents again.
9. planning applications at Stenson Fields Farm (see below). DCllr Shepherd is unsure about the details the applicant has submitted and is suspicious of delaying tactics that may be present. Noise and noxious gases are evident.
10. regarding the Stenson Road works near the Bubble Inn, Cllr Richardson noticed that gravel needs removing from the footpaths. Also, the overhanging hedge from the balancing pond to Grampian Way needs cutting. DCllr Shepherd said this is Premier Estates' responsibility although this could change soon.
11. Steve told the tree officer of a dead tree branch at Wheatland Close; DCllr Shepherd will have a look.

**1766/23 TO APPROVE THE MINUTES OF THE 2 MEETINGS HELD ON 20<sup>th</sup> April 2023**

These were approved and accepted as a true record after which they were signed by the chairman.

**1767/23 TO DETERMINE WHICH ITEMS IF ANY TO BE TAKEN WITH THE PUBLIC EXCLUDED - None.**

**1768/23 CHAIRMAN'S ANNOUNCEMENTS AND REPORTS**

None. He ruled that there are no IGV meetings upcoming. DCllr Shepherd will ask the relevant parties if one can be arranged soon.

**1769/23 CLERK'S REPORT & CORRESPONDENCE**

1. Action List - several additions/ amendments were made.

2. clerk arranged a day's pay each for Steve & Jane to account for the bank holiday Monday entitlement following the King's Coronation. Also, clerk's salary was increased from £21.04 to £21.57 ph in accordance with an increase in the SCP rate on 1<sup>st</sup> April (*from SCP 34 to 35*).

3. Kick-wall at Ledbury Chase play area. SDDC's Parks and Green Spaces Manager said that they will **not** remove the wall as *'it would reduce the play value of the site and probably only serve to move the anti-social behaviour to another area. With a view to tackling the anti-social behaviour problem, the Communities Team Manager has arranged for the Safer Neighbourhood Team (SNT) to keep an eye out on the play area'*.

**Resolved:** clerk to ask whether SDDC will remove graffiti from the kick-wall, whether it will lay matting underneath the slide, spinner bowl and rocker as a replacement for that missing, and to collect broken glass at the site. -

4. clerk received yet another demand from HMRC regarding underpayments of tax & NI in 2018, 2019 & 2020, which have all been paid in full and already been explained several times to them. The clerk replied again with evidence and requested (twice) an overpayment of £228.18 to be repaid, failure of which will result in council deducting this from a future tax return. Hence, the clerk has deducted this amount from this month's tax payment.

5. the present insurance policy is on a 3-year Long Term Undertaking (LTU), that will expire at renewal. BHIB has invited terms on another LTU basis, which will expire in 2026, to which the clerk has agreed.

6. clerk asked 'Ultravave' to remove its posters on lampposts but in the meantime Steve has taken them down.

**1770/23 Appointment of members to Committees & Sub Committees, working parties and/or external bodies.**

1. Cllr Fellows is a Governor at the Primary School and therefore liaises between it and the parish council. If permitted by the School, he may provide reports emanating from Governor's Meetings.
2. Since the passing of Ken Rogers we do not have a regular attendee to the local health committee.
3. The Finance Group to comprise Cllrs Fellows, Dhillon Singh and Richardson.
4. Safer Neighbourhood Meetings: all members.
5. Infinity Garden Village meetings: Cllrs Fellows and perhaps another.

**1771/23 Matters for Decision or Discussion:**

- a) Police Issues/Speed Limits/Road Safety.

As mentioned above, Highways has a scheme for accessibility improvements through new footway provision and designated crossing points for Stenson Road (the area around the Bubble Inn and Marina site) fully designed and is being issued to Construction Services for implementation.

Cllr Richardson had noticed potholes on Wragley Way, the railway bridge and Deepdale Lane. Members would like to see more police presence here so DCllr Shepherd will request this at the next Area Forum (inviting them to the Community Centre as an incentive).

Highways' traffic speed monitors have now been removed. Cllr Baker had noticed that some lampposts are undergoing maintenance and wonders if this will affect our supplier attaching the SIDs. **Resolved:** clerk to enquire with Highways and copy-in our SID supplier.

b) Saxon Gate at Newton Village Development, Stenson Road. DCllr Shepherd has asked the management company to repair footpaths prone to flooding.

c) Lengthsman Scheme. Steve Hawkrige reported the following:

**Bins** - Has there been any updates on the replacement between Northfield & 5-a-side pitch, and new one on Stenson Road? *Clerk confirmed he had reminded SDDC again yesterday but is not receiving replies from his enquiries. Clerk to ask again and copy-in DCllr Shepherd.*

**Bird poo** - is becoming harder to clean off the swings, you need hot water and a brush which I can't get there. Can SDDC be asked to clean on a more regular basis or do something to deter the pigeons. Clerk asked them this morning and they replied saying 'I had discussions within the team about pigeon deterrent, but no decision was made. I have a meeting next week and will bring the subject up again'.

**Five a side pitch** - still several potholes that need to be infilled, can you report these. *Clerk reported again this morning mentioning that the last infill was inadequate.*

**Jittys/Alleyways** - Can all the jittys & alleyways be sprayed with weed killer as they are getting overgrown? *Steve will provide a list of jittys to DCllr Shepherd who will pursue the cutting of these.*

The brown bin has been removed from the path on Goathland Road leading to the park.

The road sweeper has been round, and the grass has been cut.

**Bench** - Letters to 14 houses have been delivered to residents on Humbleton Drive regarding the the placement of the bench there. *The clerk reported that he had received 1 objection.*

All advertising notices (promoting 'Ultrapave') on lampposts have been removed.

An area next to 83 Beaufort Road which was planted by SDDC now has multiple trees growing in it; can these be removed as we don't want any more large trees in this area. *DCllr Shepherd will assess.*

**Newton village hedging** - Could this be cut back it is now encroaching the pavement quite a bit right up to the car wash. *DCllr Shepherd believes this is a matter for the management company.*

**Noticeboards** - I have replaced one piece of backing on the Arleston Lane noticeboard; the other piece will be done when I find a spare hour. I have also identified the noticeboard on Pilgrims Way is going the same way do you want this replacing too? Members **agreed** that this be done.

The child's swing on Goathland Road park has now been replaced.

The clothes bin hasn't been removed from near the back of the Chinese restaurant. *Steve to send a photo of it to DCllr Shepherd.*

The chairman thanked Steve for his report.

d) Environmental issues (Biffa, trees, bulbs, bins etc). nothing further.

e) location of 2 seat benches on Wragley Way. There has been 1 objection to the one destined for Hambleton Drive as mentioned above. Regarding the other proposed site, SDDC 'don't believe the other location is suitable as its closer to properties so is likely to face local opposition from residents'. Hence, we have not yet engaged with residents here and the SDDC officer will take another look to assess.

f) Annual review of the council's policies. **Resolved:** no amendments to existing policies.

g) to approve the 2022/23 internal audit report. **Resolved:** agreed.

h) On completion of the above item, the external audit report forms 2022/23 were duly signed by both chairman and clerk and will be minuted as follows:

1772/23 Annual Governance Statement;

1773/23 Annual Accounting Statement.

#### 1774/23 PLANNING

##### **Applications:**

DCllr Shepherd absolved himself from comment or opinion due to his role as vice-chair of the district's planning committee.

DMPA/2023/0496 - The erection of one two-story detached dwelling at Land adjacent to 23 Lundie Close, Stenson Fields.

**Resolved:** objection on the following grounds:

1. The height of the new build is greater than the surrounding houses, which we believe is against planning guidelines.
2. The floor plans do not have any dimensions, so it is impossible to check if the rooms meet the planning guidelines.
3. The window shown on the ground floor plan in the dining area looks directly onto the original property 23 Lundie Close, which does not comply with current planning guidelines.
4. Although there seems ample parking, it would suggest a shared drive which could lead to conflict with the tenant of 23 Lundie Close.
5. The application does not detail how services are to be supplied.
6. As a new build it should be subject to full planning committee approval and possibly a site visit prior to discussion.

In regard to the next 3 applications, despite DCllr Shepherd absolving himself from discussion, he had made tentative but permitted comment in his report above.

DMPA/2023/0436 - Continued use of the land for the parking, storage, display and sales of motor vehicles at Land at Stenson Fields Farm, Stenson Fields.

DMPA/2023/0415 - The retention of the existing vehicle storage area to the rear of the site, including an office building. Stenson Fields, Industrial Units, Bbt, Stenson Road, Stenson Fields. **Resolved:** to submit the following comment to Planning; *'We feel that disruption will be caused by large car transporters delivering/collecting vehicles to this place, which regularly park on Stenson Rd or on the Grampian Way/Stenson Rd traffic island which causes inconvenience and increased risk to other road users'.*

DMPA/2023/0546 - Change of use from a vehicle's repair workshop (use class B2) to research and development and/or industrial processes (use class E) at Stenson Field Farm, Stenson Lane. **Resolved:** clerk to ask Planning the nature of Class E.

#### 1775/23 FINANCE

a) Accounts for payment were **approved** (to be paid via internet bank transfer):

Reference	Payee-	Total £
25 <sup>th</sup> May 1	J Irons – Clerk's salary 4 weeks to 7 <sup>th</sup> April	848.50
25 <sup>th</sup> May 1	J Irons – clerk's expenses March - April (home allowance)	24.00
25 <sup>th</sup> May 1	J Hawkrigge - Lengthsman pay 3+ weeks to 3 <sup>rd</sup> April (incl holiday pay 22/23)	491.54
25 <sup>th</sup> May 1	S Hawkrigge - Lengthsman pay 3+ weeks to 3 <sup>rd</sup> April (incl holiday pay 22/23)	493.64
	<b>Total</b>	1857.68
Reference	Payee-	
25 <sup>th</sup> May 2	J Irons – Clerk's salary 4 weeks to 5 <sup>th</sup> May	869.14
25 <sup>th</sup> May 2	J Irons – clerk's expenses April – May*	62.50
25 <sup>th</sup> May 2	J Hawkrigge - Lengthsman pay 4 weeks to 5 <sup>th</sup> May	259.51
25 <sup>th</sup> May 2	S Hawkrigge - Lengthsman pay 4 weeks to 5 <sup>th</sup> May*	263.71
25 <sup>th</sup> May 2	HMRC – employees' tax & NI April – May (629.37 – 228.18 o/paid in January)	401.19
25 <sup>th</sup> May 2	DCC – clerk's pension return in May	560.59
25 <sup>th</sup> May 2	East Midlands Audit Services Ltd – internal audit 2022/23	85.00
25 <sup>th</sup> May 2	BHIB – insurance renewal 2023/24	488.43
	<b>Total</b>	2990.07
	<b>Grand total</b>	<b>4847.75</b>

\*clerk's expenses comprise the following:

Shardlow to Stenson Fields & return (28 miles at 0.65p per mile) on 25th May to attend the May APCM meeting	£18.20
Shardlow to Breaston & return (10 miles at 0.65p per mile) on 19th April (£6.50) to deposit account books to Brian Wood.	£6.50
Shardlow to Chelleston & return (12 miles at 0.65p per mile) on 25th April (£7.80) to collect account books from Brian Wood.	£7.80
Home allowance per 4-weekly	£24.00
Postage stamps 8 x 2 <sup>nd</sup> class on 12 <sup>th</sup> May	<u>£ 6.00</u>
<b>Total</b>	<b>£ 62.50</b>

\*S Hawkridge's expense comprises the following: hi-viz jackets £4.00.

(b) Income	Bank interest 28 <sup>th</sup> April 2023	£	59.81
	Denby PC, CSW equipment on 24 <sup>th</sup> April		591.00
	SDDC's concurrent functions grant 2022/23 on 12 <sup>th</sup> May		33894.78
	HMRC VAT reimbursement 2022/23 on 12 <sup>th</sup> May		4506.94

(c) Bank balance as at 16<sup>th</sup> May 2023 £56560.94

1776/23 **TO RECEIVE FEEDBACK AND REPORTS FROM COUNCIL REPRESENTATIVES ON OUTSIDE BODIES**  
None

1777/23 **ITEMS FOR INFORMATION**

The clerk had received no major items since the last meeting and had circulated the latest DALC updates to members.

1778/23 **Agenda items for the next meeting.**

- Cllr GD Singh to pledge to abide by the code and to sign his Registers of Interests and Declaration of Office forms;
- Apologies received in advance from Cllr Baker;
- Budget review.

1779/23 **DATE OF NEXT MEETING**

The next Parish Council meeting was due to take place on Thursday 15<sup>th</sup> June 2023, commencing at 7:15pm at Stenson Fields Primary School, however this will change and a new date will be notified in advance.

There being no other business, the Chairman thanked attendees and closed the meeting at 9:35pm.

Signed..... Date.....