

ELVINGTON PARISH COUNCIL

Minutes of the meeting of the Parish Council held on
Tuesday 19th May 2020 at 7.30pm via GoToMeeting

MINUTES

1. **Councillors Present.** Cllrs Laverack, Moorhouse, Rickard, Lloyd, Taylor, Gallery and Clerk. Ward Councillor Christian Vassie was in attendance from 20:00.
2. **Apologies.** None
3. **Declaration of Interests.** No interests were declared.
4. **Minutes.** The minutes of the meeting held on 21.04.2020 were approved.
5. **Matters arising from the minutes not covered in this agenda.** None
6. **Police Matters.** No crime reports had been received.
7. **Correspondence (out):**
 - a. Clerk to Playscheme – Confirmed annual inspection
 - b. Chair to CYC – Planning enforcement, Broad Oak Farm. In response to a resident complaint the Chairman had reported a breach of planning regulations
 - c. Chair to Ward Councillor – Garden waste collections. Resolved – collections start next Monday
 - d. Clerk to CYC & ERYC Councillor – Hagg Bridge closure signage had not been provided in Elvington as agreed.
8. **Correspondence (in):**
 - a. *Available from the Clerk:*
 - i. White Rose Update 17/04/20, 24/04/20, 01/05/20, 07/05/20
 - ii. Rural Services Network e-bulletin 15/04/20, 21/04/20, 28/04/20, 06/05/20
 - iii. Rural Funding Digest May edition
 - iv. NALC Chief Executive’s Bulletins 17/04/20, 24/04/20, 01/05/20, 07/05/20
 - v. NALC Report on local council elections 07/05/20
 - vi. CYC Member briefing 14/04/20, CYC Partner briefing 16/04/20
9. **Financial.**
 - a. Receipts. **Minute 20013** The following were approved:
 - i. Northern Powergrid £9.20 Wayleaves
 - ii. CYC precept £6,175
 - b. Payments. **Minute 20014** The following were approved:
 - i. Elvington Garden Services £190 (interim maintenance of village green)
 - ii. Clerk printer £65.00
 - iii. Purchase of 2 Yorkshire flags
 - iv. £577.83 for insurance renewal
 - v. Purchase of perennials and other hardy plants for the village planters.
 - c. Other Matters:
 - i. To approve the Operating Statement, including Cllr check on Bank Statement. Cllr Moorhouse had checked the bank
10. **Planning Applications.**
 - a. New Applications:
 - i. 20/00811/TPO Felling of Sycamore protected by Tree Preservation Order no. 8/1987
Minute 20015 The Council had no objection provided the CYC arborist confirmed that

the situation had changed since the last application was refused and the tree was now dangerous.

b. Approvals: The following were noted:

- i. 20/00482/CLU - Hopewell Place, Main Street - Certificate of lawfulness for use of land as residential garden

c. Refusals: None

d. Applications Withdrawn: None

11. Highways, paths and verges.

- a. **HGV weight limit.** Agreed the Chairman would send the Ward Councillor all previous history and correspondence on this issue, in particular the recent letters he and Julian Sturdy MP had sent to CYC, and to which no response had been received. The Ward Councillor agreed to pursue this vigorously with the Chief Traffic Officer, whilst noting that all issues were being subordinated to the current crisis. **ACTION: JL & CV**
- b. **Cutting & maintenance of verges.** Noted that the existing contractor had started to work again and so the corner of Dauby Lane, which had been a source of some recent resident complaints, had now been cut.
- c. **Wildflower verges.** The Council agreed it would potentially be of benefit to the look of the village to improve the verge from the Doctor's surgery to the school and this site seemed appropriate for wildflower planting as it is south-facing and would rotivate well. There was some concern about the maintenance cost, the year round look of this option, as well as its priority relative to other possible village projects. It was agreed that Cllr Rickard would contact the University gardeners for advice, and Cllr Moorhouse would bring back a more detailed proposal of the preparation and maintenance work involved, and likely cost, to the next meeting. **ACTION: JR & MM**
- d. **Cycle track.** The Ward Councillor updated on a project to have a dedicated cycle track from Elvington and Wheldrake to the city. The Parish Council agreed to support the sharing of a survey about the cycle route to residents and businesses to gauge support. It also noted the inter-relationship between increasing cycling and reducing HGV traffic through the village.

12. Coronavirus.

The Parish Council wished to formally record its thanks to the village shop for the care taken to enforce social distancing, and the effort put into maintaining stocks of a range of products throughout, as well the emergency delivery scheme which had been implemented. Alongside the amazing help from the volunteers making deliveries to and supporting those self-isolating in the village, it had been a real source of safety and stability during the current pandemic. Agreed the Clerk would write a formal letter of thanks. **ACTION: CC**

13. Casual vacancy on Parish Council.

Minute 20016 After consideration of the applications received the Chairman proposed Jo Young to fill casual vacancy. Cllr Lloyd seconded and Jo Young was duly appointed to the Parish Council. Thanks were noted to all those who had applied to volunteer their time to support the village. If there were further vacancies (see below) the Council would certainly wish to discuss this with these individuals. **ACTION: CC**

14. Size of Parish Council.

Given the increase in the number of households in the village the Council agreed to initiate a Community Governance Review to increase the number of current councillors from 7 to 8 to improve representation, although there was also a note of caution that too large a council might be less effective.

A slightly larger Council would also help with the size of meetings, which prior to the lockdown had sometimes been small due to people's commitments. It was agreed that incorporating video conferencing into the normal standing orders going forward would facilitate attendance if Councillors

were away on business. The Clerk would check with Jamie Berry (CYC Head of Governance) whether that might be possible, given videoconferencing had only recently been permitted due to the coronavirus situation. **ACTION: CC**

15. **Audit.**

Minute 20017 The Parish Council considered the draft Annual Governance and Accountability Return (AGAR) and internal audit response. It resolved as follows:

- a. that Elvington Parish Council is exempt from external audit for the year 2019/20 as its annual turn-over does not exceed £25,000
- b. that the Annual Internal Audit Report for 2019/20 included at page 4 of the Annual Governance and Accountability Return 2019/20 was noted
- c. to approve Section 1 Annual Governance Statement 2019/20 for Elvington Parish Council on page 5 of the Annual Governance and Accountability Return 2019/20
- d. to approve Section 2 Section 2 - Accounting Statements 2019/20 for Elvington Parish Council on page 6 of the Annual Governance and Accountability Return 2019/2020
- e. to approve the publication of documents required by Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015, SI 2020/404 The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 and the Transparency Code for Smaller Authorities
- f. to publish the following documents on a public website, in accordance with the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015, SI 2020/404 The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 and the Transparency Code for Smaller Authorities:
 - i. Certificate of Exemption,
 - ii. Annual Internal Audit Report 2019/20,
 - iii. Section 1 – Annual Governance Statement 2019/20,
 - iv. Section 2 – Accounting Statements 2019/20, page 6
 - v. Analysis of variances
 - vi. Bank Reconciliation to 31 March 2020
 - vii. Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

16. **Village events.**

It was noted that the Henstock event had now moved from the Village Green to a resident's land and as such was now a private event and would no longer be on the Parish Council agenda. Enquiries should be directed to the organisers.

17. **Legacy Project.**

Cllr Lloyd challenged the Council to consider what the current Council would like its legacy to be for the village. It was agreed there were many possible projects and Cllr Lloyd would convene a working group to develop some more defined proposals. **ACTION: SL**

18. **Meet the council web page.**

All councillors were asked to send picture to Anne Taylor. **ACTION: ALL**

19. **Parish email domain.**

The Council discussed the two related issues:

- a. That the village website (of which the Parish Council website was a subsection) domain name was not owned by the Council, and
- b. management of email management to ensure GDPR compliance.

It agreed to seek quotes for .gov.uk emails, Gsuite (via See Green) and Office 365 (via Genius IT).

ACTION: CC

20. Recent and forthcoming meetings.

No meetings had been attended by Councillors or the Clerk. The Ward Councillor updated on the situation at CYC reporting that after a hiatus in which there had been no meetings, the Council had started to use Zoom and there had now been two Executive meetings, one Licensing and one Planning meeting. Other groups would be reconvening shortly.

21. Annual Village Meeting. This was now postponed until further notice.

22. Village Assets.

- a. **Playground.** It was noted that the guidance is that the playground must still remain closed. This would be communicated again via Facebook.
- b. **Dogs on village green.** There seemed to be confusion about what was allowed so the policy would be reconsidered at the next meeting.

23. Items for Newsletter, Website and Facebook. Playground guidance. Be considerate in regard to dogs on the green. Thank you to shop and hub volunteers.

24. Items to be placed on next Agenda. To be with the Clerk before Friday 5th June.

25. Date of Next Meeting: Tuesday, 16th June.

Meeting closed at 21:35

Draft Minutes of this meeting should be available on the village website - www.elvington.net within seven days.

Celean Camp, Clerk to the Council

parishclerk@elvington.net

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