

Minutes of the Ordinary Parish Council Meeting held on Monday 11<sup>th</sup> February 2019 at 6:30pm in St Andrew's Church,  
Newton Kyme

**Present:** Councillors A Jennings, R Hall, R Cornforth, E Wilson, J Watson

**Clerk:** Vivienne Skinner

Five residents attended the meeting to raise their concerns with a number of issues relating to work on the Southbank development. They are not satisfied with the explanations provided by the contractor, or Selby DC and are now seeking the Parish Councils support. The issues raised are:

1. The clock tower – the clock is not working; and the lights in the parking area are not working; one of the street lights in the approach road is not working. No satisfactory response has been provided by the contractor.
2. The Viaduct – the railings are inadequate; people are climbing under the railings and accessing the outer edge of the viaduct. The contractor and Selby DC are aware of this issue.
3. Children's play area – concerned it is not as specified in the plans. Metal, glass, and other building waste is clearly visible in the grassed areas. Concerns the remediation of the land is inadequate. No satisfactory response from the contractor.
4. Wildlife area – adjacent to the children's play area, inappropriate building waste visible, inadequate topsoil. No satisfactory response from the contractor or Selby DC.
5. General maintenance of the landscaping – apart from grass cutting, no other maintenance visible. Concerns the standards will continue to fall in the lead up to the handover to the management contractor.
6. Blocked drains in some areas of the development under investigation.

Cllr. Jennings has ongoing contact with the contractor. In response to recent emails from residents, he has received the following response from the contractor:

1. Viaduct and safety – the site has been signed off by Selby DC and the contractor reference the substantial work carried out to enable the sustrans route to cross the river. They cannot legislate for the actions of members of the public if they want to take risks outside of the substantial safety railings which have been installed and signed off as sufficient and fit for purpose.
2. The contractor has not left the site and have not handed over to the management contractor. Full contact details of the management company will be published and details placed on the notice board at the clock tower in due course.
3. There is a snagging list which is being worked through jointly by the contractor and management company and matters that have been raised regarding the remediation are included and will be completed. With reference to the visibility of building waste raised by residents, the contractor took the decision that the site was and is safe enough to open the play area while they carry on with the final snagging. There are also matters reference capping of relic foundations. All of this is part of the final snagging for the site and may take up to 6-9 months to complete.
4. The contractor has confirmed they have sent responses to concerns raised by individual residents.

Cllr. Jennings suggested a meeting with the contractor and residents to walk around the site and discuss the issues of concern. He also suggested the residents may wish to form a residents association to raise issues on behalf of all residents with the contractor and incoming management company.

Cllr. Cornforth is liaising with Sustrans, Thorp Arch Parish Council, and Thorp Arch Industrial Estate to complete the Sustrans link through to the Viaduct.

Cllr. Jennings thanked the residents for raising their concerns.

**01/19 Apologies**

**To receive and record apologies for absence**

Apologies received from Cllrs. Hibbs and Kearl

**Resolved: Apologies accepted.**

**02/19 Declarations of Interest**

**To receive and record any declarations of interest**

Cllr. Jennings declared an interest in Agenda item 09/19

**03/19 Minutes of Last Meetings**

To approve the minutes of the ordinary council meeting of 10<sup>th</sup> December 2018

**Resolved: That the minutes be accepted as a true record of the meetings.**

**04/19 To review the monthly figures and spending to date (previously circulated) in line with the agreed Annual Budget and 3 year Business Plan**

**Resolved: Monthly figures and bank reconciliation noted.**

- 05/19 Community Infrastructure Levy (CIL) To consider options for the receipt and spending of the allocation (1<sup>st</sup> April 2019- 31<sup>st</sup> October 2019)**  
 Application will be made to Selby DC to receive the CIL allocation in April 2019. Potential projects will be discussed at the Annual Parish Council meeting in May.  
**Resolved: Application to Selby DC for the receipt of the CIL allocation in April 2019**
- 06/19 To review the following planning applications and agree a response:**  
**a) 2018/1371/HPA – Rose Cottage, Main Street.** The council agreed to submit objections to the planning application to include size, site coverage, materials, and lack of consideration for planning policies and the Village Design Statement.  
**b) 2019/0041/HPA – 4 Toulston View, Wetherby Road.** The council has no objections.  
**c) Unauthorised alterations to Ash Cottage, Main Street – to consider submitting comments.** The council agreed to submit comments relating to unauthorised alterations.  
**Resolved: The Clerk will submit responses on behalf of the council.**
- 07/19 To consider the purchase of a litter/dog waste bin for the Viaduct path**  
 Litter and dog waste does not appear to be a problem. The placement of a bin to enable collection by Selby DC would also be difficult.  
**Resolved: The purchase of a litter bin is not required at this time.**
- 08/19 General Data Protection Regulations (GDPR) – to approve the Security Incident Policy**  
**Resolved: The Security Incident Policy accepted.**
- 09/19 a)To receive an update on the transfer of the Village Hall land to the Parish Council**  
**b) To consider the valuation for the village hall land and approve payment of the invoice**  
 a) Cllr. Hall reported work is ongoing to finalise the transfer of the land and application to HM Land Registry. The Clerk raised concerns with the delay to finalise the transfer, particularly since a payment relating to the transfer of the land was approved by the council at the meeting on 17<sup>th</sup> May 2018. Cllr. Hall will contact the trustee of the land to establish the current position and report back to the council.  
 b) The valuation of the village hall land was accepted. The invoice is outstanding.  
**Resolved: Cllr. Hall to discuss the delays with the trustee of the land. Valuation of the land accepted.**
- 10/19 To receive an update on the development of the new website and to approve the implementation of the new design and layout. (The quotation was approved at the meeting on 17<sup>th</sup> May 2018).**  
 The council agreed the new website can be launched.  
**Resolved: Clerk will contact website provider to agree the launch of the new site.**
- 11/19 To receive an update on Cycleways and liaison with Sustrans**  
 Cllr. Cornforth is liaising with Sustrans, Thorp Arch Parish Council, and Thorp Arch Industrial Estate to complete the Sustrans link through to the Viaduct.
- 12/19 To receive an update on issues relating to the Southbank development and consider a response to the concerns raised by residents (emails circulated)**  
**Resolved: Cllr. Jennings will contact the developer again to discuss the issues raised in the public session of the meeting.**
- 13/19 To receive an update on the new field drain to connect to the ditch system; and contact with the Highways Department to clear the road gullies to improve the flow of road surface water.**  
 All improvements appear to be working well.
- 14/19 To receive an update on establishing responsibility for repairs to the Ebor Way and consider a response.**  
 The clerk has contacted North Yorkshire CC to establish responsibility for repairs to the section of the Ebor Way which runs alongside the boundary with the Southbank development. Enquiries are ongoing.
- 15/19 To approve payments and receipts in accordance with the budget**

**Payments approved and paid since last full meeting 10<sup>th</sup> December 2018**

Date	Payee	Electronic/chq	Detail	Amount £
10.12.18	St Andrews PCC	Chq 200141	\$137 payment to the Church	1,500.00

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**DRAFT**

31.12.18	Mrs V Skinner	EP0030	December Salary	318.26
17.01.19	HMRC	EP00031	PAYE	104.60
17.01.19	Vision ICT	EP00032	Email account – Cllrs.	21.60
31.01.19	Mrs V Skinner	EP00033	January Salary	121.41

**Payments for approval 11<sup>th</sup> February 2019**

Payee	Electronic/chq	Detail	Amount £
Thomlinson's	EP	Village Hall land valuation	125.00
Mrs V Skinner	EP	February salary (to be paid 28 <sup>th</sup> February)	*tba
Mrs V Skinner	EP	March salary (to be paid 31 <sup>st</sup> March)	*tba
Vision ICT	EP	Website development & implementation	*tba

**\* to be authorised in the month payment is due**

**Resolved: All payments approved**

**16/19 Receipts – None**

**17/19 Clerks verbal report**

The clerk is attending a training session on the election process in preparation for the local elections on 2<sup>nd</sup> May 2019.

**18/19 To Note Correspondence Received – items of interest (list circulated)**

Correspondence noted

**19/19 To approve responses/action to items of correspondence**

02.01.19 Leeds Airport Consultation – response by 27.03.19

21.01.19 Leeds CC – consultation on site allocation plans – response by 04.03.19

**Resolved: No response to be submitted.**

**20/19 To receive late items of Correspondence**

- A letter from the Church Warden, St Andrew's Church, has been received seeking the council's support and a contribution to the project to raise funding for a new heating system for the church. As the letter was not received in time to be included on the agenda, the request will be considered at the May meeting.

**21/19 To Consider Minor Matters and Agenda Items for the Next Meeting**

To bring to the attention of the Council or Clerk any minor matters of business and agenda items for the next meeting.

Agenda item for next meeting, Consider support and funding towards the new heating system for St Andrew's church.

**22/19 Date of next meeting Monday 13<sup>th</sup> May 2019 – Annual Parish Council Meeting and Parish Meeting**

**Part II of the meeting – closed to press and public**

**23/19 To approve and sign the revised contract for the Clerk to the Council.**

**Resolved: Revised contract signed.**

Meeting closed 20:10 hrs.

Chair.....

Date.....