

# NEWTON KYME CUM TOULSTON PARISH COUNCIL

## DRAFT MINUTES

Minutes of the Annual Parish Council Meeting held on Monday 13 May 2019 at 6:30pm in St Andrew's Church, Newton Kyme

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

**Clerk:** Vivienne Skinner

**Guest:** David Faraday, Redrow Homes

Seven residents attended the meeting.

In recent months residents of Southbank development, supported by the council have been raising a number of issues with the developer, Redrow Homes. The council welcomed David Faraday, representing Redrow Homes to the meeting and invited him to update the council and residents on action being taken to address the issues raised.

Mr Faraday acknowledged that issues have not been fully addressed in communications with residents and provided the following information:-

- over the last 6 weeks work has been ongoing to remove all debris from the nature area. Although work ceased 2 weeks ago, debris remains and further work will be undertaken to clear the area. There is ongoing snagging work in the play area and the landscaping; fencing contractors will be on site in 2 weeks. Missing plants/shrubs are due to thefts and rabbits.
- Road to Papyrus Villas – Work is ongoing by Yorkshire Water, therefore a full carriageway repair will be delayed. There are no concerns with the width of the pipes under the road.
- Handover of the site to the management company will be phased over the end of the summer/autumn.
- Residents payment of the management charge – the first annual payment will be one year from when the management company takes over.
- Cycleway and viaduct – maintenance of the cycleway is included in the residents maintenance charge; maintenance of the viaduct is not. A 'sinking' fund is provided by Redrow to the management company for the ongoing maintenance of the viaduct. There is a raised manhole that requires further tarmac, and further work to the viaduct where it joins the cycleway.
- Redrow legal team will provide a copy of the boundary map to all residents.
- Landscaping – replacement of shrubs etc. will be by Redrow or the maintenance company.
- There will be closer monitoring of the outstanding issues by Redrow.
- Fencing around the development – East boundary, all old fencing has been removed, some replaced; West boundary does not need replacing; river boundary, all razor fencing has been removed, minimal work here so that the river bank is not disturbed. Some residents do not like the fencing opposite their homes on the east side of the development. It was explained this is in place to secure stock and prevent trespass on to the farmland. The fence will remain in place for about 5 years until the hedge matures.
- Revocation Plan – Wildlife area, acknowledged it is not satisfactory and a revised verification report will be produced.
- A response will be made to the further detailed list of concerns raised by the council on behalf of the residents.

The council thanked Mr Faraday for attending the meeting and addressing the concerns raised with the residents present.

The council also reported that clarification has been sought from Selby Planning Dept. on the inclusion of agricultural land to the east of the development in the Selby DC Strategic Housing Land Availability Assessment (SHLAA) report. A response is outstanding, however, the council is informed that it is most unlikely the land would be built on.

Another resident asked if any work would be done to clear out the pond on land in the village. The council has approached the land owner who has undertaken work to improve the culvert.

**34/19 To elect the Chairman and Vice Chairman and to receive the Declarations of Acceptance of Office or, if they are not present, to resolve that such a Declaration be made at or before the next Ordinary meeting of the Council**

Cllr Hall proposed Cllr Jennings for the position of Chairman, seconded by Cllr Cornforth. Cllr Jennings proposed Cllr Wilson for the position of Vice Chairman seconded by Cllr Cornforth. There being no objections or further nominations, Cllr Jennings was elected as Chairman and Cllr Wilson as Vice Chairman. Cllrs Jennings and Wilson signed the Acceptance of Office forms.

**35/19 All Councillors to sign the Declaration of Acceptance of Office or, if they are not present, to resolve that such a Declaration be made at or before the next Ordinary meeting of the Council**

All Cllrs present signed Declarations of Office.

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- Resolved: Cllr Hibbs to sign before or at the next meeting.**
- 36/19 To consider the applications for the one ordinary vacancy of the Council and to follow the co-option process to appoint the successful applicant**  
One application has been received from David Johnson who lives in the parish. Mr Johnson was invited to address the council to say why he wished to become a councillor. The council unanimously accepted Mr Johnson's application and he was co-opted to the council. He signed his Declaration of Acceptance of Office.  
**Resolved: David Johnson co-opted to the council.**
- 37/19 Apologies**  
**To receive and record apologies for absence**  
Apology received from Cllr. Hibbs  
**Resolved: Apology accepted.**
- 38/19 Declarations of Interest**  
**To receive and record any declarations of interest**  
No declarations received.
- 39/19 Minutes of Last Meetings**  
To approve the minutes of the Ordinary Council meeting of 11<sup>th</sup> February 2019 and the Extraordinary meetings of 18<sup>th</sup> March and 15<sup>th</sup> April 2019  
**Resolved: That the minutes be accepted as a true record of all three meetings.**
- 40/19 To appoint Representatives to the following outside bodies:**  
YLCA  
**Resolved: That Cllr. Jennings and the Clerk, are the Council representatives**
- 41/19 To appoint Lead Members for:**  
Finance – Cllr Jennings  
Cycleways and liaison with Sustrans – Cllr Cornforth  
Flood Group – no longer required  
Communications and website – Cllr Wilson  
Management of former Village Hall land; grass cutting – Cllr Hall  
Liaison with Southbank developer and future management Company – Cllrs Jennings, Wilson, Johnson  
**Resolved: The lead members are as shown above. No lead required for a flood group**
- 42/19 To approve the Statutory Documents:**  
Code of Conduct  
Standing Orders  
Financial Regulations  
Complaints Policy  
Asset Register  
GDPR Policies  
**Resolved: That the above documents are approved.**
- 43/19 To Consider and approve the Parish Council Annual Insurance Renewal**  
Quotation from the current provider – Zurich Municipal accepted.  
**Resolved: That the quotation from Zurich Municipal be accepted.**
- 44/19 To approve the annual subscription to the YLCA**  
The increase in the annual subscription was noted and accepted.  
**Resolved: That the subscription to the YLCA be renewed for a further year.**
- 45/19 To consider the Internal Auditor's report to the Parish Council**  
The report from the Internal Auditor had been circulated. No recommendations had been made. It was noted that policy documents and Annual Governance and Accountability and finance documents were to be reviewed and approved at the Annual Parish Council meeting.  
**Resolved: That the report is accepted.**

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- 46/19 To certify Newton Kyme cum Toulston Parish Council as exempt from external audit for fiscal year 2018/19  
Resolved: that Newton Kyme cum Toulston Parish Council is exempt from external audit for the year 2018/19 as its annual turn-over does not exceed £25,000. Certificate signed by the Chairman and Responsible Finance Officer (clerk).
- 47/19 To note the Annual Internal Audit Report for 2018/19 included at page 4 of the Annual Governance and Accountability Return 2018/19  
Resolved: that Annual Internal Audit Report for 2018/19 included at page 4 of the Annual Governance and Accountability Return 2018/19 be noted.
- 48/19 To approve Section 1 - Annual Governance Statement 2018/19 for Newton Kyme cum Toulston Parish Council on page 5 of the Annual Governance and Accountability Return 2018/19  
Resolved: that Newton Kyme cum Toulston Parish Council approve Section 1 Annual Governance Statement 2018/19 for Newton Kyme cum Toulston Parish Council on page 5 of the Annual Governance and Accountability Return 2018/19. Certificate signed by the Chairman and Responsible Finance Officer (clerk).
- 49/19 To approve Section 2 - Accounting Statements 2018/19 for Newton Kyme cum Toulston Parish Council on page 6 of the Annual Governance and Accountability Return 2018/2019  
Resolved: that Newton Kyme cum Toulston Parish Council approve Section 2 Section 2 - Accounting Statements 2018/19 for Newton Kyme cum Toulston Parish Council on page 6 of the Annual Governance and Accountability Return 2018/2019. Certificate signed by the Chairman and Responsible Finance Officer (clerk).
- 50/19 To approve the publication of documents required by Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities  
Resolved: that, in accordance with the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities, Newton Kyme cum Toulston Parish Council will publish the following documents on a public website :
- Certificate of Exemption,
  - Annual Internal Audit Report 2018/19,
  - Section 1 – Annual Governance Statement 2018/19,
  - Section 2 – Accounting Statements 2018/19, page 6
  - Analysis of variances
  - Bank Reconciliation to 31 March 2019
  - Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.
- 51/19 **Community Infrastructure Levy (CIL) To consider the consultation process with the community to produce a list of local priorities**  
The council agreed to consult with residents on options for the CIL funds. The Clerk will produce a communication to be placed on the website, notice boards, and through community links. The responses will be presented to the next ordinary council meeting.  
**Resolved: The clerk will produce a communication explaining the CIL and seeking ideas from residents. To be presented to the next ordinary council meeting.**
- 52/19 **To receive an update on the transfer of the Village Hall land to the Parish Council and consider any actions required**  
For the benefit of members of the public present, Cllr. Hall provided a brief background to the village hall land. The village hall land (Hall demolished 10 years ago) is controlled by a Trust. At that time plans were drawn up for a new building and agreement was reached with Redrow Homes, as part of the Southbank development, to include a new hall in S106 funding for community projects. Reductions in the final density of the development and a review of the S106 funding led to the withdrawal of the proposed new village hall. Work is ongoing with the current Trustee of the village hall land to transfer the land to the council. The council confirm that the land is being transferred to the council as an asset for, and to be used on behalf of the parish. The council also confirm that the residents of the parish will be consulted on the future use of the land.

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**Resolved:** On completion of transfer of the village hall land to the council it will be retained as an asset for, and to be used, on behalf of the parish. Residents of the parish will be consulted on the future use of the land.

- 53/19 To receive an update on issues relating to the Southbank development and consider:**  
**a) any responses received from the developer and Selby DC to issues raised on behalf of the residents of the development.**  
**b)correspondence and responses to be through the Clerk**  
 In addition to the issues addressed in the public session of the meeting, the council has received a detailed list of outstanding issues raised by a representative of the residents association. To support the residents the council has raised the issues with Redrow Homes and Selby Planning Dept. All correspondence and responses will be through the clerk to the council.  
 An invitation has been received from North Yorks Highways Dept. to meet and discuss issues relating to speeding and safety on the A659 near the entrance to Southbank. Cllrs Hall and Cornforth will attend on behalf of the council, residents from Southbank are also invited.  
**Resolved: All correspondence and responses to issues relating to Southbank will be through the clerk.**  
**Resolved: Cllrs. Hall and Cornforth will meet with North Yorks Highways Dept. along with any residents wishing to attend.**

- 54/19 To consider the request from the Church Warden, St Andrew’s Church seeking the Council’s support and a contribution to the project to raise funding for a new heating system for the church.**  
 Since the initial request, Cllr. Hall reported that the new heating system requirements has been reviewed and a less expensive option is proposed. The council directed the clerk to write to the Church Warden for an update. The council also agreed it may be appropriate for the project to be considered for the CIL funding.  
**Resolved: The clerk to write to the Church Warden for an update on the project.**  
**Resolved: The church project to be considered as an option for CIL.**

- 55/19 To consider the purchase of a litter bin for the junction of the viaduct path with the A659**  
 The council agreed to fund a litter bin to be placed at the junction of the cycleway with the A659. The clerk will place an order for a suitable large bin.  
**Resolved: The clerk to order a suitable litter bin to be placed at the junction of the cycleway with the A659.**

- 56/19 To consider any outstanding issues relating to the completion of the use of the local quarry as a landfill site.**  
 Cllr Watson to clarify with the landowner the timeline for the completion of the use of the quarry as a landfill site, and any issues that may arise.  
**Resolved: Cllr. Watson to contact the landowner to clarify timeline for completion of the use of the quarry as a landfill site, and any issues that may arise.**

- 57/19 To review the monthly figures (previously circulated)**  
**Monthly figures noted**

- 58/19 To approve payments and receipts in accordance with the budget**  
**Payments approved since last full meeting 11h February 2019**

Date	Payee	Electronic/chq	Detail	Amount £
28.02.19	Mrs V Skinner	EP00034	February salary + admin expenses	124.71
21.03.19	Vision ICT	EP00035	Website development	600.00
21.03.19	Thomlinsons	EP00036	Land valuation	150.00
31.03.19	Mrs V Skinner	EP00037	March salary	121.41
09.04.19	HMRC	EP00038	PAYE final quarter	90.80
30.04.19	Mrs V Skinner	EP00039	April salary	124.55

**Payments for approval 13<sup>th</sup> May 2019**

Payee	Electronic/chq	Detail	Amount £
Vision ICT	EP00040	Website support and services	144.00

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Mrs V Skinner	EP00041	May salary	tba
YLCA	EP00042	Annual Subscription	206.00
Mr I Scott	EP00043	Internal Audit	70.00
Zurich	EP00044	Insurance	167.44
Mrs V Skinner	EP	June salary (to be paid 30 <sup>th</sup> June)	*tba
Mrs V Skinner	EP	July salary (to be paid 31 <sup>st</sup> July)	tba
Mrs V Skinner	EP	August salary (to be paid 31 <sup>st</sup> August)	tba
HMRC	EP	PAYE - 1 <sup>st</sup> quarter (to be paid 9 <sup>th</sup> July)	tba
ICO	DD	Annual registration fee - increase	40.00

\* to be authorised in the month payment is due

**Resolved: all payments approved**

59/19

**Receipts**

Date	Payee	Detail	Amount £
25.04.19	Selby DC	1 <sup>st</sup> instalment precept	5,000.00
07.05.19	Selby DC	Community Infrastructure Levy (CIL)	6,946.65

60/19

**To review the Bank Mandate**

**Resolved: All Cllrs will be on the BankMandate; Clerk to action**

61/19

**Clerks verbal report**

- VAT will be claimed for 2018/2019
- Response outstanding on the complaint submitted to Selby Planning relating to Ashwood Cottage

62/19

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

Correspondence noted

63/19

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

- **concerns raised by Southbank residents** – ongoing, see agenda item 53/19
- **Enquiry from Yorkshire Water** – relating to pumping station, response sent
- **Resident concerns re. Dog waste** – response sent, see agenda item 55/19
- **FOI request for information** – response sent
- **Resolved: Responses approved.**

64/19

**To receive late items of Correspondence**

- CPRE Campaign notices
- YLCA – circulation of NALC bulletins

65/19

**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 – Review 3 year business plan. Cllr. Hall and the clerk will prepare

**Resolved: Cllr Hall and the clerk will review and present at the next ordinary meeting.**

66/19

**Agree the dates of meetings for 2019/2020**

Ordinary Parish Council meetings:- Monday 9<sup>th</sup> September; Monday 16<sup>th</sup> December; Monday 24<sup>th</sup> February 2020. Annual Parish Council meeting Monday 18<sup>th</sup> May 2020. Annual Parish meeting 18<sup>th</sup> May 2020.

The meeting closed at 19:55 hrs

Chairman.....

Date.....