

**ALDBROUGH ST JOHN PARISH COUNCIL DRAFT MINUTES****THE ANNUAL MEETING OF ALDBROUGH ST JOHN PARISH COUNCIL HELD ON Tuesday 7<sup>th</sup> June 2022 at 7.00pm in the Village Hall.**

**PRESENT:** Cllr R Pronyszyn (RP) - Chair, Cllr S Turner (ST) -Vice Chair, Cllr J Newell (JN), Cllr A Wanless (AW,) Cllr H Reah (HR), Cllr J Wilson-Petch (JWP) RDC, Cllr A Thompson (AT) NYCC, J Pears (Clerk) and Residents.

Minute	Item	Summary	Detail/Action	Action/By Who
1.	Apologies		None.	
2.	Declarations of Interest		None recorded, except that Parish Councillors present expressed their interest in anything that affects the Parish.	
3.	Police Report/Update	No police were present at the meeting.	No update received.	Clerk/Police
4.	Minutes of last meeting		The minutes were agreed as an accurate record and signed. These were minutes for 22 <sup>nd</sup> February signed by RP and minutes of 11 <sup>th</sup> May signed by ST.	
5.	Matters arising			
5.1	Matrix boards	Update.	The Matrix Board has been moved to Back Lane and pointing towards the road from Melsonby. Cllrs discussed purchasing a 2 <sup>nd</sup> pole for the Matrix Board. Clerk confirmed that funding is available. It was agreed that the Clerk should look into funding and make an appt for NYCC to agree the location of the pole.	Clerk
5.2	Spenceley Place parking	Email from a resident was sent to the Clerk sharing concerns about the lack of car park spaces. Cars are parked to the entrance of the road and could cause problems for larger vehicles trying to gain access.  Using the doctors surgery car park, this could be used out of doctors hours and potentially a gate could be inserted at the top of Spenceley Place to the surgery car park.	Cllrs discussed the new path as some residents are concerned that the additional path will be a security issue. A padlock or device to lock the gate could be an option. Cllrs agreed that a door-to-door survey should be completed around Spenceley Place to seek the views of the residents. Gary Hudson from RDC has now left. Clerk to follow up with RDC and find out who is now leading on this.	RP/Parish Clerk
5.3	Visitors to the Green	This was covered in a separate meeting. RP is developing a Green Policy.	RP has circulated the drafted policy for use of the green with the community on the Facebook page. No comments have been received. Cllrs agreed to adopt the policy.	Completed.
5.4	Update from District and County Councillor		AT asked for the PC to discuss and agree one of the following options as the County Council are looking at a policy for the 20's plenty initiative. The responses will influence the policy however this is a county wide response and it will be determined by the majority vote: 1) Every 30mph sign be replaced with a 20mph sign 2) Leave the 30mph signs and have a '20 mph zone' 3) Do nothing at all.  Councillors agreed that option 1 would be their preferred option. JWP gave an update: He will remain in post for another 10 months and	

			continue to support the PC as the unitary authority is formed.	
5.5	<b>Doctors Lane flooding</b>	Ongoing.	Flooding at Doctors Lane still needs resolving. The work carried out by Highways to date has not resolved the issue. Westgarth's have carried out some work from their side of the ditch. This will help with the flooding. Highways still need to do more. The Clerk will continue to follow up until resolved. Clerk followed this up with Highways on 25 <sup>th</sup> March, 27 <sup>th</sup> August, and 14 <sup>th</sup> October 21, May 22.	Clerk
5.6	<b>Memorial trees on the green Tree planting consultation and strategy</b>	Enquiries received from a number of residents. They would like to be considered for sponsoring the planting of a memorial tree in the village. RDC have shared a tree planting scheme called Communitree. This could be used as part of the tree planting plan.	RP collected the trees donated by RDC and the Communitree project. Clerk to contact residents who enquired about planting 3 memorial trees. RP will contact resident about the donation of some trees. The tree survey is due, this is something that needs completing every 2 years. Clerk will liaise with Mike Banks and NYCC to get a date agreed for the survey to be carried.	RP/Clerk  Clerk
5.7	<b>Parish Council Website</b>	Update.	This is ongoing. All information has been uploaded to the website. RP and Clerk will upload and update as necessary.	Completed.
5.8	<b>Encroachment</b>		RP shared a draft agreement with Cllrs for comment. RP will revisit this ready for implementation.	Clerk/RP
5.9	<b>Street Light Funding available from RDC</b>	Site visit has taken place and a street light at Spenceley Place can be installed.	A site visit has taken place at Spenceley Place. A sensor solar light would be the only option. It would have a 20-year battery and illuminate as you walk towards and remain dim at other times. Clerk to progress this.	Clerk/RDC
5.10	<b>Aldbrough RT DMMO</b>	Update.	The application has been submitted by a resident. No further action is required.	Completed
5.11	<b>Green Croft fence</b>		The fence has fallen onto the green. The owner of the property has been contacted. RP to contact again.	RP
5.12	<b>Historical Parish information/ paperwork</b>		A resident asked if some of the historical information could be available to residents to view. Could there be somewhere this could be accessed? Cllrs have discussed this and archiving all documentation with NYCC could be a possibility. Clerk will contact NYCC for costs etc.	Clerk
5.13	<b>Neighbourhood Watch</b>	ASJ and Stanwick neighbourhood watch.	The group is operating. Cllrs agreed that this needs to be shared with residents. Can information be shared on the website, noticeboard, face book and possibly at the doctors surgery and hold email addresses for any resident looking to receive updates in that way?	RP
5.14	<b>Emailed received -</b>	A request to place a memorial bench on the village green or near the river has been received.	This has been left with the resident who requested the memorial bench. Cllrs met with the resident and agreed the request in principle. However, the style, position and material of the bench will need to be considered and agreed. Waiting to hear back from the resident. Clerk will email them for an update.	Completed
5.15	<b>20's plenty initiative</b>		HR has agreed to manage this and download the software to view the data from the Matrix Board. Mike Banks will share all information with him.	HR

5.16	Mole holes on the village green		Work has been completed and no further action is required.	Completed
5.17	Email received -	Tree planted outside their property.	A resident has asked if a tree could be moved to another location. Cllrs took the view that sufficient consultation was completed when developing a plan to plant trees. Cllrs agreed that the tree could not be moved. RP will draft a response to the resident.	RP
5.18	Email received -	Conifer tree on the river bank.	It was agreed that the Cllrs would look at this on their walk around the village.	Cllrs
5.19	National Highways A66 Project		There had been some correspondence regarding this. All information is available to view on the Highways website.	Completed
5.20	Email received -	Requesting support from the PC to have a mobile shop in the village.	The mobile shop would offer organic items from their vehicles. Cllrs agreed that this could be beneficial to residents. Clerk will let requester know.	Clerk
5.21	Richmond Rotary Annual Best Kept Village comp 2022		Clerk has been emailed the judging criteria and will share this with Cllrs as requested. Cllrs agreed this could be of interest and to respond accordingly. Clerk will share the criteria for the competition with Cllrs. This could be shared with the community and could support this competition.	Completed
5.22	Email received -	Request to use the football pitch for a memorial match on 31 <sup>st</sup> July 2022.	Cllrs agreed the football pitch could be used. However, could the Clerk make them aware that there are no nets and the pitch hasn't been marked out.	Clerk
5.23	Review of governance documents		RP and Clerk are reviewing these. RP will take another look and share the information when available.	RP
6.	Planning		All applications received since the last meeting on 22 <sup>nd</sup> February 22 were discussed. As listed in the appendix.	
7.	Financial Report	Clerk provided financial report - emailed to Cllrs prior to meeting.	<p>Clerk provided an update on current finances:</p> <ul style="list-style-type: none"> <li>a. Cllrs agreed the draft budget for 2022/23</li> <li>b. The Precept for 2022/23 has been received</li> <li>c. Insurance renewal BHIB - £410.14 and RDC play park inspections Costs - £84.24 were ratified.</li> </ul> <p>Year-end accounts for 2021/22 have been completed by the Clerk, supporting documentation has been shared with Cllrs prior to the meeting for review.</p> <p>Annual Governance and Audit Return (AGAR) 2021/22 has been completed and ready for sign off by RP.</p> <ul style="list-style-type: none"> <li>i. To certify ASJ Parish Council as exempt from external audit for fiscal year 2021/22</li> <li>ii. To note the Annual Internal Audit Report for 2021/22</li> </ul>	<p>Clerk</p> <p>RP</p>

			<p>included at page 4 of the Annual Governance and Accountability Return 2021/22</p> <p>iii. To approve Section 1 - Annual Governance Statement 2021/22 for ASJ Parish Council on page 5 of the Annual Governance and Accountability Return 2021/22</p> <p>iv. To approve Section 2 - Accounting Statements 2021/22 for ASJ Parish Council on page 6 of the Annual Governance and Accountability Return 2021/22</p> <p>v. To approve the publication of documents required by Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015, <a href="#">SI 2020/404 The Accounts and Audit (Amendment) Regulations 2020</a> and the Transparency Code for Smaller Authorities.</p>	
<b>8</b>	<b>AOB</b>			
<b>8.1</b>	<b>Monthly walks around the village</b>		Cllrs agreed that the monthly walks should be continued and will meet on Thursday 9 <sup>th</sup> June.	Cllrs
<b>8.2</b>	<b>Street lights not working</b>		There are 2 defunct street light posts that need removing. Clerk will contact RDC.	Clerk
<b>8.3</b>	<b>Contingency plan for no electricity</b>		Cllrs agreed that the substation development should help. No further action is required.	Completed
<b>8.4</b>	<b>Storage Box</b>		Cllrs suggested that the information is professionally scanned and archived at NYCC. Clerk will look into the costs etc.	Clerk
<b>8.5</b>	<b>Damaged and broken reflective bollards</b>		The damage has been reported to Highways.	Completed
<b>8.6</b>	<b>Public footpath sign</b>		The public footpath sign at the foot of the road bridge (near the village hall) is badly rusted and looks unstable. This sign has now been cut off but part of the pole has been left. Clerk to contact Highways.	Clerk
<b>8.7</b>	<b>Standing water issue</b>		It has been reported that there is standing water on the B6275, Hang Bank, (Barton) to Lucy Cross. Clerk to report this.	Completed
<b>8.8</b>	<b>Blocked road gully</b>		It has been reported that the road gully opposite the bus shelter is still blocked. It could be a blockage further down the pipe. Clerk to report this.	Clerk
<b>8.9</b>	<b>Annual best kept village competition</b>		Please see item 5.21	
<b>8.10</b>	<b>Litter Pick</b>		Another village litter pick should be organised. RP suggested that this is after the Aldbrough Feast.	

8.11	Road surface repair		There are road surface areas within the village that need repairing. Up to Lucy Cross and St Johns Park. The sides of the footpath are eroding at the side of the bridge which is sliding the fence into the footpath. Clerk has reported these to Highways.	Completed
8.12	Footpath repair		The footpath at the rear of the houses on St Johns Park is a safety concern. Clerk has reported this.	Completed
8.13	Flooding at East End		There is flooding at East End, the barn. Clerk has reported this	Completed
8.14	Issue raised with tree planted		An issue has been raised with trees being planted on the verge between the village and Lucy Cross. Cllrs agreed to look at this on their walk around the village. Clerk will share the concern with Highways.	Clerk/Cllrs
8.15	Email received from a resident	Request for alterations.	RP asked that this be reviewed by all before making comment. Cllrs will consider the email further before a response can be formulated.	RP/Cllrs
8.16	Emailed received -	Issue has been raised with trees being planted.	Cllrs will look at this when completing the walk around the village.	Cllrs
8.17	Tasks to be completed following handover from previous Cllr.		<p>Grass cutting on East Road – RP and ST agreed to trim the area.</p> <p>Fencing on road bridge has several rotten posts and is in danger of falling – Clerk will report this to Highways.</p> <p>Road at the end road bridge fencing is leaning over due to subsidence – Clerk to report this to Highways.</p> <p>Drain opposite bus shelter in middle of village does not clear and floods – Clerk to report this to Highways.</p> <p>Status of tree replacements for trees that were removed - Sycamore cottage and Chapel Green chestnut tree.</p> <p>Status of trees planted beside road bridge. Are they what was planned and agreed with PC? Cllrs will look at this on their walk around.</p> <p>Are the village seats going to be cleaned and re oiled/painted? – Cllrs will look at this on their walk around the village.</p> <p>Removal of branches under the willow trees – RP will sort this.</p> <p>Grass dumped at cricket pitch and status of bund and planting of same beside storage area for cricket pitch.</p>	<p>RP/ST Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>RP/Clerk</p> <p>Cllrs Cllrs RP RP</p>
8.18	Email received		Seeds and debris have been deposited into the Beck. RP will contact the resident responsible. Cllrs will have a look at this when walking around the village.	RP/Cllrs
8.19	Bridge House		Concerns have been raised regarding access and village green encroachment and damage to the village green. Cllrs will have a look at this on their walk around.	Cllrs
8.20	Parking concern		There are concerns with vehicles parking near the speed bump in the U-shaped area as you leave the village. Cars are parked close to the chicanes. Clerk to report to Highways.	Clerk
8.21	Proposal from a resident		Could the PC consider having French Boules as a game in the village. Councillors felt this could be consider and asked if the resident could gather information including dimension's, materials etc.	Resident
	Items for future	Opportunity for Cllrs to bring up items to be included in next	Sykes Bridge – This is a narrow bridge that could be dangerous to vehicles	Clerk

	<b>Agenda</b>	meeting Agenda.	from either way. HR asked if a priority system could be considered. Cllrs agreed to contact Highways and AT to raise the issue.	
<b>9.</b>	<b>Date of next meeting</b>		The next Parish Meeting will take place on 6 <sup>th</sup> September at 7pm in the Village Hall. Clerk to make the booking.	Clerk
<u>Meeting ended at 9.35pm</u>				