ALDBROUGH ST JOHN PARISH COUNCIL DRAFT MINUTES

THE ANNUAL MEETING OF ALDBROUGH ST JOHN PARISH COUNCIL HELD ON Tuesday 18th May 2021 at 7.00pm in the Village Hall.

PRESENT: Cllr R Pronyszyn (RP) - Chair, Cllr M Banks (MB) -Vice Chair, Cllr S Turner (ST), Cllr S Baddon (SB), Cllr J Sandhu (JS), District Councillor J Wilson-Petch - RDC (JWP), J Pears (Clerk) and Residents.

Minute	Item	Summary	Detail/Action	Action/By Who
1.	**Co-option of New Councillor**	There was a Councillor vacancy due to Councillor B Whitfield standing down. An application has been received from Mr Jim Sandhu.	Mr Jim Sandhu (JS) was unanimously co-opted on to the Parish Council to fill positions left vacant by the resignation of Councillor Whitfield. JS signed the declaration of acceptance and joined the Council.	
	Nomination and selection of Chair and Vice-Chair	Nomination and selection of Chair and Vice-Chair.	All Councillors were in agreement to elect Cllr R Pronyszyn (RP) as Chairman and Cllr M Banks (MB) as Vice-Chairman.	
2.	**Apologies**		County Councillor Angus Thompson - NYCC (AT).	
3.	**Declarations of Interest**		None recorded, except that Parish Councillors present expressed their interest in anything that affects the Parish.	
4.	**Police Report/Update**	No police were present at the meeting.	The latest crime bulletin had been received via email. Suspicious activity had been seen via CCTV on 2-3 separate occasions at night. Clerk will follow up on previous suggestions from PC Mark Wood to hold a fraud event for residents in the village hall. MB asked Clerk to follow up on getting information on operating a drone in a public place. PC Mark Wood offered to share information; however, this has not been received. The clerk will follow this up.	Clerk
4.	**Minutes of last meeting**		The minutes were agreed as an accurate record and signed by RP.	

DRAFT

5.	**Matters Arising**			
5.1	**Matrix Boards**	The posts to affix the matrix boards have been erected in the 2 proposed locations; 1. On the road from Melsonby, approaching Aldborough. 2. Through the centre of the village near the bus shelter.	The 2 post have now been erected as agreed. RP suggested that research is undertaken on the suggested 3rd pole location on Low Green between the surgery and bus shelter. A temporary speed detector be put in place for a week to collect speeding data in the Summer. Cllrs agreed to hire a detection device for a week in the summer 2021, initially at a cost of £110 per week. The potential to erect a third post will be reviewed following data analysis. RP confirmed that the Parish Council had received the funding of £2k from NYCC towards the purchase of the Matrix Boards. The boards have been purchased from Swarco at a cost of £3,112.00 (+VAT). The delivery and installation will take place in the next few weeks. RP and MB attended the Matrix Board training on 12 May.	RP/All Cllrs Completed
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 to gain access. Could creating additional parking spaces be considered? There is an area in Spenceley Place which could be converted into parking spaces. However, this isn't viable for more than 4 cars. There are 2 other options that could be a consideration: 1. Using the doctor's surgery car park, this could be used out of doctor's hours and potentially a gate could be inserted at the top of Spenceley Place to the surgery car park. 2. Consider demolishing the garages and converting the space into a car park. 3. A proposal for 2 disabled parking bays has been received.	Dr Hodgson and the Practice partners have agreed that residents can use the doctor's car park out of hours. RP has asked that this update is shared with residents in Spenceley Place. Councillors are very grateful to the Doctor's surgery for agreeing to this. Councillor still felt the additional car park may be difficult to access for residents with mobility issues. Could a footpath be made through the back of the car park into Spenceley place? JWP will ask the question as the area is owned by RDC and NYCC. Clerk spoke with Gary Hudson at RDC about the parking. He confirmed this has been an ongoing issue that they are aware and is unresolved. JWP and AT are aware of the ongoing challenges. After careful consideration councillors felt that Spenceley Place has struggled with parking for a number of years. This proposal for two disabled bays would mean one less car parking space and, on this basis, would object to the proposal. Clerk to respond to Highways.	Cllrs JWP Clerk Clerk

DRAFT

5.3	**Cricket Club**	Cricket Club proposal to extend the cricket ground and address the issues around the fencing and disposal of grass.	Completed.	Completed
5.4	**Grass Cutting**		Completed.	Completed
5.5	**Visitors to the Green**	This was covered in a separate meeting. RP is developing a Green Policy. MB brought to the attention of the councillors that a drone has been being flown over the Village Green. As a Parish Council, do we need to have insurance to cover this?	RP is developing a policy for use of the green and this will be shared with councillors initially in draft form and circulated publicly. RP will consult with residents of the village for feedback. RP confirmed the PC are covered by 3rd party liability insurance. MB has asked the Clerk follow up with PC Mark Wood (MW) or colleague as we are awaiting information/ guidance on using a drone over the village green.	RP MW/Cllrs Clerk
5.6	**Tree Survey**	Work to be completed on various trees in the village.	MB confirmed that additional work is required. R Skelton had provided a cost of £550 for the work. Cllrs agreed that this still needs consideration before progressing.	MB
5.7	**Play area fencing**	Update.	Cllrs agreed that the this should be pursued using the play park funds available from RDC. Cllrs agreed that 3 quotes will be required. Clerk to source quotes and look into funding.	Clerk
5.8	**Update from District and County Councillor**	Update.	The proposals for local government reorganisation aimed at reducing the number of local government tiers. Two proposals have been submitted: one to create a single tier based on North Yorkshire County Council (NYCC); and the other to replace NYCC by merging the existing District Councils into two bodies. This will be decided by the Secretary of State in July 2021. Councillors asked that JWP look at the planning application for Rosalind Cottage, East End particularly regarding the issue of NYCC minimum parking requirement, and update them.	Clerk/JWP JWP
5.9	**Drs Lane Flooding**	Ongoing.	Flooding at Doctors Lane still needs resolving. The work carried out to date has not resolved the issue. Clerk followed this up with Highways on 5th March and will follow up again if necessary. The Parish Council initially received an email from a resident raising their concerns. The resident requested that we write to Highways and in particular Ian Beighton. The Clerk has written to Highways/Ian Beighton and is awaiting a response.	Clerk

DRAFT

5.10	**Noticeboard**	Update.	Completed	Completed.
5.11	**Precept 20/21**		Completed.	
5.12	**Memorial Trees on the Green**	Enquiries received from a number of residents. They would like to be consider for sponsoring the planting of a memorial tree in the village.	Councillors agreed this is an initiative they would like to progress. MB is going to speak to one of the residents on High Green who has access to professional arboreal expertise in order to establish the type of trees to plant and what other things the PC need to consider. MB will follow this up. The Parish Council met with some of the residents who have enquired. MB suggested bringing all interested partied together in the village hall when appropriate.	MB/Clerk
5.13	**Lane from Post Box to Packhorse Bridge**	In progress. Email received from resident to Clerk outlining the damage to the Lane.	Councillors MB and SB have visited the damaged areas. This is in hand and will be completed as and when the weather permits.	MB/SB
5.14	**North Richmondshire Community Project (NRCP)**	Joining the project and representing ASJ.	Completed.	Completed.
5.15	**Post Office Service**	Email received from the Village Hall Management Committee to the Clerk.	Completed.	Completed.
5.16	**White Lines – Road Markings**	Road Safety Concerns – White line markings at Spenceley Place.	Completed.	Completed
5.17	**Public bench**	The Parish Council agreed the placing of a bench at the edge of the green opposite the entrance to Spenceley Place.	Completed.	Completed
5.18	**Budget Consultation Update**	Update emailed received - The budget consultation email was received from RDC proposing a 1.9% increase to the Council Tax and circulated to councillors. Councillors acknowledged receipt of the email and noted its	Completed.	Completed.

DRAFT

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5.19	**Parish Council Website**	Update.	RP is progressing this and plans to have everything related to ASJ in one place. MB asked if the PC could have an area available in 'the cloud' for PC historical and current documentation/information. Could a storage area be created to house everything relating to ASJ? JS is going to look into this.	RP JS
5.20	**Drainage at the White Bridge**		Completed.	Completed
5.21	**Drainage at the Cricket Pitch**		Completed.	Completed
5.22	**Encroachment**	Encroachment enquiry from a resident.	Completed. Clerk has raised invoices for 21/22 encroachment fees. MB asked if Clerk could share the list of properties to invoice. ASJ need to ensure it is clear what the encroachment fee is for. MB will look into this.	Completed Clerk/MB
5.23	**Flooding as you enter Aldbrough St John (ASJ) from Melsonby**		Completed. There is a vast improvement. Cllrs agreed to monitor this.	Completed
5.24	**Damage to grassed areas**	Correspondence received from a resident as damage to a triangle of grass at East End.	Councillor agreed that top soil will be put down now that the better weather is here.	Cllrs/MB
5.25	**Resident email received**	Water standing at Mary Wild Beck at the right of way stile.	Completed. Clerk has contacted NYCC rights of way to inform them of the flooding.	Completed
	Planning	All applications received since the last meeting on 23rd February 2021 were discussed. As listed in the appendix.	Any future planning applications received relating to Carlton will be discussed with the Carlton Parish Council to ensure ASJ are aware of each application. Cllrs and Clerk will ensure this is done going forward. Application for Chestnut House 21/00160/OUT was discussed and Cllrs felt that further information should be requested	Cllrs/Clerk

DRAFT

			before a reasonable decision could be made. Clerk to contact RDC with request. Residents from the Stanwick Arms attended the meeting. RDC have asked for additional parking to be available for customers. Historically parking at the front of the pub has been acceptable. Cllrs agreed to write to RDC as this has been an agreement in place for over 50 years and are supportive of this. RP will write to RDC and cc in residents and JWP.	Clerk RP
6.	**Financial Report**	Clerk provided financial report - emailed to Councillors prior to meeting. Annual Governance and Accountability Return 2020/2021: To certify Aldbrough St John Parish Council is exempt form external audit for fiscal year 2020/21 To note the Annual Internal Audit Report for 2020/21 included at page 4 of the Annual Governance and Accountability Return 2020/21 To approve Section 1 - Annual Governance Statement 2020/21 for Aldbrough St John Parish Council on page 5 of the Annual Governance and Accountability Return 2020/21 To approve Section 2 - Accounting Statements 2020/21 for Aldbrough St John Parish Council on page 6 of the Annual Governance and Accountability Return 2020/2021 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.	**RESOLVED** that Aldbrough St John Parish Council (ASJ PC) is exempt from external audit for the year 2020/21 as its annual turn-over does not exceed £25,000. **RESOLVED** that Annual Internal Audit Report for 2020/21 to be included at page 4 of the Annual Governance and Accountability Return 2020/21 be commissioned. **RESOLVED** that ASJ PC approve Section 1 Annual Governance Statement 2020/21 for ASJ PC on page 5 of the Annual Governance and Accountability Return 2020/21. **RESOLVED** that ASJ PC approve Section 2 - Accounting Statements 2020/21 for ASJ PC on page 6 of the Annual Governance and Accountability Return 2020/21. **RESOLVED** that, 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, ASJ PC will publish the following documents on a public website: • Certificate of Exemption, • Annual Internal Audit Report 2020/21, • Section 1 – Annual Governance Statement 2020/21, • Section 2 – Accounting Statements 2020/21, page 6, • Bank Reconciliation to 31 March 2021, Notice of the period for the exercise of public rights and other	Clerk

DRAFT

			information required by Regulation 15 (2), Accounts and Audit Regulations 2015. RP Confirmed that the Co-op account remains open and will continue to hold the Play Park money. All other monies will be transferred to the NatWest Account. This should have been done previously. RP will ensure the transfer and changes are made. Cash donation of £ 267.00 for the play park was received from Mithril Ales. Clerk to bank	RP Clerk
7	**Any other Business**			
7.1	**Resident email received**	Encroachment fee emailed received from Mrs Crowther.	Cllrs agreed that an airier should not be placed on the river bank, this will be visible to others surrounding the area. However, asked the clerk to make Mrs Crowther aware the river bank is available for all to use and can most certainly use and enjoy this area. No encroachment fee would be required for the use of this outdoor space.	
7.2	**Resident enquiry**	Planting trees on the Beck side.	Cllrs agreed that RP and MB will meet with the resident to discuss this further.	RP/MB
7.3	**Email from Steve to Rishi Sunak MP**		Completed. Email will be dealt with by Steve as a resident email not Parish Council correspondence.	Completed
7.4	**Email received re damage to fence at Spenceley Place**		Cllrs discussed the damage a car made to the fence in Spenceley Place. Clerk has contacted RDC and NYCC. RDC have confirmed this is a Highways issue. Clerk contacted Highways on 8th April 2021. Will follow up accordingly.	Clerk
7.5	**Resident email received**	The PC have received an email from a resident regarding footballers urinating in the bushes/beck and rubbish being left by players and supporters.	As instructed the Clerk contacted the football team. It was suggested that the football team approach the Cricket Club to use their toilets when games are on. The football team will look into this. The football team suggested coming to the next PC meeting as they are wanting to ensure they are doing all they can to eliminate any complaints/concerns.	Clerk

DRAFT

7.6	**Resident email received**	Loose stones have appeared.	Cllrs discussed the placement of some loose stones at the edge of the green. Cllrs will monitor this as this is a safety concern for road users. This will be a matter for Highways.	Cllrs
7.7	**Resident email received**	Email received from Susan Smith, her daughters' bench is being restored and is not to be replaced by another bench.	MB spoke with Susan Smith and discussed the placement of the bench. The bench is currently being restored and when ready can be replaced. Cllrs agreed that a protocol will need to be in place for future restoration of furniture to prevent this happening again.	MB
7.8	**Resident email received**	Chris Becket has raised concerns about dog waste in the village.	Cllrs agreed to laminate and place signage around the village. A reminder will also be posted on the Facebook Page. RP will action this.	RP
7.9	**Resident email received**	Access to Dilston Cottage.	Resident has asked if pedestrian access can be given because of the resident's disability. Cllrs have no objection to this however have asked that approval is for a row of paving slabs which will cover the width of a scooter or wheel chair. The paved area must be flush with the grass to prevent a hazard and somebody tripping. The grassed area must be re-instated if the resident moves properties. Clerk will write to resident to update them.	Clerk
7.10	**Resident email received**	Email received from Joan Petrie re parking near her home.	Cllrs discussed the suggestion to place parallel slabs on which to park her car. However, to do so would involve significant damage to the sub surface of the green and would be illegal. Cllrs agreed they could not support this suggestion. RP will contact Joan Petrie.	RP
7.11	**Post Office Clock Maintenance**		The Post Office clock maintenance contract is due for renewal. Cllrs agreed that 3 quotes should be sought. The PC have a renewal from the current supplier Smiths of Derby. Clerk to seek further quotes.	Clerk
7.12	**Street Light Funding available from RDC**		Funding has become available for up to 3 additional street lights per Parish Council. It was suggested that a new light would be beneficial at 1 Spenceley Place. Clerk will contact RDC and express their interest in the funding.	Clerk
	Any other Business		An email has been received form BT as they are looking to remove any unused pay phones. Cllrs agreed that this should be removed. Clerk to respond to email. MB requested that any reoccurring tasks for the village could be	Clerk

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			put into a schedule. MB and Clerk will liaise and produce a list. RP shared communication between himself and Rachel Connolly re the bridge and the bottom of the Beck. Cllrs agreed that this is not a Parish Council issue and should not be involved. RP will update Rachel with outcome.	Clerk RP
	Items for future Agenda	Opportunity for Councillors to bring up items to be included in next meeting's Agenda.	None.	
9.	**Date of next meeting**		The next Parish Meeting will be at 7.00pm in the village hall date TBC.	
Meeting ended at 8.45pm				

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