

**ALDBROUGH ST JOHN PARISH COUNCIL DRAFT MINUTES**

THE MEETING OF ALDBROUGH ST JOHN PARISH COUNCIL HELD ON Monday 8<sup>th</sup> January 2024 at 7.00pm in the Village Hall.

PRESENT: Councillor Mike Banks (MB)- Chair, Councillor Stephen Baddon (SB) – Vice Chair, Councillor Stuart Reed (SR), Councillor Kirstie Thornton (KT), Councillor Antony Lewis (AL)

In attendance: North Yorkshire Council (NYC) Councillor Angus Thompson (AT), J Pears (Clerk) and Residents.

Minute	Item	Date raised	Summary	Detail/Action	Action/By Who
8/1-01	Clerk and Councillor Angus Thompson NYC to open the meeting.		Co-option of Chair, Vice Chair and councillor vacancies	<p>Order made under section 91(1) of the Local Government Act 1972. Aldbrough St John Parish Council (Temporary Appointment of Members 2023) This is order was made on thirteenth day of December 2023.</p> <p>Councillor Angus Thompson thanked everyone for attending the meeting and the Clerk took nominations for Chair. Mr Stephen Baddon nominated Mr Mike Banks as Chair, Councillor Angus Thompson second that nomination. Councillor M Banks was co-opted as Chair and took over the meeting. Councillor Banks took nominations for Vice Chair. Councillor Angus Thompson nominated Mr Stephen Baddon and Councillor Banks seconded that nomination. Councillor Stephen Baddon was co-opted as Vice Chair. Five applications had been received and all were invited to attend tonight's meeting. The applicants were Mr Stuart Reed, Kirstie Thornton, Anthony Lewis, Tim Place, Janet Newell. It was unanimously agreed that Mr Stuart Reid and Kirstie Thornton would join the Parish Council. Both were co-opted and asked to join the Parish Council. Jan Newell withdrew her interest. Anthony Lewis and Tim Place were considered for the remaining vacancy. Councillor Banks asked them both what they felt they could offer the Parish Council. Councillors were asked to cast their vote by raising their hand for the applicant they felt most suitable for the role. Anthony Lewis was unanimously voted and co-opted onto the Parish Council. Tim Place was considering withdrawing his application because of health reasons and agreed Anthony Lewis was most suitable for the role. Councillor Banks asked Councillor Lewis to join the Parish Council.</p>	Clerk
8/1-02	2. Election of Chairman			<p>Now that the full parish council had been co-opted MB asked that the election of Chair and Vice Chair is voted upon. MB called for nominations for Chairman.</p> <p>It was proposed by Councillor Baddon and seconded by Councillor Reed that Councillor Banks be elected Chairman. All Councillors agreed that Councillor Bank should take the role as Chair.</p> <p><b>Councillor Banks was elected Chairman.</b></p>	
8/1-03	3. Election of Vice Chair			<p>The Chair called for nominations for Vice Chairman.</p> <p>It was proposed by Councillor Banks and seconded by Councillor Reed that Councillor Baddon be elected Vice Chairman. All Councillors agreed that Councillor Baddon should take the role as Vice Chairman.</p>	

				<b>Councillor Baddon was elected Vice Chairman.</b>	
8/1-04	Declarations of Acceptance and Interest			All Councillors were asked to complete the Declarations of Acceptance and Interest form. Clerk will share this information with Democratic Services at NYC.	
8/1-05	Apologies			None.	
8/1-06	Declarations of Interest			None recorded.	Completed
8/1-07	Minutes of last meeting			The 4 <sup>th</sup> September minutes were agreed as an accurate record and signed by MB.	Completed
8/1-08	Police Report/Update		No police were present at the meeting.	The December update was received and circulated prior to the meeting. This was posted on the website and Facebook page. It was noted that there are had been thefts of 3 range rovers however this was not included in the latest update.	Completed
8/1-09	Councillor Report/Update		NYC Councillor Angus Thompson (AT)	AT gave an update and confirmed there are no financial cuts in front line services. There is a locality budget up to £5000 available. This can be used for community projects. AT looks after 27 Parish Councils, 15 of these are active. AT has confirmed he intends on attending 2 meetings a year per Parish. Flooding on the Aldbrough to Melsonby road is at the top of the list to raise as an issue with Highways. SB raised concerns about the flooding at the Scotch Corner roundabout. Drainage seems to be a problem as it floods all of the way around. AT did think that this would be low priority as it may flood but does not cover the whole road and drivers can use the remainder of the road to pass the flood.	Completed
8/1-10	Update on current items and matters arising				
8/1-10-1	Spenceley Place parking		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.	MB will draft a letter to send to the PFI to determine the feasibility of a path before a final decision is made.	MB
8/1-10-2	Doctors Lane flooding	Email received from	Ongoing.	Councillors asked the Clerk to follow this up as the area is water logged and the water is deep, this still needs resolving. Clerk to also raise concerns that the water-logged ground is affecting the trees.	Clerk

		Highways on 4/9/23		Email received on 4 <sup>th</sup> September 23 from Steve Barker from Highways. He confirmed that he has met with the landowner. The landowner has agreed that NYC can connect the highways drainage into a pipe just into the field of the landowner. NYC will let us know the proposed date to commence work once a meeting has happened with the partner contractor. Clerk will monitor this.	
8/1-10-3	Trees – Brash removal		Brash needs removing	MB/SB agreed to remove the willow brash.	MB/SB
8/1-10-4	Encroachment			The encroachment fees for 2023/24 have been invoiced. 24/25 fees will be due at the beginning of April 24. Councillors discussed the fee review and agreed that the fee is there to protect the green and not intended to provide an income.	Completed
8/1-10-5	Street Light Funding available from NYC	Installed 25/8/23		The light was installed on 25/8/23 at Spenceley Place. SB asked for Clerk to share the contact at NYC. SB would like to meet with them.	Clerk/SB
8/1-10-6	Neighbourhood Watch		ASJ and Stanwick neighbourhood watch.	A resident is managing this – Clerk is awaiting an update	Clerk
8/1-10-7	Blocked road gully	24/8/23	Blocked road gully opposite the bus shelter is still blocked. It could be a blockage further down the pipe	NYC confirmed on 24/8/23, the order to excavate the area is live and awaiting programming. Councillors confirmed the work had been completed however the area needs to be re-instated and top soil is needed. Clerk to raise this with NYC.	Clerk
8/1-10-8	Cricket Club		An agreement is required.	Clerk will share an example of agreement and Cricket Club contact details to MB. MB will look at this and arrange a meeting with the Cricket Club. Councillors agreed the annual fee needs reviewing and some terms and conditions in place.	MB/Councillors
8/1-10-9	Sykes Bridge priority system	21/8/22	Sykes Bridge – This is a narrow bridge that could be dangerous to vehicles from either way.	Councillors agreed that Clerk should contact Highways and AT to raise the issue. Highways have confirmed that they would not consider this as a priority. Councillors still felt this should be pursued and raised the issue with AT. Clerk has raised the issue and will continue to follow up.	Clerk/AT
8/1-10-10	Flooding issue at East End	NYC responded on 31/8/23	There is a flooding issue at East End.	Clerk will follow this up. MB said he will look out for Highways when next in the village and raise the various flooding areas with them. NYC responded on 31/8/23 and a camera survey is going to be carried out of the drainage line. Highways were unable to see any flooding during the inspection. Highways confirmed that the photo evidence was helpful but not sufficient. They need to see the flooding for themselves and will be able to assess what action is required. Councillors did discuss the road damage around this area and could this be brought to the attention of North Yorkshire Council.	Clerk/MB  Clerk

8/1-10-11	Right of way letter	Clerk followed this up on 5/1/24		The restricted byway sign has gone. Clerk has sent the circulated draft message to Rights of Way officer at North Yorkshire Council. Clerk to continue to monitor until a response is received.	Clerk
8/1-10-12	Dead Tree	Raised as an issue on 7/2/23		No update received since the last meeting. Clerk will continue to follow up. Some of the tree had fallen and blocked the pathway, this is a real concern. Highways have inspected the tree and passed this to a county arborist to complete a full survey.	Clerk
8/1-10-13	Hedge planted on the verge of Brickkiln Lane and Lucy Cross	Clerk followed up 22/12/23		Clerk followed up on the raised the issue but the Parish Council have not received an update. A hedge has been planted on the verge of the road going between Brickkiln Lane and Lucy Cross. It is encroaching on Highways verge. No further action, with highways to resolve	Completed
8/10-14	Football Pitch			Clerk advertised the football pitch on Facebook but there was on interest.	Completed
8/10-15	NYC speed limit strategy		Emailed received from North Yorkshire Council	No date was agreed to discuss this strategy. Councillors agreed that this would be monitored and reviewed when necessary. Clerk will share all 20's plenty and related correspondence to all Councillors for the time being and this can be discussed at future meetings.	Clerk/Councillors
8/10-16	Removal of bunting for the Aldbrough Feast		Emailed received from a resident	Councillors have removed the bunting attached to the road bridge railings. The bunting from the trees on High Green still needs to be removed. MB will arrange the removal of this.	MB
8/10-17	NYC Communication		NYC Parish Charter	MB asked if this could be shared with the new councillors as it will be of interest. Clerk has shared the NYC Parish Charter with Councillors prior to the meeting. The Charter sets out how NYC will work together for the benefit of local people in maintaining and improving local services and facilities and influencing and lobbying on future local development. It was noted that NYC have a 14-day response time. Clerk will ensure that issues raised are responded to within this timeframe.	Completed
8/10-18	Boules Pitch		Proposal to have a Boules pitch on the Village Green	Councillors have been previously discussed the proposal of boules pitch. Previous Councillors agreed this in principal and asked that a proposal is put together with the costs etc and will be considered at the next meeting. Funding maybe available however an estimated costs would be required before further consideration.	Resident SR
8/1-10-19	Heritage Tree			A place for the tree needs to be identified by the Parish Council. Councillors will look at suggested places and share this. The resident will be informed once a place is agreed. It was suggested that an adaption of heritage 'one off' apple tree is sought. A resident will source a tree and approach the Feast Committee to finance it. A place for the tree would be identified. Councillors to look at this on their walk around.	Councillors/ clerk

8/1-10-20	Dog Fouling	5/1/24		Clerk has contacted Street Scene at NYC to see if they have any guidance on what can be done to deter this. The dog warden was on leave and will get in touch upon their return. Clerk to follow this up.	Clerk
8/1-10-21	Road sweeper request	5/1/24		Clerk has contact NYC to ask how often the road sweeper is in the village and can they attend.	Clerk
8/1-10-22	Dangerous footpath on St John's Park			Clerk has raised concerns with NYC as the footpath on St John's Park is dangerous.	Clerk
8/1-10-23	Pot holes on Stanwick Road			There are pot holes on Stanwick Road - Clerk to raise the issue with NYC. MB said he will raise the issue. He will look out for Highways when next in the village and raise it with them and direct them to the area.	MB
8/1-10-24	Litter	8/12/23	Email received from a resident	A resident has raised concerns of increased littering in surrounding areas. Clerk and resident raised this with AT and Highways. AT confirmed that litter signs can be purchased and they have been a deterrent in other areas.	
8/1-11	Planning			All applications received since the last meeting on 4 <sup>th</sup> September 2023 were shared and reviewed. See agenda appendix. Clerk has contacted the enforcement team at NYC raising the issue of a property in breach of planning conditions. – NYC will deal this	Completed
8/1-12	Finance		Clerk provided financial report - emailed to Councillors prior to meeting.	Clerk provided an update on current finances: a. Precept 24/25 - The precept was discussed and agreed a 5% increase should be applied for. Clerk will apply for £4499 for 24/25. b. Change of Signatories on the current account. Clerk to request a mandate change. Once completed the previous signatories will need to be removed.	Clerk
8/1-13	Any Other Business		To consider any other business.		
8/1-13-1	Stanwick Church Grass Cutting		A query was raised as the £100 donation towards the grass cutting had not been received.	Clerk will look into this however it does appear that 22/23 was paid and 23/24 has not been paid as yet. Clerk to raise a cheque payment once signatories have been changed.	Clerk
8/1-13-2	Goal Posts			Councillors had agreed to look at the goal posts on a previous walk around the village. Councillors agreed that provided they are in good working order they should remain in place.	Completed.
8/1-13-3	Path at East End			The path at East End on the corner of the church is in need of attention. It is covered in moss and dangerous underfoot. Clerk/MB will raise this with Highways.	Clerk/MB

8/1-13-4	Speed Monitoring			MB has pulled off the stats from the VAS. It showed that a number of cars accessing both entrances to the village are speeding. This raises the questions as to why ASJ has not had the presence of a police speed van. MB will use the information to share with the police. MB suggested that the information is shared as an appendix of the meeting and on the ASJ Community website.	MB
8/1-13-5	ASJ Community Website			There is a community website that has separate areas for the Feast, Village Hall and Parish Council. MB suggested that the Parish Council area could hold archived and historic information so that it can be accessed remotely. MB will look into this and whether an area could be password protected. Clerk and MB will discuss this and take this forward.	MB
8/1-13-6	Tree remedial work			There are a number of trees that require remedial work. Some will require a planning application to be completed. MB will identify them all and share the information with the Clerk. Agreed that a planning application should include all trees within in the conservation area. They may not all require immediate attention but will do in the near future and getting approval in place would mean any remedial work can be done as necessary.	MB/Clerk
8/1-13-7	Memorial Football Match			As in previous years could the football pitch be used to hold a memorial match. Councillors agreed this and asked Clerk to respond confirming this with agreement that the users mark and prepare the football pitch for use.	Clerk
8/1-14	To consider questions from the public			None.	
8/1-15	Grass Cutting contract for 24/25			Cllrs agreed that 3 tenders are required before a decision can be made on the contract for 24/25. Clerk will share the contact details of the Melsonby contract with SB and make contact with another contact. This will be discussed at the next meeting.	SB
8/1-15	Date of next meeting			The next Parish Meeting will take place on 11 <sup>th</sup> March 2024 at 7pm in the Village Hall. Clerk to make the hall booking.	Clerk
	<u>Meeting ended at 9.20pm</u>				