

Flaxton Parish Council
Draft Minutes of the Parish Council Meeting held on Thursday 18th February
2021 at 7.00pm remotely using Zoom

Parish Councillors Present: Steve Axford (SA)
Ian Craven (IC)
Derek Leetham (DL) - Chairman
Charles Lewin (CL)
Richard Tonkyn (RT)

In Attendance: Hannah Revis (HR) – Parish Clerk

Public Present: Four

DL commenced the meeting by reminding all participants that the meeting will be recorded and retained for one year from the publication of the approved minutes.

12/21 To receive apologies for absence and reasons given

Cllr Eric Hope- recovering from ill health

13/21 To receive declarations of interest in items on the agenda

SA declared his interest in any Green Gait related topics due to him being the Chairman of the Committee.

SA declared his interest in the planning applications listed for works to be carried out on trees in a conservation area as he is the applicant.

14/21 To confirm the minutes of the Meeting held on Thursday 21st January 2021

The minutes for the Parish Council Meeting on 21st January 2021 having been prepared and circulated were agreed to be a true and fair record. Proposed IC, seconded SA

15/21 To receive information about the following ongoing initiatives and decide further action where necessary:

1. Neighbourhood Watch Scheme

Following the January meeting IC has been researching and reviewing other schemes in operation in the surrounding area and has also signed up to a programme called “Our Watch” which allows people to connect with other neighbourhood watch schemes. IC has made contact with two of the neighbouring Parishes.

The contact for Claxton and Sand Hutton is no longer involved with the scheme and there has been no response from Thornton and Foston. There seems little work ongoing at present, the only piece of news received has been about a Bitcoin scam.

It was resolved there was no benefit in tying in with another scheme and if there was sufficient interest in Flaxton then the villagers would be encouraged to start their own scheme and would receive the support from the Parish Council in doing this, but it would be a villagers’ project to undertake.

Potential intruders have been reported around the village but there has been no concrete proof. It was resolved that in the immediate future the village WhatsApp group would remain the best form of communication along with the Parish website for instances of concern.

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16/21 To discuss long-standing matters:

1. Parish Plan

There remains no further progress and there is little more that can be done without the ability to conduct a full Parish meeting however all Councillors are to provide a list of suitable points/topics for inclusion in the plan for the March 2021 Parish Council meeting.

2. Speeding

Resolved to be returned to the agenda in March with RT circulating all information which has been gathered prior to the meeting for Councillor review.

17/21 Public Session – The Parish Council will, time permitting, adjourn the council meeting for a short time to allow for public comment and questions

There has been a complaint received about the location of a village produce stall.

The owner has been notified and advice has been sought from Ryedale District Council, Trading standards and the Police.

As the stall is on Green Gait land, it is at the discretion of the Green Gait owners to resolve the issue with the stall owner.

It has confirmed that the owner does hold the correct permits for the sale of produce whether it be on the stall or in his outbuildings.

Highways and the Police have been made aware of the safety concern and will monitor the situation.

Further concerns/complaints should be directed to Steve Axford as Chair of the Green Gait or if there are concerns about any aspect of licensing then Trading Standards are to be contacted by the complainant directly.

SA confirmed that he has received a letter from the owner asking permission to site a stall on the Green. This has been noted and oral comments made to the owner about siting and suitable form and dimensions, without prejudice to any further actions that may be required.

18/21 To discuss new planning applications received

Application: 21/00085/CAT Notice to fell trees in a conservation area

Application: 21/00151/CAT Notice to fell trees in a conservation area.

Both of the above applications have been reviewed along with an extensive explanation received from the applicant about the requirement of the works. It was resolved that the Parish Council have no objections.

Application: 21/00142/CAT Notice to fell trees in a conservation area was received after the issuing of the agenda and therefore it was resolved to request an extension to the response period so that this could be reviewed at the March meeting.

19/21 To discuss matters raised by Parish Clerk/Responsible Financial Officer

1. Bookkeeping Records to date

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HR had circulated a bookkeeping spreadsheet which included the Community account bank reconciliation totalling £4,349.55, along with a receipts/payment's cashbook, and an income and expenditure report including variance to budget.

The Business Money Manager account has a balance of £2,052.41 which has increased marginally due to the receipt of a small amount of interest on the account. This now has its own receipts/payments cashbook and income and expenditure report following the suggestion from the internal auditor to split the accounts.

Combined total of both accounts £6,401.96.

It was agreed that there would be a variance to budget % column added to the income and expenditure statements moving forward so that year to date expenditure versus budget can be clearly tracked.

2. There were no payments to approve

3. To approve and adopt the Budget for 2021/2022

The budget paperwork had been circulated prior to the meeting and reviewed by the Councillors. The decision to hold the precept this year means that with the projected costs the Parish Council will generate a small amount of surplus. This takes into account and estimate for both the ongoing costs of remote meetings or the possibility of returning to the Village Hall.

It was noted that any projects which the Parish Council wished to carry out during the year would have to be done so by using the reserves.

4. The process for backing up electronic data was discussed at length. The website that the Parish Council has backs up and securely stores both the website data and the Councillor and Clerk email accounts. The website company and hosting company have joint responsibility for this action.

The electronic copies of any further work carried out by the Clerk is currently held on a memory stick. It was agreed for the short term, the data would be backed up on a second stick on a quarterly basis and passed to the Vice Chairman for safe independent storage.

5. The Parish Asset register was reviewed and updated for 2021 and approved as a true and fair record for the forthcoming year.

6. The internal audit for the financial year 2020/2021 was resolved to be carried out by the YLCA having reviewed and agreed upon the updated cost structure which had been circulated together with the updated YLCA checklist.

20/21 To report on any new correspondence received by the Council

An email was received from Georgina Jackson who is the Community Safety Officer for North Yorkshire Fire & Rescue offering to attend a meeting. It was resolved to invite her as the guest speaker to the May meeting whether it be via Zoom or in person and this can form part of the Annual Parish Meeting.

It was agreed that the Annual Parish Meeting would be placed on the March agenda so that a decision can be made about how this will progress.

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21/21 To receive matters raised by members

1. Trees: A number of trees have been identified to be in a poor state in Back Lane and there has also been reports from a member of the public about a fallen tree on the green. DL reported that a tree surgeon had carried out an assessment on the trees along Back Lane and he (DL) was going to be making contact with the owners of the land to discuss the next steps as a number have overhanging and potentially dangerous branches which are the responsibility of the landowner.
It was also noted that a good opportunity for planting of new trees on the Village Green would be in 2023 as the result of the Queen's Jubilee.
2. SA has received a number of complaints about the stretch of path to the station however the issue remains with the ownership and whether it is the responsibility of Highways or the Green Gait.
There are grave concerns for the safety of the school children who would ordinarily wait for the school bus along this stretch of path which has now been eradicated.
Resolved to contact Cllr Caroline Goodrick to note our dissatisfaction as no resolution and to seek clarification that if nothing is done then the liability will fall to NYCC should there be an accident.
3. Maps have been received from Yorkshire Water as to the location of the sewer pipes in the village and also the main water supply drains.
Highways responded to note they held no information on the drainage network.
It was agreed that the PDF of the drainage map would be loaded and published on the Parish website once received from SA.
4. IC will return to the March meeting with further information regarding the White Rose Update.
5. The YLCA are running a "Get it Right Scheme" free of charge to Parish Councils. This will involve six months of free support and coaching to the first 6 Parishes who show their interest. IC has already expressed an interest on behalf of Flaxton Parish Council pending agreement at this meeting by all. It was resolved that this was an excellent opportunity for the Council and we would be grateful of the support.
6. Zoom costs were discussed and what would be involved in getting a payment card for the Parish Council to attend to financial matters such as these. It was resolved that DL would contact HSBC and report back.
7. IC reported that the Read Aloud function had disappeared from the Parish website. He has queried this and has reported this has been removed by Userway who provide the plug in used by our supplier. The Parish Council accessibility documentation will now require updating accordingly.

22/21 To confirm the dates of the future meeting(s) of Flaxton Parish Council to be held (via Zoom in the short term) at 7.00pm

18th March 2021, 15th April 2021, 20th May 2021

The meeting closed at 20.41 hrs