

# EAST COWTON PARISH COUNCIL

Minutes of the Parish Council Meeting

held in the Village Hall

on Monday 13th March 2023 at 7.30pm

## 2303.01 Present

Councillors: E. Simpson (ES)(Chairman), J Green (JG), J. Shields (JS), A.Wragg (AWr)

### In Attendance

District Councillor S.Watson (SW);

### Apologies for Absence

Councillor T. Cramond (TC); County Councillor A. Wilkinson (AW);

## 2303.02 Disclosure of Interests

None.

## 2303.03 Minutes of the Meeting of the Parish Council (PC) on 13<sup>th</sup> February 2023

**It was resolved that** the minutes of the meeting on 13<sup>th</sup> February 2023 are approved and the Chairman duly signed them in order to verify approval.

## 2303.04 Chairman's Formal Announcements

None.

## 2303.05 Police Report

JS summarised the last Police Report received for the period 31<sup>st</sup> January 2023 to 10<sup>th</sup> March 2023 (the report being received too late to append to agenda) and included 1 report of violence against person and JS will seek confirmation this incident relates to East Cowton.

## 2303.06 Financial Accounts

a) Councillors **received and approved** statements of account for the current year to 28<sup>th</sup> February 2023

b) **It was resolved that** the payments by cheque listed below be ratified

| Invoice Date | Description        | £      | Authority                                                                                                                          |
|--------------|--------------------|--------|------------------------------------------------------------------------------------------------------------------------------------|
| 09 02 2023   | Lambert Builders   | 150.00 | Public Health Act 1875 s164;Local Govt Act 1972Shed 14 para 27;Open Spaces Act 1906 s 10;Local Govt (Misc Provisions) Act 1976 s19 |
| 13 02 2023   | Scarr Holdings Ltd | 264.00 | Highways Act 1980,s115B and Open Spaces Act 1906,s10(b)                                                                            |
|              |                    |        |                                                                                                                                    |

**It was further resolved that** the payments by cheque listed below be authorised:

| Invoice Date | Description                 | £     | Authority                                      |
|--------------|-----------------------------|-------|------------------------------------------------|
| 10 02 2023   | PG Window Cleaning Services | 10.00 | Local Government (Misc Provisions) Act 1954 s4 |
|              |                             |       |                                                |

c) **It was resolved that** while JG is covering as Responsible Financial Officer pending a permanent appointment AWr will verify bank reconciliations.

Chairman signed..... Elaine Simpson.....27th March 2023

**2303.07 Insurance**

**It was resolved that** all appropriate assets were now included in the existing policy with Zurich although further clarification had not yet been received regarding any additional cost in providing this cover and as quoted in the revised schedule. Councillors further **resolved that** an amount of no more than £150 be authorised to meet this potential additional cost.

**2303.08 Asset Inspections**

Progress on outstanding actions was discussed, primarily the pointing of the brick bus shelter, which continued to be delayed because of inclement and unsuitable weather. JS has agreed to manage and report on risk assessments and inspection reports.

**2303.09 Make a Difference Grant Funding – Jubilee Garden**

**It was resolved that** grant funding was fully utilised, all materials and fittings had been purchased and are insured and work was continuing as well as expected with delays caused by continued inclement weather.

**2303.10 Memorials Policy**

**It was resolved that** the draft Memorials Policy prepared by JS be formally adopted

**2303.11 Recruitment of a New Parish Clerk**

Despite advertising the vacancy through local publications, social media and face to face contact, there had been no interest. Councillors agreed to continue to seek potential candidates through word of mouth and noted that there are a number of local councils who are also finding it difficult to recruit.

**2303.12 Casual Vacancy for a Parish Councillor**

Councillors agreed to continue to seek potential candidates through word of mouth and the vacancy continues to be advertised within the parish.

**2303.13 Email communications**

JS provided an update regarding the purchase of a replacement laptop, including the provision of Outlook as part of the MS Office suite. ES will attempt to locate the existing licence, confirm it is transferable and if not transferable the purchase of a new licence, renewable annually, will need to be considered. JS advised that following initial enquiries, a replacement laptop with licence could be achieved within the allocated replacement budget although future budgets will have to include an annual licence.

**2303.14 Data Protection and Website Accessibility Reviews**

JG confirmed she had completed a satisfactory Data Protection review and will arrange to update the GDPR notice to confirm a review was completed in 2023. ES had performed a WAVE review and JS will now look to update the areas highlighted for amendment.

**2303.15 Request for Parish Council Support to erect a Coronation Arch.**

Councillors considered the request, a copy of the redacted request having been circulated with the agenda, and expressed regret that the project was not suitable for the Parish Council the main concern being that the structure would be erected on land not owned or under the control of the Parish Council.

**2303.16 Planning Applications**

a) **It was resolved that** in the absence of an acknowledgement to extend the reporting date for receipt of Parish Council response to application numbered 23/00365/MRC comments would now be submitted for an application for a Premises Licence with a request that comments are noted against both applications in view of the linked trading element. Councillors make comment that they support the EH Officer's suggestion that a Site Management Plan is undertaken so that the protection of local amenity is considered (noise, light, traffic, type of event).

b) Regarding application 19/01779/OUT, it was noted that Councillors had already provided updated commentary.

**2303.17 Public Participation.**

A resident raised serious concerns regarding planning application 21/02338/FUL and requested support from Councillors. ES confirmed that an invitation to address the Planning Committee had already been received and ES intended to represent Parish Council to reiterate the 8 concerns listed in their response dated 16<sup>th</sup> March 2022 to the Planning Application Consultation. Discussions from other members of public confirmed same concerns, including those of SW who will also take up the matter of signage and speed control in the vicinity. Another resident reported a missing plank over a ditch which gives access to a stile and public footpath and this report will be passed to the Pathkeeper co-ordinator.

**2303.18 Date and Time of next meeting**

It was noted that the next meeting of the PC will take place on Monday 27<sup>th</sup> March 2023 at 7.30 p.m.in the Village Hall.

**2303.19 Any Other Business**

ES reminded Councillors of training courses available and JG confirmed she is attending a finance course. ES & AWr confirmed their attendance at a recent YLCA branch meeting, nothing of note to report back. Correspondence received from HDC to confirm they had a request to review the listing of ACV for Arden Arms and have 8 weeks to complete a review. Next discussion forum to be held on 16<sup>th</sup> March 2023. JS has requested the creation of a new website be listed for inclusion on next agenda.

**2303.20 Meeting Closed**

There being no further business, ES closed the meeting at 8.50 pm.