

SCOTTON PARISH COUNCIL MEETING
4 January 2021
Held Via ZOOM (DUE TO COVID 19 RESTRICTIONS)
AT 7.00PM

	Responsible
<p>Present: Cllr Julie Greensmith (Vice Chair), Cllr Ian Whitehead, Cllr Gemma Paley, Cllr Truda Hammett, Cllr H Grant RDC, Val Carveth (Clerk & Minutes)</p>	
<p>1. The Vice Chair reminded the Meeting of the Council's expectations for the audio or visual recordings of this meeting. No comments were given. (The Clerk advised she would be using a Dictaphone for this meeting)</p>	
<p>2. <u>APOLOGIES FOR ABSENCE</u> Cllr M Smith SPCO P Fee</p>	
<p>3. <u>DECLARATIONS OF INTEREST</u> None declared.</p>	
<p>4. <u>APPROVAL OF THE PARISH COUNCIL MINUTES FOR 7 Dec 2020</u> The minutes had been circulated to all and were approved. Approved by Cllrs Paley/Whitehead. Cllr Greensmith would sign original copy.</p>	Cllr Greensmith/ Clerk
<p>5. <u>Play Park/Bench Update</u> Cllr Paley gave an extensive update to the meeting on the Repairs undertaken within the month with the maintenance men. Some equipment was now complete but parts were awaiting delivery. The meeting was assured that all work would be completed by end of January 21 with delays this month due to Covid issues (with the maintenance men).</p>	Cllr Paley
<p>6. <u>Cllrs Grant Report.</u> Cllr Grant read out her report to the Meeting. Slightly quieter month although the rise in COVID 19 numbers in our areas were a cause of great concern. A Planning Application meeting via Zoom was due on 5th with Richmond district Council to resolve issues at Hawthorn Ave (Cllr Whitehead would attend from Scotton Parish). An Environmental Agency issue had occurred at Scotton/Sour Beck again and this matter is under investigation. A new informative flyer from Cllr Grant had been produced and a copy would be placed on our Notice Boards where space allowed.</p>	
<p>7. <u>Website Update</u> Website Training was still not confirmed. Cllr Greensmith would email again to get some evening sessions booked as soon as possible.</p>	
<p>8. <u>Grant Updates</u> The two additional grants submitted in November 20 were not granted. Future grants were discussed by the meeting. Cllr Smith had placed a detailed photo of the Play Park plan for Mallard Road on the Scotton Parish Facebook page for residents to return their preferences for equipment before 11th January 21. There had been many positive responses to date. Cllr Smith would use these responses to her Grant application for RDC before the closing date of 12th Jan 21 when a decision would be made.</p>	Cllr Greensmith
<p>9. <u>Planning Applications.</u> No applications had been received during Dec 20.</p>	Cllr Smith
<p>10. <u>Correspondence Received.</u> There were a few emails received this month although it was felt these were scam emails. This was reported to</p>	

the meeting and future emails would be monitored by the clerk

11. Any Other Business.

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| <p>a. <u>The Bank Reconciliation for Dec 20</u> was reviewed and agreed. Cllr Greensmith would sign the original for the file.
Cllr Greensmith approved payment of 10.5 extra hours undertaken by the Clerk during the month of December 20 due to attending meetings/work required during Dec 20.
The following payments via BACS had been approved:</p> <table border="0"> <tr> <td>BACs 7</td> <td>HE Woolley Ltd - Fire Ext Service</td> <td>£33.00</td> </tr> <tr> <td>BACs 8 & 9</td> <td>Staff Salaries Dec (2) (Previously Authorised)</td> <td>£499.23</td> </tr> <tr> <td>BACs 10</td> <td>HMRC - PAYE Oct-Dec 20 (Clerk)</td> <td>£265.40</td> </tr> <tr> <td>BACs 11</td> <td>R W Fencing Allotment Path (Stage 2)</td> <td>£4850.40</td> </tr> <tr> <td>BACs 12</td> <td>R W Fencing Soak Away</td> <td>£1970.00</td> </tr> </table> | BACs 7 | HE Woolley Ltd - Fire Ext Service | £33.00 | BACs 8 & 9 | Staff Salaries Dec (2) (Previously Authorised) | £499.23 | BACs 10 | HMRC - PAYE Oct-Dec 20 (Clerk) | £265.40 | BACs 11 | R W Fencing Allotment Path (Stage 2) | £4850.40 | BACs 12 | R W Fencing Soak Away | £1970.00 | <p>Clerk</p> <p>Clerk</p> |
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| <p>b. <u>Business Plan Update/Amendments</u> There was no update on the Business Plan. It was discussed that the figures for income received/expenditure be updated before this comprehensive document is published on the website. No feedback had been received for Summer Holiday Activities/Winter Playgroup/Youth Club due to the ongoing Covid 19 issues and now the latest lockdown in force. This would be reviewed again next month.</p> | | | | | | | | | | | | | | | | |
| <p>c. <u>Signs for Scotton Gardens.</u> No further information had been received regarding the new signs. Cllr Paley would email the departments to request an urgent update.</p> | | | | | | | | | | | | | | | | |
| <p>d. <u>Training Programme for 2021.</u> The latest Remote Training Programme had been received for Yorkshire Local Councils Association (YLCA). The programme/ courses available was discussed at length. Approval for 3 councillor's to undertake some training courses in January/February 21 was given. Future courses would be undertaken when new dates had been provided for the Vice Chair and clerk.</p> | <p>Clerk</p> <p>Cllr Paley</p> | | | | | | | | | | | | | | | |
| <p>e. <u>Allotment Tenancy Agreement/Annual Invoices.</u> All 2021 invoices and new tenancy agreements had been produced and hand delivered to all Allotment Tenants in December. Payments were already being received. The clerk would update the next meeting on payments received.</p> | <p>Cllrs
Greensmith/
Whitehead/
Hammett</p> | | | | | | | | | | | | | | | |
| <p>f. <u>Cut Back Letters – Follow Up Action.</u> Due to no response from the Larches the clerk would send another letter requesting action to be taken. Cllr Paley and the clerk had spent time at Grebe Ave during December and talks with 2 residents had resulted in calls to NYCC and Highways to resolve the issue of who was responsible for the maintaining of this area. Letters were not sent at this stage. We are awaiting some information from NYCC. Again, the broken sign was addressed. Pavement damage was referred to the Highways Dept. The hedge along Grebe Ave was not the District Councils (after Gary Hudson had informed us). Cllr Paley was in discussion with residents at Scotton Gdns re damage done by the trees. A letter to Colin Dale would be made asking for an onsite meeting to discuss future work.</p> | <p>Clerk</p> <p>Clerk</p> | | | | | | | | | | | | | | | |
| <p>g. <u>Police Report.</u> The latest Police Report for Dec 20 was sent to all councilors before the meeting. No action was required to the report.</p> | | | | | | | | | | | | | | | | |
| <p>h. <u>Hawthorn Ave/Car Park Water Issue.</u> Work had been completed on both the new Allotment Path and the Soak Away issue. Two Councillor's and the clerk had checked the progress and completed work. The Soak Away has resolved the water issue in the area around the car park and path. Unfortunately, some residents had selfishly removed prominently placed barriers/signs and walked on the newly laid concrete path causing footprint damage (both human & dog prints) to this path. The Soak Away has resolved the water issue in the area around the car park and path. Monitoring of this area would continue during the next few months with the bad winter weather we are experiencing at present.</p> | <p>Clerk</p> <p>Cllr Paley</p> | | | | | | | | | | | | | | | |
| <p>i. <u>Update from RDC GAP Meeting.</u> The clerk had forwarded the minutes of the meeting to all councilors and updated them on some points made</p> | | | | | | | | | | | | | | | | |

<p>during this meeting. The clerk would enquire if any update on the points made about the grants which were not granted.</p> <p>j. <u>Little White Bus/Libraries Payment</u>. This was discussed at length and due to no requests had been made for payment (possibly due to current COVID 19 situation) we would leave any payments from Scotton Parish Council until a request was made.</p> <p>k. <u>Zoom Meetings</u>. The payment required for monthly extended meetings via Zoom had been made. Cllr Greensmith would check the options available and report back next month.</p> <p>12. <u>Agenda Items for Next Meeting</u></p> <ol style="list-style-type: none"> 1. Play Park & Bench – Update 2. Website Update/Training Update 3. Cllrs Grant & Cllr Middlemiss reports 4. Bank Reconciliations/BACS Payments Authorised 5. Grant Updates 6. Correspondence Received 7. Planning Applications 8. Scotton Gdns Signs 9. Allotments Update 10. Cut Back Letters 11. Water Issues Oaktree Avenue 12. Additional Requests for Grit Bins <p>14. <u>DATE OF NEXT MEETING</u></p> <p>The next meeting would take place: 1 February 2021 at 7pm (using Zoom) The meeting closed (online) at 21:25pm</p> <p>Chairman signature: 4 January 2021</p>	<p>Cllr Greensmith/ Paley</p> <p>Cllr Greensmith</p> <p>Clerk</p>