

**MINUTES:** of the Meeting of Seamer Parish Council held virtually by Zoom on 12 January 2021 commencing at 7.00pm.

**PRESENT:** Councillor L Wallis (Chairman) in the Chair;  
Councillors T Groves, V Milner (Vice-Chairman), D Raine, WH Smith, J Stockdale and J White;  
County Councillor D Jeffels, 2 members of the public and the clerk.

#### **64 APOLOGIES FOR ABSENCE**

RESOLVED that:

- (a) apologies for absence given in advance of the meeting by Councillor H Mallory be received.
- (b) the previously circulated reasons given for absence by Councillor Mallory be approved.

#### **65 DECLARATIONS OF INTEREST**

Councillor Groves declared a personal and pecuniary interest in any matter arising on the agenda in relation to the Seamer and Irton War Memorial Hall, as he was a representative on the Management Committee and a remunerated employee of the charity.

Councillor Milner declared personal interests in any matter arising on the agenda in relation to the Friends of Seamer Village, as she was Secretary of the Group, and in relation the Stoney Hagg Road and Beacon Road area, as she lived in that area.

Councillor Raine declared personal interests in any matter arising on the agenda in relation to the Friends of Seamer Village, as he was a member of the Group, and in relation to the Byward Drive and Station Road area, as he lived in that area.

Councillor Smith declared a personal interest in any matter arising on the agenda in relation to Scarborough Flower Fund Homes, as he was a Director of this (not for profit) private company limited by guarantee without share capital.

Councillor Wallis declared personal interests in any matter arising on the agenda in relation to Station Road, as she lived in that area, and in relation to the Crossgates Community Centre, as she was a representative on and Vice-Chairman of the charity's Management Committee.

#### **66 PUBLIC PARTICIPATION**

No matters raised.

#### **67 MINUTES**

RESOLVED that the previously circulated minutes of the meeting of the Council held on 8 December 2020 be approved as a correct record and signed by the Chairman.

#### **68 ROAD SAFETY: B1261 CROSSGATES**

Further to minute 49(c)(iv) of the last meeting, the Council considered correspondence from Rt Hon Robert Goodwill MP:

- (a) in reply to the Council.
- (b) in reply to a Parishioner
- (c) to the County Council's Corporate Director of Business & Environmental Services [Highways].

The Vice-Chairman reported of a planned closure of the B1261 Ayton Road, the reason for which was not known. The clerk advised no information had been received from the County Council and, on looking on the one.network website, there was no incident reported there.

RESOLVED that Rt Hon Robert Goodwill MP's correspondence be received and noted.

#### **69 JUBILEE ALLOTMENTS**

##### **(a) Plot 9**

Further to minute 58(b) of the last meeting, the Council considered verbal reports by Councillor Groves and the clerk.

RESOLVED that:

- (i) it be noted approval had been given under delegation to clear a bonfire heap and split the plot into two half plots, 9A & 9B.
- (ii) a substantial metal tank on a concrete base, enquired about by a potential tenant and believed to have been used by previous tenants for storage, be not removed.

**(b) Allotments Committee**

Further to minutes 50(c) & (d) and 58(a) of the last meeting, the Council considered Terms of Reference for an Allotments Committee.

RESOLVED that:

- (i) an Allotments Committee be not established.
- (ii) the Allotments Working Group be continued, with the following Terms of Reference:

**PURPOSE**

(a) The Allotments Working Group (*the Working Group*) be a Standing Working Group of the Council, to undertake the following functions hereby delegated to the Working Group by the Council, in each case to research, consider and advise the Council in such matters and to such extent as consistent with these terms of reference in full:

- (i) Liaise and consult, as necessary, with Tenants of the allotment garden plots.
- (ii) Inspect the standard of the state of cultivation and condition of individual allotment garden plots as necessary and all of the allotment garden plots at least annually, with regard to Tenants' obligations under the Tenancy Agreement.
- (iii) Research, consider and advise the Council:
  - (1) on any matter delegated from time to time by the Council.
  - (2) on any other relevant matters.

**MEMBERSHIP**

- (a) The Working Group be of at least 3 and no more than 5 Members, all of whom be current Members of the Council.
- (b) The Members of the Working Group be appointed at the Annual Meeting of the Council.
- (c) Further to minute 50(c)(iv)(1) of the meeting of the Council held on 8 December 2020, until the next Annual Meeting of the Council, Councillors T Groves, V Milner and WH Smith be Members of the Working Group.
- (d) Members of the Working Group be authorised, jointly and severally, to inspect the Jubilee Allotments site, including one or more allotment garden plots.

**GOVERNANCE**

- (a) The Code of Conduct, Standing Orders, Financial Regulations and Policies of the Council be applied in full to Members of the Working Group, as Members of the Council, unless otherwise specified in these Terms of Reference.
- (b) The Council may at any time make a resolution and undertake any matter delegated within or amend these Terms of Reference or dissolve the Working Group.
- (iii) the Allotments Working Group be delegated to review the tenancy agreement, including consideration of undertaking an inventory of structures to inform this.
- (iv) the clerk provide members of the Allotments Working Group with copies of the Council's current and the National Association of Local Councils (NALC) template tenancy agreements, for consideration within the review.

**(c) Track repairs**

The Council considered verbal reports on the condition of the entrance track on the site.

RESOLVED that:

- (i) enquiries be made of:
  - (1) the County Council Highways department, as to the availability of approximately 65 tons of suitable stones to be delivered to the Jubilee Allotment site.
  - (2) the cost of hiring one or more wacker plate(s) for installation of the stones.
- (ii) Councillor Stockdale's offer to arrange installation be accepted with thanks.
- (iii) The clerk be delegated to approve such expenditure within the sum of the Allotments Maintenance budget, in consultation with the Chairman and Vice-Chairman.

**70 GOVERNANCE AND POLICY DOCUMENTS****(a) Code of Conduct and Standing Orders**

The Council consider arrangements for reviewing, approving and adopting:

- (i) an updated Code of Conduct at the next meeting.
- (ii) updated Standing Orders at the next meeting

RESOLVED that the Chairman and Vice-Chairman's offer to review, prepare and forward updated drafts of the Code of Conduct and Standing Orders, based on NALC models, be accepted with thanks.

**(b) Policies**

The Council considered the following draft policies:

**(i) Health and Safety Policy**

RESOLVED that:

- (1) Councillor Groves' offer to consider and make recommendations as to the detail and responsibilities to be included within the policy, be accepted with thanks.
- (2) the Health and Safety Policy be deferred for consideration at the next meeting.

**(ii) Equal Opportunities Policy**

RESOLVED that the Equal Opportunities Policy be received, approved and adopted.

**(iii) Grievance Policy**

RESOLVED that the Grievance Policy be received, approved and adopted.

**(iv) Disciplinary Policy**

RESOLVED that the Disciplinary Policy be received, approved and adopted.

**71 COUNCIL VACANCIES**

The Council noted the resignations of Messrs S Hill and J Ridsdale as Councillors for the Crossgates and Seamer Wards, respectively and considered a verbal report by the clerk concerning arrangements for seeking to fill the vacancies.

RESOLVED that the Borough Council's Returning Officer be notified and relevant procedures implemented by the clerk, in liaison with the Chairman and Vice-Chairman.

**72 CORRESPONDENCE**

The Council considered the following correspondence/communications received since the last meeting:

- (a) Report of County Councillor Jeffels "PARISH NOTES NO 1 JANUARY".
- (b) Monthly Police Report and COVID Enforcement Letter.
- (c) E-mail "Sports Development - Active Yorkshire Coast" from the Borough Council.
- (d) E-mail reply "Better (Affordable) Homes - Scarborough Road, Seamer" from the Borough Council.

*Councillor Jeffels joined the meeting during discussion of this item, was welcomed and invited to speak and add to his report.*

RESOLVED that:

- (i) the reports and correspondence be received.
- (ii) it be noted the Borough will not benefit from a grant from the Government's High Streets Fund, with the only grant in the County being made to Northallerton, Hambleton District.
- (iii) breaches of Coronavirus (COVID-19) regulations and guidance be noted with concern and with thanks to the Police for their responses.
- (iv) it be noted, concerning the Borough Council's consideration of the siting of affordable homes:
  - (1) the Borough Council's Cabinet meeting in December had only considered a strategic option appraisal for the use of its land to support the provision of affordable homes.
  - (2) it had not specified which of its land on Scarborough Road may be considered, the next stage in the process was to work up business cases to determine the delivery model and site appraisal work was very much at an early point in the process.

- (3) any land being considered was already allocated for Housing or within development limits within the Local Plan.
- (4) normal Planning application and consultation processes would apply, which would be when the Council would be formally consulted if an application was made in the Parish.
- (v) Councillor Raine's offer to draft a letter, in response to recently published correspondence concerning the Borough Council's consideration of the siting of affordable homes, be accepted, for consideration by the clerk in consultation with the Chairman and Vice-Chairman.

*Councillor Jeffels left the meeting at this point.*

## **73 PLANNING MATTERS**

### **(a) Planning Applications**

RESOLVED that, further to minute 26(a)(i)(2) of 13 October 2020 [and minute 53(a) of the last meeting re: items (1)-(3), concerning land at Seamer Carr Waste Management Site, Dunslow Road, Eastfield], it be noted the following planning applications were responded to under delegation:

- (i) NY/2020/0101/73 Variation of condition No. 1 of Planning Permission Ref. C4/9/33L/FL to allow for the continuation of composting and recycling after December 2020.

RESOLVED that no objection and no comment be raised.

- (ii) NY/2020/0102/73 Variation of condition No. 1 of Planning Permission Ref. C4/02/01477/CM to allow for the continuation of recycling after December 2020.

RESOLVED that no objection and no comment be raised.

- (iii) NY/2020/0103/73 Variation of Condition No. 2 of Planning Permission Ref. C4/06/01274/CC to allow the continuation of recycling after December 2020

RESOLVED that no objection and no comment be raised.

- (iv) 20/02410/FL Erection of building to be used for storage of scaffold equipment and lights good vehicles, Plot A And B Thornburgh Road, Eastfield

RESOLVED that no objection and no comment be raised.

## **74 OUTSIDE BODIES**

### **(a) Yorkshire Local Councils Associations (YLCA)**

#### **(i) Training**

RESOLVED that:

- (1) further to minute 54(a)(ii)(4) of the last meeting, it be noted no Members' attendance at training had been requested or approved under delegation since the last meeting.
- (2) the Chairman's attendance at Role of the Clerk/RFO training for Councillors on 21 January 2021 be approved at a cost of £15.00
- (3) Councillors be encouraged to attend the monthly Councillor Forums, which are free of charge.

#### **(ii) Grants to support repair and conservation of war memorials**

RESOLVED that War Memorials Trust grants to support repair and conservation of war memorials be explored.

### **(b) Seamer & Irton War Memorial Hall Management Committee**

Further to minute 54(b)(iii) & (iv), the Council further considered Council representation to the charity's management committee.

RESOLVED that:

- (i) it be noted Councillor Groves:
  - (1) had declared a personal and pecuniary interest, and was in attendance but did not participate in any way in consideration of this matter.
  - (2) as a remunerated employee of the charity and in accordance with the Trust Deed, was not a managing trustee of the charity or member of the management committee.

- (ii) it be noted the Council, as Custodian Trustee and in accordance with the Trust Deed, must appoint a representative managing trustee of the charity as a member of the management committee.
- (iii) it be noted the Council was recruiting to two Councillor vacancies, including one in the Seamer Ward.
- (iv) the appointment be vacant and deferred for consideration to a future meeting, at or before the next Annual Meeting of the Council.

## **75 FINANCIAL MATTERS**

### **(a) Accounts for payment and income received**

RESOLVED that the following be approved:

- (i) the accounts received for payment and income received since the last meeting.
- (ii) the following payments, for which invoices were not available for inclusion on the schedule, for payment and inclusion on the schedule for the next meeting:
  - (1) to GW Proudfoot Limited in the sum of £60.00 for the Annual CCTV Licence Fee for surveillance of The Green.
  - (2) to Yorkshire and the Humbers Regional Training Partnership, in the sum of £250.00 for the provision of tutoring/mentoring services to the clerk in the Certificate in Local Council Administration (CiLCA).

### **(b) Bank Accounts**

Further to minute 55(d)(ii) & (iii) of the last meeting, the Council considered a verbal report by the Chairman.

RESOLVED that it be noted:

- (i) in accordance with the schedule of accounts for payment and income received, the NS&I Investment Account had been closed, following interest capitalisation, and the funds paid into the Council's Community Account with Barclays.
- (ii) updated mandate forms had been received and completed for the Community Account with Barclays, removing Councillor Raine and adding Councillors Groves and Mallory as signatories, along with the Chairman and Vice-Chairman, for Councillor Groves' signature and submission by the clerk in the coming days.

### **(c) Budget and Precept 2021/22**

Further to minute 55(e) of the last meeting, the Council considered the budget and precept for the forthcoming financial year, 2021/22.

RESOLVED that:

- (i) the budget for the forthcoming financial year April 2021 to March 2022 be approved.
- (ii) the Council's precept for 2021/22 be set, as for 2020/21, at £21,000.
- (iii) further to minute 55(b) of the last meeting, it be noted the forecast outturn for the current financial year 2020/21, and the approved budget and precept for 2021/22, would serve to reduce the Council's reserves responsibly in successive financial years.

### **(d) Financial Regulations**

Further to minute 55(f) of the last meeting, the Council considered approving and adopting updated Financial Regulations:

RESOLVED that:

- (i) the Financial Regulations be received, approved and adopted.
- (ii) the Chairman receive the grateful thanks of the Council for her considerable work in researching and preparing the Policies and Financial Regulations received, approved and adopted by the Council during this meeting.

### **(e) Review of the effectiveness of the Council's system of internal control**

The Council considered the effectiveness of its system of internal control.

RESOLVED that:

- (i) in accordance with paragraph 2.2 of the Financial Regulations, Councillor Stockdale be appointed to, on a four monthly basis to include each financial year end:

- (1) verify bank reconciliations (for all accounts) produced by the Responsible Financial Officer.
- (2) sign the reconciliations and the original bank statements as evidence of verification.
- (3) on conclusion report this activity, including any exceptions, to be noted by the Council.
- (ii) the clerk request the YLCA to provide a list of internal auditors directly to the Chairman and Vice-Chairman, for consideration of appointment by the Council for the current financial year, 2020/21, at the next meeting.
- (iii) subject to these enhanced measures, the Council consider its system of internal control to be effective.
- (iv) Members consider the advice of the YLCA on electronic/internet banking, and the Council consider approving arrangements for internet banking at the next meeting.

## **76 EXCLUSION OF THE PUBLIC**

RESOLVED that, under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the meeting and no person may report on the meeting for the following items of business, on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted:

- (a) relating to any individual (*minute 77 and 78, below*)
- (b) relating to the financial or business affairs of any particular person (including the authority holding that information) (*minute 77, 79, 80 and 81, below*)

## **77 OLD SCHOOL HOUSE: IMPROVEMENT**

Further to minutes 40(b) of the meeting of 10 November 2020 and 59 of the last meeting, the Council considered quotations received.

RESOLVED that:

- (i) the timescale and season of the reasonable request from the tenant, and the urgency for improving draft-proofing and insulation at the premises, be noted.
- (ii) it be noted: one contractor had provided a quotation, which was received on 20 November 2020; one contractor had been unable to provide a quotation; one contractor had undertaken to provide a quotation but had failed to do so, and one contractor had failed to respond to the agent's request on behalf of the Council.
- (iii) the quotation of JW Joinery Limited, received on 20 November 2020, be accepted as specified, and any increase in cost due to change in PVC prices from January 2021 and the timescale for undertaking and completing the works be requested and considered prior to confirming the award of the works and the order.
- (iv) the clerk be delegated to confirm the award of the works and the order, in consultation with the Chairman and Vice-Chairman.

## **78 CLERK AND RESPONSIBLE FINANCIAL OFFICER: LINE MANAGEMENT**

Further to minutes 10(ii) of 9 April 2019 and 60 of the last meeting, the Council considered line management arrangements for the Clerk and Responsible Financial Officer.

RESOLVED that:

- (i) it be noted a Statement of Particulars (Contract of Employment) had been agreed by the Council and the Clerk and Responsible Financial Officer.
- (ii) Councillor Stockdale be appointed to line manage the Clerk and Responsible Financial Officer.

## **79 CHAIRMAN'S BADGE OF OFFICE**

Further to minute 62 of the last meeting, the Council received a verbal report by the clerk and a copy of the Council's order to the manufacturer, which was approved under delegation:

- (i) to repair enamel on and refinish the Chairman's bar.
- (ii) to sew the refinished Chairman's bar onto a new ribbon collarette.
- (iii) to re-finish the five existing name bars.
- (iv) to provide four new name bars.

**80 REPAIR AND ROUTINE MAINTENANCE OF PLAYGROUND EQUIPMENT**

Further to minute 12(b)(iii) of 13 October 2020:

- (a) the Council noted a final low risk repair and the first annual inspection were scheduled to be undertaken on 14 January 2021.
- (b) due to the delay in implementation due to the Coronavirus (COVID-19) pandemic, the Council considered approving extension of the routine (quarterly and annual) inspection and maintenance arrangements with the current contractor for 2021/22.

RESOLVED that:

- (i) the Council be dissatisfied and concerned at the standard of certain repairs undertaken.
- (ii) extension of the routine (quarterly and annual) inspection and maintenance arrangements with the current contractor for 2021/22 be not approved.
- (iii) subject to the following, the final repair and first annual inspection scheduled to be undertaken on 14 January 2021, under current terms, be cancelled.
- (iv) enquiries be made of the previous contractor, RoSPA Playsafety Ltd, and if an urgent annual inspection could be undertaken in the immediate term, this be actioned as the Council's priority.
- (v) if an urgent annual inspection could not be undertaken by RoSPA Playsafety Ltd in the immediate term, consideration be given to proceeding with a first annual inspection by the current contractor, and an urgent annual inspection to be undertaken by RoSPA Playsafety Ltd as soon as possible.
- (vi) an urgent site meeting be sought with the current contractor, to be attended by Councillor Stockdale and the clerk, to discuss the Council's concerns and seek a remedy.
- (vii) given the priority and urgency of these matters, decision making be delegated to the clerk in consultation with the Chairman and Vice-Chairman, to be reported at the next meeting.

**81 GROUNDS MAINTENANCE CONTRACT 2021/22+**

The Council considered requirements and seeking quotations for the contract from 1 April 2021.

RESOLVED that:

- (i) the 2020/21 Grounds Maintenance Contract be extended for 2021/22 with the current contractor on the existing terms.
- (ii) mutually beneficial amendments to the schedules be sought by negotiation with the contractor.
- (iii) the Borough Council be contacted to resolve outstanding issues with the maintenance of trees, for which it was responsible, on Eastgate Park, Scarborough Road.

*The meeting closed at 9:45 pm*

The next meeting of the Council will be held virtually by Zoom,  
on Tuesday 9 February 2021 commencing at 7.00pm

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*Chairman*

*9 February 2021*