

MINUTES: of the Meeting of Seamer Parish Council held virtually by Zoom on 8 December 2020 commencing at 7.00pm.

PRESENT: Councillor L Wallis (Chairman) in the Chair;
Councillors T Groves, H Mallory, V Milner (Vice-Chairman), D Raine, and WH Smith;
County Councillor D Jeffels, 4 members of the public and the clerk.

45 APOLOGIES FOR ABSENCE

RESOLVED that

- (a) apologies for absence given in advance of the meeting by Councillors S Hill, and J Ridsdale, and at the start of the meeting by Councillor J White, be received.
- (b) the previously circulated reasons given for absence by Councillors S Hill and J Ridsdale, and those reported by the Chairman from Councillor J White, be approved.
- (c) in future, unwillingness, or inability due to access or technical issues, to attend a virtual meeting of the Council by Zoom be not accepted as a reason for non-attendance.

46 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 Mallory declared a personal interest in any matter arising on the agenda in relation to the Seamer Sports Association, as she was a representative on the Association.

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 Haggs 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 Management Committee.

47 PUBLIC PARTICIPATION

No matters raised.

48 MINUTES

RESOLVED that the previously circulated minutes of the meeting of the Council held on 10 November 2020 be approved as a correct record and signed by the Chairman.

49 MATTERS ARISING

The Council considered the following ongoing issues, as specified on the agenda.

(a) Fly-tipping off Metes Lane

RESOLVED that, further to minute 29(ii) & (iii) of the last meeting, it be noted this matter had been raised and discussed at the monthly Police meeting and a report made to the Environment Agency, for investigation concerning the possible storage of tyres without a licence and compliance with relevant procedures.

(b) Signage and white lining on Stoney Haggs Rise

RESOLVED that, further to minute 31(e)(ii) of the last meeting:

- (i) it be noted the County Council proposed to consider 'road narrows' warning signs in the next financial year.
- (ii) It be noted Councillor Milner had written separately to the County Council concerning reinstatement of the centre line

(c) Road Safety: B1261 Crossgates

RESOLVED that, further to minute 31(d) of the last meeting:

- (i) the further correspondence of a Parishioner with embedded video be received, with thanks.
- (ii) it be noted further representations had been made to the County Council and the Police for an appropriate multi-agency intervention to resolve this matter urgently.
- (iii) Councillor Jeffels' verbal report of the County Council Highways department working to come up with a suitable scheme be received, with thanks.
- (iv) Rt Hon Robert Goodwill MP be written to, advising of and seeking his assistance in addressing this matter.

50 JUBILEE ALLOTMENTS

(a) Water

RESOLVED that, further to minute 38(b)(iv) of the last meeting, it be noted the leaking standpipe was repaired.

(b) Security

Further to minute 38(b)(i) of the last meeting, the Council considered the responses of tenants.

RESOLVED that:

- (i) the responses of tenants be received, with thanks.
- (ii) the gate to the allotment site remain unlocked.

(c) Allotments Committee

The Council considered establishing a Committee of the Council.

RESOLVED that:

- (i) subject to considering and approving Terms of Reference and the involvement of tenants, an Allotments Committee of the Council be established.
- (ii) Terms of Reference be considered at the next meeting.
- (iii) the involvement of tenants be considered at the next meeting.
- (iv) the Vice-Chairman and Councillors Groves and Smith:
 - (1) be members of the Committee and, in the meantime, be an advisory Working Group of the Council.
 - (2) further to Standing Order 21(a)(i), be authorised, jointly and severally, to inspect the Jubilee Allotments site, including one or more plots.

(d) Inventory of structures

RESOLVED that the undertaking of an inventory of structures on the allotments be considered by the proposed Allotments Committee.

51 ENFORCEMENT TO ADDRESS DOGS FOULING AND OFF THE LEAD AT SEAMER SPORTS ASSOCIATION

Further to minute 31(a) of the last meeting, the Council considered the responses of the Yorkshire Local Councils Associations and Borough Council.

RESOLVED that:

- (a) the responses be received, with thanks.
- (b) it be noted the Borough Council's Dog Wardens would make some visits to the Sports Association and an evidence base be recorded by the Sports Association, to inform consideration of the site's inclusion within a Public Spaces Protection Order (PSPO), if required, in the future.

52 CORRESPONDENCE

The Council considered the following correspondence/communications received since the last meeting, inviting Councillor Jeffels to speak and add to his report:

- (a) Report of County Councillor Jeffels:
 - (i) Parish notes – November
 - (ii) PARISH NOTES NO 1 December 4th 2020
- (b) Monthly Police Report.

- (c) Further to minute 34(iv)(2) of the last meeting, an e-mail from the County Council's Public Rights of Way Officer.
- (d) E-mail "Sports Development – Update" from the Borough Council.
- (e) E-mail "Census 2021" from the Borough Council

RESOLVED that:

- (i) the reports and correspondence be received.
- (ii) it be noted the delay until February 2021 to complete the junction improvement works in Stoney Hags Road / Scarborough Road / Pasture Lane was due to the unavoidable Coronavirus (COVID-19) impact on the supply chain.
- (iii) Councillor Jeffels' offer to seek clarification of the reason for the current Pasture Lane full closure in both directions, between Scarborough Road and Eastgate be accepted with thanks.

Councillor Jeffels left the meeting at this point.

- (iv) it be noted there was an increase in drug related offences but a reduction in other offences.
- (v) it be noted, following anti-social behaviour including stone throwing and verbal abuse in Crossgates, anti-social behaviour should be reported immediately to the Police.
- (vi) the link on the County Council's website to a map showing Public Rights of Way and definitions be noted, with thanks.
- (vii) it be noted the Census 2021 would be undertaken online, for the most part, with Officer assistance available from the Borough Council as required.

53 PLANNING MATTERS

(a) Planning Applications

RESOLVED that, further to minute 26(a)(i)(2) of 13 October 2020, it be noted the following planning applications concerning land at Seamer Carr Waste Management Site, Dunslow Road, Eastfield be considered 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
- (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
- (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

54 OUTSIDE BODIES

(a) Yorkshire Local Councils Associations (YLCA)

(i) Council representation to the YLCA Scarborough Branch

Further to minute 36(c)(i) of the last meeting, the Council considered appointing a second representative to the YLCA Scarborough Branch.

RESOLVED that this matter be deferred for consideration at the next Annual Meeting of the Council.

(ii) Training

The Council considered arrangements for approving expenditure for Members' attendance at training.

RESOLVED that:

- (1) Members' relevant training be encouraged.
- (2) to be approved, attendance at training must be relevant to the learning and development needs of the Council and the Councillor.
- (3) Councillors' requests to attend training be e-mailed to the Chairman, the Vice-Chairman and the clerk.
- (4) the clerk be delegated to approve Members' attendance at training, in consultation with the Chairman and Vice-Chairman.

(b) Seamer & Irton War Memorial Hall Management Committee

The Council considered Council representation to the charity's management committee.

RESOLVED that:

- (i) it be noted Councillor Groves openly declared a pecuniary interest in any matter arising on the agenda in relation to the Seamer and Irton War Memorial Hall, as he was a remunerated employee of the charity.
- (ii) it be noted Councillor Groves remained in the meeting, at the request of the Council, only to answer questions of fact, and did not otherwise participate in discussion and did not participate in consideration of this item.
- (iii) this matter be deferred for consideration at the next meeting.
- (iv) in the meantime, the clerk:
 - (1) take further advice on the legalities and procedures governing the Council and the charity.
 - (2) clarify other Members of the Council's availability to represent the Council on the Seamer & Irton War Memorial Hall Management Committee.

55 FINANCIAL MATTERS**(a) External Auditor Report and Certificate 2019/20**

RESOLVED that:

- (i) the External Auditor Report and Certificate 2019/20 be received and noted.
- (ii) publication of the Notice of Conclusion of Audit on 30 November 2020 be noted.

(b) Budget Update 2020/21 April to November

RESOLVED that, further to minute 37(a)(ii) of the last meeting, the actual payments and income received, with a full year forecast against annual budget for the period 1 April to 30 November 2020, be received and noted.

(c) Accounts for payment and income received

RESOLVED that the accounts received for payment and income received since the last meeting be approved.

(d) Bank Accounts

RESOLVED that:

- (i) it be noted Councillor Raine had given the Chairman written notice of his request to no longer serve as a signatory on the Council's bank accounts from 1 January 2021.
- (ii) all funds be withdrawn by warrant from the Council's NS&I Investment Account and the account closed, and the funds paid in to the Council's Community Account with Barclays.
- (iii) the Chairman and Vice-Chairman remain, and Councillors Groves and Mallory be appointed, signatories to the Council's Community Account with Barclays.

(e) Budget Forecast 2021/2022

RESOLVED that:

- (i) the budget forecast for the forthcoming financial year be received.
- (ii) it be noted the precept and budget for the forthcoming financial year would be considered and determined at the next meeting.

(f) Financial Regulations

RESOLVED that:

- (i) the Council's Financial Regulations be reviewed.
- (ii) each Member of the Council consider the following documents and bring forward any proposals to the next meeting:
 - (1) further to minute 141 of 14 December 2010, the Council's current Financial Regulations, to be made available by the clerk on the Council's website.
 - (2) the National Association of Local Councils (NALC) Model Financial Regulations [updated July 2019], available on the Yorkshire Local Councils Associations website.

- (iii) the clerk forward links to the documents referred to in paragraphs (ii) (1) & (2) to Members of the Council for their ease of reference.
- (iv) the Council review and consider adopting updated Financial Regulations at the next meeting.

56 FUTURE MEETINGS

RESOLVED that, further to minute 6 of 29 September 2020, meetings of the Council be held virtually by Zoom indefinitely under current regulations.

57 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 58(b), 59, 60 and 61(iii), below*).
- (b) relating to the financial or business affairs of any particular person (*minute 58(a), 59, 61, 62 and 63, below*).
- (c) which may reveal that the authority proposes to give under any enactment a notice under or by virtue of which requirements are imposed on a person (*minute 58(b), below*).

58 JUBILEE ALLOTMENTS

(a) Tenancy Agreement

RESOLVED that, further to minutes 38(a) of the last meeting and 50(c)(i) of this meeting, arrangements for reviewing the tenancy agreement be considered by the Allotments Committee, when established.

(b) Unsatisfactorily Maintained Plot

The Council considered actions to address an unsatisfactorily maintained plot for re-letting.

RESOLVED that:

- (i) further to minute 50(c)(iv) of this meeting, the advisory Working Group of the Council make arrangements to inspect the plot and advise on whether, before re-letting, the plot be:
 - (1) strimmed of overgrown weeds.
 - (2) cleared of a bonfire heap.
 - (3) split into two half plots.
- (ii) the clerk be delegated to approve any and all of the actions specified at paragraph (i) (1)-(3) above, in consultation with the Chairman and Vice-Chairman.

59 OLD SCHOOL HOUSE: IMPROVEMENT

RESOLVED that, further to minute 40(b) of the last meeting, this matter be deferred for consideration of quotations received at the next meeting.

60 CLERK AND RESPONSIBLE FINANCIAL OFFICER

The Council considered line management arrangements for the Clerk and Responsible Financial Officer.

RESOLVED that:

- (i) a Statement of Particulars (Contract of Employment) be finalised by the Chairman in consultation with the Yorkshire Local Councils Associations (YLCA), for agreement with the clerk.

61 STREET FURNITURE LICENCES

The Council considered issues and risks relating to the terms of the County Council's Street Furniture Licence, based on advice received from the Council's insurers and legal advice.

RESOLVED that:

- (i) it be noted the Council had only one such Street Furniture Licence with the County Council.
- (ii) further Street Furniture Licences with the County Council be approved for the following existing projects only:
 - (1) the additional 1.5 m bench to be installed in Long Lane, Crossgates.

- (2) the signage gateways to be installed in Long Lane, Seamer and Crossgates.
- (iii) a Parishioner's request for a Street Furniture Licence with the County Council, to place 2 barrels as flower tubs on the grass verge outside their home, be not agreed, due to grass cutting, in the main.

62 CHAIRMAN'S BADGE OF OFFICE

Further to minute 213 of 11 February 2020, the Council considered a quotation received from the manufacturer to provide additional engraved name bars, refinish the existing name bars, refurbish the pendant and bar, and/or replace the ribbon collarette of the Chairman's badge of office.

RESOLVED that:

- (i) the quotation be accepted.
- (ii) the clerk confirm from the Council's records the number and details of the additional engraved name bars required to bring the Chairman's badge of office up to date.
- (iii) given the elapse of time during the Coronavirus (COVID-19) pandemic, the clerk confirm the currency of the detail of the quotation with the manufacturer, prior to confirming an order.
- (iv) the clerk be delegated to approve the Council's order to the manufacturer, in consultation with the Chairman and Vice-Chairman.

63 PUBLIC SEAT REFURBISHMENT: THE GREEN

RESOLVED that, further to minute 44 of the last meeting, it be noted the Borough Council accepted responsibility for the bench in Bell Close, and Creating Solutions Limited's adjusted quotation for the bench at The Green was agreed.

The meeting closed at 9.58 pm

The next meeting of the Council will be held virtually by Zoom,
on Tuesday 12 January 2021 commencing at 7.00pm

Chairman

12 January 2021