

**ALDBROUGH ST JOHN PARISH COUNCIL DRAFT MINUTES**

THE MEETING OF ALDBROUGH ST JOHN PARISH COUNCIL HELD ON Monday 6<sup>th</sup> May 2024 at 7.00pm in the Village Hall.

PRESENT: Councillor Mike Banks (MB)- Chair, Councillor Stephen Baddon (SB) – Vice Chair, Councillor Stuart Reed (SR), Councillor Kirstie Thornton (KT), Councillor Antony Lewis (AL)

In attendance: J Pears (Clerk) and Residents.

Minute	Item	Date raised	Summary	Detail/Action	Action/By Who
06/5-01	Apologies			None.	
06/5-02	Elections		Elections of Chairman and Vice Chairman	<p>I. <u>ELECTION OF CHAIRMAN</u> The Clerk called for nominations for Chairman. It was proposed by SR and seconded by SB that Councillor Banks be elected Chairman. All Councillors agreed that MB should continue his role as Chairman. Councillor Banks was elected Chairman.</p> <p>II. <u>ELECTION OF VICE CHAIRMAN</u> MB called for nominations for Vice Chairman. It was proposed by MB and seconded that SR that Councillor Baddon be elected Vice Chairman. Councillor Baddon was elected Vice Chairman.</p>	Completed
			Appointment of Responsible Financial Officer (RFO)	<p>I. <u>APPOINTMENT OF RFO</u> Councillor Banks nominated Clerk to continue her role as RFO. All councillors agreed this. Jenny Pears was appointed RFO.</p>	Completed
06/5-03	Declarations of Interest			None recorded.	Completed
06/5-04	Minutes of last meeting			The 11 <sup>th</sup> March 2024 minutes were agreed as an accurate record and signed by MB.	Completed
06/5-05	Police Report/Update		No police were present at the meeting.	The April update was received and circulated prior to the meeting. This was posted on the website and Facebook page.	Completed
06/5-06	Councillor Report/Update		NYC Councillor Angus Thompson (AT)	No update was received. MB did share the email received from AT which confirmed that it is becoming increasingly difficult for AT to attend Parish Council meetings with his current role.	Completed

06/5-07	Update on current items and matters arising				
06/5-07-1	Doctors Lane flooding	Email received from Highways on 4/9/23 Clerk followed up on 16/2/24	Ongoing.	<p>Councillors asked the Clerk to follow this up as the area is water-logged and the water is deep, this still needs resolving. Clerk to also raise concerns that the water-logged ground is affecting the trees. This was followed up by Clerk. MB suggested that an email with all outstanding issues is collated and sent to Highways.</p> <p>Background info: Email received on 4<sup>th</sup> September 2023 from Steve Barker from Highways. He confirmed that he has met with the landowner. The landowner has agreed that NYC can connect the highways drainage into a pipe just into the landowner's field. NYC will let us know the proposed date to commence work once a meeting has happened with the partner contractor. Clerk will monitor this.</p>	Clerk/MB
06/5-07-2	Blocked road gully	24/8/23	Blocked road gully opposite the bus shelter is still blocked. It could be a blockage further down the pipe.	MB has been corresponding with NYC (North Yorkshire Council) as the area needs to be reinstated. This is ongoing and will continue to follow up until resolved. MB suggested that an email with all outstanding issues is collated and sent to Highways.	Clerk/MB
06/5-07-3	Cricket Club	20/2/24	An agreement is required.	<p>MB and SR met with the Cricket Club on 16<sup>th</sup> March 2024.</p> <p>The revised encroachment fee was agreed at £225 per year. Terms and conditions remain the same as the letter dated 20th January 1999 signed by the then Chairman I T Wardle apart from, there is no concrete practice strip wicket and if this was a future requirement it would have to go back to the current Parish Council for approval. All covers and practice nets will be removed from the field of play and stored in the storage area when not in use. No grass will be dumped outside of the area allocated for storage and the cricket pavilion externals will be kept in good order.</p> <p>The Cricket Club agreed this was satisfactory. Clerk and MB to draw a revised agreement as per above.</p> <p>A copy of the Cricket Clubs public liability insurance was provided for the Parish Council records.</p>	MB/Clerk
06/5-07-4	Sykes Bridge priority system	21/8/22 Update rc'd 17/4/24	Sykes Bridge – This is a narrow bridge that could be dangerous to vehicles from either way.	Clerk received the following update on 17 <sup>th</sup> April 2024: In view of the continued concern expressed by the Parish Council, just to confirm that I will ask colleagues in our headquarters 'Traffic Engineering' Team to review the situation. When I receive an update, I will of course get back in touch.	Clerk

06/5-07-5	Hedge planted on the verge of Brickkiln Lane and Lucy Cross	20/03/24		The Parish Council will take no further action. All Councillors agreed that the issue has been raised and is being dealt with by Highways.	Completed
06/5-07-6	Heritage Tree			MB and SB have planted the tree and a steel guard has been placed around it to protect it.	Completed
06/5-07-7	Dog Fouling	Raised on 14/2/24 Followed up 19/4/24		Areas for the dog warden to patrol were identified. Clerk contact dog warden for an update. He had not attended the areas but does have ASJ at the top of his list and will come onsite as soon as possible. He confirmed that NYC should provide signs and will look at this on his visit.  Background: Clerk has spoken to the dog warden at NYC. They asked that the Parish Council identify areas where the dog fouling occurs. He will do an onsite visit with high visibility and look at the area for signage.	Clerk
06/5-07-8	Litter	8/12/23	Email received from a resident	A Litter pick took place on 23/3/24. Litter signs have been placed to deter litter being left.	Completed
06/5-07-9	Speed Monitoring			MB spoke about the stats taken from the VAS data and the information will be posted on the community website: <a href="http://www.aldbroughstjohn.co.uk">www.aldbroughstjohn.co.uk</a> It showed that a number of cars accessing both entrances to the village are speeding.	MB
06/5-07-10	Grass Cutting contractor 2024/25			The grass contract was awarded to NYC as agreed in the March 2024 meeting. MB has been managing this as the cuts have not been sufficient. MB is working directly with the team leader to improve this.	MB
06/5-07-11	Beck House Ash Trees	18/3/24		SB/AL/MB have completed the work and left the branches for the resident. The resident donated £60 to the Parish Council for their work. This was paid into the Parish Council account.	Completed
06/5-07-12	Bridge House limestone reinstatement and request to carry out other remedial work			The resident has asked if remedial work could be made to the driveway which has shared access to 5 houses and mark a designated parking area to the front of the house. Councillors agreed that remedial work would improve the driveway. However, before any work is considered the Parish Council need to be clear and stipulate what exactly is acceptable, including depth, width distance and type of gravel. The resident asked if he could remove a Horse Chestnut tree to the side of his boundary wall at his time and expenses. Councillors agreed that the tree does need some attention but before anything is agreed a site visit should be carried out by the Parish Council and under no circumstances should a resident be carrying out such work. The work will need to be carried out by a professional with the correct insurance. SR and SB will visit the resident.	SB/SR

06/5-07-13	Quoits Club request to put a bench down			Councillors agreed that a bench could be placed by the quoits pitch as they have been moving the bench from the Pinfold. It did raise a question re health and safety and some stipulations should be included in the response. The bench must be fastened down. The bench is the responsibility of the quoits club. This includes any damage, up keep and repair required to maintained the bench.	Completed
06/5-07-14	Green Policy review			SR is currently reviewing the policy and will share a draft with all councillors when completed a review. Once reviewed and agreed a copy will be shared and available to view on the Parish Council area of the website.	SR
06/5-07-15	Development of the Parish Council website			MB confirmed the annual cost of the website will be split 3 ways between the Parish Council, village hall and Aldbrough Feast. MB has taken on the responsibility of the website and is updating this. MB made councillors aware that there is a lot of work to be undertaken to be compliant as a Parish Council.	Ongoing – Move to do list
06/5-10-16	Encroachment 24/25			Councillors agreed that encroachments for 24/25 should be invoiced as the same amount as 23/24. Councillors will review this for 25/26. Clerk to invoice after 1 <sup>st</sup> April 2024.	Completed
06/5-07-17	Light on the bridge	2/2/24		MB reported the issue to Highways on 2 <sup>nd</sup> February 2024. The light is there but not working. This is a Electricity company issue not Highways.	MB
06/5-07-18	Replacing the Sycamore tree			The tree has been replaced but sited in another area.	Completed
06/5-07-19	Donation of two oak tree saplings for planting			Councillors agreed the position of the saplings and have been planted.	Completed
06/5-07-20	Email received from Stanwick Parish Council			Clerk responded to Stanwick Parish Council with a number of options, Councillors agreed that there would need to be a wider conversation as the ASJ website is a community website not just for the Parish Council business. Clerk will wait to hear back from Stanwick PC.	Completed
06/5-07-21	Portrait of His Majesty the King			The Portrait has been received and will be passed onto the Village Hall committee who can decide where in the village hall it will be displayed.	Completed
06/5-07-22	Best Kept Village Competition 2024			The Parish have been entered into this year’s Best Kept Village Competition. Clerk needs to make the community aware of the competition and the criteria and information is shared with everyone via Facebook and website.	Clerk
06/5-07-23	Parish Council Procedures and Policies			The Parish Council now has mandatory procedures in place. The drafts were implemented and agreed by the Parish Council at the meeting. These are: Standing Orders, Asset Register, Transparency Code, GDPR and payment schedule. These are	Completed

				working documents and will be reviewed as and when. All documentation is available to view on the Parish Council website.	
06/5-07-24	Review of Insurance requirements 24/25			The insurance is due for renew this May. Clerk has shared three quotes with the councillors prior to the meeting. One insurer was unable to quote as he wasn't able to get anywhere near the renewal quote. The renewal quote from Clear Council Insurance was £481.97 and Zurich was £351.00 Councillors asked the Clerk to contact Zurich to confirm if there was tree cover in this insurance. MB did ask clerk to note that a claim was made in 2022 for the damage to a fence surrounding the water pump station. This has not been discussed or noted in any previous minutes.	MB/Clerk
06/5-07-25	Yorkshire Local Council Association (YLCA) Membership			Councillors agreed to this membership for 2024/25. Clerk did contact AT to see if the locality budget could be used to fund this. Unfortunately, it would not be covered.	Completed
06/5-07-26	Quoits Pitch annual fee			MB has spoken to the quoits club and a fee of £10 was agreed. Councillors discussed the fee and agreed that it will be £10 this year with an annual review. Clerk will raise the invoice for 24/25.	Completed
06/5-07-27	To do list for initial walk around the village			MB and SR had a walk around the village and compiled a list of things that need doing. The list has been shared with councillors and categorised by importance. MB will share the list on the website for all to see.	Completed
06/5-07-28	Damage to the Village Green and grassed areas			Councillors discussed the damage to the village green and grassed areas. MB arranged for 2 tonnes of road planings to be delivered to sort the damage outside the Stanwik Arms. Councillors agreed that cars parked on the green need to take care when coming off there. KT and AL will have a word with the landlady to remind her customers of this.	Completed
06/5-07-29	Pinfold Bench			While walking around the village MB came across an old school desk, the casting has broken and is in need of repair. The bench was taken out of the school in the 1940's. MB has taken the bench for restoration.	Ongoing – Put on to do list
06/5-07-30	Resident in breach of planning conditions	15/12/23		Clerk has shared this previously with NYC enforcement officer and is aware of the breaches. Clerk will follow this up for an update.	Clerk
06/5-07-31	Clearwater encroachment enquiry			Email received from resident looking to apply for encroachment. Councillors agreed that they would like to meet with the resident to confirm what the encroachment fee is for and how this is used. Clerk was unable to arrange a meeting and has invoiced the fee with a request for a meeting. Clerk shared the guidelines on encroachment with the resident for information.	Clerk/Resident

06/5-07-32	Wayleaves			MB has been looking into a Wayleave that did stand back in 2015 with BT. However, no payments have been received into Parish Council accounts since 2015. MB has identified a number of poles and contacted both BT and Northern PowerGrid for clarification as this too could be entitled to a Wayleave payment.	MB
06/5-07-33	Reinstatement of blue restricted byway sign – Stanwick track			Stanwick Parish Council asked that Aldbrough Parish Council write to Paths at NYC to reinstate the blue restricted byway sign on Stanwick track. The Parish Council have previously requested and this and agreed that this is something that Stanwick Parish Council can follow up with paths at NYC.	Completed
06/5-07-34	Flooding at Sycamore Cottage			A resident had spoke with MB as she had previously contacted the Parish Council about flooding at Sycamore Cottage. Councillors discussed this and agreed that there wasn't a straightforward fix. The soil is heavily compacted and water is unable to seep through the soil and pools on the top with nowhere to go. This has got worse since the tree was felled. Councillors asked that Clerk arrange a meeting with the resident to discuss possible options for remedial work.	Clerk
06/5-07-35	Bus Shelter Repair Work			The bus shelter floor needs replacing. Clerk has contacted AT and has agreed that the locality budget will cover the cost. Clerk has been asked to get quotes from at least 3 contractors. SB will contact a contractor who maybe in interested.	Clerk/SB
06/5-07-36	D-Day 80			Email received about D Day 80 on 6 <sup>th</sup> June 2024. Councillors agreed that the day should be acknowledged and perhaps statues should be places at the church gates. SR suggested making a copy of the statue and these to be placed either side of the gates. MB will share the email with councillors. It was suggested that the village hall or the Albrough Feast may fund some of this.	Councillors
06/5-07-37	Confirmation order notification. Order No: RICH-2023-10-DMMO			Order notification for wildlife and countryside act 1981 definitive map modification. The notification was shared on the noticeboard as requested.	Completed
06/5-07-38	Benches Letter			A letter to all bench owners needs drafting. There are a number of benches that require remedial work and the responsibility should be with the owner of the bench. Clerk to draft letter.	Clerk
06/5-07-39	Funding for footpath			MB asked if a path could be made between the beck and the cricket club. There is a muddy path but this isn't accessible for everyone. Clerk looked into grants available and it is something that could be funded, possibly costing up to 2k. Councillors fully support this. Clerk will look into this further.	Clerk
06/5-07-40	Sign off of all policies and procedures			See 06/5-07-23. Standing Orders, Code of Conduct and Financial Regulations were agreed and signed off at the meeting.	Completed



06/5-11	To consider questions from the public			None.	
06/5-12	Date of next meeting			The next Parish Meeting will take place on <b>Monday 15<sup>th</sup> July 2024</b> at 7pm in the Village Hall. Clerk to make the hall booking. The September meeting has been confirmed and will take place on 9 <sup>th</sup> September 2024 at 7pm.	Clerk
<u>Meeting ended at 9.20pm</u>					

Signature ..... (Chairman) Date.....

DRAFT