

**ALDBROUGH ST JOHN PARISH COUNCIL RATIFIED MINUTES**

THE MEETING OF ALDBROUGH ST JOHN PARISH COUNCIL HELD ON Monday 11<sup>th</sup> March 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
11/3-01	Apologies			None.	
11/3-02	Declarations of Interest			None recorded.	Completed
11/3-03	Minutes of last meeting			The 8 <sup>th</sup> January 24 minutes were agreed as an accurate record and signed by MB.	Completed
11/3-04	Police Report/Update		No police were present at the meeting.	The February update was received and circulated prior to the meeting. This was posted on the website and Facebook page. MB read out the advice noted to all at the meeting.	Completed
11/3-05	Councillor Report/Update		NYC Councillor Angus Thompson (AT)	No update was received.	Completed
11/3-06	Update on current items and matters arising				
11/3-06-1	Spenceley Place parking		Using the doctor's surgery car park, this could be used out of doctor's hours and potentially a gate could be inserted at the top of Spenceley Place to the surgery car park.	Councillors agreed this is something that will be revisited once more pressing matters have been dealt with. MB will lead on this. It was agreed that this should be included on the to do list and will be prioritised from there.	Completed

11/3-06-2	Doctors Lane flooding	Email received from Highways on 4/9/23	Ongoing.	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. Email received on 4 <sup>th</sup> September 23 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 field of the landowner. NYC will let us know the proposed date to commence work once a meeting has happened with the partner contractor. Clerk will monitor this.	Clerk
11/3-06-3	Trees – Brash removal		Brash needs removing	MB/SB agreed to remove the willow brash.	Completed
11/3-06-4	Street Light Funding available from NYC	Installed 25/8/23 Followed on 23/1/24		SB met with NYC and discussed the light. This will be monitored - no further action.	Completed
11/3-06-5	Neighbourhood Watch		ASJ and Stanwick neighbourhood watch.	A resident is managing this – No further action required.	Completed
11/3-06-6	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 as the area needs to be reinstated. This is ongoing and will continue to follow up until resolved.	Clerk/MB
11/3-06-7	Cricket Club	20/2/24	An agreement is required.	MB has been in contact with the Cricket Club to arrange a meeting. Councillors agreed that the annual fee should be increased. MB will discuss this when he meets with them.	MB/Councillors
11/3-06-8	Sykes Bridge priority system	21/8/22	Sykes Bridge – This is a narrow bridge that could be dangerous to vehicles from either way.	No update since the January 24 meeting. Clerk will contact AT for an update. Clerk has contacted Highways and AT to raise the issue. Highways have confirmed that they would not consider this as a priority. Councillors still felt this should be pursued and raised the issue with AT.	Clerk/AT
11/3-06-9	Flooding issue at East End	NYC responded on 31/8/23	There is a flooding issue at East End.	Ongoing – will continue to follow up and included on the to do list. Back ground: NYC responded on 31/8/23 and a camera survey is going to be carried out of the drainage line. Highways were unable to see any flooding during the inspection. Highways confirmed that the photo evidence was helpful but not sufficient. They need	Completed

				to see the flooding for themselves and will be able to assess what action is required. Councillors did discuss the road damage around this area and could this be brought to the attention of North Yorkshire Council.	
11/3-06-10	Right of way letter	Clerk followed this up on 5/1/24		Paths at NYC have acknowledged the issue and responded to MB to say that have planned this into their workload however this is likely to be a while before it is replaced.	Completed
11/3-06-11	Dead Tree	Raised as an issue on 30/1/24		NYC have confirmed that the county arborist to completed a full survey and has confirmed the tree is dead and can be removed. SB/MB asked if this could be removed by them but it need so be removed by NYC so will be planned in to do so. Move to do list.	Completed
11/3-06-12	Hedge planted on the verge of Brickkiln Lane and Lucy Cross	MB followed up 20/03/24		A resident has asked if the Parish Council could follow this up as they have not had a response or update and this has been an issue for over 2 years. MB agreed to contact Highways. A hedge has been planted on the verge of the road going between Brickkiln Lane and Lucy Cross. It is encroaching on Highways verge.	MB
11/3-06-13	Removal of bunting for the Aldbrough Feast		Emailed received from a resident	Councillors have removed the bunting from the trees on High Green.	Completed
11/3-06-14	Heritage Tree			A place for the tree has been identified by the Parish Council. The resident has sourced and purchased the tree. SB has a steel guard that could be used to protect it and SB and MB will arrange to plant the tree.	SB/MB
11/3-06-15	Dog Fouling	14/2/24		Clerk has spoken to the dog warden at North Yorkshire Council (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 to contact NYC re signage as the existing signage needs replacing. If NYC are unable to do this perhaps the PC could replace them? KT suggested using Eye Catching signs and will make contact to get costs etc if NYC are unable to help.	Clerk/KT
11/3-06-16	Road sweeper request	5/1/24		The road sweeper has attended the village as requested.	Completed
11/3-06-17	Dangerous footpath on St John's Park			Completed - Clerk raised concerns with NYC as the footpath on St John's Park is dangerous.	Completed
11/3-06-18	Pot holes on Stanwick Road			Completed - There are pot holes on Stanwick Road - MB has raised the issue.	Completed
11/3-06-19	Litter	8/12/23	Email received from a resident	A Litter pick has been arranged for 23/3/24. A resident has raised concerns of increased littering in surrounding areas. Clerk and resident raised this with AT and Highways. AT	Litter pick Completed

				confirmed that litter signs can be purchased and they have been a deterrent in other areas.	Signs Outstanding
11/3-06-20	Path at East End			Completed - The path at East End on the corner of the church is in need of attention. It is covered in moss and dangerous underfoot.	Completed
11/3-06-21	Speed Monitoring			MB shared the stats from the VAS. It showed that a number of cars accessing both entrances to the village are speeding. MB will use the information to share with the police. MB suggested that the information is shared as an appendix of the meeting and on the ASJ Community website. A resident confirmed that a police speed camera had been in the village however was only there a few minutes.	MB
11/3-06-22	ASJ Community Website			MB has developed the Community website and included further information for the Parish Council. Anything of public interest will be added to the website. See 11/3-09-7.	Completed
11/3-06-23	Tree remedial work			The planning application has been granted and work can commence. There are a number of trees that require remedial work and application has been submitted.	Completed
11/3-07	Planning			All applications received since the last meeting on 8 <sup>th</sup> January 2024 were shared and reviewed. See agenda appendix. It was noted that additional full planning application for Banks view and Oaklea had been received and shared with Councillors. Councillors would review the applications and share any comments with the Clerk prior to review deadline. No further comments were made.  Clerk confirmed that the planning application for tree remedial work on the village green - ZD24/00030/TCA had been granted. A resident shared their concerns on the Oak Lea application. Clerk confirmed that they would need to submit their comments to NYC planning and this will then be taken into consideration.	Completed
11/3-08	Finance		Clerk provided financial report - emailed to Councillors prior to meeting.	Clerk provided an update on current finances: a. Budget, expenditure, and Income up to 23 <sup>rd</sup> February 2024.  b. Change of signatories on the NatWest and Co-op Accounts were agreed. MB and SB have been added to the NatWest Account and the previous Chair and Vice Chair have been removed. It was agreed that a previous councillor, Tim Fenwick should be removed from the Co-op account as he has passed away. Councillors agreed that MB and SB should be added to the account and all unanimously agreed that the Clerk should be added to both the Co-op account and NatWest account. MB will action it. MB noted that the Parish Council can access the bank	Clerk/MB

				<p>account on-line. All agreed that this would be beneficial to access up to date accounts information. A card for the account had been received but all agreed that payments would continue to be made by cheque.</p> <p>c. The following cheque payments were approved and signed: £100 – Stanwick Grass Cutting reimbursement 23/24, £3292.80 – Grass cutting costs 23/24, £250 – 50% of Post Office fees for 23/24, £533.32 Clerks Salary December – March 24.</p> <p>SR shared a signed statement and confirmed the following: A review of the ASJ Play Park equipment account, it was proposed on 11<sup>th</sup> February 2024, ASJ Parish Council would have sole responsibility for the said account. The sum of money was raised by public subscription specifically for the then new children's play equipment.</p> <p>The sum of money still held in this account of £4593.68, is a reserve to be used for future additions to the play park equipment and/or future maintenance and repairs.</p> <p>It is proposed, that it would be prudent, to also include the payment of annual safety inspection fees out of this account. This was agreed by all. It was noted that the Play Park subcommittee has now ceased and the management of said funds will fall to the ASJ Parish Council.</p>	<p>Completed</p> <p>Completed</p>
11/3-09	Any Other Business		To consider any other business.		
11/3-09-1	Grass Cutting Contractor 24/25			<p>Quotes from three contractors had been received and considered for the 24/25 contract. The quotes had been shared with councillors prior to the meeting. Councillors agreed the contractor should be awarded to NYC; the contractor was for 14 cuts at total of £2884 +VAT. This was predominantly based on cost and the Parish Council cashflow. MB agreed he would make contact with NYC as the current contract Manager was retiring. MB wants to ensure that the new contract manager is aware of the work and what is expected etc.</p>	MB
11/3-09-2	Beck House Ash Trees	18/3/24		<p>A resident has been in touch with the Parish Council as dead tree's branches are falling into their garden. MB has visited the resident and agreed that the work will be carried out in the next two to three weeks. SB/MB/AL will arrange a date to do the work.</p>	SB/MB/AL

11/3-09-3	Bridge House limestone reinstatement			The resident has reinstated what was there. Councillors agreed that surrounding residents to the property will need to be consulted regarding this. A question was raised as two manhole covers had been covered by the limestone. MB will speak with the resident and ask that nothing further is done.	Councillors
11/3-09-4	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 needs to be maintained and where necessary the bench is replaced if unable to repair. Clerk to respond.	Clerk
11/3-09-5	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
11/3-09-6	Tree remedial work planning application			See 11/3-06-23.	Completed
11/3-09-7	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.	MB/Clerk
11/3-09-8	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.	Clerk
11/3-09-9	Light on the bridge	2/2/24		MB reported the issue to Highways on 2 <sup>nd</sup> February 2024.	MB
11/3-09-10	Replacing the Sycamore tree			A resident has asked if the sycamore tree that was removed outside Sycamore Cottages will be replaced. Councillors agreed to have a look at this on their walk around the village.	Councillors
11/3-09 -11	Donation of two oak tree saplings for planting			Councillors agreed the donation of 2 saplings and would identify places for these to be planted. MB/SB will sort this.	MB/SB
11/3-09-12	Email received from Stanwick Parish Council			Stanwick Parish Council have asked if ASJ Parish Council would consider sharing their existing website with them? Councillors agreed that it could be a possibility but would be dependent on if the Aldbrough Feast and Village Hall are agreeable. Clerk will go	Clerk

				back to Stanwick Parish Council and ask what they are looking for in terms of a website before a decision can be made.	
11/3-09-13	Portrait of His Majesty the King			Parish Councils have been given the opportunity to apply for a portrait of His Majesty the King for free. Councillors agreed the purchase of the portrait and this could be displayed in the village hall. Clerk will place the order.	Clerk
11/3-09-14	Best Kept Village Competition 2024			The Parish have been invited to take part in this year's Best Kept Village Competition. Councillors agreed that ASJ should be entered and that the parish is aware of the competition and the criteria and information is shared with the Parish.	Clerk
11/3-09-15	Parish Council Procedures and Policies			The Parish Council has a number of procedures and policies that are a mandatory requirement and aren't currently in place. MB has identified these and they need to be implemented and agreed by the Parish Council. These are: Standing Orders, Asset Register, Transparency Code, GDPR and payment schedule. MB is working through these and asked for support from the other councillors as and when required.	MB/Councillors/ Clerk
11/3-09-16	Review of Insurance requirements 24/25			The insurance is due for renew this May. Clerk has shared the current insurance with MB. All Councillor's agreed that the Clerk should get quotes from other brokers/insurers to ensure we are getting the best price.	Clerk
11/3-09-17	Yorkshire Local Council Association (YLCA) Membership			MB asked that the Parish Council consider becoming a member of the YLCA. They have a wealth of knowledge and access to legal advice and support for all members. The annual membership fee is £140. Councillors agreed that the Parish Council should become members. MB also noted that YLCA have guides and templates which will support the Parish Council in ensuring they are compliant. Clerk has contacted AT to see if the locality budget could be used to fund this.	MB/Clerk/AT
11/3-09-18	Quoits Pitch annual fee			MB has spoken to the quoits pitch 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.	Clerk
11/3-09-19	Annual Parish Meeting			Clerk attended some training on the requirements around annual meetings as wanted clarification on what's mandatory and best practice. There should be a clear difference to the Annual Parish Council Meeting and the Annual Parish Meeting. The Annual Parish Meeting is a community meeting that is for the community, it is usually chaired by the Parish Council chair but the meeting is for the purpose of the community. Local groups, clubs, committees and residents are encouraged to attend this and update each other on what's happened over the last year and their plans for 24/25. Clerk and MB will arrange this and share further information.	MB/Clerk

11/3-09-20	To do list for initial walk around the village  Damage to the Village Green and grassed areas  Pinfold Bench  Resident in breach of planning conditions			<p>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.</p> <p>Councillors discussed the damage to the village green and grassed areas. MB confirmed that 2 tonnes of road planings will be required 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 customer of this.</p> <p>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.</p> <p>Clerk has shared this previously with NYC enforcement officer and is aware of the breaches. Clerk will follow this up for an update.</p>	<p>MB</p> <p>Councillors</p> <p>MB</p> <p>Clerk</p>
11/3-09-21	Correspondence	Correspondence received and dealt with by Clerk since last meeting.	Correspondence as per agenda	<p>Email has been received from NYC. This was discussed as a consultation is taking place and is relevant to parents and carers of school aged children. NYC are looking at the travel from home to school. Clerk has shared the email on FB and website and will be included in the newsletter and re share on FB. The changes could impact surrounding villages and schools. All parents and carers are encouraged to take part in the consultation.</p> <p>Clerk also shared that the garden waste annual subscription had increased to £46.50.</p>	<p>Completed</p> <p>Completed</p>
11/3-10	To consider questions from the public			None.	
8/1-15	Date of next meeting			The next Parish Meeting will take place on Monday 6 <sup>th</sup> May 2024 at 7pm in the Village Hall. Clerk to make the hall booking.	Clerk
	<u>Meeting ended at 9.32pm</u>				

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