

# NORTH DUFFIELD PARISH COUNCIL

Clerk/RFO: Mrs S Look, 72 Main Street, Wheldrake, York, YO19 6AA  
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## MINUTES of the Annual Parish Council meeting held on 6<sup>th</sup> May 2021 Virtual meeting due to COVID-19 pandemic lockdown

### Part 1

#### Annual Meeting

In attendance: Cllrs N Taylor, R Arrand, S Brown, N Gray, R Hemingway, M Patten, L Richardson, J Smith and C Walker and S Look (Clerk). One member of the public present.

#### **21059. Election of Chairman and Vice Chairman:**

Cllr Taylor stood down as Chair of the Parish Council. It was resolved to defer the election of a Chair and Vice Chair until the next meeting.

Cllr Taylor left the meeting.

**21060. Chairman's annual report for 2020/21:** It was resolved to defer the receipt of the annual report until the next meeting.

#### **21061. Election of parish representatives to various groups and committees:**

- i. PFA representatives: Cllrs Walker and Richardson.
- ii. Village Hall committee representatives: Cllrs Gray and Arrand.
- iii. YLCA representative: Cllr Patten. One position vacant.

#### **21062. Community Fund:**

- i. New launch of the fund took place in April. Criteria for applications has been expanded. No new applications received to date. £855.82 remaining in the account. To readvertise and put poster on the notice boards.

#### **21063. Annual Governance Statement and year end accounts:**

- i. It was resolved to approve the annual governance statement.
- ii. It was resolved to approve the annual accounting statements for 2020/21.
- iii. It was resolved that the Parish Council has declared itself exempt from an external audit as annual income and expenditure is less than £25,000.

#### **21064. Annual meeting of the Parish:**

- i. Resolved to cancel the annual meeting of the Parish that was due to take place on 13<sup>th</sup> May 2021 due to covid restrictions.

#### **21065. Meeting procedure:**

- i. It was resolved to delegate the following items to the clerk in order to operate on a minimum basis due to covid-19 restrictions and the changes to legislation preventing remote meetings taking place from 7<sup>th</sup> May 2021:
  - Planning applications to be considered by councillors by email with a minimum consultation with at least 4 councillors. A summary response to be sent to all councillors for comment prior to submission to Selby District Council by the Clerk.
  - Finance; all standard recurring payments listed as line items on the budget will be paid by the RFO at the appropriate time to prevent any late charges, such as salaries (Autela), dog waste bags etc. Non-recurring payments, such as one-off costs, street lighting or expenses to be authorised by a minimum of 2 councillors by e-mail prior to payment. All bank payments to be authorised by two councillors. All payments will be formally authorised by the full council at the next full council meeting.
  - Responses to other communications; Clerk will circulate at the earliest opportunity any communication from 3<sup>rd</sup> Parties which would normally be presented at a meeting for consideration by the council.

**21066. Schedule of meetings for the coming year.** Agreed dates: 15th July 2021, (no August meeting), 2nd September 2021, 7th October 2021, 4th November 2021, 2nd December 2021, 6th January 2022, 3rd February 2022, 3rd March 2022, 7th April 2022, 5th May 2022. Annual Parish Council meeting 5th May 2022. Annual Parish meeting 12th May 2022.

## Part 2

### Ordinary monthly meeting

**21067.** No apologies received for the meeting and no declarations of interest.

**21068.** It was resolved to approve the minutes of the monthly meeting held on 4<sup>th</sup> April 2021.

**21069. Updates on matters arising from the last monthly meeting:**

- i. It was resolved to adopt the revised Code of Conduct.
- ii. Councillors considered further action regarding the construction of Green Lane footpath. Resolved to contact SDC planning department to follow up as the installation of a footpath is a legal requirement as part of the planning application for the Yorvik housing development which is now complete.

**21070. Public time:**

- i. Member of the public present explained further about footpath on Green Lane and requirements as part of the development.

**21071. Receive Ward/ District Councillor reports:**

- i. No Ward/District councillors present. Clerk has emailed Cllr Musgrave to request environmental locality budget funding to pay for a footpath outside the allotments. NYCC to provide a quote.

**21072. Highways:**

- i. Highways and speeding issues on York Road. No further update on the installation of the build out due to contractor changes in June.
- ii. Highways and speeding issues on the A163. Response from NYCC received regarding speeding survey. Highways have confirmed that the results from the survey do not indicate a requirement for engineering intervention at the location. They also confirmed again that the location does not conform to the criteria required to create a successful 30mph speed limit, and to reduce the speed limit here would be inappropriate in line with the guidance as set out by the DfT. There is also no collision history within the last 5 years along this section of road. Advised to complete 95 Alive forms.
- iii. There was no update on the installation of a 20mph zone outside the school. Resolved to request the criteria for this being processed as North Duffield School is near a bend with lots of parked cars and has been reported as an issue for a number of years.
- iv. No further progress with the Back Lane drainage issues outside the pumping station. The matter has been reported to Yorkshire Water, NYCC and also Nigel Adams MP. Yorkshire Water are investigating further.
- v. Potholes and road surface problems on Green Lane. Cllr Taylor has reported the pot holes to Highways. Councillors would like a full inspection of the whole of Green Lane as the potholes keep getting filled in but they reappear quickly as it is a busy route for tractors, buses and HGV's. It is a narrow road and parked cars on the road side lead to HGV's mounting the verge and are churning up parts of the village green. Recent housing developments have also led to an increase in traffic. There is a dip in the road opposite Springfield Farm which leads to flooding and the general road condition is getting worse. Clerk to report problems to NYCC.

**21073. Planning applications:**

- i. 2021/0331/HPA. 1 Cottage Gardens, Green Lane, North Duffield. Single storey extension from kitchen, located in rear garden. Councillors support the application.

**21074. Planning Decisions:**

- i. 2021/0089/TPO. The Chestnuts, Main Street, North Duffield. Application for consent to remove deadwood and crown lift by 5 meters and remove lateral limbs heading towards the bungalow on a row of 2no Chestnut trees and 2no Ash trees covered by TPO 6/1979. Approved.
- ii. 2021/0184/HPA. Dalkeith, The Green, North Duffield. Single storey side extensions including rear gable (to provide loft store) and lantern roof light. Approved.

**21075. Financial matters:**

- i. Confirmed bank account balances: Current a/c £3,994.28 & Savings a/c £16,000.00.
- ii. Resolved to re-advertise the North Duffield Community Development Foundation.
- vi. Councillors resolved to approve the following payments:

06.04.21	JRB Enterprise Ltd	£63.96
02.04.21	R Hemingway; dinghy for the green	£108.62
13.04.21	NYCC: streetlighting energy 2020-21	£732.70
24.04.21	Brian Hopper; Internal Audit 2020-21	£90.00

30.04.21	S Look; Clerks April expenses	£73.84
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**21076. Village Green:**

- i. No further update on potential allocation of s106 funding for a new development. Proposed development at Gothic Farm is still awaiting a decision.
- ii. Agreed to advertise for a 'village green working group' and request further ideas for developing the project over the summer. Memorial bench on the green to be installed over the coming weeks. Cllr Hemingway to pull together a scoping document to send to parishioners.
- iii. Grit bin for the village green ordered from NYCC in January but has still not been delivered. Clerk to follow up.
- iv. History Society Notice Board under refurbishment still.
- v. Nativity scene has been removed and is in storage for the winter.

**21077. Correspondence noted:**

- i. CIL statement received. Nil monies outstanding.
- ii. YLCA White Rose Update.
- iii. April Police Report.
- iv. Housing Needs Survey update apologising for delay in progress.

Part 3

**21078. Confidential business.**

**21079.** North Duffield Landings. Application with solicitor. Clerk to follow up.

**21080.** Confirmed the next monthly meeting of the Parish Council is to be held on Thursday 15<sup>th</sup> July 2021 at 7pm. Venue to be confirmed. Meeting closed at 20.30.

Signed:

(Chairman)

Date: