



# SEAMER PARISH COUNCIL

[www.seamercrossgates.org.uk](http://www.seamercrossgates.org.uk)

**MINUTES:** of the Meeting of the Council held at Crossgates Community Centre, Curlew Drive, Crossgates, Scarborough, YO12 4TL on 11 July 2023 commencing at 7.00pm.

**PRESENT:** Councillor L Wallis (Chairman) in the Chair;  
Councillors M Coulson, K Elbourne, V Milner (Vice-Chairman), M Sykes, J Stockdale and J White;  
3 members of the public and the clerk.

## 64 APOLOGIES FOR ABSENCE

RESOLVED that:

- (i) apologies for absence given in advance of the meeting by North Yorkshire Councillor H Phillips be received.
- (ii) it be noted Councillor J Stockdale was absent.

## 65 DECLARATIONS OF INTEREST

RESOLVED that:

- (i) it be noted no declaration of interest not already declared under the Council's Code of Conduct or Members' Register of Disclosable Pecuniary Interests was received.
- (ii) an application by Councillor Milner for dispensation from restrictions on participation in discussion and voting, as the joint owner of 17 Beacon Road, Seamer, for a period of one year, as an applicant for planning permission to have a smaller garage area or store and craft room and so alter a double garage, be received and approved.

## 66 MINUTES

RESOLVED that the previously circulated minutes of the meeting of the Council held on 13 June 2023:

- (i) be amended in draft minute 61(b):
  - (1) to insert a colon after "RESOLVED that" and re-number the rest of the minute 61(b)(i) (1) & (2)
  - (2) to insert new minute 61(b)(ii) "the clerk be delegated to accept estimates and place orders in this matter, in consultation with all Members and then the Chairman & Vice-Chairman.
- (ii) then be approved as a correct record and signed by the Chairman.

*Councillor Stockdale joined the meeting at this point and gave apologies for lateness.*

## 67 CO-OPTION TO COUNCIL VACANCIES

Further to minute 52(iii) of the last meeting, the Council considered the written application of Margaret Skyes.

RESOLVED that:

- (i) Mrs M Sykes be co-opted to the office of Councillor to a vacant seat in the Crossgates Ward.
- (ii) it be noted Councillor M Sykes signed her Declaration of Acceptance of Office.
- (iii) it be noted Councillor Sykes declared a disclosable pecuniary and other interest as a tenant of the Jubilee Allotments.
- (iv) an application by Councillor Sykes for dispensation from restrictions on participation in discussion and voting, as a tenant of the Jubilee Allotments, for a period of 4 years on matters concerning the Jubilee Allotments, be received and approved.

## 68 PUBLIC PARTICIPATION

The following matters were raised by members of the public and discussed:

- (a) Further to minute 202(e) of 11 February 2020, sufficiency of drainage and maintenance, Stapleton Close, Seamer, following flooding 2002 & 2017/18 and recent 'flash' flooding overwhelming the drains.

- (b) Visibility grass cutting at the A170 Racecourse Road junction with Seamer Moor Lane.
- (c) Replacement of the entrance wall to Saxon Park, Crossgates.

RESOLVED that:

- (i) the contributions of members of the public be received, with thanks.
- (ii) liaison be made with the 3 residents of Stapleton Close who raised the sufficiency of drainage and maintenance issue for relevant current information.
- (iii) further representations and enquiries be made of North Yorkshire Council Highways service and Flood & Coastal Engineer, concerning the sufficiency of drainage and maintenance in Stapleton Close and Pasture Lane, Seamer.

## **69 JUBILEE ALLOTMENTS**

RESOLVED that, further to minutes 67(iii) & (iv) of this meeting, Councillor Sykes' declared pecuniary and other interest and the Council's approved dispensation from restrictions on participation in discussion and voting in these matters be noted.

### **(a) Tenants' Participation**

None.

### **(b) Matters resolved under delegation**

Further to Financial Regulation 4.1 d) and Standing Orders 15. b xviii. - xx. the Council considered a report by the clerk concerning relevant matters resolved under delegation since the last meeting

RESOLVED that:

- (i) the report be received.
- (ii) it be noted the following decisions concerning requests from tenants were taken under Standing Order 15. b xix. in consultation with the Members of the Allotments Working Group and then the Chairman & Vice-Chairman:
  - (1) a shed height 174 cm x width 198 cm x depth 119 be approved on a plot, subject to the shed being sited in the north west corner of the plot in accordance with the provided plan and not overshadowing any neighbouring plot.
  - (2) a retrospective request for a metal pergola on a half plot be approved, subject to only the top of the frame being covered temporarily whilst the tenant was present and the structure when so covered not overshadowing any neighbouring plot.

## **70 CORRESPONDENCE**

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

- (a) Monthly Police Report.
- (b) Thanks received from the inaugural recipient of the Community Award for Seamer, Crossgates and Irton.

RESOLVED that the report and correspondence be received.

## **71 PLANNING MATTERS**

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

- (i) ZF23/00949/HS Erection of single storey side extension, 6 Rydal Crescent, Crossgates.

RESOLVED that no objection and no comment be raised.

- (ii) ZF23/00960/HS Proposed garden room to rear garden to replace existing garage, 17 Beacon Road, Seamer.

RESOLVED that,:

- (1) further to minute 65(ii) of this meeting, Councillor Milner's declared pecuniary interest and the Council's approved dispensation from restrictions on participation in discussion and voting in this matter be noted.
- (2) no objection and no comment be raised.

**(b) Public Rights of Way****(i) ROW/3313491 - (Public Footpath Nos. 30.20/13 & 30.20/14, Land near Beacon Road, Seamer) Modification Order 2021**

RESOLVED that, further to minute 125(b)(i)(1) of 8 February 2022, supporting the modification:

- (1) a local inquiry by the Planning Inspectorate be noted.
- (2) the local inquiry be not attended by the Council.
- (3) no further representation be made.

**(ii) Application for PROW from Rowan Fields into the old quarry and Saxon Park**

RESOLVED that it be noted an application for a Public Right of Way made in 2019 was reported to be nearing the start of processing by North Yorkshire Council.

**72 OUTSIDE BODIES****(a) Police Meeting**

The Council considered a verbal report by the Vice-Chairman.

RESOLVED that:

- (i) the verbal report be received.
- (ii) it be noted:
  - (1) the use of a mobile phone whilst operating machinery on a highway pavement was likely to be an offence.
  - (2) noise and light pollution should be reported to North Yorkshire Council Environmental Health service.
  - (3) the next Police Meeting would be hybrid, in person at Eastfield Police Station and via MS Teams, with representatives from any of the local Parish Councils.

**(b) Yorkshire Local Councils Associations (YLCA) Scarborough Branch**

The Council considered a verbal report by the Chairman.

RESOLVED that:

- (i) the verbal report be received.
- (ii) it be noted:
  - (1) Councillor R Towse, Chairman of Newby & Scalby Town Council was elected Chairman of the Branch and North Yorkshire Councillor H Phillips, Chairman of East Ayton Parish Council, was elected Vice-Chairman of the Branch and Branch representative to the YLCA Joint Executive Board.
  - (2) a speaker from North Yorkshire Council was invited to speak on the work of the community networks it created, at the next meeting to be held on 9 October 2023.

**73 FINANCIAL MATTERS****(a) Accounts for payment and income received**

RESOLVED that:

- (i) the accounts received for payment and income received since the last meeting be approved.
- (ii) payments to Deepdale Technical Services Limited for invoices received after completion of the schedule be approved for payment, subject to inclusion on the schedule for the next meeting:
  - (1) in the sum of £148.32 for the Microsoft 365 Business Standard annual licence.
  - (2) in the sum of £22.80 for the Webroot Secure Anywhere Protection annual licence.

**74 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 75*].

- (b) relating to the financial or business affairs of any particular person (including the authority holding that information) [*minutes 75 - 78*].

## **75 EMPLOYMENT POLICIES AND PROCEDURES**

Further to Standing Order 5.k. and minute 63 of the last meeting, the Council considered a report by the clerk and reviewed the Council's employment policies and procedures.

### **(a) Disciplinary Policy**

RESOLVED that, further to minute 70(b)(iv) of 12 January 2021, the Disciplinary Policy continue to be approved without amendment, subject to incorporating it within the Council's current document header.

### **(b) Grievance Policy**

RESOLVED that, further to minute 70(b)(iii) of 12 January 2021, the Grievance Policy continue to be approved without amendment, subject to replacing references to Scarborough Borough Council with North Yorkshire Council and incorporating it within the Council's current document header.

### **(c) Equal Opportunities Policy (Staffing):**

RESOLVED that, further to minute 70(b)(ii) of 12 January 2021, the Equal Opportunities Policy (Staffing) be discontinued and replaced by an Equality and Diversity Policy.

### **(d) Equality and Diversity Policy**

RESOLVED that the draft Equality and Diversity Policy:

- (i) be amended to delete the heading and paragraph citing a separate Dignity at Work policy, and the sentence referencing this under the Grievances heading.
- (ii) then be approved and adopted, subject to incorporating it within the Council's current document header.

### **(e) Risk Assessment and Management incorporating Health & Safety Policy and Procedure**

RESOLVED that the Risk Assessment and Management incorporating Health & Safety Policy and Procedure be approved and adopted.

## **76 INSURANCE**

Further to Standing Order 5.m, the Council considered a report by the Clerk and Responsible Financial Officer and arrangements for insurance cover in respect of all insurable risks.

RESOLVED that:

- (i) the estimated purchase values of planters at Crossgates Community Centre be revised in the Street Furniture in the asset register.
- (ii) the Community Speed Watch equipment be added to the Outside Equipment in the asset register.
- (iii) the current sums insured for Core Cover, Optional Cover Extensions, Business Interruption and Premises be approved for the forthcoming insurance renewal period.
- (iv) the Clerk and Responsible Financial Officer consider further recommended revisions of material damage Contents Cover and consult the Council's insurance brokers as to impact on premium.
- (v) the Clerk and Responsible Financial Officer then be delegated to approve levels of cover for the forthcoming insurance renewal period, in consultation with all Members of the Council and then the Chairman and Vice-Chairman.

## **77 OLD SCHOOL (YOUTH CENTRE) / HOUSE**

### **(a) Maintenance**

RESOLVED that:

- (i) further to minute 61(b)(ii) of the last meeting, it be noted estimates had been received and considered under delegation and RESOLVED that Steve's Handyman service's estimate be accepted, including payment of a deposit of £150 for materials, and the Agent instructed to place the order.

- (ii) decisions taken under the general urgency delegation under Standing Order 15. b xvii. and Financial Regulation 4.1.f), in consultation with the Chairman and Vice-Chairman, be noted:
  - (1) to remove the gates from the entrance to the Youth Centre for safety reasons.
  - (2) to seek advice concerning the gates and related matters following removal.
  - (3) to authorise Councillors Stockdale and/or White to attend and inspect the site.
- (iii) Councillor White's attendance, inspection and advice be noted, with thanks.
- (iv) Councillor Stockdale's offer to grind off a remaining bolt sticking out of the left hand gate pillar be accepted with thanks, and he be authorised to attend and undertake this.
- (v) the gate pillars and pedestrian hand gate be retained in situ.
- (vi) Councillor Coulson's offer to re-point and chamfer the base of the left hand gate pillar be accepted with thanks, and he be authorised to attend and undertake this.
- (vii) the gates be not re-hung.
- (viii) Councillor Stockdale's offer to explore options to sell the gates be accepted with thanks, and he be authorised to attend to inspect and if necessary remove the gates to his property whilst undertaking this.
- (ix) a further £750 be committed to the Old School/House Repairs/Improvements budget from reserves.

**(b) Roofing**

RESOLVED that, further to minute 61(a)(ii) of the last meeting, Councillors Coulson and White's offer to remove the small tiled sections above the ground floor windows of the Old School House be accepted with thanks, and they be authorised to attend and undertake this.

**78 PLAYGROUNDS AND EQUIPMENT**

**(a) The Green – Swing Toddler**

RESOLVED that:

- (i) a decision taken under the general urgency delegation under Standing Order 15. b xvii. in consultation with the Chairman and Vice-Chairman, to remove one of the 2 swings from the Swing Toddler for safety reasons and seek quotations from the manufacturer for repair and replacement, be noted.
- (ii) Councillor Stockdale's prompt attendance and disassembly and removal of the relevant swing be noted with thanks.
- (iii) it be noted Wicksteed Leisure Ltd had confirmed replacement of the cradle seat under warranty and that the Council would still be covered under warranty as long as the equipment was reinstalled to their specifications, which were awaited.
- (iv) Councillor Stockdale's offer to reinstall the swing to the manufacturer's specifications be accepted, with thanks.

*The meeting closed at 8:44 pm*

The next meeting of the Council will be held at Seamer & Irton War Memorial Hall, Main Street, Seamer, Scarborough, YO12 4QD, on 8 August 2023 commencing at 7.00pm

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*Chairman*

*8 August 2023*