



SEAMER PARISH COUNCIL

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MINUTES: of the Annual Meeting of the Council held virtually by Zoom on 4 May 2021 commencing at 7.00pm.

PRESENT: Councillor L Wallis (Chairman) in the Chair;
Councillors KE Elbourne, V Milner (Vice-Chairman), D Raine and WH Smith;
County Councillor D Jeffels, 1 member of the public and the clerk.

1 APPOINTMENT OF CHAIRMAN 2021/22

Councillor Smith proposed Councillor Wallis as Chairman, adding that Councillor Wallis was doing a good job, which was seconded by Councillor Milner, with thanks to Councillor Wallis.

RESOLVED that Councillor Wallis be appointed Chairman for 2021/22.

2 DECLARATION OF ACCEPTANCE OF OFFICE

The Chairman signed her Declaration of Acceptance of Office.

3 APPOINTMENT OF VICE-CHAIRMAN 2021/22

Councillor Wallis proposed Councillor Milner as Vice-Chairman, seconded by Councillor Smith.

RESOLVED that Councillor Milner be appointed Vice-Chairman for 2021/22.

4 APOLOGIES FOR ABSENCE

RESOLVED that:

- (a) apologies for absence given in advance of the meeting by Councillor H Mallory be received.
- (b) the previously circulated reasons given for absence by Councillor Mallory be approved.

Councillor Jeffels joined the meeting at this point.

5 DECLARATIONS OF INTEREST

Councillor Raine declared a personal and potential pecuniary interest in Planning Application 21/00346/F, included within the clerk's report under item 15(a)(i) of the agenda and minute 15(a)(i)(2) of this meeting, due to the proximity of the site to his home.

RESOLVED that it be noted Councillor Raine did not participate in the delegated decision in Planning Application 21/00346/F.

6 COUNCIL VACANCIES

Further to minute 102 of the last meeting, the Council considered:

(a) Co-option Policy

The Council considered approving and adopting a policy and application forms.

RESOLVED that:

- (i) the Co-option to Casual Vacancies Policy be approved and adopted.
- (ii) the Appendix B - Eligibility for Co-option form be approved and adopted.
- (iii) the Appendix A - Application for Co-option form:
 - (1) be amended to include the applicant's address, the applicant's current employment and the Ward(s) in which co-option is applied for.
 - (2) then be approved and adopted.
- (iv) paragraphs 4.1 and 4.2 and Appendices A and B of the Policy be suspended when considering the current application, under item 6(b)(i) of the agenda and these minutes.
- (v) all Council documents and correspondence to include the Council's logo.

Councillor Jeffels left the meeting at this point, offering to rejoin, if required, later in the meeting.

(b) Co-option to vacant seat in Seamer Ward

- (i) The Council considered the written application of Kenneth Edward Elbourne.

RESOLVED that Mr KE Elbourne be co-opted to the office of Councillor to a vacant seat in the Seamer Ward.

- (ii) Councillor KE Elbourne signed his Declaration of Acceptance of Office.
- (iii) Declarations of Interest by Councillor Elbourne relating to remaining agenda items.
None.

(c) Remaining vacancies in Seamer and Crossgates Wards

The Council considered a verbal report by the clerk on arrangements to fill the remaining 2 vacancies, one in each of the Seamer and Crossgates Wards.

RESOLVED that notices of vacancy be displayed with the closing date extended, as necessary, to the date when items are required for the agenda for each meeting.

7 APPOINTMENT OF MEMBERS AND REPRESENTATIVES

RESOLVED that:

(a) the Members of the Allotments Working Group 2021/22 be Councillors Milner, Smith and White;

(b) the Council be represented on outside bodies, as follows:

- | | |
|--|--|
| (i) Crossgates Community Association | Councillor Wallis. |
| (ii) Seamer Sports Association | Councillor Mallory. |
| (iii) Seamer & District Youth Centre
Management Committee | <i>Clerk to liaise Councillor
Stockdale to confirm or defer.</i> |
| (iv) Northern Villages Community and Police (CaP) Group | Councillor Milner. |
| (v) Yorkshire Local Councils Associations (YLCA)
Scarborough Branch | Councillor Wallis. |

(c) Council representation on the following outside bodies be deferred to the next meeting:

- (i) Seamer & Irton War Memorial Hall Management Committee.
- (ii) YLCA Scarborough Branch – 2nd representative.

(d) Council representation for the following be no longer required:

- (i) Police Liaison Officer.
- (ii) Scarborough Town Deal Board.

8 FUTURE MEETINGS

RESOLVED that, further to minute 109 of the last meeting:

- (i) it be noted:
 - (1) the annual Parish Meeting (Assembly) was postponed and the ordinary meeting of the Council cancelled on 14 April 2021, as was appropriate during the official period of mourning for His Royal Highness The Prince Philip, Duke of Edinburgh, KG, KT and necessary in accordance with Section 234 and Schedule 12, Local Government Act 1972.
 - (2) the annual Parish Meeting (Assembly) had been rearranged, to be held virtually by Zoom on Wednesday 5 May 2021, starting at 7.00pm.
 - (3) under current Government regulations and guidance, the Council would not be able to meet virtually from 7 May and would not be able to meet in person until 21 June 2021.
- (ii) the schedule of meetings as amended on 13 April 2021 be approved and ordinary meetings of the Council resume on the second Tuesday of the month, starting at 7.00pm, subject to Coronavirus (COVID-19) regulations and guidance, from 13 July 2021.

9 DELEGATION OF DECISION MAKING

RESOLVED that decision making be delegated to the clerk if the Council cannot reasonably meet, to include decisions on that issue, in consultation with all Members and then the Chairman & Vice-Chairman when practicable, and in consultation with the Chairman & Vice-Chairman if necessary.

10 PUBLIC PARTICIPATION

No matters raised.

11 MINUTES

RESOLVED that the previously circulated minutes of the meeting of the Council held on 9 March 2021 be approved as a correct record and signed by the Chairman.

12 JUBILEE ALLOTMENTS

(a) Plots 9A & 9B

Further to minute 105(a) of the last meeting, the Council considered a verbal report by the Vice-Chairman, on behalf of the Allotments Working Group.

RESOLVED that it be noted:

- (i) Plot 9 had been split and the waste cleared by the Council, including the provision of 2 skips for the use of allotment tenants, which were well received and used.
- (ii) the half plots 9A and 9 B had each been successfully let to new tenants, who had fenced the boundary, tended their half-plots regularly and developed them.

(b) Use of Incinerators

Further to minute 98(b)(iv) of 9 February 2021, the Council considered amending the tenancy agreement to permit fires within enclosed incinerator bins only.

RESOLVED that, under paragraph 7 of the tenancy agreement, paragraph 6 p) be revised to “not light or permit to be lit a fire on her/his allotment, unless within an incinerator of traditional metal dustbin style construction and size with a lid and chimney, closely supervised by her/him until burnt out, and then not to be burning between the hours of 10.00am and 3.00pm on any day;”

(c) Additional Tap

RESOLVED that an additional fixed standpipe and tap be provided at the track end of the pathway between plots 26 and 31.

(d) Tenants’ Participation

No matters raised.

13 ROAD SAFETY: B1261 CROSSGATES

Further to minute 106 of the last meeting, the Council considered the following matters:

(a) Speed limit between Centurion Way & Cayton Low Road / Station Road / Byward Drive

RESOLVED that further correspondence from Rt Hon Robert Goodwill MP and the County Council’s Corporate Director, Business & Environmental Services be noted.

(b) Relocation of the Vehicle Activated Sign (VAS)

RESOLVED that Neil Barnes Landscape Services be engaged, in liaison with Mr T Groves, to move the VAS between approved sites as soon as possible and thereafter in accordance with the deployment schedule of the installation agreement with the County Council.

14 CORRESPONDENCE

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

(a) Report of County Councillor Jeffels:

- (i) PARISH NOTES 19 March.
- (ii) Parish Notes - April 6th 2021.
- (iii) Parish Notes - April 30 “21.

(b) Monthly Police Reports:

- (i) Police Report – April 2021.
- (ii) Police Report – May 2021.
- (iii) Fraud Newsletter – April 2021.

(c) The reply of the County Council’s Public Rights of Way Officer.

(d) A planned road closure notification from the County Council for Seamer Moor Lane, for one day between 11 and 15 May 2021, received on the day of the meeting.

RESOLVED that

- (i) the reports and correspondence be received.
- (ii) further to minute 103(iv) of the last meeting, it be noted the Public Right of Way footpath from the southern end of Metes Lane over the River Hertford at Starr Carr was closed due to an unsafe bridge, at this stage by Order until 7 September 2021.

15 PLANNING MATTERS

(a) Planning Applications

RESOLVED that:

- (i) further to Standing Order 15(b)(xv) and minute 26(a)(i)(2) of 13 October 2020, it be noted planning applications were responded to under delegation, as follows:
 - (1) RESOLVED that no objection and no comment be raised in respect of the following:
 - (a) 21/00402/HS Single storey rear extension, 3 Denison Avenue, Seamer.
 - (b) 21/00227/HS Erection of front and rear single storey extension & installation of front and rear dormer windows, 8 Leighton Close, Crossgates.
 - (c) 21/00031/HS Erection of single storey side extension, Mere Garth, Ratten Row, Seamer.
 - (d) 21/00576/HS Erection of two storey rear extension, 10 Blackbird Way, Crossgates.
 - (2) 21/00346/FL Erection of 2 no. dwellings, Land On The North West Side Of Dawnay Close, Crossgates.

RESOLVED that the Council:

- (a) objects to the application:
 - (i) on the grounds of highway safety and road access, due to proposed access and egress with the busy 40mph B1261 in proximity to other junctions and bus stops.
 - (ii) on the grounds of loss of trees, and the loss of privacy and visual amenity of neighbouring residents.
- (b) notes:
 - (i) the basis of the objections of the Highways Authority to the original application.
 - (ii) the Borough Engineer's concerns about surface water.
 - (iii) the many objections of local residents.
- (ii) further to minute 8(ii) of this meeting, the delegation under Standing Order 15(b)(xv) and minute 26(a)(i)(2) of 13 October 2020 be extended to all current applications received prior to the next meeting, to assist in the management of Council business.

(b) Planning Complaint

- (i) 21/00016/COM 80A Main Street, Seamer

The Council considered a verbal report by the clerk concerning an advertised campsite, from April to November for 20 pitches for tents with cars and motorhomes/campervans. Correspondence was received and replied to, noting no planning or licence application had been made, and the complaint was being dealt with by the Borough Council.

RESOLVED that the report be received and noted.

16 OUTSIDE BODIES

(a) Yorkshire Local Councils Associations (YLCA)

(i) Training

The Council considered verbal reports by the Chairman and the clerk.

RESOLVED that:

- (1) further to minute 54(a)(ii)(4) of 29 December 2020, it be noted the Chairman's attendance at parts of the YLCA remote 2 day Conference at a cost of £40.00 over 21 and 22 April 2021, was approved under delegation since the last meeting.
- (2) further to minute 88(a) of 9 February 2021, a revised Code of Conduct, further addressing bullying and gifts, be considered by the Council at a future meeting, following the availability of training.

(ii) The future of remote meetings and annual meetings in May 2021

RESOLVED that, further to minute 93(a)(ii) of 9 February 2021, the Government consultation be responded to, as follows:

- (1) Generally speaking, the Council considers the current remote meetings arrangements work very well.

Explanation: The Council has conducted regular remote meetings since 29 September 2020, which has enabled the Council to lawfully conduct its business effectively without risk to Members of the Public, Council Members or Officers, whilst being accessible to the public.

- (2) Generally speaking, the Council considers local authorities in England should have the express ability to hold at least some meetings remotely on a permanent basis.

Explanation: A permanent power to hold at least some meetings remotely would provide flexibility in exceptional circumstances, for example further pandemic 'lockdowns', extreme weather conditions or local travel limitations, and for the needs of individuals, whether members of the public, Council members or officers, including mobility, health and different impact of weather conditions for different people.

- (3) The Council considers some of the benefits of remote meetings are:

- (a) More accessible for local authority members.

Explanation: As minute 16(a)(ii)(2) above, concerning Council members.

- (b) Reduction in travel time for members.

Explanation: Self-explanatory.

- (c) Other.

Explanation: As minute 16(a)(ii)(2) above, concerning members of the public.

- (4) The Council has seen a reduction in costs since implementing remote meetings.

Explanation: Clerk's travel expenses reduced by monthly Pre-Agenda & Council meetings being held remotely ie £93.60 in respect of each = £187.20 per year.

- (5) The Council considers a disadvantage of the remote meetings arrangements is meetings are less accessible for local authority members or local residents who are unfamiliar with video conferencing/technology.

Explanation: Self-explanatory.

Suggestions to mitigate/overcome: Training and support for Councillors.

- (6) The Council considers the main advantage of holding face-to-face meetings, as opposed to remote meetings, is the ability to observe and respond to non-verbal communication, including body-language.

- (7) If permanent arrangements were to be made for local authorities in England, the Council considers local authorities should be able to decide for themselves which meetings they should have the option to hold remotely.

Explanation: This would provide the greatest flexibility to meet local circumstances and individual needs.

- (8) If permanent arrangements were to be made for local authorities in England, the Council considers local authorities should be able to decide for themselves which circumstances they should have the option to meet remotely.

Explanation: As minute 16(a)(ii)(7) above.

- (9) The Council would not have any concerns if local authorities in England were given the power to decide for themselves which meetings, and in what circumstances, they have the option to hold remote meetings.

Explanation: Local authorities have a range of statutory duties and powers, which they must exercise for the benefit of the residents of their area.

- (10) The Council is unsure whether making express provision for English local authorities to meet remotely would particularly benefit or disadvantage any individuals with protected characteristics e.g. disabilities or caring responsibilities.

(b) Seamer Pre-School

RESOLVED that, further to minute 112(d) of the last meeting, it be noted the request to hang bird feeders made by the children at The Green was agreed under delegation.

(c) Monthly Police Meeting

The Council considered a verbal report by the Chairman.

RESOLVED that it be noted the Travellers Horse Fair would be held from 12 to 15 July 2021, with a greater Police presence and priority for incidents reported in the Seamer area via 101.

17 FINANCIAL MATTERS**(a) Accounts for payment and income received 2020/21**

RESOLVED that, further to minutes 105(a)(iii), 105(e)(ii) & 113(c)(ii) of the last meeting, the accounts received for payment and income received 10 to 31 March 2021 be approved.

(b) Budget Update 2020-2021

RESOLVED that the Budget Update for the outturn of 2020/21 be received and noted.

(c) Annual Internal Audit Report 2020/21

RESOLVED that the Annual Internal Audit Report be received and noted.

(d) Annual Governance Statement 2020/21

RESOLVED that the Annual Governance Statement be received and approved.

(e) Accounts and Accounting Statements 2020/21

RESOLVED that:

- (i) the annual Accounts be received and approved.
- (ii) the annual Accounting Statements be received and approved.
- (iii) further to minute 75(c)(iii) of 12 January 2021, it be noted the earmarked reserves for outstanding expenditure on property, public seats and play equipment approved in 2020/21, and the reduced budgeted income and increased budgeted expenditure in 2021/22, reflect the Council's commitment to reduce its reserves responsibly in successive financial years.
- (iv) the level of reserves be kept under review.

(f) Accounts for payment and income received 2021/22

RESOLVED that:

- (i) the accounts received for payment and income received 1 April to 3 May 2021 be approved.
- (ii) the Grounds Maintenance contract first quarter invoice, received on the day of the meeting, be approved for payment and inclusion on the next schedule.
- (iii) the Tower Estates, Old School House (May) rent remittance and management fees payment advice, received on the day of the meeting, be approved for receipt and payment, and inclusion on the next schedule.

(g) Allotments Maintenance Budget

RESOLVED that decision making, within budget, be delegated to the clerk in consultation with the Members of the Allotments Working Group and then the Chairman and Vice-Chairman.

18 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 the financial or business affairs of any particular person (including the authority holding that information) (*minutes 19 and 20, below*)
- (b) relating to any individual (*minutes 21(a)-(c), below*)
- (c) which reveals that the authority proposes to give under any enactment a notice under or by virtue of which requirements are imposed on a person (*minute 21(c), below*)

19 BENCH ON STONEY HAGGS ROAD

Further to minute 115(iii) of the last meeting, the Council considered a verbal report by the clerk.

RESOLVED that:

- (i) it be noted, with thanks, Vistry (Linden) Homes had agreed to fund replacement of the bench.

- (ii) relevant parts of the old bench be retained for spare parts.

20 REPAIR AND ROUTINE MAINTENANCE OF PLAYGROUND EQUIPMENT

(a) Multiplay – Toddler at The Green

Further to minute 117 (ii) of the last meeting, the Council considered a verbal report by the clerk.

RESOLVED that it be noted the order had been placed with Wicksteed Leisure Limited, with an increase of £20.00 excluding VAT due to a totalling error and a lead in time for the works to be completed imminently, subject to availability of parts and weather conditions.

(b) Swing – Junior – 1 Bay 2 Seat at The Green

Further to minute 117 (iii) of the last meeting, the Council considered quotations received.

RESOLVED that Streetscape Products & Services Ltd's quotation to supply and lay fibrefall surfacing to provide a safe, even surface be accepted and the works awarded accordingly.

21 JUBILEE ALLOTMENTS

(a) Tenancy Agreement and Fees 2021/22

Further to minute 98(b)(iv) of 9 February 2021, the Council considered correspondence received from 4 tenants concerning clauses 3. rent, 6. c) poultry, m) dogs and p) fire, and requesting an additional water tap and hire of a skip.

RESOLVED that:

- (i) the correspondence be received and noted.
- (ii) further to minutes 12(b) & (c) and 17(g) of this meeting, the need for additional measures be assessed from time to time by the Allotments Working Group.

(b) Sheds and Structures

RESOLVED that the following requests from tenants be received and approved:

- (i) To replace a shed, 8' x 6', of same manufacture as most others & in the same location.
- (ii) To replace a shed, 7' x 5' x 7' (at highest point), very similar and in the same location.
- (iii) To replace a wind damaged 6 x 2 x 3m polytunnel with a greenhouse, 1.83 x 2.44m.

(c) Unsatisfactorily Maintained Plots

The Council considered any necessary action in respect of unsatisfactorily maintained plots.

RESOLVED that:

- (i) a requirement to bring a plot up to the proper standard be issued to the relevant tenant, with notice of termination of their tenancy by re-entry by the Council if not completed within 2 weeks of the notice, and notice of claim for damages by the Council, to engage a contractor to undertake remaining tasks, if not completed in the event of the termination of the tenancy.
- (ii) a requirement to bring a plot up to the proper standard be issued to the relevant ex-tenant, with notice of claim for damages by the Council, to engage a contractor to undertake remaining tasks, if not completed within 2 weeks of the notice.

The meeting closed at 9.15 pm

The next meeting of the Council will be held in the Crossgates Community Centre, Crossgates, Scarborough on 13 July 2021 commencing at 7.00pm, subject to Coronavirus (COVID-19) restrictions and guidance