

CHAIR: Councillor Julie Sadler
CLERK: Mrs Juvina Janik
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**MINUTES of HILLAM PARISH COUNCIL held Wednesday 1st June 2016
At Monk Fryston and Hillam Community Centre 7.30pm**

01. Present and apologies

Councillors Sadler (Chair), Little, Mitchell, Robertson, Tuddenham and Wright were present.

In attendance: Juvina Janik (Clerk).

Apologies received from Councillor Collinson.

Councillor Sadler, on behalf of the council, would like to offer condolences to Councillor Collinson. A card will be sent. A service will take place on Tuesday 7th June at 11am at Pontefract Crematorium, Councillor Sadler will attend to represent the council.

02. To approve and sign the minutes for AGM and Parish Council Meeting 4th May 2016

Resolved: Minutes were signed as a true record.

03. Declarations of Interest

Councillors Little and Tuddenham declared an interest over the Rose Lea planning application and will refrain from the meeting's discussion at that point.

04. Monthly financial report:

a) The updates of the financial statements from April and May were presented – the clerk had included the full grant element of the precept onto the income – and this was not the case in reality.

Resolved: The clerk will follow this up with Selby to ensure the correct amount has been received by the parish council.

Resolved: The updated accounts were crosschecked with statements and agreed to be satisfactory.

b) **Resolved:** The written cheques were checked against the invoices received and approved to be signed at the end of the meeting

c) **Resolved:** to follow the advice from the internal auditor

d) **Resolved:** Cheque to be sent to HMRC for the outstanding amount of £116

e) **Resolved:** Clerk to contact MF&HCA regarding the unrepresented cheque

05. To discuss the implementation of the 2016-18 National Salary Award for local council employees

Resolved: The pay award was approved and the council agreed to pay clerk's salary in accordance with the National Salary Award.

06. To finalise the date, time and location of the Extra Ordinary meeting focussing on Ring Tree matters

Resolved: The meeting will be held on Wednesday 15th June at 7.30pm, attendees to meet at the Ring Tree to enable viewing of the site and the meeting will move to Manor Court Estate meeting room. Clerk to invite Karen and Mick Merry and formalise an agenda to go in the notice board to give the appropriate notice to residents.

07. To decide on a venue for future Parish Council meetings

Resolved: To hold meeting at Manor Court for the Extra Ordinary meeting and assess the suitability. If the facilities at Manor Court are deemed suitable, arrangements will be made to have regular parish council meetings at Manor Court.

8. To conduct a review of internal controls

Resolved: Councillors Mitchell and Sadler along with clerk will work on finalising the internal audit procedure. Cllr Mitchell to carry out a review of the requested documents for December once the documents are returned from the internal auditor.

9. To approve the funding and supply of souvenir Photographs

Resolved: Funding approved by council for 45 pictures and a small canvas totalling £22.29

10. To agree to reimburse clerk for extra notice board key cut, cost £7.00

Resolved: proposed and seconded to reimburse clerk for the cost of notice board key.

11. To discuss the next steps regarding the implementation of the Defibrillator now CEF funding approved

Resolved: Cllr Sadler and Cllr Little will follow up the process to report back to the council the next steps to be taken.

12. Compile comments and feedback regarding the planned subsidised bus routes 2017 as requested by SDC

Resolved: "There are a number of residents who use this service and are happy with it; therefore the council feel the current timetable is adequate and should remain."

13. To discuss any updates regarding FrystonFest

Resolved: It has been noted that the organisers have withdrawn the application for an event licence and therefore the event is cancelled. No further action is necessary.

14. Representatives for YLCA Selby Branch meeting taking place Wednesday 15th June at 7pm, Selby Town Hall

Resolved: Hillam Parish Council are conducting an Extra Ordinary meeting on the same evening as the YLCA Branch meeting and therefore there are no representatives able to attend.

15. Planning:

Applications received:

- a) 2016/0406/FUL- Mr Stephen Hirst- Land Off Lowfield Road - Proposed 10m x 20m agricultural shed

Resolved: No observations

- b) 2016/0583/HPA – Rose Lea Cottage – Proposed demolition of existing double garage, replaced by two storey side extension, two storey rear extension, new single garage and enlarged front porch in the conservation area

Resolved: Previous comments still stand regarding the negative effect on living conditions to the neighbouring property. Clerk to submit observations.

16. Village Maintenance – matters to report to the clerk

- a) A caravan has been sited at Pig Hill Nook Road field, clerk to report to planning enforcement
- b) Building materials have been delivered to Ten Acres, clerk to report to planning enforcement
- c) Councillor Mackman to be informed of the above also
- d) Yorkshire Flags still on display in the square. Cllr Little to find out who they belong to with a view to asking for their removal to ensure the impact next they are called for
- e) Clerk to follow up on Red Row's plans for development
- f) Visibility issue on the junction of Austfield Lane and Hillam Common Lane – a tree has lower branches growing that block drivers' visibility – clerk to report to Highways

- g) Suggested that a letter of thanks or certificates/acknowledgements to be given out to residents who spend a lot of time and effort on the presentation of the village – clerk to look into options for next meeting
- h) Follow up footpath repairs reported – Rose Lea Close and Main Street
- i) Follow up Road Signs promised by Glen Donaldson in Highways
- j) Investigate the possibility of planting trees on verges as requested by a resident
- k) Follow up grass cutting contract with NYCC and payment schedule
- l) Suggestion to change the type of styles currently in place down Tom Lane to something more user friendly. Councillors to assess the usability of the public footpaths within the village
- j) Concerns regarding the biased views being put across by Hillam News, residents of the village need to be clear that Hillam News is not a Parish Council publication anymore. Advice given was that people should write as individuals and not as parish council members to express their concerns to the Hillam News team.

17. Confirm date of Next Parish Council Meeting

Resolved: Extra Ordinary Meeting to be held Wednesday 15th June 2016 at 7.30pm. Initially meet at the Ring Tree site, with meeting to formally commence at Manor Court after viewing the site.

18. Meeting closed 9.40pm

SIGNED: _____ DATE: _____