



SEAMER PARISH COUNCIL

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MINUTES: of the Meeting of the Council held at Seamer & Irton War Memorial Hall, Main Street, Seamer, Scarborough, YO12 4QD on 11 June 2024 commencing at 7.00pm.

PRESENT: Councillor L Wallis (Chairman) in the Chair;
Councillors M Coulson, A Groves, V Milner (Vice-Chairman) & M Sykes;
North Yorkshire Councillor H Phillips, Police Community Support Officer 3880 C Unsworth, 4 members of the public and the clerk.

38 APOLOGIES FOR ABSENCE

RESOLVED that:

- (i) apologies for absence given in advance of the meeting by Councillor J White and shortly following the start of the meeting by Councillor J Stockdale be received.
- (ii) the previously circulated reasons given for absence by Councillor White and the reasons given for absence by Councillor Stockdale be approved.
- (iii) it be noted no other Member of the Council was absent.

39 DECLARATIONS OF INTEREST

RESOLVED that it be noted:

- (i) no declaration of interest not already declared under the Council's Code of Conduct or Members' Register of Disclosable Pecuniary Interests was received.
- (ii) no application for dispensation from restrictions on participation in discussion and/or voting was received.

40 TRAVELLERS HORSE FAIR

(a) Multi-agency arrangements for the horse fair

The Council considered a verbal report by PCSO Unsworth.

RESOLVED that:

- (i) the verbal report be received with thanks.
- (ii) apologies for absence by Acting Police Sergeant 1077 J Dillon be received.
- (iii) it be noted:
 - (1) there were reports of increased arrests and other proactive enforcement action at and around the much larger Appleby Horse Fair, which precedes the Seamer fair.
 - (2) the usual multi-agency planning arrangements were well advanced, with a further multi-agency meeting to be held following final intelligence from Cumbria.
 - (3) arrangements included a new North Yorkshire Council security team, additional automatic number plate recognition (ANPR) cameras in support of proactive enforcement, the Crossgates to Seamer 30mph speed limit and Long Lane closure to motor vehicles, Neighbourhood Police target hardening advice, and Police leave and shift adjustments to ensure a significant visible and available Police presence.
 - (4) contact had been made with 2 camps on private land on the Eastfield industrial estate, neither of which were understood to be staying for the horse fair.

(b) Arrangements for the reading of the Proclamation of the Fair of Seamer (Charter)

RESOLVED that the Vice-Chairman's offer to confirm arrangements be accepted with thanks.

41 MINUTES

RESOLVED that the previously circulated minutes of the Annual Meeting of the Council held on 14 May 2024:

- (i) be amended in draft minute 36(ii) to add "(5) rubbing down and re-painting, and replacement of seat rubbers on the Rocker - Seesaw - Gullwing at The Green."
- (ii) then be approved as a correct record and signed by the Chairman.

42 PUBLIC PARTICIPATION

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

- (a) Weeds growing in roadside gutters, as not sprayed, in Crossgates and where a vehicle was parked when sprayed in Main Street, Seamer.
- (b) Grass cuttings in roadside gutters and blocking drainage gullies in Seamer and Crossgates.
- (c) Grass not cut to the wall outside the Old Vicarage, Main Street, Seamer.

RESOLVED that:

- (i) North Yorkshire Council Highways and Parks services be requested to spray roadside gutters for weeds in Crossgates.
- (ii) North Yorkshire Council Highways service be requested to road-sweep gutters and unblock drainage gullies in Seamer and Crossgates, co-ordinated to follow the spraying of roadside gutters in Crossgates.
- (iii) the Council's Grounds Maintenance contractor be requested to cut the verge back to the boundaries in Main Street, Seamer, once the daffodils were no longer in flower for the season.

43 REPORT OF NORTH YORKSHIRE COUNCILLOR H PHILLIPS

The Council considered a verbal report by Councillor Phillips.

RESOLVED that:

- (i) the verbal report be received, with thanks.
- (ii) it be noted:
 - (1) Councillor Phillips was focussing on casework during the pre-election period.
 - (2) North Yorkshire Council's new Gypsy & Traveller Enforcement Policy was due to be considered by the Management Board on the day of this meeting.

44 JUBILEE ALLOTMENTS

RESOLVED that further to minutes 67(iii) & (iv) of 11 July 2023, 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) Matters resolved under delegation

RESOLVED that further to Financial Regulation 4.1 d) and Standing Orders 15. b xviii.-xx, it be noted the following decision was taken under Standing Order 15. b xix. in consultation with the Members of the Allotments Working Group and then the Chairman & Vice-Chairman since the last meeting:

- (i) an apple tree of maximum height approximately 1.5m be approved on a plot, subject to positioning it in the top left corner of the plot near the field boundary.

(b) Tenants' Participation

RESOLVED that it be noted rabbits were a problem on some tenants' plots.

45 EMPLOYMENT POLICIES AND PROCEDURES

Further to Standing Order 5.k. and minute 75 of 11 July 2023, the Council reviewed its employment policies and procedures.

(a) Disciplinary Policy

RESOLVED that the Disciplinary Policy continue to be approved without amendment.

(b) Grievance Policy

RESOLVED that the Grievance Policy continue to be approved without amendment.

(c) Equality and Diversity Policy

RESOLVED that the Equality & Diversity Policy continue to be approved without amendment.

(d) Risk Assessment & Management incorporating Health & Safety Policy and Procedure

RESOLVED that the Risk Assessment and Management incorporating Health & Safety Policy and Procedure:

- (i) be amended to include:
 - (1) the Risk Factor Method matrix.

- (2) within the Business Continuity controls, the Council's membership of Yorkshire Local Councils Associations (YLCA) for professional advice, including employment advice for appointing to a vacancy for Clerk and/or Responsible Financial Officer, whether on an interim or substantive basis.

(ii) then be approved and adopted.

46 **CORRESPONDENCE**

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

- (a) Monthly Police Report.
- (b) Lack of visibility for drivers exiting the Byways roundabout down Curlew Drive, Crossgates due to the high hedge, endangering pedestrians crossing the road

RESOLVED that:

- (i) the correspondence and report be received.
- (ii) it be noted with concern a number of incidents of arson of litter bins were under investigation.
- (iii) North Yorkshire Council Parks & Gardens service be requested to reduce the height of the hedge from Station Road into Curlew Drive as an urgent safety measure, rather than as proposed in September, and to trim the hedge so that pedestrians including parents with pushchairs and young children walking were not forced into the carriageway.
- (iv) further to minute 132(b)(i)2 of 10 October 2023, the need for a 30mph speed limit on the B1261 from Centurion Way to beyond both ends of Byward Drive, Crossgates be again raised with North Yorkshire Council Highways service.

47 **PLANNING MATTERS**

(a) **Planning Applications**

(i) **Applications considered and resolved under delegation**

RESOLVED that, further to Standing Order 15(b)(xv), the following planning application responded to and the response made to the Planning Authority under delegation since the last meeting be noted:

- (1) ZF24/00327/HS Conversion of garage to form annexe, 5 Bry Hills, Seamer.

Resolved that no objection and no comment be raised.

48 **OUTSIDE BODIES**

(a) **Seamer Sports Association**

The Council considered a verbal report by Councillor Sykes.

RESOLVED that:

- (i) further to minute 22(c)(ii)(2)(b) of the last meeting, Councillor Sykes' declared other interest and the Council's approved dispensation from restrictions on participation in discussion and voting in this matter be noted.

(ii) it be noted:

- (1) the Annual General Meeting had been held on 30 May 2024 and a new management committee with more members appointed.
- (2) members were preparing applications and engaging with North Yorkshire Council over proposed bids and plans for Section 106 funding.

(b) **Crossgates Community Centre**

The Council considered verbal reports by Councillors Coulson and Wallis.

RESOLVED that:

- (i) further to minutes 176(b)(i) of 9 January 2024 & 22(c)(ii)(3) of the last meeting, Councillors Wallis and Coulson's declared other interests and the Council's approved dispensations from restrictions on participation in discussion and voting in this matter be noted.
- (ii) it be noted the Christmas Community Carol Singing would be held at 7.00pm on Sunday 15 December 2024, for which a St Martin's Church representative was requested to lead and Simply Brass had been booked.

- (iii) a contribution from the Council be considered at the September meeting, along with other arrangements for Christmas.

49 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 received and approved.
- (ii) the following further payments be approved, subject to inclusion on the schedule for the next meeting:
 - (1) to reimburse the clerk in the sum of £6.00 for a further HM Land Registry title register and plan.
 - (2) to reimburse Mr G Milner in the sum of £60.98 for plants and compost for the planters at Crossgates Community Centre.

(b) Internal Audit Recommendations

Further to minute 32(c) of the last meeting, the Council considered a report by the Clerk and Responsible Financial Officer concerning the recommendations of the Internal Auditor (IA) 2023/24, contained in their detailed report of 27 April 2024.

RESOLVED that:

- (i) the report be received.
- (ii) further to minutes 185 (b)(ii)(2), (3) & (9) and (iii) of 9 January 2024, the Council continue to consider its system of internal control be effective, and consider the IA's Recommendations 1, 2, 3 & 10 be disproportionate to the Council's requirements and not implemented.
- (iii) further to the IA's Recommendations 4 & 7 and minute 45(d) of this meeting:
 - (1) the Council's Risk Assessment and Management incorporating Health & Safety Policy and Procedure be amended to include:
 - (a) the Risk Factor Method matrix.
 - (a) within the Business Continuity controls, the Council's membership of Yorkshire Local Councils Associations (YLCA) for professional advice, including employment advice for appointing to a vacancy for Clerk and/or Responsible Financial Officer, whether on an interim or substantive basis.
 - (2) the Council consider adopting the YLCA template for business continuity be disproportionate to the Council's requirements and not implemented.
- (iv) the Council consider its Asset Inspection Schedule to be sufficiently clear to inform the Council, with the existing Status (Poor/Medium/Good description with Red/Amber/Green colour) and Priority (High/Medium-High/Medium/Low description with Red/Gold/Amber/Green colour) ratings alongside one or more supporting narrative reports where relevant and, accordingly, the IA's Recommendation 5 be disproportionate to the Council's requirements and not implemented.
- (v) further to the IA's Recommendation 6, the Council consider approving and adopting Data Protection / General Data Protection Regulation (GDPR) policies, procedures and practices at the next meeting.
- (vi) further to the IA's Recommendation 8, the Council consider upgrading to a .gov.uk website and associated emails once the Council's website provider became a registered .gov.uk domain host, which was in process.
- (vii) further to the IA's Recommendation 9, the Council consider the Clerk & Responsible Financial Officer's contract of employment and terms & conditions at the next meeting.
- (viii) further to the IA's Recommendation 11 and minute 32(h) of the last meeting, it be noted the Chairman's Allowance be discontinued.
- (ix) further to the IA's Recommendation 12, the Council consider approving and adopting a method of asset valuation at the next meeting.

(c) Financial Regulations

RESOLVED that, further to minute 198(a)(ii) of 13 February 2024, this matter be deferred to the next meeting, to consider approving and adopting updated Financial Regulations, based on the 2024 revised National Association of Local Councils (NALC) model template.

(d) Community Fund

Further to minute 218(b)(ii) of 12 March 2024, the Council considered an application by Seamer and Irton War Memorial Hall for a contribution towards a replacement boiler.

RESOLVED that:

- (i) it be noted the Council had not budgeted for Community Fund grants in the current financial year, following having made significant grants from its reserves, including to the Memorial Hall in 2 of the last 3 financial years and having had to commit substantial sums to the Council's land & property arrangements in the current financial year.
- (ii) the application be not approved.
- (iii) the Chairman of the Memorial Hall be advised to re-apply to the Council in November 2024 for consideration by the Council for the next financial year's budget, if it was not possible for the Memorial Hall to fund or secure the funds to replace the boiler in the meantime.
- (iv) Councillor Phillips' offer to discuss a contribution to replace the boiler under North Yorkshire Council's Locality Budget funding in the current financial year with the Chairman of the Memorial Hall be noted, with thanks.

50 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) which was likely to reveal the identity of an individual [*minutes 51(b)(ii)*].
- (b) relating to the financial or business affairs of any particular person (including the authority holding that information) [*minutes 51 - 55*].
- (c) in respect of which a claim to legal professional privilege could be maintained in legal proceedings [*minute 51(a)*].

51 OLD SCHOOL (YOUTH CENTRE) & HOUSE**(a) Old School (Youth Centre) Lease**

Further to minute 34(a) of the last meeting, the Council considered correspondence by the clerk to the Chair of the Trustees of Seamer Pre-School.

RESOLVED that the points on which it was understood there be agreement in principle with the Trustees of Seamer Pre-School for its future use of the Old School, subject to the Trustees' confirmation, be noted.

(b) Maintenance**(i) Roofing**

RESOLVED that, further to minutes 157(a)(i)(2)(b) of 14 November 2023 and 34(b)(i) of the last meeting, the following be noted:

- (1) completion of the Old School outstanding works by JW Joinery Ltd.
- (2) under Financial Regulations 4.1.f) & 11.1.a) iv. and Standing Order 15.b xvii, as extensions to the existing contract with JW Joinery Ltd, under the general urgency delegation of the Council:
 - (a) acceptance of a verbal estimate of 17 May and the placing of an order verbally on 20 May, confirmed by e-mails of 23 May and 28 May 2024, respectively, for considerable re-pointing to the ridge and chimneys, re-sealing of a valley and repairs to flashing on the Old School, whilst the outstanding works were being undertaken, in consultation with the Chairman & Vice-Chairman.
 - (b) acceptance of estimates of 23 May and the placing of orders on 28 May 2024, in consultation with all Members and then the Chairman & Vice-Chairman:
 - (i) to re-roof the flat roofs of the Old School.

(ii) to replace slipped and missing slates, remove all undergrowth from and re-launch the top of the chimney stack and fix gutter stop ends to the Old School House.

- (3) under Financial Regulation 4.1.f) and Standing Order 15.b xvii, under the general urgency delegation of the Council in consultation with all Members and then the Chairman & Vice-Chairman, to commit a further £7,250 of reserves to the Old School/House Repairs/Improvements budget.
- (4) in the spirit of Standing Order 3s, at Councillor Coulson's request, Councillors' views, For or Against, when consulted on the matters referred to in minutes 51(b)(i)(2)(b)(i) & (ii) and (3) of this meeting be recorded, being:
 - (a) FOR: Councillors Groves, Milner, Sykes, Stockdale, Wallis and White.
 - (b) AGAINST: Councillor Coulson.
- (5) Councillor Phillips' offer to contribute £2,500 to re-roofing the flat roofs of the Old School under North Yorkshire Council's Locality Budget funding, in support of the Parish Council's support to Seamer Pre-School and Seamer & Irton Rainbows, Brownies and Guides, be accepted with thanks.

(ii) Old School House Internal Maintenance

Further to minutes 13(b)(ii)(ix) of 9 April 2024 and 34(b)(ii) of the last meeting, the Council considered correspondence from the Agent.

RESOLVED that the Agent's explanation be received and accepted.

(iii) Future Maintenance

RESOLVED that, further to minutes 224 of 12 March 2024 and 13(b)(ii)(ii) - (viii) & (x) of 9 April 2024, a condition survey of the Old School and Old School House be undertaken to inform a maintenance schedule for inclusion in the Council's forward plan.

52 PUBLIC SEATS

Further to minutes 190(b)(ii)(2) of 9 January 2024 and 35(ii)(2) of the last meeting, the Council considered arrangements for public seats.

RESOLVED that:

- (i) under Standing Order 23 the Chairman & Vice-Chairman be authorised to sign the overarching Licence with North Yorkshire Council to erect and maintain benches and noticeboards within the Parish Council's area and the Proper Officer to witness their signatures.
- (ii) it be noted North Yorkshire Council had agreed to refurbish bench 2 at the Recreation Ground, albeit no timescale could be specified for undertaking the works.
- (iii) Neil Barnes Landscape Services' estimate for the refurbishment of benches 1 & 3 – 8, as follows, be accepted and the works awarded accordingly:
 - (1) B1261 Scarborough Road near Pasture Lane, Seamer.
 - (3) Back corner of The Green, right hand side near picnic bench.
 - (4) Back corner of The Green, left hand side near electricity bunker.
 - (5) Left hand side of The Green, right hand side of front two near seesaw.
 - (6) Left hand side of The Green, left hand side of front two near multi-play.
 - (7) Crab Lane.
 - (8) B1261 Byways roundabout, north side.

53 PLAYGROUNDS, OUTDOOR GYMS AND EQUIPMENT

Further to minutes 130(iv)(2) of 8 February 2022, 173(a)(i)(4) & (5) of 12 December 2023 and 36(ii) of the last meeting, the Council considered arrangements for playgrounds, outdoor gyms and related equipment.

RESOLVED that:

- (i) under Standing Order 23 the Chairman & Vice-Chairman be authorised to re-sign the Licence with North Yorkshire Council, formerly Scarborough Council, for the use of land off Magpie Garth, Crossgates to erect and maintain an outdoor gym and base/grass matting, and the Proper Officer to witness their signatures.

- (ii) the clerk be delegated to accept quotations and place orders for the following maintenance, in consultation with all Members and then the Chairman and Vice-Chairman:
 - (1) Maintenance of the Multiplay-Toddler and Rocker - Seesaw - Gullwing at The Green.
 - (2) Maintenance of the Multiplay at the Recreation Ground.
 - (3) Replacement fittings for the Rocker - Seesaw - Multipondo at the Recreation Ground.
- (iii) the Council consider quotations received for the following development options at the next meeting, for action and/or inclusion in the Council's forward plan:
 - (1) maintenance or replacement of the Swing Tyre at the Recreation Ground.
 - (2) replacement of the entire playground equipment at the Recreation Ground.
 - (3) provision to meet the needs of disabled children at The Green.

54 ASSET INSPECTION SCHEDULE

Further to minute 36(ii) of the last meeting, the Council considered the Asset Inspection Schedule and Playground Routine Inspection Checklists of 31 March 2024.

RESOLVED that the Asset Inspection Schedule and Playground Routine Inspection Checklists of 31 March 2024 be received and noted.

55 BUILDING DEVELOPMENT AT MEADS LANE, CROSSGATES

RESOLVED that, further to minute 37(ii) of the last meeting, a planning complaint be made in respect of the apparently unauthorised building development at Meads Lane, Crossgates.

The meeting closed at 8:46 pm

The next ordinary meeting of the Council will be held at Crossgates Community Centre, Curlew Drive, Crossgates, Scarborough, YO12 4TP, on 9 July 2024 commencing at 7.00pm

Chairman

9 July 2024