



# SEAMER PARISH COUNCIL

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**MINUTES:** of the Meeting of the Council held at Crossgates Community Centre, Curlew Drive, Crossgates, Scarborough, YO12 4TP on 9 July 2024 commencing at 7.00pm.

**PRESENT:** Councillor L Wallis (Chairman) in the Chair;  
Councillors M Coulson, A Groves, J Stockdale, M Sykes and J White;  
North Yorkshire Councillor H Phillips, 3 members of the public and the clerk.

## 56 APOLOGIES FOR ABSENCE

RESOLVED that:

- (i) apologies for absence given in advance of the meeting by Councillor V Milner (Vice-Chairman) be received.
- (ii) the previously circulated reasons given for absence by Councillor Milner be approved.
- (iii) it be noted Councillor Coulson was absent.

## 57 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.

## 58 MINUTES

RESOLVED that the previously circulated minutes of the meeting of the Council held on 11 June 2024 be approved as a correct record and signed by the Chairman.

## 59 PUBLIC PARTICIPATION

None.

## 60 REPORT OF NORTH YORKSHIRE COUNCILLOR H PHILLIPS

The Council considered a verbal report by Councillor Phillips, including:

- (a) Review of school transport in the context of increased forecast expenditure for pupils with special educational needs and disabilities (SEND) from £27 million to £50 million, which may impact pupils without SEND attending non-local schools by choice eg Lady Lumbley's School.

*Councillor Coulson joined the meeting during discussion of this item and apologised for lateness*

- (b) Review of North Yorkshire Councillor Divisions, noting the current Seamer, Cayton and Derwent Valley divisions had relatively low numbers of electors.
- (c) Further consideration of the Ward areas for the future Scarborough Town Council.
- (d) Development and devolution following election of the first Mayor of York and North Yorkshire Combined Authority.
- (e) Further to minute 40 of the last meeting, issues in advance of the Seamer Horse Fair.
- (f) Planning matters.
- (g) Continued plans by Ayton & Snainton Medical Practice to close Seamer Surgery, despite the increased population & Section 106 health funding from Linden Homes' Northfield Meadows.

RESOLVED that the verbal report be received with thanks.

## 61 JUBILEE ALLOTMENTS

### (a) Tenants' Participation

The Council considered the following matter raised by a Tenant:

- (i) Risk of accident to vehicles turning into the Jubilee Allotments site.

RESOLVED that Councillor Phillips' offer to request North Yorkshire Council Highways install "vehicles turning" warning signs for the Jubilee Allotments be accepted with thanks.

**62 POLICIES AND PROCEDURES****(a) Policy on Recording at Council Meetings & Parish Meetings**

Further to Standing Order 5.I. & minute 85(b) of 8 August 2023, the Council reviewed its Policy on Recording at Council Meetings & Parish Meetings.

RESOLVED that the Policy on Recording at Council Meetings & Parish Meetings continue to be approved without amendment.

**(b) Press and Media Policy**

Further to Standing Order 5.I. and minute 85(a) of 8 August 2023, the Council reviewed its Press and Media Policy and considered approving and adopting an updated policy.

RESOLVED that the updated Press and Media Policy, based on the 2024 revised National Association of Local Councils' model template, be approved and adopted.

**(c) Data Protection policies, procedures and practices**

Further to the Internal Auditor's Recommendation 6 and minute 49(b)(v) of the last meeting, the Council considered approving and adopting the following Data Protection policies, procedures and practices:

**(i) Employer Data Protection Policy**

RESOLVED that the Employer Data Protection Policy be approved and adopted.

**(ii) General Privacy Notice**

RESOLVED that the General Privacy Notice be approved and adopted.

**(iii) Privacy Notice for Staff, Councillors and Role Holders**

RESOLVED that the Privacy Notice for Staff, Councillors and Role Holders be approved and adopted.

**(iv) Records Management and Document Retention Policy**

RESOLVED that the Records Management and Document Retention Policy be approved and adopted.

**63 COMMUNITY EVENTS AND ENGAGEMENT****(a) Best Kept Garden Competition**

Further to minutes 55 of 11 July 2023 and 103 of 12 September 2023, the Council considered whether to continue to hold and, if held, arrangements for a Best Kept Garden Competition.

RESOLVED that:

(i) Councillor Stockdale's offer to judge and Councillors Groves & Wallis's offers to assist with a Best Kept Garden and Allotment Competition 2024 be accepted with thanks.

(ii) arrangements for a Best Kept Garden and Allotment Competition 2025 be considered at the March 2025 meeting of the Council.

**(b) Christmas Best Decorated Property Competition**

Further to minute 131(c) of 10 October 2023, the Council considered whether to hold and, if held, arrangements for a Christmas Best Decorated Property Competition.

RESOLVED that:

(i) a Christmas Best Decorated Property Competition be held in 2024.

(ii) arrangements for the Christmas Best Decorated Property Competition 2024 be considered at the September 2024 meeting of the Council.

**(c) Other options for community events and engagement**

The Council considered options for, whether to hold and, if held, arrangements for other community events and engagement.

RESOLVED that:

(i) a small 'flyer' promoting the Council's annual meetings and events be developed.

(ii) costs for printing & distributing a 'flyer' to households in the Council's area be explored.

(iii) a 'meet your Councillor' coffee morning style event be further considered.

(iv) Councillor Phillips' offer to participate in a joint 'meet your Councillor' event with Parish Councillors be accepted with thanks.

- (v) the establishment of a Community Events and Engagement Working Group, terms of reference and Councillors' membership be considered at the next meeting.

## 64 CORRESPONDENCE

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

- (a) Monthly Police Report.
- (b) Further to minutes 169(c) & 173(b)(vi) of 12 December 2023 and 49(a)(i) of the last meeting, thanks from St Martin's Church for the contribution to Churchyard Maintenance.
- (c) Further to minutes 212(ii) & (iii) of 12 March 2024 and 24(ii) of 14 May 2024, the response of North Yorkshire Council Highways service concerning verge parking and horses soiling the footpath on the B1261 at Crossgates.
- (d) A request to hold a fundraising event at The Green in support of Scarborough UTC students, living within the Council's area, competing in the F1 In School competition world finals.

RESOLVED that:

- (i) the correspondence and report be received.
- (ii) the St Martin's Church Parochial Church Council be written to expressing concern at the precarious angle of several gravestones.
- (iii) a fundraising event at The Green, Seamer, in support of Scarborough UTC students living within the Council's area competing in the F1 In School competition world finals be agreed in principle, subject to confirmation of further details and consultation with the Council's insurers.

## 65 PLANNING MATTERS

None.

## 66 OUTSIDE BODIES

### (a) Yorkshire Local Councils Associations (YLCA)

The Council considered a verbal report by Councillor Sykes.

RESOLVED that:

- (i) the following be noted:
  - (1) further to minutes 22(c)(ii)(1) & (2)(a) of 14 May 2024, Councillors Wallis and Sykes' declared other interests and the Council's approved dispensations from restrictions on participation in discussion and voting in this matter.
  - (2) the reported experiences of some Councillors in other Town and Parish Councils.
  - (3) North Yorkshire Council's appointment of a Parish Council Liaison Officer.
- (ii) the Council be not represented at the YLCA Joint Annual Meeting.
- (iii) Councillor Phillips' offer to feedback relevant information from the YLCA Joint Annual Meeting be accepted with thanks.

### (b) Seamer Sports Association

Further to minutes 127(b)(iv) of 8 February 2022 and 169(c)(ii) of 10 January 2023, the Council considered a request from the Chairwoman of Seamer Sports Association for a letter in support of the Association's plans for use of the Section 106 funding for Sports Facilities/Open Space in Seamer, from Linden Homes' Northfield Meadows development.

RESOLVED that:

- (i) the following be noted:
  - (1) further to minute 22(c)(ii)(2)(b) of 14 May 2024, Councillor Sykes' declared other interest and the Council's approved dispensation from restrictions on participation in discussion and voting in this matter.
  - (2) the Section 106 funding for Sports Facilities/Open Space in Seamer, from Linden Homes' Northfield Meadows development was circa £175,000.
  - (3) the then Scarborough Borough Council had advised the Parish Council it would be consulted on priorities/allocation of S.106 funding for Sports Facilities/Open Space.
  - (4) Seamer Sports Association had repeatedly been advised to prepare a detailed, costed business case, in readiness for the availability of Section 106 funding.

- (ii) Seamer Sports Association be requested to provide and consult the Parish Council on the detail of its application, business case and plans to North Yorkshire Council, to inform the Parish Council's consideration of its priorities and support for Section 106 funding for Sports Facilities/Open Space in Seamer from Linden Homes' Northfield Meadows development.
- (iii) North Yorkshire Council be requested to clarify the current stage and process for the consideration of local priorities and allocation of funds.
- (iv) Councillor Phillips' offer to assist with clarifying the current stage and process for the consideration of local priorities and allocation of funds be accepted with thanks.

## 67 FINANCIAL MATTERS

### (a) Financial Regulations

Further to minutes 198(a)(ii) of 13 February 2024 & 49(c) of the last meeting, the Council considered a verbal report by the clerk.

RESOLVED that:

- (i) it be noted the 2024 revised National Association of Local Councils (NALC)'s model template Financial Regulations had been significantly re-structured and amended, including several options to be tailored to the needs of individual Councils, for example for procurement and delegation arrangements.
- (ii) updated draft Financial Regulations based on the 2024 revised (NALC) model template be forwarded to all Members, with key options and recommendations highlighted, to be received on or before 30 July 2024 for consideration of approval and adoption at the next meeting.

### (b) Asset Register

Further to minute 32(a)(ii) of 14 May 2024, the Internal Auditor's Recommendation 12 and minute 49(b)(ix) of the last meeting, the Council considered approving and adopting an updated Asset Register, incorporating an Asset Register and Disposal Policy:

RESOLVED that:

- (i) the Asset Register and Disposal Policy be approved and adopted.
- (ii) the updated Asset Register, including but not totalling the values of Seamer and Irton War Memorial Hall and Crossgates Community Centre, be approved and adopted.
- (iii) further to minute 172(viii) of 12 December 2023, Cranswicks be instructed to include market valuation assessments of Seamer and Irton War Memorial Hall and Crossgates Community Centre in future valuations and reviews of the Council's property and land assets.

### (c) 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) payment to the Friends of Seamer Village in the sum of £5.00 be approved, for electricity during the Strawberry Cream Teas held on The Green on 7 July 2024, subject to inclusion on the schedule for the next meeting.

## 68 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 and consultations or negotiations in connection with any labour relations matter arising between the authority and an employee [*minute 71*].
- (b) which was likely to reveal the identity of an individual [*minutes 69(b)(i) & (ii)*].
- (c) relating to the financial or business affairs of any particular person (including the authority holding that information) [*minutes 69 - 71*].
- (d) in respect of which a claim to legal professional privilege could be maintained in legal proceedings [*minute 69(a)*].

**69 OLD SCHOOL (YOUTH CENTRE) & HOUSE**

RESOLVED that, further to minute 22(c)(i)(4) of 14 May 2024, an application for dispensation by Councillor Stockdale be received and approved from restrictions on participation in discussion and voting, as the Council's representative to the Seamer & District Youth Centre Management Committee, until the next Annual Meeting of the Council to be arranged and held in May 2025, to be able to report on and represent the Council on business relating to and/or affecting Seamer & District Youth Centre.

**(a) Old School (Youth Centre) Lease**

RESOLVED that, further to minute 51(a) of the last meeting, the following be noted:

- (i) confirmation of the points agreed in principle with the Trustees of Seamer Pre-School.
- (ii) instruction of the points agreed in principle with the Trustees of Seamer Pre-School as 'header terms' to the Council's solicitor, as the basis for preparing a draft lease.

**(b) Maintenance****(i) Old School (Youth Centre) Gateway Entrance**

RESOLVED that:

- (1) it be noted the central gate pillar had been accidentally knocked down by a vehicle, and consequent decisions taken under Financial Regulation 4.1.f) and Standing Order 15.b xvii, under the general urgency delegation of the Council:
  - (a) further to minute 118(a)(i) of 12 September 2023, in consultation with all Members and then the Chairman & Vice-Chairman, to have the pillar and pedestrian gate removed permanently, and attempt to sell the pedestrian gate with the larger gates.
  - (b) under Financial Regulation 11.1.a) iv. as an extension to the existing contract with JW Joinery Ltd, in consultation with the Chairman & Vice-Chairman, to place an order with JW Joinery Ltd to urgently make safe, then permanently remove the gate pillar and pedestrian gate and reinstate the drive surface.
  - (c) in consultation with the Chairman & Vice-Chairman, to proceed with a third-party claim via the Council's insurers.
- (2) Seamer Pre-School be consulted about the installation of a railing to protect pedestrians from vehicles entering and leaving the Old School.
- (3) further to minute 69(b)(i)(2), above, subject to the response of Seamer Pre-School, quotations be sought for the manufacture and installation of a railing to protect pedestrians from vehicles entering and leaving the Old School.

**(ii) Old School House Internal Maintenance**

Further to minutes 13(b)(ii)(ii) – (iv), (vi) & (viii) – (ix) of 9 April 2024, the Council considered:

- (1) a verbal report by Councillor Groves, following inspection with the Agent.
- (2) a quotation to re-plaster and re-decorate a bedroom wall.
- (3) an e-mail recently received from the Agent, which was forwarded to Councillors during the meeting and reported by the clerk.

RESOLVED that:

- (i) Very Handy Property Services quotation to re-plaster and re-decorate a bedroom wall be accepted and the Agent instructed to place the order.
- (ii) the Agent be requested to arrange:
  - 1. replacement of the kitchen tap.
  - 2. replacement of the downstairs toilet door.
  - 3. easing/trimming the bottom, re-securing a panel and re-hanging of the lounge door.

**70 PLAYGROUNDS, OUTDOOR GYMS AND EQUIPMENT**

Further to minutes 53(ii) - (iii) & 54 of the last meeting, the Council consider quotations received for:

- (a) maintenance of the Multiplay-Toddler and Rocker - Seesaw - Gullwing at The Green.

- (b) replacement of the entire playground equipment at the Recreation Ground.
- (c) provision to meet the needs of disabled children at The Green.

RESOLVED that:

- (i) it be noted
  - (1) quotations were awaited for:
    - (a) maintenance of the Multiplay at the Recreation Ground to remove graffiti, to be undertaken at the same time as the maintenance at The Green.
    - (b) replacement post caps and footrest caps for the Rocker - Seesaw - Multipondo at the Recreation Ground.
    - (c) maintenance options for replacement of the chains, tyre and grass matting for the Swing Tyre at the Recreation Ground.
  - (2) the maintenance of the the Multiplay-Toddler & Rocker - Seesaw - Gullwing at The Green and the Multiplay, Swing Tyre & Rocker - Seesaw - Multipondo at the Recreation Ground were recommended on inspection by RoSPA Play Safety and/or the clerk.
  - (3) the replacement of the entire playground equipment at the Recreation Ground and additional provision to meet the needs of disabled children at The Green were for consideration for the Council's forward plan.
- (ii) the quotations be not accepted.
- (iii) no further quotations be sought.
- (iv) Councillor Stockdale's offer to re-inspect the Multiplay-Toddler & Rocker - Seesaw - Gullwing at The Green and the Multiplay & Swing Tyre at the Recreation Ground, and consider and report to the Council on alternative options for their maintenance be accepted with thanks.

#### **71 CLERK & RFO'S CONTRACT OF EMPLOYMENT AND TERMS & CONDITIONS**

Further to the Internal Auditor's Recommendation 9 and minute 49(b)(vii) of the last meeting, the Council considered a verbal report by the Chairman.

RESOLVED that:

- (a) the verbal report be received with thanks.
- (b) the Chairman and the clerk's meeting with and receipt of guidance for consideration from the Yorkshire Local Councils Associations (YLCA) be noted.
- (c) a Staffing Committee be not established.
- (d) the YLCA's guidance be forwarded to all Members.
- (e) this matter be deferred for consideration at the next meeting.

*The meeting closed at 9:18 pm*

The next ordinary meeting of the Council will be held at Seamer & Irton War Memorial Hall, Main Street, Seamer, Scarborough, YO12 4QD, on 13 August 2024 commencing at 7.00pm

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*Chairman*

*13 August 2024*