



SEAMER PARISH COUNCIL

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MINUTES: of the Annual Meeting of the Council held at Crossgates Community Centre, Curlew Drive, Crossgates, Scarborough, YO12 4TL on 14 May 2024 commencing at 7.00pm.

PRESENT: Councillor L Wallis (Chairman) in the Chair;
Councillors M Coulson, V Milner (Vice-Chairman), M Sykes and J White;
North Yorkshire Councillor H Phillips, 3 members of the public and the clerk.

17 APPOINTMENT OF CHAIRMAN 2024/25

Councillor Milner proposed Councillor Wallis as Chairman, adding that Councillor Wallis was the best Chairman the Council had ever had, which was seconded by Councillor Coulson.

RESOLVED that Councillor Wallis be appointed Chairman for 2024/25.

18 DECLARATION OF ACCEPTANCE OF OFFICE

The Chairman signed her Declaration of Acceptance of Office.

19 APPOINTMENT OF VICE-CHAIRMAN 2024/25

Councillor Coulson proposed Councillor Milner as Vice-Chairman, seconded by Councillor Sykes.

RESOLVED that Councillor Milner be appointed Vice-Chairman for 2024/25.

20 APOLOGIES FOR ABSENCE

RESOLVED that:

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

21 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.
- (iii) 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 on matters concerning the Jubilee Allotments be noted in respect of agenda items 6(b)(i)(1) and 10 [minutes 22(b)(i) and 26] of this meeting.

22 APPOINTMENTS OF MEMBERS 2024/25

(a) Appointment of Members with responsibility for Financial Controls

(i) Signatories

RESOLVED that, under Financial Regulations 6.3-6.6, 6.10, 6.15 & 6.16, Councillors Milner, Wallis and White continue to be the appointed Member signatories for the bank mandate to approve transactions, with the clerk for online inputting only.

(ii) Reconciliation Verifier

RESOLVED that, under Financial Regulation 2.2, Councillor Coulson be appointed to verify bank reconciliations by signing the reconciliations and original bank statements as evidence of verification and reporting this, including any exceptions, to the full Council.

(b) Appointment of Working Group Chairmen and Members

(i) Allotments Working Group

RESOLVED that further to minute 69(b)(ii) of 12 January 2021 and under paragraphs 2(a) & (b) of the Terms of Reference, Councillors Milner, Wallis and White be the appointed Members of the Allotments Working Group for 2024/25.

(ii) Centurion Way Community Woodland Working Group

RESOLVED that further to minute 100(ii) of 14 December 2021 and under paragraphs 2(a)(i) - (iii) of the Terms of Reference, Councillor White be an appointed Member & Chairman and Councillor Coulson an appointed Member of the Centurion Way Community Woodland Working Group for 2024/25.

(iii) Seamer and Crossgates Health & History Trails Working Group

RESOLVED that further to minute 24(a)(i) of 10 August 2021 and under paragraph 2(a) of the Terms of Reference, it be noted Councillor Milner continued to be a Member & Chairman of the Seamer and Crossgates Health & History Trails Working Group.

(iv) Community Award Working Group

RESOLVED that further to minute 10(b) of 11 April 2023 and under paragraph 2(a)(i) of the Terms of Reference, it be noted the Chairman and Vice-Chairman be appointed Members of the joint Community Award Working Group with the Chairman and Vice-Chairman, if appointed, of Irton Parish Council.

(c) Appointment of Representatives on Outside bodies & arrangements for reporting back

RESOLVED that:

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

- | | |
|---|------------------------------|
| (1) Yorkshire Local Councils Associations (YLCA) Scarborough Branch | Councillors Wallis and Sykes |
| (2) Crossgates Community Centre (Management Committee) | Councillor Coulson |
| (3) Seamer & Irton War Memorial Hall (Management Committee) | Councillor White |
| (4) Seamer & District Youth Centre (Management Committee) | Councillor Stockdale |
| (5) Seamer Sports Association (Management Committee) | Councillor Sykes |

(ii) the following applications for dispensation from restrictions on participation be received and approved:

- (1) by Councillor Wallis, from restrictions on participation in discussion and voting, as one of the Council's two representatives to the Yorkshire Local Council Associations (YLCA) Scarborough Branch, 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 the Yorkshire Local Council Associations (YLCA) Scarborough Branch.
- (2) by Councillor Sykes:
 - (a) from restrictions on participation in discussion and voting, as one of the Council's two representatives to the Yorkshire Local Council Associations (YLCA) Scarborough Branch, 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 the Yorkshire Local Council Associations (YLCA) Scarborough Branch.
 - (b) from restrictions on participation in discussion and voting, as the Council's representative to the Seamer Sports Association 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 Sports Association.
- (3) by Councillor Coulson, from restrictions on participation in discussion and voting, as the Council's representative to the Crossgates Community Centre Management Committee and therefore a Trustee of Crossgates Community Centre as a Charity and also the Vice Chair for the current year, 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 Crossgates Community Centre.

- (4) by Councillor White, from restrictions on participation in discussion and voting, as the Council's representative to the Seamer & Irton War Memorial Hall Management Committee and therefore a Trustee of Seamer & Irton War Memorial Hall as a Charity, 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 & Irton War Memorial Hall.

23 MINUTES

RESOLVED that the previously circulated minutes of the meeting of the Council held on 9 April 2024 be approved as a correct record and signed by the Chairman.

24 PUBLIC PARTICIPATION

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

- (a) Lack of visibility for drivers exiting the Byways roundabout down Curlew Drive, Crossgates due to the high hedge, endangering pedestrians crossing the road.
- (b) Further to minute 212(ii) of 12 March 2024, a further vehicle parking on the verge on the east side of the B1261, between Byward Drive and the A64 Musham Bank roundabout.

RESOLVED that:

- (i) it be noted correspondence had been received, too late for this meeting, concerning visibility for drivers exiting the Byways roundabout down Curlew Drive, Crossgates and the risk to pedestrians crossing the road, which would be included on the agenda for the next meeting.
- (ii) Councillor Coulson provide the image of the further vehicle parking on the verge to the clerk, for reporting to North Yorkshire Council Highways service and Councillor Phillips.

25 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) larger signs were to be provided to encourage the use of Park & Ride services.
 - (2) increased clearing of roadside gullies had been requested.
 - (3) action could only be taken against those putting inappropriate waste down roadside gullies if sufficient, timely evidence was provided to support this.
 - (4) Councillor Phillips had been appointed Executive Member for Corporate Services including Parish liaison.
- (iii) Councillor Phillips offer to request refuse collections avoid school drop off and pick up times in the Pasture Lane, Seamer area be accepted with thanks.

26 JUBILEE ALLOTMENTS

(a) 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 matters resolved under delegation since the last meeting.

RESOLVED that:

- (i) the report be received.
- (ii) it be noted the following decisions 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/shelter 3' wide x 6' long x 6' high be approved on a plot, subject to being placed on concrete slabs and not overshadowing any neighbouring plot.
 - (2) a shed up to 10' long x 8' wide x 6' high be approved on a plot, subject to being placed on an existing gravel area to the top right of the plot with no gaps under it, and not overshadowing any neighbouring plot.

(b) Tenants' Participation

None.

27 COMMUNITY AWARD FOR SEAMER, CROSSGATES AND IRTON

RESOLVED that it be noted, under delegation under paragraph 3(a) of the Terms of Reference of the joint Community Award Working Group with Irton Parish Council, the Community Award for 2024/25 was awarded to Mrs M Parnell in recognition of her significant contribution to life in the community, including as a Councillor, Chairman and Vice-Chairman of Irton Parish Council, Church Warden of St Martin's Church, Seamer and Trustee of Seamer & Irton War Memorial Hall.

28 PUBLICATION SCHEME

RESOLVED that, further to minute 7 of the last meeting, the Publication Scheme, as amended alongside updating of the Council's website, be received and adopted.

29 CORRESPONDENCE

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

- (a) Monthly Police Report.

RESOLVED that the report be received.

30 PLANNING MATTERS**(a) Planning Applications****(i) Planning Application NY/2017/0269/ENV - Decision Notice C4/17/02418/CC**

RESOLVED that the decision of the Planning Authority be noted.

(b) North Yorkshire Council Local Plan - Call for Sites

RESOLVED that the Planning Authority's notification of the commencement of its Call for Sites be noted.

31 OUTSIDE BODIES**(a) Crossgates Community Centre**

The Council considered a verbal report by Councillor Coulson.

RESOLVED that:

- (i) further to minutes 176(b)(i) of 9 January 2024 & 22(c)(ii)(3) of this 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 Annual General Meeting held on Wednesday 24 April 2024 included:
- (1) a report of a very good schedule of regular bookings for the centre.
 - (2) a report of a healthy balance sheet.
 - (3) appreciation expressed to the officers of the centre management committee, including Councillor Wallis as its Chairman, and to the Council and Councillor Phillips for their support.

32 FINANCIAL MATTERS**(a) Asset Register**

RESOLVED that, further to minute 172(ix) of 12 December 2023:

- (i) corrected totals for Property & Land and the Total, to include the value of Seamer and Irton War Memorial Hall Car Park be approved.
- (ii) the need to further amend the Asset Register to include but not total the values of Seamer and Irton War Memorial Hall and Crossgates Community Centre be noted.

(b) Budget Update 2023-2024

RESOLVED that, further to minute 11(c)(i) of the last meeting:

- (i) under Financial Regulation 2.2, further to minute 185(b)(ii)(9) of 9 January 2024, it be noted Councillor Stockdale verified and signed the bank reconciliations and bank statements for 1 December 2023 to 31 March 2024 on 14 April 2024, with no exceptions to report.
- (ii) the Budget Update for the outturn of 2023-2024 be noted.

(c) Annual Internal Audit Reports 2023/24

RESOLVED that the Annual Internal Audit Reports 2023/24 be received and noted.

(d) Annual Governance Statement 2023/24

RESOLVED that the Annual Governance Statement 2023/24:

- (i) be received.
- (ii) explanations of discrepancies with the Annual Internal Audit Reports:
 - (1) concerning Line 4 of the Annual Governance Statement be received and approved.
 - (2) concerning Line 9 of the Annual Governance Statement and Lines 11a & 11b of the Accounting Statements:
 - (a) be received.
 - (b) be amended in the final paragraph to refer to “paragraphs 1.41, 2.30 & 5.109 of Proper Practices” and “sole managing trustee of a trust/charity”.
 - (c) then be approved concerning Line 9 of the Annual Governance Statement.
- (iii) be approved and signed by the Chairman.

(e) Accounts and Accounting Statements 2023/24

RESOLVED that:

- (i) further to minute 11(c)(ii) of the last meeting, the annual Accounts 2023-2024 be approved.
- (ii) the Accounting Statements 2023/24:
 - (1) be received.
 - (2) explanations of discrepancies with the Annual Internal Audit Reports:
 - (a) further to minute 32(d)(ii)(2) of this meeting, concerning Line 9 of the Annual Governance Statement and Lines 11a & 11b of the Accounting Statements be approved.
 - (b) concerning Lines 1, 7 & 8 of the Accounting Statements:
 - (i) be received.
 - (ii) be amended:
 - 1. in the final paragraph on the first page to refer to “Paragraph 5.199 of Proper Practices”.
 - 2. to then add a paragraph stating the Council's precepts for 2020/21 to 2023/24 and 2024/25.
 - (iii) then be approved.
 - (3) be approved and signed by the Chairman.

(f) Dates for the period for the exercise of public rights

RESOLVED that:

- (i) the dates for the period for the exercise of public rights be approved as commencing on Monday 3 June 2024 and ending on Friday 12 July 2024.
- (ii) the Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return be amended as to the date of announcement and published on the Council's website on Wednesday 15 May 2024 with the relevant documents.

(g) Expenditure incurred under Section 137, Local Government Act 1972

The Council reviewed its expenditure incurred under Section 137, Local Government Act 1972, being expenditure incurred in the interests of and to bring direct benefit to the Council's area or any part of it, or all or some of its inhabitants, as a power of last resort.

RESOLVED that the Council's expenditure under Section 137, Local Government Act 1972:

- (i) was appropriate for 2022/23, being £7,693.44 Road Safety and £295.00 Road Grit Bins, totaling £7,988.44, well within the maximum permitted amount of £8.82 per elector.
- (ii) was appropriate for 2023/24, being £235.00 Road Safety and £215.00 Road Grit Bins, totaling £450.00, well within the maximum permitted amount of £9.93 per elector.
- (iii) was budgeted appropriately for 2024/25, being £300.00 Road Safety and £250.00 Road Grit Bins, totaling £550.00, well within the maximum permitted of £10.81 per elector.

(h) Chairman's Allowance

RESOLVED that, further to minutes 173(b)(vi) of 12 December 2023 & 11(e) of the last meeting, with reference to Recommendation 11 of the Internal Auditor's detailed report and under Financial Regulation 4.4, the Chairman's Allowance be discontinued and the sum of £125 be vired to the Legal Fees budget.

(i) Accounts for payment and income received

RESOLVED that the accounts received for payment and income received since the last meeting be received and approved.

33 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 34(b)(ii) and 37*].
- (b) relating to the financial or business affairs of any particular person (including the authority holding that information) [*minutes 34 - 37*].
- (c) in respect of which a claim to legal professional privilege could be maintained in legal proceedings [*minute 34(a)*].

34 OLD SCHOOL (YOUTH CENTRE) & HOUSE

Further to minute 13 of the last meeting, the Council considered a verbal report by the clerk.

(a) Old School (Youth Centre) Lease

RESOLVED that it be noted the meeting between the clerk with the Chairman with the Trustees of Seamer Pre-School, to discuss arrangements for the Pre-School's future use of the Old School, was arranged for 17 May 2024.

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

RESOLVED that it be noted JW Joinery Ltd was undertaking the outstanding works during the week of this meeting.

(ii) Old School House Internal Maintenance

RESOLVED that it be noted minutes 13(b)(ii)(ii) - (x) of the last meeting had only recently been notified to the Agent.

35 PUBLIC SEATS

The Council considered a verbal report by the clerk.

RESOLVED that:

- (i) further to minute 190(b)(ii)(3) of 9 January 2024, it be noted a site meeting between the clerk and JW Joinery Ltd was arranged for 17 May 2024, to confirm the siting and arrangements for the additional bench on the green at the top of Curlew Drive, in consultation with the Chairman and Vice-Chairman.
- (ii) further to minutes 15(ii) & (iii) of the last meeting:
 - (1) it be noted enquiries had only recently been made of North Yorkshire Council concerning the wooden bench at the Recreation Ground.
 - (2) quotations be sought to refurbish the Priority 1 (High) public seats, for consideration at the next meeting.

36 PLAYGROUNDS, OUTDOOR GYMS AND EQUIPMENT

Further to minute 138 of 10 October 2023, the Council considered a verbal report by the clerk, following a routine check of the Council's playground and street furniture assets on 31 March 2024.

RESOLVED that:

- (i) it be noted
 - (1) the green metal benches at The Green formed part of the assessment from which quotations were to be sought for refurbishment under minute 35(ii)(2) of this meeting.
 - (2) with thanks, Councillor Stockdale had promptly:

- (a) tightened the Balance Trail red bar fitting at The Green.
 - (b) replaced the Swing-Toddler cradle strop with parts supplied free of charge by the manufacturer under guarantee and re-installed the swing at The Green.
 - (c) repaired the bent red barrier on the Multiplay at the Recreation Ground with fittings supplied free of charge by the manufacturer.
- (3) the wooden bench at the Recreation Ground was as minuted at 35(ii)(1) of this meeting.
- (4) the low priority rubbing down, re-painting and replacement of non-moving post & foot rest caps and medium priority maintenance or replacement of the Swing-Tyre had not been feasible to progress through the winter and poor early spring weather conditions.
- (ii) quotations be sought for consideration at the next meeting for:
- (1) rubbing down and re-painting the Multiplay-Toddler at The Green.
 - (2) removal of, or rubbing down and repainting surfaces affected by, graffiti on the Multiplay at the Recreation Ground.
 - (3) replacement of missing post caps & foot rest caps and a tyre base on the Rocker-Seesaw-Multipondo at the Recreation Ground.
 - (4) options for maintenance or replacement of the Swing Tyre at the Recreation Ground:
 - (a) replacement of the chains and re-surfacing.
 - (b) replacement of the chains, tyre and re-surfacing.
 - (c) replacement of the unit entirely.
 - (5) rubbing down and re-painting, and replacement of seat rubbers on the Rocker - Seesaw - Gullwing at The Green.
- (iii) the Asset Inspection Schedule and Playground Routine Inspection Checklists of and any since 31 March 2024 be received and further considered at the next meeting.

37 BUILDING DEVELOPMENT AT MEADS LANE, CROSSGATES

Further to minute 16(ii) of the last meeting, the Council considered a verbal report by the clerk.
RESOLVED that:

- (i) It be noted:
 - (1) an enquiry made directly to HM Land Registry had not established ownership and responsibility for the unauthorised building development at Meads Lane, Crossgates.
 - (2) a further enquiry was outstanding via Land Registry UK.
- (ii) the making of a planning complaint be considered by the Council at the next meeting.

The meeting closed at 8:18 pm

The next ordinary meeting of the Council will be held at Seamer & Irton War Memorial Hall, Main Street, Seamer, Scarborough, YO12 4QD, on 11 June 2024 commencing at 7.00pm

Chairman

11 June 2024