



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 14 January 2025 commencing at 7.00pm.

PRESENT: Councillor L Wallis (Chairman) in the Chair;
Councillors M Coulson, V Milner (Vice-Chairman) and J White;
York and North Yorkshire Combined Authority's Rail Strategy & Performance Officer on behalf of Yorkshire Coast Community Rail Partnership, 2 representatives of Seamer Sports Association, 1 other member of the public and the clerk.

168 APOLOGIES FOR ABSENCE

RESOLVED that:

- (i) apologies for absence given in advance of the meeting by Councillors A Groves & J Stockdale and North Yorkshire Councillor H Phillips 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.

169 DECLARATIONS OF INTEREST

RESOLVED that, further to minute 155(b)(ii) of the last meeting:

- (i) Councillor Milner's declared other interest as the Council's representative to the Seamer Sports Association Management Committee be received.
- (ii) an application for dispensation by Councillor Milner be received and approved 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.

170 OUTSIDE BODIES

(a) Proposed Yorkshire Coast Community Rail Partnership volunteering, Seamer Station

Further to minute 159(a) of the last meeting, the Council considered a verbal report and responses to its questions by North Yorkshire Combined Authority's Rail Strategy & Performance Officer on behalf of Yorkshire Coast Community Rail Partnership (YCCRP).

RESOLVED that:

- (i) the verbal report be received with thanks.
- (ii) it be noted:
 - (1) safety training and equipment would be provided by the YCCRP's Community Rail Officer before adult volunteers undertook any work on the station.
 - (2) volunteers would be provided with relevant contact details for YCCRP, there was a direct Contact Point to TransPennine Express at the station and emergency services could be contacted in the usual way.
 - (3) shelter was available for volunteers along with members of the public in the waiting shelter or by leaving the station.
 - (4) children may contribute eg via art work or planting prepared at school or other organisations away from the station, for installation by adult volunteers, and may attend the station under close teacher or parent/carer supervision for presentations etc but would not undertake volunteering on the station.
 - (5) proposals for works and installations would be volunteer led, and require approval by TransPennine Express as the operator of the station, via YCCRP, before implementation.
 - (6) a voluntary co-ordinator and small or larger team of volunteers was sought.

- (7) an enquiry had been received from Coast & Vale Community Action (CAVCA) with interest in the volunteering opportunity
- (8) within the meeting a member of the public expressed an interest in volunteering.
- (iii) the Council support and promote the adoption of Seamer Station.
- (iv) publicity material promoting the adoption of Seamer Station, with YCCRP's contact details for prospective volunteers, be requested from YCCRP's Community Rail Officer.

The representative of Yorkshire Coast Community Rail Partnership and a member of the public left the meeting.

(b) North Yorkshire Council Parish Liaison Meeting

Further to minute 159(b) of the last meeting, the Council considered verbal reports by the Chairman and Vice-Chairman.

RESOLVED that:

- (i) the verbal reports be received with thanks.
- (ii) it be noted:
 - (1) the Chairman and Vice-Chairman had attended the inaugural Scarborough and Whitby Parish Liaison Meeting with the clerk.
 - (2) the presentation given within the meeting by North Yorkshire Council officers concerning Localities & Communities, Parish Liaison, Devolution & Democratic services, Highways and Planning, and the minutes of the meeting, had been circulated to Members of the Council.

171 MINUTES

RESOLVED that the previously circulated minutes of the meeting of the Council held on 10 December 2024 be approved as a correct record and signed by the Chairman.

172 PUBLIC PARTICIPATION

The following matter was raised on behalf of one or more members of the public and discussed:

- (a) Further to minute 163(iv) of 12 December 2023, flooding of the footpath from the pedestrian level crossings off the eastern end of Long Lane to the A64/Dunslow Road roundabout.

RESOLVED that it be noted:

- (i) the footpath from the pedestrian level crossings off the eastern end of Long Lane to the A64/Dunslow Road roundabout was maintained as far as possible by volunteers of Yorkshire Wildlife Trust.
- (ii) Councillor Phillips could be contacted as required by members of the public.

173 SECTION 106 FUNDING FOR THE PROVISION OF AND/OR IMPROVEMENTS TO PUBLIC OPEN SPACE AND SPORTS FACILITIES FROM LINDEN LIMITED'S NORTHFIELD MEADOWS DEVELOPMENT

(a) Seamer Sports Association's proposed application / schedule of works plan

RESOLVED that, further to minutes 66(b)(i)(4) & (ii) of 9 July 2024, 82(a)(i)(2)(b) & (c) of 13 August 2024, 103(a)(ii)(3) of 10 September 2024 and 121(c) of 8 October 2024:

- (i) under Standing Order 1a, it be noted the order of consideration of this item be brought forward on the agenda at the discretion of the Chairman:
 - (1) due to the attendance of 2 representatives of Seamer Sports Association, at the invitation of the Council to the Chairwoman of Seamer Sports Association.
 - (2) in the absence of any other member of the public.
- (ii) 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 this item 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, relating to the financial or business affairs of any particular person (including the authority holding that information).

The Council considered Seamer Sports Association's proposed application / schedule of works plan, with the attendance and contribution of 2 representatives of the Association.

RESOLVED that:

- (iii) the representatives of Seamer Sports Association be thanked for their attendance, and the constructive spirit and content of their contribution to the meeting.
- (iv) the Council's feedback, observations and remaining questions be drafted in consultation with those Members of the Council present at this meeting, for forwarding to the Chairwoman for the consideration of the Management Committee of Seamer Sports Association.

The representatives of Seamer Sports Association left the meeting.

174 JUBILEE ALLOTMENTS

(a) Tenants' Participation

None.

175 'COME AND MEET YOUR COUNCILLORS' EVENT AND NEWSLETTER

Further to minutes 118(c)(iv) of 8 October 2024 and 156 of the last meeting, the Council considered arrangements for the 'Come and meet your Councillors' event and newsletter.

RESOLVED that:

- (i) the 'Come and meet your Councillors' event be deferred to a Saturday in March 2025, to be confirmed at the next meeting of the Council, to follow publication of the Council's inaugural newsletter and, if possible, confirmation of the Council's new .gov.uk website and e-mail addresses.
- (ii) the Chairman of the Community Engagement Working Group's offer to liaise and update the booking with Seamer & Irton War Memorial Hall be accepted with thanks.
- (iii) the Neighbourhood Policing Team be re-contacted to update their availability to attend the 'Come and meet your Councillors' event as an additional 'Drop In' event for residents.
- (iv) a quotation be sought from Basics Plus for the printing and distribution of the newsletter.
- (v) the proposed schedule of meetings for 2025/26, including the annual Parish Meeting and the Annual Meeting of the Council, be prepared for consideration at the next meeting and inclusion in the newsletter.
- (vi) an item promoting volunteering for the adoption of Seamer Station be included in the newsletter.
- (vii) the Community Engagement Working Group be delegated to:
 - (1) further consider arrangements for the 'Come and meet your Councillors' event;
 - (2) prepare an updated draft inaugural Newsletter;
 for consideration by the Council at the next meeting.

176 CHRISTMAS

Further to minutes 100 of 10 September 2024 and 118 of 8 October 2024, the Council reviewed the arrangements made by the Council and partner organisations to celebrate Christmas 2024.

RESOLVED that:

- (i) it be noted the Carol Service at Seamer and Irton War Memorial Hall and the Community Carol Singing at Crossgates Community Centre had each been well attended, with positive feedback received.
- (ii) thanks be expressed to Rev Claire Soderman for officiating at the services.
- (iii) the number of Christmas Services and Events Leaflets printed for distribution in Seamer, Crossgates and Irton be increased next year.

177 CORRESPONDENCE

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

- (a) Monthly Police Report.
- (b) Restrictions w/c 13 Jan - Stoney Haggs Rise & B1261 Byways to Musham Bank

RESOLVED that:

- (i) the correspondence and report be received.
- (ii) it be noted the Police were targeting illegal off-road riding in Eastfield and the surrounding area, in addition to illegal off-road riding and driving in the more rural woodlands.

- (iii) it be noted the planned road restriction notification related to a number of roads and areas, including “Stoney Higgs Road” [Rise] and “Unknown, Seamer CP” which may or may not relate to a restriction on B1261 Byways to Musham Bank shown on the accompanying map.

178 FINANCIAL MATTERS

(a) Website Domain and E-mail Addresses

RESOLVED that, further to Standing Order 15.b xvii, Financial Regulations 5.15.v & 7.6 and minute 129 of 8 October 2024, a decision taken under the general urgency delegation of the Council in consultation with all Members and then the Chairman & Vice-Chairman, to approve instructing and use of an annual variable direct debit with the Council’s website provider, HugoFox Limited, be noted.

(b) Revision of Budget 2024/25

Further to minutes 160(a)(iii) & (iv) of the last meeting, the Council considered a report by the Clerk and Responsible Financial Officer, confirming the earmarked reserves and virements within a Revised Budget 2024/25.

RESOLVED that the Revised Budget – December 2024 for the current financial year 2024/25 be approved.

(c) Review of the effectiveness of the Council’s system of internal control

Under Standing Order 5.q. & Financial Regulation 1.5 and further to minute 185(b) of 9 January 2024, the Council considered a report by the Clerk & Responsible Financial Officer and the effectiveness of the Council’s system of internal control.

RESOLVED that:

- (i) the statutory proper practices relating to internal control, issued by the Joint Panel on Accountability & Governance within the Practitioners’ Guide of March 2024 be noted.
- (ii) it be noted:
 - (1) further to Standing Order 18.a. & b, minute 98(c) of 10 September 2024 and item 11(d) of the agenda for the 14 January 2025 meeting, the Council’s Financial Regulations were based on the National Association of Local Council (NALC)’s current model, adapted for the circumstances of the Council and reviewed at least annually by the Council.
 - (2) under Financial Regulations 6.1, 7.1. & 7.2. and further to minute 22(a)(i) of 14 May 2024, Councillors Milner, Wallis and White remained the signatories approved by the Council on the bank mandate to approve transactions, along with the clerk for inputting purposes only.
 - (3) under Financial Regulations 6.5. & 6.6. and further to the monthly schedules of accounts for payment and income received approved by the Council, almost all income and all expenditure transactions were managed through online banking transfer.
 - (4) further to the monthly schedules of accounts for payment and income received approved by the Council, credit notes and refunds were recorded as separate transactions within the relevant budget line.
 - (5) further to minutes 67(b)(i) of 9 July 2024 & 143(xii) of 12 November 2024 and item 11(e) of the agenda for the 14 January 2025 meeting, the Asset Register and Asset Register & Disposal Policy were approved, reviewed at least annually and updated by the Council.
 - (6) further to minute 45(d)(ii) of 11 June 2024, the Risk Assessment and Management incorporating Health & Safety Policy and Procedure was approved and reviewed at least annually by the Council including: data protection & business continuity; land, property & equipment, and financial, employment and decision-making risks.
 - (7) further to minutes 45 of 11 June 2024, 87 of 13 August 2024 and 106 of 10 September 2024, and under Standing Orders 5.k & m:
 - (a) the employment policies & procedures and insurance cover were approved and reviewed annually by the Council, including appropriate levels of employer liability and officer & trustee indemnity (fidelity) insurance.

- (b) the Council was registered with HMRC, had Employer PAYE & Accounts Office reference numbers, and used HMRC Basic PAYE Tools for calculating & reporting.
- (c) the Council was compliant with The Pension Regulator.
- (8) the Council was exempt from VAT as a local authority, had a VAT unique reference number and reclaimed VAT annually on the VAT 126 form.
- (9) under Financial Regulation 2.6 and further to minutes 22(a)(ii) & 32(b)(i) of 14 May 2024, 85(ii)(1) of 13 August 2024 and 160(a)(ii)(1) of the last meeting, Councillors Stockdale and Coulson, respectively, verified reconciliations of the Council's bank account with a copy of the cash book and original bank statements, confirming no anomalies:
 - (a) to 31 March 2024 on 14 April 2024.
 - (b) to 31 July 2024 on 13 August 2024.
 - (c) to 30 November 2024 on 10 December 2024.
- (10) under Financial Regulation 2.7, and further to minutes 11(a) & (e) of 9 April 2024, 85 of 13 August 2024, 104(b) of 10 September 2024 & 160(a) of the last meeting and item 11(b) of the agenda for the 14 January 2025 meeting, the Council regularly reviewed its budget and commitments, and minuted its approval of virements and the earmarking of reserves within revised budgets for the current financial year.
- (11) further to minutes 32(c) of 14 May 2024, 49(b) of 11 June 2024 and 104(a) of 10 September 2024, the Council gave serious consideration to the Internal Auditor's recommendations and raised significant anomalies with the External Auditor, which did not support the Internal Auditor's opinions, and received a satisfactory External Auditor Report & Certificate with an accepted area for learning and improvement for the previous financial year 2023/24.
- (12) quotations were being sought for the Council to consider appointing an Internal Auditor for the current financial year 2024/25 at the next meeting.
- (13) further to minutes 116(d) of 11 October 2022 and 155(e) of 13 December 2022, the Council continued to opt in to the Smaller Authorities' Audit Appointments Limited central external auditor appointment arrangements for smaller authorities.
- (iii) the Council consider its system of internal control to be effective.

(d) Review of the Council's Financial Regulations

Under Standing Order 5.q. & Financial Regulation 18.1 and further to minute 98(c) of 10 September 2024, the Council reviewed its Financial Regulations.

RESOLVED that the Financial Regulations continue to be approved without amendment.

(e) Review of the Council's Asset Register and Disposal Policy

Further to minutes 67(b)(i) of 9 July 2024 and 143(xii) of 12 November 2024, the Council reviewed its Asset Register and Disposal Policy.

RESOLVED that the Asset Register and Disposal Policy continue to be approved without amendment.

(f) 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 Seamer & Irton Memorial Hall in the sum of £30.00 continue to be approved for room hire for the last meeting, subject to receipt of an invoice and inclusion on the schedule for the next meeting.
- (iii) further to Financial Regulation 5.12.iii and minutes 100(c)(i) & (ii)(1) of 10 September 2024 and 118(b)(i) of 8 October 2024, payment to Neil Barnes Landscape Services in the sum of £683.00 be approved for Christmas trees and lights, for an invoice received after distribution of the schedule for this meeting, subject to inclusion on the schedule for the next meeting.

- (iv) further to Financial Regulation 5.12.ii & iii and minutes 13(b) of 4 May 2021, 54(iii) of 13 June 2023 and 144(a)(ii)(2) of 12 November 2024, payment to Neil Barnes Landscape Services in the sum of £261.00 be approved for Road Safety, Road Grit Bins, Play Equipment Insp/Repairs and Allotments Maintenance, for an invoice received after distribution of the schedule for this meeting, subject to inclusion on the schedule for the next meeting.

179 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, relating to the financial or business affairs of any particular person (including the authority holding that information).

180 URBAN HIGHWAY GRASS CUTTING 2025/26

Further to minute 11(d) of 9 April 2024, the Council considered correspondence from North Yorkshire Council.

RESOLVED that urban highway (visibility) grass cutting continue to be undertaken under contract with North Yorkshire Council for 2025/26.

181 GROUNDS MAINTENANCE CONTRACT 2024/25+

Further to minute 205(i) of 13 February 2024, the Council considered extending the current contract with the current contractor for a 2nd year, by agreement of both parties and inflation, for 2025/26

RESOLVED that:

- (i) it be noted the current contractor:
 - (1) had continued to provide a good service to the Council since 2020/21.
 - (2) had successfully re-quoted for the contract for 2024/25+, with an option to extend for a 2nd year by agreement of both parties, subject to inflation, for 2025/26.
 - (3) had agreed terms to extend the current contract for a 2nd year, based on inflation of 2.6% by which the relevant index had risen in the year to 1 September 2024, subject to the agreement of the Council.
- (ii) the current contract be extended with JJ Harrison Landscapes Ltd for a 2nd year, based on inflation of 2.6% and agreement of both parties, for 2025/26.

182 SECTION 106 FUNDING FOR THE PROVISION OF AND/OR IMPROVEMENTS TO PUBLIC OPEN SPACE AND SPORTS FACILITIES FROM LINDEN LIMITED'S NORTHFIELD MEADOWS DEVELOPMENT

(a) Fitness/trim trail options for a community open space

Further to minutes 82(a)(i)(2)(a), (c) & (d) of 13 August 2024, 147 of 12 November 2024 and 165 of the last meeting, the Council considered fitness/trim trail options for a community open space.

RESOLVED that the feasibility of installing a wooden fitness/trim trail on North Yorkshire Council's land between Centurion Way, Long Lane and Crab Lane, Crossgates be further explored, including:

- (i) equipment and installation options and costs.
- (ii) in principal agreement for relevant licence(s).
- (iii) in principal agreement for the allocation of commuted sums from the S106 agreement.

The meeting closed at 8:50pm.

The next ordinary meeting of the Council will be held at Seamer & Irton War Memorial Hall, Main Street, Seamer, Scarborough, YO12 4QD, on 11 February 2025 commencing at 7.00pm.