

# EAST COWTON PARISH COUNCIL

Councillors are hereby summoned and Members of the Public invited to attend  
the online meeting of the Parish Council  
on Monday 8<sup>th</sup> March 2021 at 7.30pm

## AGENDA

1. **Apologies for absence**
2. **Disclosures of personal and prejudicial interests from Councillors on matters to be considered at the meeting.**

*(The disclosure must include the nature of the interest (i.e. pecuniary or other). If you become aware, during the course of a meeting, of an interest that has not been disclosed under this item you must immediately disclose it. You may remain in the meeting and take part fully in discussion and voting unless the interest is prejudicial.*

*A personal interest is prejudicial if a member of the public with knowledge of the relevant facts would reasonably regard it as so significant that it is likely to prejudice your judgement of the public interest and it relates to a financial or regulatory matter)*
3. **Minutes of the meeting of the Council held on 8<sup>th</sup> February 2021** (circulated to councillors)  
*To determine whether the Minutes are an accurate record.*
4. **Chair's formal announcements on any matters not the subject of discussion or debate**
5. **Finance**
  - a) *To receive and approve statements of account*
  - b) *To authorise cheques*
  - c) *To be updated concerning the VAT reclaim*
6. **Noticeboard and Grant Funding**  
*Councillors to receive a verbal update following the purchase and delivery of the noticeboard*
7. **Resilience Plan**  
*Councillors to receive a verbal update concerning progress with the consents for insertions in the Resilience Plan (Minute 2102.07)*
8. **Salt Spreader**  
*Councillors to receive a verbal update concerning the advice sought (Minute 2102.05g)*
9. **Risk Assessments and Inspection Reports**  
*Councillors to plan action to be taken in light of the reports*
10. **First Aid Training**  
*Councillors to receive a verbal update regarding the proposed first aid training (Minute 2102.10)*
11. **Police Report**  
*To adjourn this item to next month as no report received*

**12. Neighbourhood Watch**

*To consider the response of the Police Community Support Officer concerning a Neighbourhood Watch scheme in the village (Minute 2102.12)*

**13. Parish Annual Meeting**

*To consider arrangements for the Parish Annual Meeting*

**14. Flooding on Raby Lane**

*Councillors to receive a verbal report on progress following Minute 2102.16*

**15. Parish Portal**

*Councillors to receive an update from Cllr Simpson*

**16. Secure E-mail Addresses**

*Councillors to consider this issue*

**17. Planning applications**

*To consider application numbers 21/00423/FUL (Haswell Grange) and 2100479/MRC (The Coppice, Wycliffe Road) and to be advised of the outcome of application number 20/02892/FUL (The Bungalow, St Mary's Close)*

*To consider further the position in relation to application numbers 17/01123/FUL and 19/01789/FUL (Manor House Farm) as Minute 2102.17*

**18. Date and time of the next meeting:**

*12<sup>th</sup> April 2021 at 7.30pm is proposed. Councillors to resolve whether this should be in the village hall or online.*

**19. Any other business (urgent or not requiring debate or decision)**

*Primarily to inform the clerk of items for inclusion on the next agenda*

**20. Public participation**

Mrs J Kilsby  
Clerk to the Parish Council

3<sup>rd</sup> March 2021

**THE LINKS TO ATTEND THIS MEETING USING ZOOM ARE BELOW:**

Topic: East Cowton Parish Council  
Time: Mar 8, 2021 19:30 London

Join Zoom Meeting

<https://us04web.zoom.us/j/75179397885?pwd=Z1VwcjZFMWxDZUp2dWd1N1RBSjZmdz09>

Meeting ID: 751 7939 7885  
Passcode: 5TAP24

**And if the meeting continues beyond 45 minutes:**

Topic: East Cowton Parish Council  
Time: Mar 8, 2021 20:15 London

Join Zoom Meeting

<https://us04web.zoom.us/j/75208870448?pwd=V1pjZFprakRKTmZmMGxwZGIxTE9LUT09>

Meeting ID: 752 0887 0448

Passcode: h6Nw7S

## Supporting Information

### 5a Accounting Statement to 1 March 2021

		Community Account	Premium Account
		£ 5,195.13	£ 2,986.83
<u>add</u>			
<b>Income</b>			
Interest on Premium Account			£ 1.28
Parish Precept - Instalment 1	£ 3,150.00		
Parish Precept - Instalment 2	£ 3,150.00		
Compensation from Yorkshire Water	£ 250.00		
VAT reclaim	£ -	£ 6,550.00	
		<hr/>	<hr/>
		£ 11,745.13	£ 2,988.11
<u>less</u>			
<b>Transferred</b> to Premium Account			
<b>Transferred</b> to Community Account			
		<hr/>	<hr/>
		£ 11,745.13	£ 2,988.11
<u>less</u>			
<b>Actual Expenditure</b>			
1. Gross Wages (including PAYE tax refund)	£ 1,274.04		
2. Contractors	£ 1,680.00		
3. Services	£ 82.20		
4. Sundries	£ 182.39		
5. Insurance	£ 257.60		
6. Repairs/Maintenance	£ 732.73		
7. Rental	£ -		
8. Subscriptions/Training	£ 332.00		
9. Asset Purchases	£ 546.29	£ 5,087.25	
		<hr/>	
		£ 6,657.88	

### Bank Reconciliation at 1 March 2021

Current Account balance as statement		£ 7,255.06
<u>add</u>		
Payments not yet cleared:	£ -	£ -
<u>deduct</u>		
Cheques not yet presented for payment		
Greenbarnes Ltd	£ 597.18	£ 597.18
<b>Reconciled balance - Current Account</b>		£ 6,657.88
<b><u>add -Premium Account balance</u></b>		£ 2,988.11
		<b>£ 9,645.99</b>

## 5b List of Cheques Required

Description	£	Authority
E.Simpson – Van Meuwen, plant order reimbursement	£ 33.96	Highways Act 1980, s115B and Open Spaces Act 1906, s10(b)
E.Simpson – Sam Turner compost purchase reimbursement	£ 19.96	Highways Act 1980, s115B and Open Spaces Act 1906, s10(b)
J.Kilsby- Clerk's Wages	£ 115.84	Local Government Act 1972, s112(2)
	<u>          </u> =169.76	

**Note** a cheque has been issued to Greenbarnes in the sum of £597.18 (inc carriage and VAT) pursuant to Minute 2102.06

## 9 Risk Assessments and Inspection Reports - A Summary

EAST COWTON PARISH COUNCIL INSPECTION SUMMARY 20/21	Responsible	No of reports	MINUTES	Running Comments	Remedial Action
<b>Benches</b> (excluding those in Play Area or Millennium Wood) <b>checked quarterly</b>	AS	0	2009.06 2102.05	Bench repair discussed in minutes. Purchase of oil for maintenance authorised	<i>Ongoing</i>
<b>Bus Shelters - checked quarterly</b>	ES	1	2008.05	Apply weedkiller at start of growing season ref strimmer damage to glass shelter. Consider siting of planters to enhance. Check brick shelter in Spring ref ivy etc. Repairs undertaken to brick shelter during year	<i>In Spring</i>
<b>Defibrillator - checked weekly</b>	TW		2101.11 2011.09	Recorded in book kept in cabinet. No completed book yet for storage by PC. Fuse repair undertaken	
<b>DogWaste and Litter Bins - checked annually</b>	JL	0			<i>Outstanding</i>
<b>Grit Bins - checked annually</b>	JL	0	2102.05	Replenished	

<b>Laptop and Scanner - checked quarterly</b>	Clerk	2			
<b>Millennium Wood - checked quarterly</b>	PS	1	2008 to 2102	Higher than normal risk because of ongoing work. Wood closed. Regular updates given at meetings regarding work.	<i>Ongoing</i>
<b>Noticeboard - checked annually</b>	ES	1	2012.11	Refurbishment of old noticeboard needed; board displaying o/s map removed; replacement board purchased. No risk to public.	<i>Ongoing</i>
<b>Parish Play Area checked weekly, report monthly</b>	NS/PS	4	2010.06	<b>ROSPA safety inspection undertaken</b>	
<b>Item : Swings</b>			2102.05 2011.06	Request of grasscutter ref strimmer	
<b>Item : Slide/Climber/Multiplay</b>			2010.06	Remedial work undertaken - completed Oct/Nov 20	
<b>Item : Rocker</b>				Colour fading	
<b>Item : Balance Beam</b>				Two supports need replacing soon Acceptable for now - work planned if any deterioration	
<b>Item: Hedging, trees, benches and bins</b>				(1) Bin removed during Covid-19 (2) Benches ok, but consider solid bases for benches to prevent rot	<i>Consider</i>
<b>Pots (11 in total) - checked quarterly</b>	JL	1	2009.06	NB Asset register says 11 pots, only 10 being monitored. All in need of wash. 1 opposite Wycliffe Rd entrance cracked and unbolted referred to as potential	<i>Outstanding</i>

				danger for loss or injury. 1 outside Cottune Garth and 1 outside Meadowfield Terrace cracked and could become a danger. Councillors agreed to inspect to decide which to discard.	
<b>Trees - checked annually</b>	PS	0	2012.06	Arborist's report awaited	<i>Outstanding</i>

## 12. Neighbourhood Watch

The Police and Community Support Officer has advised that details for setting up a Neighbourhood Watch scheme are online at: [Neighbourhood Watch - North Yorkshire Police | North Yorkshire Police](#)

Normally the Police hold a village meeting first but at the moment are unable to do this and suggest that a letter drop could be done to gauge interest instead.

Schemes tend to be run on a social network platform. Some villages use Facebook or Whatsapp. Some residents are not on one of these platforms and so it is necessary for someone to commit to sending emails, letter drop or making a phone call to keep those residents up to date with anything important.

Neighbourhood Watch (NHW) members are encouraged to sign up to community messenger where police related messages are posted, see [Community Messaging - North Yorkshire Police | North Yorkshire Police](#)

The Police provide NHW street signs but permission would be needed from the Highways Department to put them on lamp posts etc. There is a form for this on the NHW site for this. NHW window stickers are no longer provided with these but can be purchased online.

It may be possible to arrange for another village NHW coordinator to chat with the Clerk or a councillor about the scheme. When the covid restrictions allow the Police can also do crime prevention surgeries, home visits along with property marking and organise guest speakers to come to NHW meetings to talk about issues such as fraud.

## 13 Parish Annual Meeting

Section 9 Local Government Act 1972 states every parish must have a Parish Meeting regardless of whether it has a Parish Council or not.

Part III, Schedule 12 of that Act sets out the procedure whereby the meeting must assemble between 1st March and 1<sup>st</sup> June every year and should be held on a day and time (no earlier than 6pm) fixed by the Parish Council.

It can be convened by the Chairman or 2 Parish Councillors and the Chairman of the Parish Council presides at the meeting which must take place with not less than 7 clear days' notice

#### **14. Raby Lane**

The Parish Council has issued the following notice:

*Parish Council continues to pursue this matter with NYCC Highways. The matter was first reported early December.*

*The last update provided by a Highway Customer Communication Officer is dated Thursday 18 February 2021. Parish Council will, of course, maintain dialogue to ensure a satisfactory resolution at the earliest possible date and is supported by District and County Councillors.*

*NYCC Highways offer their apologies for the unavoidable delay. They tell us they are now in the position of recovery following the extreme weather over the last 9 weeks, which has caused significant damage across the highway network. A key part of this recovery is to focus on sites like ours where the water levels have not subsided. To this end a Highway Officer is planning to visit the site by the end of this week to take levels and ascertain the current condition. The Highway Officer will then progress this as priority.*

22 February 2021.

East Cowton Parish Council

#### **15 Planning Applications**

Councillors should refer to Hambleton District Council's Planning Website for full details of the applications referred to on the agenda

#### **16 Secure Email Addresses**

With both GDPR and the need for public records, Parish Councillors and the clerk are discouraged from using personal email accounts for council business so as to mix council business with their own. Councillors will note, however, that the Clerk seeks to avoid circulating by e-mail anything that is data sensitive; that her Clerk's current e-mail account is used exclusively for the purpose of Parish Council business; that the Chairman holds the log on details in the event that access by a third party is necessary. Some emails are also saved as pdf files on the Parish Council's laptop.

There are two main types of accounts: namely hosted email accounts where the email address uses your domain name eg clerk@ECPC.org.uk. or free web-based accounts such as Outlook or Gmail. The Clerk uses her free Yahoo account for Parish Council business

With hosted accounts, messages are stored on the server; you can access your email from any device connected to the internet; the council can request the removal of an account and deletion of messages if a Councillor or clerk leaves the council but may have no control over those which a councillor or clerk has downloaded or copied onto their own device. There is a cost to set up and maintain the accounts including for storage space for the email messages

Free accounts have limited support and may be scanned to serve advertising needs which can have privacy implications. Neither Gmail nor Outlook are supposed to be so scanned.



Councillors have previously queried the availability of gov.uk email addresses for councillors.

Parish Councils are eligible to apply for a domain name and the steps are outlined on the [gov.uk website](#)

Councillors will note the costs of registration and a need to provide a hosted domain which will incur costs as above.

In addition to the Clerk's Yahoo account, the Parish Council also has Gmail and Outlook accounts, neither of which are used. It would potentially be more convenient for the Clerk and more secure to switch to the Outlook account if councillors are not minded to explore the hosting of the Parish Council's own domain.

If councillors wish to explore further the setting up and hosting of the Parish Council's own domain, advice from an expert will presumably be required and both that and the cost implications will need to be considered at a subsequent meeting.

### **17. Planning**

Councillors should refer to Hambleton District Council's Planning Website for full details of the applications referred to on the agenda

### **18. Next Meeting**

Although current lockdown restrictions should be loosened further according to the Government's roadmap out of lockdown, the Government envisages continuing to limit the number of people who can gather indoors during April.

### **20. Public Participation**

No items have been raised in advance: