

EAST COWTON PARISH COUNCIL

Councillors are hereby summoned and Members of the Public invited to attend
the online meeting of the Parish Council
on Thursday 29th April 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 8th March 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 note and authorise cheques*
 - c) *To receive budget outcome for year ending 31 March 2021*
 - d) *To be updated as to the Annual Governance and Accountability Return and Internal Audit*
6. **Arrangements for Future Meetings and Delegated Authority**

To consider the risks and procedures for forthcoming meetings and, pursuant to the Local Government Act 1972, Section 101: To authorise the Clerk/RFO, until such time as this authority is countermanded and only in so far as the Parish Council is unable to meet to agree the necessary steps, to do anything expedient and necessary to ensure the continuous business of the council, and to deal with mandatory undertakings in order to prevent the authority from incurring liability during the period that the delegation is applicable.
7. **Resignation of A Councillor**

To note the resignation of a councillor and steps being taken to fill the vacancy as well as determining how the outgoing councillor's responsibilities will be fulfilled
8. **New Code of Conduct**

Councillors to consider adoption of the new code of conduct
9. **Noticeboard**

Councillors to receive a verbal update following minute 2103.06
10. **Resilience Plan**

Councillors to receive a verbal update concerning progress with the consents for insertions in the Resilience Plan (Minute 2102.07)

11. Assets, Risk Assessments and Inspection Reports

Councillors to agree fixed assets at year end; to be updated as to action taken following Minutes 2102.14 and 2103.09; to consider the report of the arborist and decide action to be taken as a result

12. Police Report

To consider the reports received

13. Neighbourhood Watch

To receive an update following Minute 2103.12

14. Flooding on Raby Lane

Councillors to receive a verbal report on the outcome following Minute 2103.14

15. Parish Portal

Councillors to receive an update from Cllr Simpson following Minute 2103.15

16. No Littering Signs

Hambleton District Council is offering No Littering Signs on the basis that the Parish Council will liaise with local landowners for placement. Councillors to determine whether or not to take delivery.

17. Planning applications

To consider application numbers 21/00729/FUL and 21/00649/FUL (Cornhill Farm)); 21/00632/FUL (Cowton Moor House); 21/00763/FUL (OS Field 4600)

To consider further the position in relation to landscaping pursuant to application numbers 17/01123/FUL and 19/01789/FUL (Manor House Farm) as Minutes 2102.17 and 2103.17

To be advised of the outcome of applications which the Council has previously considered namely 21/00199/FUL(Dragonstone) and 21/00479/MRC(The Coppice,)

To determine whether the Parish Council wishes to respond to the post hearing consultation or to ask to be heard at the additional hearing day in relation to the Local Plan

18. Date and time of the next meeting including the annual meeting of the Parish Council:

6th May 2021 at 7.30pm online is proposed

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

23rd April 2021

THE LINKS TO ATTEND THIS MEETING USING ZOOM ARE BELOW:

<https://us04web.zoom.us/j/73183388104?pwd=cmdXbk92K1AyeGlrOE82V0wrVi9xZz09>

Meeting ID: 731 8338 8104

Passcode: S19U07

Supporting Information

5a Accounting Statement to 31 March 2021

		Community Account	Premium Account
		£ 5,195.13	£ 2,986.83
<u>add</u>			
Income			
Interest on Premium Account			£ 1.35
Parish Precept - Instalment 1	£ 3,150.00		
Parish Precept - Instalment 2	£ 3,150.00		
Compensation from Yorkshire Water	£ 250.00		
VAT reclaim	£ 380.01	£ 6,930.01	
		<hr/>	<hr/>
		£ 12,125.14	£ 2,988.18
<u>less</u>			
Transferred to Premium Account			
Transferred to Community Account			
		<hr/>	<hr/>
		£ 12,125.14	£ 2,988.18
<u>less</u>			
Actual Expenditure			
1. Gross Wages (including PAYE tax refund)	£ 1,389.88		
2. Contractors	£ 1,680.00		
3. Services	£ 82.20		
4. Sundries	£ 236.31		
5. Insurance	£ 257.60		
6. Repairs/Maintenance	£ 732.73		
7. Rental	£ -		
8. Subscriptions/Training	£ 332.00		
9. Asset Purchases	£ 546.29	£ 5,257.01	
		<hr/>	
		£ 6,868.13	

Bank Reconciliation at 31 March 2021

Current Account balance as statement		£ 6,868.13
<u>add</u>		
Payments not yet cleared:	<hr/> £ -	£ -
<u>deduct</u>		
Cheques not yet presented for payment	<hr/> £ -	£ -
Reconciled balance - Current Account		£ 6,868.13
<u>add -Premium Account balance</u>		<hr/> £ 2,988.18
		<hr/> £ 9,856.31

5b List of Cheques to be Noted and Authorised

Description	£	Authority
Thomson Habitats Limited	£ 204.00	Highways Act 1980, s115B and Open Spaces Act 1906, s10(b), Local Government Act 1972, s111(1)
YLCA subscription	£ 218.00	Local Government Act 1972 s143
E Simpson for Sam Turner & sons - teak oil	£ 22.99	Public Health Act 1875 s 164; Local Govt Act 1972 Sched 14 para 27; Local Government (Miscellaneous Provisions) Act 1976 s19; Parish Council Act 1957 s.1.
J.Kilsby- Clerk's Wages	£ 115.84	Local Government Act 1972, s112(2)
	<u>£ 560.83</u>	

5c Budget Outcome

As set in 2019/20 amended as Minute 2003.08.3	Actual to date	Budget	Variance at Y/E	Material ie > £100 or 15%
c/f on 1.4.20	£ 8,181.96	£ 8,181.96		
Income				
	£ 6,931.36	£ 6,602.00	£ 329.36	>
Precept	£ 6,300.00	£ 6,300.00		
VAT repayment - current year	£ 380.01	£ 300.00		
Interest income	£ 1.35	£ 2.00		
Other (YWA)	£ 250.00	£ -		
Locality Grant		£ -		
Total Income and cash in hand	£ 15,113.32	£ 14,783.96		
Expenses incl of VAT				
1.Wages:	£ 1,389.88	£ 1,454.00	-£ 64.12	<
Clerk	£ 1,389.88	£ 1,454.00		
2.Contractors:	£ 1,680.00	£ 2,140.00	-£ 460.00	<
Grasscutting	£ 1,680.00	£ 1,870.00		
Tree surgery		£ 270.00		
Ditch spraying		£ -		
3.Services:	£ 82.20	£ 210.00	-£ 127.80	<
ROSPA	£ 82.20	£ 90.00		
Auditors		£ 120.00		
4.Sundries:	£ 236.31	£ 360.00	-£ 123.69	<
Rock salt	£ 102.00	£ 100.00		
Stationery and Postage	£ 80.39	£ 110.00		
Plants/compost	£ 53.92	£ 50.00		
Trees		£ -		
Mileage and out of pocket exps		£ 10.00		
Telephone calls		£ 5.00		
Christmas Lights		£ -		

Signs		£ 40.00		
Other -		£ 45.00		
5. Insurance:	£ 257.60	£ 300.00	-£ 42.40	<
Public liability/employer's	£ 257.60	£ 300.00		
6. Repairs/Maintenance:	£ 732.73	£ 855.00	-£ 122.27	<
Playground repairs	£ 271.23	£ 200.00		
Millennium Wood Maintenance		£ 160.00		
Parish Garden Maintenance	£ 21.70	£ 60.00		
Brick Bus Shelter	£ 405.00	£ 405.00		
Defibrillator	£ 34.80	£ 30.00		
7. Rental:	£ -	£ 145.00	-£ 145.00	<
Hall Rental		£ 145.00		
8. Subscriptions/Training:	£ 332.00	£ 585.00	-£ 253.00	<
YLCA/NALC subscription	£ 292.00	£ 300.00		
First Aid Certificates		£ 240.00		
Training		£ -		
Data Protection Registration	£ 40.00	£ 45.00		
9. Purchases from reserves	£ 546.29	£ 500.00	£ 46.29	>
Noticeboard	£ 546.29	£ 500.00		
Total Expenses	£ 5257.01	£ 6,549.00	-£ 1,291.99	<
Increase to Reserves	£ 1,141.00	£ 1,141.00		
Total Expenses including increase to Reserves	£ 6,398.01	£ 7,690.00	-£ 1,291.99	<
Reserves	At 1.4.20	Budget Increase	Actual at 31.3.21	
Grant funding for board, flood signs, planters	£ 500.00	-£ 500.00	£ -	
Emergency aid(flooding)	£ -	£ -	£ -	
Legal (re Property)	£ 500.00	£ -	£ 500.00	
To cover unexpected expenses	£ 1,966.00	£ 108.00	£ 2,074.00	
VAS	£ 850.00	£ 100.00	£ 950.00	
Replacement of new swing unit over 10 years	£ 138.00	£ 138.00	£ 276.00	
Replacement of old play equipment over 7 years	£ 750.00	£ 750.00	£ 1,500.00	
Replacement of laptop, scanner etc over 5 years	£ 375.00	£ 125.00	£ 500.00	
Replacement of bus shelter over 15 years	£ 585.00	£ 170.00	£ 755.00	
Replacement of fencing		£ 200.00	£ 200.00	
Replacement of other assets (benches, bins,pots,defib)	£ 930.00	£ 50.00	£ 980.00	
	£ 6,594.00	£ 1,141.00	£ 7,735.00	£ -
	To y/e	To Y/E as Budget		
Balance excluding reserves to c/f	£ 2,121.31			>
Balance including reserves to c/f	£ 9,856.31	£ 8,234.96	£ 1,621.35	>

5d AGAR

All smaller authorities (including those claiming exemption) are required to complete and approve an Annual Governance and Accountability Return (AGAR) and provide for public rights. SI2020/404 extended the statutory deadlines by 2 months for the 2019/20 reporting season; however, that legislation was specific to the 2019/20 reporting season only (See also below**). All statutory timings and deadlines for the 2020/21 reporting season therefore revert to those in place prior to COVID-19

1. The deadlines that were extended last year, do not apply for year ended 31 March 2021.

2. Exercise of Public Rights – although the dates for this process have been extended for principal authorities this year, they have not been extended for parish sector councils and parish meetings. Therefore, all smaller authorities must include the first 10 working days of July within the 30 working day period that they set for the exercise of public rights. The latest date for the period for the exercise of public rights to commence is 1 July 2021, hence the latest date by which the 2020/21 AGAR will need to be approved is 30 June 2021.

3. Councils that claim exemption from external audit should remember that they need to meet to declare their exempt status. The Council must do that once the books have been closed and the end of year position is clear. The exemption needs to be agreed at a meeting and minuted to enable the RFO to send the exemption certificate to PKF Littlejohn. The submission date has been set as 2 July 2021

Exemption is for councils who can declare that their gross income and gross expenditure are both below £25,000 in the year of audit and there has been no public interest report/statutory recommendation/advisory notice/judicial review or court application re an unlawful item of account issued.

4. The Council will therefore need to meet in June to consider the Internal Auditor's report (on the basis that this will not be ready for an online meeting in May) and pass the appropriate resolutions to enable the AGAR to be completed and the certificate of exemption to be returned to PKF Littlejohn and to give notice of the exercise of public rights.

6 Future Meetings and Delegated Authority

Note that Schedule 12 Local Government Act 1972 provides that:

7(1)A parish council shall in every year hold an annual meeting.

(2)In a year which is a year of ordinary elections of parish councillors, the annual meeting of a parish council shall be held on, or within fourteen days after, the day on which the councillors elected at that election take office, and in any other year the annual meeting shall be held on such day in May as the parish council may determine.

(3)The annual meeting of a parish council shall be held at such hour as the council may fix or, if no hour is so fixed, 6 o'clock in the evening.

8(1)A parish council shall in every year hold, in addition to the annual meeting, such other meetings (not less than three) as they may determine.

(2)Those other meetings shall be held at such hour and on such days as the council may determine.

On 25 March, the Minister for Regional Growth and Local Government, Luke Hall MP, wrote to principal councils in England confirming that emergency legislation regarding virtual council meetings will not be extended beyond 6th May 2021. The Government's roadmap proposes that organised indoor meetings are permitted from 17 May, subject to Covid secure guidelines and capacity rules. Government guidance encourages local councils to hold their face to face annual meeting (and any other physical meeting), after 17 May at which point it is anticipated that a much greater range of indoor activity can resume.

The Parish Council has a legal responsibility to protect officers, elected members and others from risk to their health and safety, including from the risks of COVID-19. COVID-19 is a hazard in the workplace and, as such, should be managed in the same way as other workplace hazards. This includes completing a suitable and sufficient assessment of the risks of COVID-19 in the workplace and identifying control measures to

manage that risk. Where elected members, officers and others attend physical meetings, you must maintain social distancing wherever possible. Where the social distancing guidelines cannot be followed in full in relation to a particular meeting, local authorities should consider whether that meeting can be redesigned to maintain a 2m distance or 1m with risk mitigations where 2m is not viable.

Mitigating actions include:

- further increasing the frequency of hand washing and surface cleaning
- keeping the meeting time as short as possible
- using screens or barriers to separate people from each other
- using back-to-back or side-to-side working (rather than face-to-face) whenever possible

Where the social distancing guidelines cannot be followed in full, even through redesigning a particular meeting, local authorities should consider whether that meeting needs to continue for the local authority to operate, and if so, take all the mitigating actions possible to reduce the risk of transmission between members and others.

Social distancing applies to all parts of a local authority building or venue used for a meeting, not just the place where elected members are meeting, but also entrances and exits, break rooms, canteens and similar settings. These are often the most challenging areas to maintain social distancing and elected members and officers should be specifically reminded.

Only absolutely necessary participants should physically attend meetings and should maintain social distancing (2m, or 1m with risk mitigation where 2m is not viable).

3. Avoiding transmission during meetings, for example avoiding sharing pens, documents and other objects.
4. Providing hand sanitiser in meeting rooms.
5. Holding meetings in well-ventilated rooms whenever possible.
6. For areas where regular meetings take place, using floor signage to help people maintain social distancing.

In the event of a meeting being inquorate or unable to take place because of the impact of Covid locally YLCA is recommending that a motion be passed to delegate powers to the Clerk/RFO enabling for instance reinsurance.

7 Resignation

Roles to be fulfilled include crime prevention, highways, footpaths and verges including inspection of benches (not Play Area or Millennium Wood), bins and planters, also Vice Chairman although re-election of officers will be dealt with at annual meeting that must take place in May. The retiring councillor was also a bank signatory.

8 New Code of Conduct

The Local Government new Code of Conduct is appended and should now be considered for adoption.

11 Risk and Fixed Assets

A list of assets at 1 April 2021 is posted on the website and has been circulated to councillors. The new noticeboard needs to be added and the number of planters clarified (Minute 2103.09)

An arborist's report is appended. Cllr Stephenson was arranging to check the status of trees identified (Minute 2103.09) where not all those listed fall within the Council's responsibility

12 Police Reports



Hambleton Command: Town and Parish Council Report

Town or Parish :	East Cowton
Report Completed By :	PCSO 6786 Kim Laws
Data Reporting Period :	1 st February to 8 th March 2021

Crime and ASB Data

Qualifier	No of Incidents	
Anti-Social Behaviour	4	
Auto crime	0	
Burglary :	<i>Commercial : 0</i>	<i>Residential : 0</i>
Criminal Damage	0	
Theft (including from shops)	0	
Violence Against the Person	0	
Other crimes including Drugs	0	
TOTAL THIS PERIOD	4	

Town or Parish :	East Cowton
Report Completed By :	PCSO 6786 Kim Laws
Data Reporting Period :	8 th March to 6 th April 2021

Crime and ASB Data

Qualifier	No of Incidents	
Anti-Social Behaviour	1	
Auto crime	0	
Burglary :	<i>Commercial : 0</i>	<i>Residential : 0</i>
Criminal Damage	0	
Theft (including from shops)	0	
Violence Against the Person	0	
Other crimes including Drugs	0	
TOTAL THIS PERIOD	0	

North Yorkshire Police Updates

Covid response: Don't be tempted to stray from the road map

As the next phase of lifting lockdown restrictions takes place from Monday, 29 March, people in North Yorkshire and York are being reminded just how important it is not to stray from the road map.

From Monday 29 March 2021, outdoor gatherings of up to six people or two households will be allowed, making it easier for friends and families to meet outside, including in private gardens. Social distancing rules remain in place.

Outdoor sports facilities will be allowed to reopen and people will be able to take part in formally organised outdoor sports. Parent and child groups can take place outdoors with a limit of 15, not including children under five.

The ‘stay at home’ rule will end, but many restrictions will remain in place. People should continue to work from home where they can and minimise their journeys. Travel abroad will still be prohibited, other than for a small number of permitted reasons. Holidays abroad will not be allowed.

North Yorkshire Local Resilience Forum (NYLRF), which brings together councils, emergency services and health organisations to tackle the pandemic, is urging people not to overstep the mark.

Louise Wallace, North Yorkshire’s Director of Public Health, said: “The relaxation of restrictions to allow us to meet another household or in groups of up to six people outdoors is welcome. After the tough restrictions and long winter, being able to meet friends or family outdoors will do us all good.

“But while getting together outdoors is good for our mental health and wellbeing, it is important that we do so safely. Follow the rules, maintain social distance and hand hygiene and wear face coverings where required.

“And remember, we still cannot meet anyone from another household indoors. As set out in the Government’s road map, this restriction will not be lifted until 17 May at the earliest.

“Infection rates are still too high and unnecessary social mixing will spread the virus and undo everyone’s hard work. Please remain vigilant and keep sight of our goal. Let’s keep going, so that we can come out of lockdown rather than going back into it.”

It is important to remember that if you do travel, many facilities will not be open. Few public toilets are expected to be open and eating places can be used only as takeaways. Hand hygiene facilities will be limited. Outdoor hospitality will not open before 12 April.

To prevent overcrowding, please think twice about visiting tourist hotspots. If you arrive somewhere and find it busy, consider returning another day or going somewhere else nearby.

Behave how you would like others to behave – park thoughtfully and take your litter home.

Louise added: “While there is not a limit on how far you can travel, we’re asking people to be sensible about what’s appropriate. Let’s use our North Yorkshire common sense.”

Sharon Stoltz, director of public health at City of York Council, said: “The fact that we can move to the next step on the roadmap is testament to a huge collective effort from people to stop the spread of the virus.

“With the vaccine roll-out, the weather improving and us moving to the next phase of the roadmap, better times are ahead. We have some amazing open spaces to enjoy that are close to home and getting some fresh air and exercise is good for our physical and mental health.

“Like everyone, I am really looking forward to being able to see friends or family outdoors in line with the national rules from 29 March. However, the virus is still present in our communities and we cannot let our guard down yet. Covid loves a crowd, so please don’t give it the chance to spread. Please continue to follow the rules and keep a safe distance from those not in your household bubble.

“It has been an incredibly hard year for us all, but if we all keep working together we can get back to doing the things we love and seeing the people we love.”

Superintendent Mike Walker, North Yorkshire Police lead for the force’s Covid response, said: “We will continue to play our part in tackling the public health crisis through the Easter holidays and beyond

“Each district has patrol plans in place to ensure there are sufficient resources to provide reassurance and continue our ‘4 Es’ approach – to engage with the public, explain the regulations, encourage compliance, and enforce if there is no other way of dealing with breaches.

“The patrol plans will reflect any changes in legislation post 29 March as part of the Government’s roadmap out of lockdown. We will be able to communicate these changes and our approach once the new health protection regulations have been confirmed.

“When it is safe to do so, we will welcome visitors to the county again. However, everyone can expect to see an increased policing presence as we work alongside our partners to help keep the virus at bay in the weeks and months ahead.

“Also, we expect normal policing demand to increase as the regulations are further relaxed, therefore North Yorkshire Police will utilise the Government’s surge funding provided to ensure we can respond to the public as they would expect.

“My plea to everyone is to be extremely careful and to keep following the regulations until it is safe to resume a more normal way of living – we have come too far and made too many sacrifices for this effort to be wasted now.”

Coronavirus vaccine: NHS to begin text alerts

We've issued a number of warnings about Covid vaccine scams and wanted to let you know the NHS is about to start using text alerts to help people book their vaccine.


How can you tell a genuine NHS text?

The message will be sent from 'NHSVaccine' and will link to the NHS.uk website.

The NHS will never ask for banking or personal details.

 If you are unsure about a text you have received, you can call 119 to book your vaccine instead.

Remember, the Covid vaccine is free of charge so if you are asked to pay it is definitely a scam.

 The NHS will never arrive at your home unannounced to deliver your vaccine.

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

See section 6 above.

20. Public Participation

No items have been raised in advance: