

**MINUTES OF THE VIRTUAL ANNUAL MEETING OF EASINGWOLD TOWN
COUNCIL ON 19TH MAY 2020 AT 7.00PM**

Present: Councillors P. Nottage, C. Barnes, N. Madden, F. Johnston-Banks, K. Osborne, K. Butcher, S. Shepherd, R. Varney, R. Tanfield, A. Gledhill, C. Fletcher, County Councillor P. Sowray, District Councillor N. Knapton

Clerk: Mrs J. Bentley

20/14	ELECTION OF CHAIRMAN Councillor Nottage was nominated by Councillor Varney, voted for unanimously and duly elected Chairman. The Chairman signed the Declaration of Acceptance. It was noted that the Chairman's Allowance for 2020/21 is £440.00
20/15	ELECTION OF VICE-CHAIRMAN Councillor Barnes was nominated by Councillor Varney, Councillor Tanfield was nominated by Councillor Shepherd. It was put to the vote, Councillor Barnes received 7 votes and was duly elected Vice-Chairman.
20/16	GENERAL POWER OF COMPETENCE It was RESOLVED that Easingwold Town Council meets the criteria for eligibility for the General Power of Competence relating to the electoral mandate and relevant training of the clerk: Electoral Mandate: At the time the resolution is passed, at least two thirds of the council must hold office as a result of being declared elected (i.e. not co-opted). For Easingwold Town Council all 11 councillors have been elected. Qualified Clerk At the time that the resolution is passed, the Parish Clerk must hold a recognised professional qualification: The Clerk holds The Certificate in Local Council Administration (CiLCA)
20/17	APOLOGIES Apologies were received from District Councillors Taylor and Thompson and approval of reasons given considered.
20/18	It was RESOLVED to adjourn the meeting for up to 15 minutes to take questions or comments and representations through the Chairman in respect of the business on the agenda. There were 3 members of the public present and 1 question was asked relating to a planning application which the Chairman deferred to agenda item 14.1.
20/19	MINUTES The minutes of the meeting of the Council of 21 st April 2020 were received and approved
20/20	NORTH YORKSHIRE POLICE An update was received from North Yorkshire Police and circulated by email in advance of the meeting.
20/21	CLERK'S PROGRESS REPORT MAY 2020 To note progress on action points from previous minutes (information items only). a) <u>Events granted under the delegated powers of the Chairman and Clerk</u> – <ul style="list-style-type: none"> • Permission was given for the British Legion to lay a wreath at the War Memorial at 11.00am on 8th May (VE Day). b) <u>Responses sent</u> <ul style="list-style-type: none"> • An email was sent Healthmatic to approve their revised quotation. The ventilation issue has been clarified and there will be an extraction unit operated by a PIR to vent the toilets • The bench on Oulston Road has been removed to be repaired and is on the list of Easingwold Town Council maintained seats. • An email has been sent to NYCC on 11th May 2020 to follow up the email on 13th January regarding signage for Millfields car park. c) <u>Projects</u> <ul style="list-style-type: none"> • Toilets – The Clerk has received a final specification and breakdown of costings which will be

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	<p>circulated to all councillors.</p> <ul style="list-style-type: none"> • Bandstand – The Clerk informed Mark Fairweather that his quote was successful, and he has confirmed that he is planning to carry out the work in May. The quote for work for the ceiling has been approved. The Clerk has contacted the contractor for the ceiling on 11th May to see when the work may begin and Mark Fairweather on the 12th May to ensure that the ceiling work is carried out first. • Summer planting – The plants have been ordered • Signs – The Easingwold Georgian Market Town sign has been collected from Howells and requires concreting in on the farmer’s land. The Clerk’s office is in contact with Hambleton District Council to ensure the sign is safe in the proposed new siting and Hambleton District Council via the Vibrant Market Town has approved a grant to pay for advertising consent. Chris Jackson and the Clerk have made a site visit and the Clerk will contact NYCC regarding exact siting. The re-siting of the stone town signs requires an application for Street Furniture Protocol. The Clerk will complete the form with assistance from a qualified builder to confirm necessary details. • Benches: The Miscellaneous Works Contractor has carried out a survey of all benches. The Clerk will liaise with the Miscellaneous Works Contractor to order benches to fill the gaps. 																								
20/22	<p>COMMITTEE PROGRESS REPORT</p> <p>22.1 The committee structures were reviewed, and it was RESOLVED to retain the existing committee members with the exception of Councillor Fletcher who would move from the Social & Events Committee to the Recreation & Open Spaces Committee. It was RESOLVED to continue with the existing co-opted committee members. It was AGREED to add the Youth Council onto the Social & Events Committee’s terms of reference.</p> <p>22.2 It was RESOLVED that the Working Groups structures remain the same</p> <p>22.3 Councillor Varney was appointed to the Easingwold & Villages forum to replace Councillor Johnston-Banks following resignation from the Forum.</p> <p>22.4 The minutes of the Operations Committee from 20th April were received and approved. The minutes of the Recreation & Open Spaces of the 18th May were received and it was agreed to change the wording of item 4.2.</p> <p>22.5 An update was received from the VAS working group and it was RESOLVED to send the data collected to the police. An update was received from Councillor Gledhill who confirmed that the Youth Council would be meeting by ZOOM monthly.</p>																								
20/23	<p>CORRESPONDENCE</p> <p>Correspondence for decision –circulated prior to the meeting</p> <table border="1"> <thead> <tr> <th colspan="4">Correspondence for Decision: May 2020</th> </tr> <tr> <th>No</th> <th>Received</th> <th>From</th> <th>Subject</th> </tr> </thead> <tbody> <tr> <td>N1</td> <td>21/04/2020</td> <td>Breadlands Allotments Clerk</td> <td>Donation towards the permissive footpath; request approved</td> </tr> <tr> <td>N2</td> <td>21/04/2020</td> <td>T G Barista</td> <td>Request to trade from the cobbles; request approved.</td> </tr> <tr> <td>N3</td> <td>28/04/2020</td> <td>North Yorkshire Scrubs</td> <td>Request for funding; a donation of £500 was approved</td> </tr> <tr> <td>N4</td> <td>03/05/2020</td> <td>Member of the Public</td> <td>Speeding vehicles Uppleby & Church Hill; request deferred to the VAS working group.</td> </tr> </tbody> </table> <p>b) Correspondence to note – circulated prior to the meeting was noted</p>	Correspondence for Decision: May 2020				No	Received	From	Subject	N1	21/04/2020	Breadlands Allotments Clerk	Donation towards the permissive footpath; request approved	N2	21/04/2020	T G Barista	Request to trade from the cobbles; request approved .	N3	28/04/2020	North Yorkshire Scrubs	Request for funding; a donation of £500 was approved	N4	03/05/2020	Member of the Public	Speeding vehicles Uppleby & Church Hill; request deferred to the VAS working group.
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20/24	<p>EMERGENCY EXPENDITURE</p> <p>Emergency expenditure actioned by the Clerk since the last meeting of £157.60 for dampsticks for the container to store paper was noted and approved.</p>																								
20/25	<p>FINANCE MATTERS</p> <p>25.1 The income from previous month and the Income & Expenditure Report for April 2020 was not available as the year end 2019/2020 has not been closed.</p> <p>25.2 The accounts for payment (list circulated prior to the meeting) were approved.</p>																								

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LIST OF PAYMENTS - EASINGWOLD TOWN COUNCIL MAY 2020

Payee Name	Reference	Amount Paid	Transaction details
Joseph Hudson	BP200501	1200.00	Market stalls contract
Puro Design	BP200502	35.99	Website hosting
Andrew Nelson	BP200503	1318.00	Miscellaneous Works Contract
George Bentley	BP200504	196.00	Opening/closing toilets
NYPF	BP200505	1026.74	Superannuation
Salary 1	BP200506	1700.90	Salary plus postage
Salary 2	BP200507	483.78	Salary
Councillor Shepherd	BP200508	25.00	Flowers friendliness initiative
HMRC	BP200509	571.75	Tax&NI
BATA	BP200510	230.88	Miscellaneous Open Space costs
M E Willis	BP200511	221.28	Miscellaneous Open Space costs
Computer Courage	BP200512	105.00	IT assistance
Welcom	BP200513	82.39	Wifi expenditure
SSE Scottish Hydro	BP200514	251.10	Electricity toilets
A & M Cleaning	BP200515	1000.00	Cleaning toilets
Hambleton District Council	DDR	85.00	Rates toilets
BNP Paribas	DDR	381.64	Photocopier
BT	DDR	190.68	Business bill
CE & CM Walker	103310	1980.00	Grass cutting
Total		11086.13	

25.3 The arrangements for the Annual Governance and Accountability Return 2019/20 were reviewed and it was **RESOLVED** that the Clerk would contact an external contractor for assistance with the Year End work, Councillor Varney would undertake the internal controls work and the Clerk would work with Yorkshire Internal Audit to complete that section of the AGAR remotely.

20/26 TOWN REPAIRS AND MAINTENANCE

Requirements and actions to be taken include reporting the dog waste bin at the top of Millfields Lane which requires repair and to pursue the primary school car park issue.

20/27 PLANNING MATTERS

This item will be taken at 8.00pm

27.1 The Town Council's response to planning applications received was considered:

	Ref No	Application details	Address
F	20/00770/FUL	Demolition of existing agricultural building and construction of new oak frame joinery workshop, complete with offices, covered stores, yard and car parking Wish to see REFUSED due to the inappropriate location, the inadequate	Land and Buildings Rear of Linton House, North Moor Road Easingwold

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		access road and the impact it would have on the amenity of local residents. This item was moved to the top of the Agenda to allow members of the public to speak.	
A	20/00705/FUL	Proposed single storey rear extension to dwelling house Wish to see APPROVED	3 Showfield Drive, Easingwold YO61 3GD
B	20/00731/FUL	Application for new openings to property (windows and doors) construction of a porch & internal and landscaping works Wish to see APPROVED	Old Vicarage Market Place Easingwold
C	20/00732/LBC	Application for listed building consent for the creation of new openings (windows and doors), construction of a porch & Internal landscaping works Wish to see APPROVED	Old Vicarage Market Place Easingwold
d	20/00750/FUL	Demolition of existing conservatory and erection of two storey extension. Easingwold Town Council DID NOT COME TO A CONCLUSION following a vote as 2 members abstained, 4 voted for and 4 against refusing the application.	11 Apple Garth Easingwold YO61 3LZ
e	20/00799/FUL	Proposed alterations to existing outbuildings to create single storey extension. Alterations to roof and fenestration to north elevation and dormer windows to south elevation Wish to see APPROVED	Shires Farm Easingwold YO61 3EH
g	20/00833/CAT	Works to fell 1 No. Poplar tree in a conservation area Wish to see APPROVED	Police House Church Hill Easingwold
h	20/00823/CAT	Works to fell trees in a conservation area Wish to see APPROVED	Avenue Farm, Church Avenue Easingwold
i	20/00841/FUL	Construction of an attached two vehicle carport and timber storage shed for dwelling house Wish to see APPROVED	Top Croft 1 Millfield Lane, Easingwold
27.2 Decisions on planning applications considered by Hambleton District Council and total of applications for new dwellings approved were noted.			
20/28	RISK ASSESSMENTS It was AGREED that Councillor Gledhill and the Clerk would amend the Social & Events Committee Risk Assessment to include the Youth Council.		
20/29	FINANCIAL REGULATIONS The revised financial regulations were received, and it was RESOLVED to approve them.		
20/30	MISCELLANEOUS WORKS CONTRACTOR It was RESOLVED that the remuneration level of the Miscellaneous Works Contractor should be adjusted annually in line with the percentage increases as reflected in the Town Clerks' revalorisation of salary ranges.		
20/31	NEWSLETTER The proposed newsletter was received, and it was RESOLVED to approve it and publish on social media, notice boards and council website.		

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20/32	INSURANCE POLICY A proposal was received from Zurich Insurance and it was RESOLVED to approve the 3-year deal.
20/33	EASINGWOLD IN BLOOM The current conditions were considered, and it was RESOLVED to proceed as normal.
20/34	WOODLAND TRUST The draft path licence agreement (to be circulated by email in advance) was received and it was RESOLVED to approve it.
20/35	ANNUAL PARISH ASSEMBLY The arrangements for the Annual Parish Assembly were reviewed and it was RESOLVED to continue to monitor the situation.
20/36	CORONAVIRUS PANDEMIC The way forward under the existing conditions was reviewed and it was RESOLVED to maintain our existing arrangements. It was AGREED to write to the businesses holding street furniture licences to for their cooperation in ensuring government social distancing rules for people using their street furniture are followed. If there is abuse of social distancing it should be reported to the police.

The meeting closed at 20.29pm