

**Leavening Parish Council
Note of a Meeting held at
Leavening on Wednesday 20 October 2021 at 7.00pm**

1. Present: Cllrs S McDermott (chair), P Schofield, R Ashworth, N Audsley, L Hampson, J Johnston

Apologies: Cllr A. Hudson

In attendance: C. Edwards

2. Declarations of Interest: None
3. Public session: No members of the public were present.
4. The minutes of the previous meeting, held on 17 August 2021, were confirmed as a true and accurate record.

5. **Consultations**

The Risi application was approved for the building on Dam Lane.

6. **Finance & Business**

- a. The Parish Council received updated financial information from Cllr P. Schofield on the Parish Council's committees:
- Play Area Committee: There has been no activity since the last meeting.
 - Events Committee: No events have been held since the last meeting and it is not clear whether any activities will be held before Christmas because of the pandemic.
 - Picnic Site Committee: £200 had been spent on maintenance, but the committee is still awaiting the grant from Ryedale District Council, which is £250 per annum. The Picnic Site Committee is owed £500 in total over two years which will be invoiced by Cllr P. Schofield. Receipt of monies owed will enable the committee to purchase a new lawnmower.

Action: Cllr P. Schofield

- b. It was noted that the annual governance return for the 2020/1 tax year was due at the end of March 2021. It was agreed that the Chair and Cllr N. Audsley would work on this together.

Action: Chair and Cllr N. Audsley

[It was established after the meeting that there is a legal requirement for all Councils, regardless of size/financial standing, to undertake an annual financial audit. This requirement is also set out in the Parish Council's Standing Orders.]

- c. The Parish Council received a financial statement in respect of funds held and expenditure since the start of the financial year to 18 October 2021. It was noted that the Parish Council has £7,964.39 as at 18 October 2021.
- d. A bill had been received from the church, dated 20 October 2021; arrangements were made for the payment of this bill.

7. **Leavening Parish Council roles**

- a. Vice Chair: The role Vice Chair was vacant; the Parish Council approved the appointment of Cllr N. Audsley to this post.
- b. Parish Clerk: The Parish Council endorsed the appointment of C. Edwards as Parish Clerk. The Council thanked Chair S. McDermott for covering the role of Parish Clerk for the last few months and Cllr L. Hampson for successfully recruiting to the role.
- c. It was noted that the Parish Council is short of counsellors; the full complement is nine but to date there are only seven councillors. It was agreed that Cllr L. Hampson would advertise on the Facebook page.

Action: Cllr L. Hampson

It was agreed that the Chair will now provide updated details to Ryedale District Council and NYCC of the new Vice Chair and the Parish Clerk.

Action: Chair

8. **Speeding in the village**

- a. Speed sign:

The second speed sign has been ordered and it was agreed that it would be installed near Leavening Rise (the existing sign that is shared with Scagglethorpe and Burythorpe is located at the York end of the village).

There have been requests from Leavening parishioners for a resolution of the speeding issue on the corner near the church; this is a shortcut from Pocklington to Malton and drivers reportedly cut the corner. It was noted that it is not possible to lay down double yellow lines and in any case, the Highway Code states that it is not possible to park within 20 meters of a corner.

**Action: Arrange the installation of the second sign when it arrives
(Chair)**

- b. 'Twenty's Plenty' campaign:

The Chair had received an email encouraging Leavening to join the Twenty's Plenty campaign. Neighbouring villages have already joined and created a culture where 20 mph is the accepted speed limit. The Parish Council supported this campaign and it was agreed that the Chair would circulate the email to the Parish Council. The next step was to determine whether there is support for this in the village and from others such as the Ryedale District Council, and if so, the Chair would prepare a proposal for the next Parish Council meeting.

Action: Circulate email regarding the Twenty's Plenty Campaign (Chair)

It was queried who owns the Leavening signs and to establish whether an additional sign can be added to the post by the school. Cllr L. Hampson agreed to check with the NYCC.

Action: Cllr L. Hampson

It was noted that signs should not create a distraction and should comply with established requirements on size, height and position relative to the road level.

- c. Establishing a 'gateway' to Leavening:

Duggleby has signs at each end of the village that set out the start and end of the village. By adding a sign to both sides of the road, this forms a sort of gateway, making drivers realise that they are entering the village and thereby encouraging

them to reduce their speed. There is the potential for Leavening to adopt a similar arrangement.

d. News item:

It was agreed that a news item would be prepared to add to the Parish noticeboard and the website; this would set out the speeding issue that had arisen and the achievements of the Parish Council to date e.g. the collection of data and the installation of the speed sign(s). It was agreed that the Chair would send the data to Cllr J. Johnston so that the latter could review this.

Action: Chair and Cllr J. Johnston

9. **18-month closure of the footpath from Leavening to Burythorpe**

The Parish Council noted that this was only a temporary measure that applies to vehicles. There is the potential for part or all of the path to close to walkers to enable the restoration and regrowth of the footpath, but at present, the path is only closed to vehicles.

It was noted that it is possible to submit a complaint to the North Yorkshire County Council (NYCC) if footpaths are obstructed or in poor condition.

10. **Preston Hill Housing Development**

It was agreed to defer this to the next meeting.

11. **Picnic site noticeboard**

This will be addressed once the outstanding £500 grant has arrived from Ryedale District Council.

12. **Defibrillator**

The pads had been purchased and this matter has now been resolved for this year.

13. **Parish Council Risk Assessments and Asset Registers**

A set of risk assessments had been created by Cllr P. Schofield; it is essential that the Parish Council review these annually. The responsibility for this will transfer to the Parish Clerk and the assessments will be brought to subsequent Parish Council meetings for review (one per meeting), ideally prior to the AGM.

Action: Parish Clerk

The formal documents held by the Parish Council comprise:

- The Health and Safety Policy
- Fixed Asset Register
- Risk Register
- Total Asset Register for insurance purposes

Cllr P. Schofield will circulate these to the Parish Council.

Action: Cllr P. Schofield

It was clarified that there are two asset registers, comprising paper documents, which are covered by the insurance policy, at no extra charge. One register covers a list of fixed village assets, the other covers other items relevant to the Parish Council

and its related committees. It was agreed to add the speed signs to the list of fixed village assets.

Action: ??

It was agreed that the Parish Clerk would compile an annual schedule, adding to this as the year progressed.

Action: Parish Clerk

It was agreed that Parish Council documentation would be stored electronically and where possible, moved to the website. There are two exceptions:

- The burial records which are kept in two large hard-copy ledgers should remain in this format and be stored in the village vestry, a lockable room.
- Although new PAYE records will be stored electronically, there are old PAYE records, which are expected to be retained for 7 years.

14. **Questions to the Chairman**

There were no questions.

15. **Dates of Future Meetings**

It was agreed that dates for future meetings should be set up in advance and advertised on the Parish noticeboard. It was agreed that the meetings would be held on Mondays, starting at 7.00pm. The dates for 2022 are as follows:

- 10 January 2022
- 11 April 2022
- AGM in May (provisional). [It was subsequently confirmed that the AGM can be held on any suitable date in May, unless it is an Election year, in which case it has to be held within 14 days of the day on which the Councillors take office].
- 11 July 2022
- 10 October 2022

16. **AOB**

a. Parish Council Noticeboard:

There are mandatory items to add to the Parish noticeboard. It was agreed that Cllr P. Schofield would circulate this list to the Parish Council for the next meeting.

Action: Cllr P. Schofield

It was noted that the Parish Council has a set of standing orders setting out what is required prior to and during the meetings. It was agreed that the agenda and minutes for each meeting would be added to the Parish noticeboard and the website.

b. Burial Fees:

This item will be brought to the next meeting of the Parish Council, where the Chair will inform the council of the burial fees.

c. Address on the meeting template:

This will be amended so that the address of the current Parish Clerk replaces previous addresses.

Action: Parish Clerk

d. Flooding in the village:

A resident has raised an issue regarding the water that is pouring from the York Road onto residents' drives, instead of following the intended course underneath the road. The resident has already approached the Highways Department within North Yorkshire County Council (NYCC) but they (the residents) have indicated that this will not resolve the matter. It was agreed that Cllr N. Audsley will contact the resident to determine the source of the water as more details are required.

Action: Cllr N. Audsley

The meeting closed at 8.35pm

17. Date of the next meeting

The next meeting will be held on 10 January 2022 at 7.00pm in the Venerable Bede Church.