

CATTON PARISH COUNCIL

Parish Office: 21 Halifax Close, Full Sutton, York YO41 1NU
Telephone: 07746 759143 – Email: clerkcatton@hotmail.com

The Minutes of the Meeting of Catton Parish Council (PC) held remotely via Teams at 7.00pm on Thursday 2nd July 2020. The Clerk had received no requests for a link to the meeting.

1. **Present:** Cllrs M Clark (MC), K Heath (KH), C Merry (CM) and G Peel (GP) via telephone link and the Clerk. Apologies were received and accepted from Chairman Cllr R Blanchard (RB) and Vice Chairman Cllr R Morley (RM). Ward Cllrs D Sykes (DS) and P West (PW) were also in attendance. Due to the absence of both the chairman and vice chairman KH proposed MC should chair the meeting, GP seconded and all agreed.

KH proposed that due to the current situation with COVID 19 the PC should approve the non-attendance of members until May 2021. CM seconded and all agreed.

2. The Minutes of the Catton Parish Council Meeting held on Thursday 5th March 2020 were confirmed as correct and signed. KH proposed, GP seconded and all agreed. Matters arising were dealt with under the relevant heading of the agenda as it was progressed.
3. The minutes of the Catton Parish Council Personnel Committee meeting held on Thursday 5th March 2020 were confirmed as correct and signed. KH proposed, MC seconded and all agreed.
4. **Code of Conduct**
 - a. To receive Declarations of Interest from members of the Council on matters relating to the Agenda. There were no declarations.
 - b. To note the granting of any dispensations to members of the Council on matters relating to the Agenda. There were no dispensations.
5. **Open Forum.**

There were no members of the public present.
6. DS reported that the Wilberfoss road upgrade is now at the Business Proposal stage. CM commented that the recent traffic surveys would not show a true reflection due to the current situation with COVID 19, DS stated that this should be taken into account. Operation Galaxy has seen 650 arrests and the seizure of £190,000 worth of illegal drugs. The reserved matters application for the prison is unlikely to be submitted before next year. A resident had asked for a speed limit change on High Catton Road, this is being investigated. The Ward Cllrs were asked where they stood on Stamford Bridge PC's proposed boundary changes, PW stated that he was against it and DS declined to give an opinion.
7. **Planning.**
 - a. Notice of Decision 20/00323/PLF: Change of use of part of land to domestic garden. Location: Paddock View, Main Street, Low Catton, YO41 1EA. Applicant: Mr & Mrs Carbutt. Permission granted. Noted.
 - b. Full Planning Permission 20/01666/PLF: Erection of an extension to existing building. Location: Graham Edwards Trailers, Moor Lane, Full Sutton, YO41 1HX. Applicant: Graham Edwards Trailers. Cllrs have no objections.
 - c. Full Planning Permission 20/01792/PLF: Erection of site utility hut (for water and electric meters) associated with timber holiday cabin and construction of a soil bund (part retrospective). Location: Land West of Kexby House, York Road, Wilberfoss, YO41 5LE. Applicant: Mr Richard Willis. Cllrs have no objections.

8. Highways and Footways.

Community Speedwatch – The speedwatch team had been out twice so far, on the first watch they had noted 83 cars passing through with 6 speeding (over 35 mph), the second 55 with 6 speeding, one vehicle was travelling at over 50mph. The scheme was going well and Cllrs wished to say well done to all involved.

KH reported that the Northern Powergrid wish to prune some trees in Low and High Catton which are interfering with overhead cables, there were no objections from Cllrs.

9. Environment and Community matters.

CM reported that the Village Hall will not be open until at least September.

10. Finance. Payment authorised Items a-f. KH proposed, CM seconded and all agreed.

- a. C Miles-Findlay – Clerk Salary May, June, July & August
- b. HMRC – April-June
- c. C Miles-Findlay – Clerk/Office Expenses April-June - £11.70
- d. ERNLLCA – Membership - £286.88
- e. Emma Fletcher – Internal Audit - £171.45
- f. Catton Church – Section 137 donation - £200.00
- g. Precept received - £3315.00
- h. The Bank Statements were inspected and signed.
- i. To discuss and approve the end of year accounts and budget to 31st March 2020. GP proposed the accounts and budget be approved, MC seconded and all agreed.
- j. To discuss and approve the internal auditors report. GP proposed the report be approved, KH seconded and all agreed.

11. To discuss and sign the External Auditor's Certificate of Exemption. KH proposed the certificate be signed, GP seconded and all agreed.

12. To discuss, complete and sign the Annual Governance Statement 2019/20 (Part 1 of the Annual Return). After considering each question GP proposed that the PC answer yes to Questions 1 - 8 and that Questions 9 was not applicable. MC seconded and all agreed.

13. To discuss, approve and sign the Accounting Statements 2019/20 (Part 2 of the Annual Return). MC proposed that the Accounting Statement should be approved and signed, CM seconded and all agreed.

14. To review documents and regulations.

- a. Document Retention Policy. After some discussion KH proposed that the policy be adopted, MC seconded and all agreed.

15. Communication.

GP to write a report for the Link including Community Speedwatch. CM to include an update regarding the village hall.

KH reported that despite initial interest, no one had come forward to re design the PC Website. The Clerk informed the Cllrs that new regulations (WCAG 2.1) from September require the Website to be accessible to all. This will involve writing an accessibility statement and some work to the Website. Clerk to obtain more information and quotes and circulate to Cllrs.

16. Councillors Questions.

GP asked about holding an AGM. The Clerk explained that new legislation had removed the requirement to hold an AGM until May 2021. GP also asked if the PC would be able to object to the boundary changes proposed by Stamford Bridge Parish Council. The Clerk confirmed that if a Community Governance Review is approved the PC will have the opportunity to object.

17. Administration Matters.

Correspondence Received. The Clerk had forwarded all emails and compiled a correspondence list for Cllrs (attached).

18. Personnel Matters.

a. To note and sign the Clerk's timesheets. Noted and signed.

19. Date and venue of next meeting.

It is proposed that the next meeting is held on Thursday 3rd September at 7.00pm. The date, time and method of meeting will be confirmed. The meeting closed at 8.49pm.

Chairman Date

Clerk Date

Correspondence List April/May/June 2020

Date Received	Sender	Subject	Agenda/ Actioned
28.02.2020	Dave King, Stamford Bridge Parish Clerk	Dementia meeting	Cancelled
28.02.2020	East Riding of Yorkshire Council Cabinet Members	cabinet newsletter February 2020	
28.02.2020	ERVAS	ERVAS E-Bulletin 27th February 2020	
02.03.2020	Tracey Tomlinson, Democratic Services Officer, ERYC	Joint Local Access Forum Agenda - 11 March 2020	
03.03.2020	Rural Services Network	The Rural Bulletin - 03 March 2020	
04.03.2020	Lorraine Clarke, Board Support Officer, ERYC	ERSAB February 2020 Newsletter	
04.03.2020	Rural Services Network	RSN Rural Funding Digest - March 2020 Edition	
05.03.2020	ERNLLCA	CORONAVIRUS	
05.03.2020	Calor	It's back! Calor's Rural Community Fund is ready to support local projects	
06.03.2020	John Craig, Forward Planning, Housing Strategy and Development Manager, ERYC	Alamein Barracks Draft Masterplan SPD consultation, Fri 6 March - Fri 24 April 2020	
06.03.2020	Northern Gas Networks	Your Northern Gas Networks update	
10.03.2020	Rural Services Network	The Rural Bulletin - 10 March 2020	
10.03.2020	Keep Britain Tidy	Fed up of Dog Fouling in YORK?	
12.03.2020	ERVAS	ERVAS E-Bulletin 12th March 2020	
12.03.2020	Helen Anderson, Front Counter Officer, Pocklington Police Station	February and March newsletter	
13.03.2020	Transportation Services	Service Change Notification 06/03/2020	
13.03.2020	Sarah Baxter, Democratic Services Manager, ERYC	Review of Allowances - Town and Parish Councils	
16.03.2020	Mathew Buckley, Head of Legal and Democratic Services, ERYC	COVID 19 Guidance	
17.03.2020	Alan Bravey, Emergency Planning Manager, ERYC	Supporting Vulnerable People during Coronavirus	
17.03.2020	Rural Services Network	The Rural Bulletin - 17 March 2020	
17.03.2020	Alan Bravey, Emergency Planning Manager, ERYC	Coronavirus Message from ERYC director of adults, health and customer services	
17.03.2020	ERVAS	ERVAS STATEMENT ON CORONAVIRUS (COVID-19)	
17.03.2020	John Craig, Forward Planning, Housing Strategy and Development Manager, ERYC	Update: Alamein Barracks Draft Masterplan SPD consultation	
18.03.2020	ERNLLCA	FW: Coronavirus and local councils	
18.03.2020	Dave King, Clerk, Stamford Bridge PC	RE: Dementia meeting	Cancelled
18.03.2020	ERNLLCA	FW: Coronavirus and local councils	
19.03.2020	Councillor Leo Hammond, Wolds Weighton Ward	Western Parishes Liaison Meeting	
19.03.2020	Kay West, Davis Sykes, Leo Hammond	Fw: Western Parishes Liaison Meeting	Cancelled
19.03.2020	Rural Policy and Partnerships	VE Day Anniversary Community Fund - COVID-	

	Team	19 Announcement	
20.03.2020	Transportation Services	First York update: BUS FREQUENCY CHANGES	
20.03.2020	ERVAS	Keeping You Safe - We are still here for you	
22.03.2020	Darren Stevens, Director of Corporate Resources, East Riding of Yorkshire Council	Town & Parish Councils and the Community Response in the East Riding of Yorkshire to the Coronavirus (COVID-19) Pandemic	
23.03.2020	Paula Parker & Jim McGivern Village Taskforce Coordinators	Village Walkabouts - COVID 19	
23.03.2020	Transportation Services	Covid-19 (coronavirus) - Support for the Community response to the medical emergency	
24.03.2020	Rural Services Network	The Rural Bulletin - 24 March 2020	
25.03.2020	Mathew Buckley, Head of Legal and Democratic Services	Parish Council Planning Applications	
25.03.2020	Planning, ERYC	Notification of withdrawn application 19/04323/PLF	
25.03.2020	Darren Stevens, Director of Corporate Resources, East Riding of Yorkshire Council	Town & Parish Councils and the Community Response in the East Riding of Yorkshire to the Coronavirus (COVID-19) Pandemic - A Further Update	
27.03.2020	Countryside alliance	A little bit of good news goes a long way	
30.03.2020	Sir Greg Knight MP	COVID-19	
30.03.2020	Mathew Buckley, Head of Legal and Democratic Services	Information from ERYC	
31.03.2020	Rural Services Network	The Rural Bulletin - 31 March 2020	
01.04.2020	Brian Robertson	EYLCN Meeting	
02.04.2020	Rural Services Network	RSN Rural Funding Digest - April 2020 Edition	
02.04.2020	Trading Standards	Coronavirus - Leaflets for Community Groups and Individuals	
03.04.2020	ERNLLCA	ERNLLCA Briefing	
03.04.2020	Mathew Buckley, Head of Legal and Democratic Services	Remote meetings and removal of requirement to hold an AGM	
06.04.2020	Mathew Buckley, Head of Legal and Democratic Services	Guidance on holding remote meetings.	
06.04.2020	ERNLLCA	Remote meetings	
07.04.2020	Rural Services Network	The Rural Bulletin - 07 April 2020	
07.04.2020	Kay West	Funding	
08.04.2020	Darren Stevens, Director of Corporate Resources, East Riding of Yorkshire Council	Town & Parish Councils and the Community Response in the East Riding of Yorkshire to the Coronavirus (COVID-19) Pandemic - A Further Update	
08.04.2020	Simon Clark, Electoral Services Manager	Parish Council Casual Vacancies - FURTHER UPDATE	
09.04.2020	ERVAS	Latest Updates 09/04/2020 - We are still here for you.	
15.04.2020	Rural Services Network	The Rural Bulletin - 15 April 2020	
16.04.2020	HWRCC	Spring Newsletter	
16.04.2020	Ward Councillors	Fw: Western Parishes Liaison Meeting	Cancelled
17.04.2020	ERVAS	Weekly Update from ERVAS - 17.04.2020	
20.04.2020	Diane Howard, Development Services Assistant (Nature Conservation)	East Riding of Yorkshire Community Tree Planting Fund (ERYCTPF) Accompanying Guidance Note for ERYCTPF	
20.04.2020	Northern Gas Networks	Your Northern Gas Networks Stakeholder Update	

20.04.2020	Planning, ERYC	Notification of application going to Committee 20/00323/PLF	
21.04.2020	Rural Services Network	The Rural Bulletin - 21 April 2020	
21.04.2020	Amy Barker	Catton churchyard and cemeteries audit	
22.04.2020	Ward Councillor Mike Stathers	ERYC Provision of Services	
24.04.2020	ERVAS	Weekly Update from ERVAS - 24.04.2020	
28.04.2020	Rural Services Network	The Rural Bulletin - 28 April 2020	
29.04.2020	Planning, ERYC	Notification of Decision on App Ref 20/00323/PLF	Agenda
29.04.2020	ERNLLCA	April Newsletter	
30.04.2020	Hayley Nicholson, Librarian (Goole, Howden and Snaith Libraries, Brough Petuarria Centre)	VE Day - Friday 8 May	
01.05.2020	ERVAS	Weekly Update from ERVAS - 01.05.2020	
06.05.2020	Rural Services Network	The Rural Bulletin - 6 May 2020	
07.05.2020	Rural Services Network	RSN Rural Funding Digest - May 2020 Edition	
07.05.2020	ERVAS	Weekly Update from ERVAS - 07.05.2020	
07.05.2020	Samantha McGivern, Countryside Access Officer, ERYC	East Riding of Yorkshire Public Rights of Way - West Area	
12.05.2020	Rural Services Network	The Rural Bulletin - 12 May 2020	
12.05.2020	ERNLLCA	NEWSLETTER	
13.05.2020	Helen Anderson, Front Counter Officer, Pocklington Police Station	Newsletter - Pocklington	
14.05.2020	Office of Rt Hon Sir Greg Knight MP	COVID-19	
15.05.2020	Darren Stevens, Director of Corporate Resources, ERYC	The Community Response in the East Riding of Yorkshire to the Coronavirus (COVID-19) Pandemic - A Further Update	
15.05.2020	ERVAS	Weekly Update from ERVAS - 15.05.2020	
15.05.2020	Lorraine Clarke, Board Support Officer, Safeguarding Adults Board	ERSAB COVID-19 Newsletter for May 2020	
19.05.2020	Rural Services Network	The Rural Bulletin - 19 May 2020	
19.05.2020	Office of the Police & Crime Commissioner for Humberside	Rural community safety priorities - please help	
19.05.2020	Ward Councillor Kay West	Cycle/footpath	
20.05.2020	ERNLLCA	Newsletter	
22.05.2020	ERVAS	Weekly Update from ERVAS - 22.05.2020	
22.05.2020	Kay West	Government grant scheme now open New webinar for trustees	
27.05.2020	Rural Services Network	The Rural Bulletin - 27 May 2020	
27.05.2020	ERNLLCA	Free webinar on neighbourhood planning: 4 June 2020	
27.05.2020	Samm Campbell, Senior Committee Manager, ERYC	Town and Parish Council Charter Consultation	
28.05.2020	Steve Heath, ERVAS	Invitation to Local-Links and Youth Coalition meetings	
28.05.2020	Debbie Fagan, Engagement Officer, Police & Crime Commissioner	Request for Information regarding misuse of motorcycles.	
29.05.2020	Paula Parker, Service Manager, Taskforce & Environmental Enforcement, ERYC	Grass cutting - Catton	
31.05.2020	ERVAS	Weekly Update from ERVAS - 29.05.2020	

02.06.2020	Diane Howard, Development Services Assistant (Nature Conservation), ERYC	UPDATE - East Riding of Yorkshire Tree Planting Fund (ERYCTPF)	
02.06.2020	Rural Services Network	The Rural Bulletin - 1 June 2020	
03.06.2020	Rural Services Network	RSN Rural Funding Digest - June 2020 Edition	
04.06.2020	Mathew Buckley, Head of Legal and Democratic Services	Vacation of Office by failure to attend meetings	
05.06.2020	ERVAS	Weekly Update from ERVAS - 05.06.2020	
06.06.2020	ERNLLCA	ERNLLCA Newsletter	
09.06.2020	Rural Services Network	The Rural Bulletin - 9 June 2020	
09.06.2020	Mathew Buckley, Head of Legal and Democratic Services	LGA Model Code of Conduct Consultation	
10.06.2020	ERNLLCA	Risk Assessment	
11.06.2020	Helen Anderson, Front Counter Officer, Pocklington Police Station	Potential Scam - Track and Trace	
11.06.2020	ENGAGEMENT (NHS VALE OF YORK CCG)	Survey: What do you do if you need urgent medical attention on the same day?	
12.06.2020	ERVAS	Weekly Update from ERVAS - 12.06.2020	
15.06.2020	Transportation Services	FREE Bespoke Cycle Training on Offer to East Riding Residents	
16.06.2020	Rural Services Network	The Rural Bulletin - 16 June 2020	
16.06.2020	Northern Gas Network	NGN Stakeholder Engagement Survey	
17.06.2020	Pocklington Arts Centre	FW: Survey Help	
17.06.2020	ERNLLCA	Newsletter	
17.06.2020	ERNLLCA	EPC3 - Coronavirus & the future of local government - Labour commission on local govt., housing & transport.	
17.06.2020	ERNLLCA	 NEW MODEL CODE OF CONDUCT CONSULTATION	
19.06.2020	ERVAS	Weekly Update from ERVAS - 19.06.2020	
19.06.2020	Alison Ayre, Highway Asset Management Engineer, ERYC	National Highways and Transport User Satisfaction Survey to Chairman	Sent to Richard
19.06.2020	Planning, ERYC	Planning Consultation for 20/01792/PLF: Land West Of Kexby House, York Road, Wilberfoss, YO41 5LE	Agenda
19.06.2020	Planning, ERYC	Planning Consultation for 20/01666/PLF: Graham Edwards Trailers, Moor Lane, Full Sutton, YO41 1HX	Agenda
23.06.2020	Rural Services Network	The Rural Bulletin - 23 June 2020	
23.06.2020	Samantha McGivern, Countryside Access Officer	Public Rights of Way Guidance	
23.06.2020	Helen Anderson, Pocklington Police Station	Newsletter - Pocklington	

Link to Planning Portal <https://newplanningaccess.eastriding.gov.uk/newplanningaccess/>