MINUTES OF EXTRA ORDINARY MEETING OF NEWBY AND SCALBY TOWN COUNCIL

held in the Community Hub, 445b Scalby Road,
on Wednesday 4th October 2023 at 7pm.

PRESENT:

Councillor R Towse (Chairman),
Cllrs. S Barnes, J Fennell, R Holliday, J Smith, D Sutton, RI. Thompson.

Minutes of meeting taken by Cllr. Jackie Smith

ABSENT: Cllr. D Bastiman, S Foote, B Marley, D Wiles.

143/23 **APOLOGIES FOR ABSENCE** **Received & noted** from Cllrs. Bastiman, Foote, Marley and Wiles (commitments of a personal or work nature).

144/23 **EXCLUSION OF PRESS AND PUBLIC**
It was **resolved** that in accordance with section 1 of the Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting for the next item of business on the grounds it related to personnel/staffing matters.

145/23 **CONFIDENTIAL BUSINESS**

145/23.1 The staffing matter reported to Cllr. Towse on 4th September was further discussed.
RESOLVED that an external investigator be appointed in order to maintain impartiality, ensure fairness and wellbeing of all concerned.
RESOLVED that Cllr. Towse will discuss working arrangements with staff and formally document the agreed process.

There being no further business, the Chairman declared the meeting closed at 8pm.

R. Towse, Chairman
Dated: 8th November 2022

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MINUTES OF ORDINARY MEETING OF NEWBY AND SCALBY TOWN COUNCIL

held in the Community Hub, 445b Scalby Road,
on Wednesday 11th October 2023 at 7pm.

PRESENT:

Councillor R Towse (Chairman), Cllrs. D Bastiman, S Foote, R Holliday, J Smith, D Sutton, R Thompson, D Wiles.

ALSO IN ATTENDANCE

NYC Cllr. Sharma (7pm – 7.55pm), K Newton, Chairman of Scalby & Newby Twinning Association [SANTA] (left 7.22pm), 3 members of public (left 7.01pm), Mrs J Marley (Clerk to Council)

ABSENT: Cllrs. S Barnes, J Fennell, B Marley.

PRESENTATION OF ALLOTMENT PRIZES

Prizes were announced and presented by Cllr. Towse as follows:-
Best Allotment – K Jordan (plot 5), shield and £25.
Most Improved allotment – K Eddon (plot 17 East), £25 (absent, Clerk to deal).
Largest Marrow - weighed in at 57lb 8oz. and grown by Brian Atkinson (plot 33 South), cup and £25.

At this point the allotment prizewinners left the meeting.

146/23 **APOLOGIES FOR ABSENCE** **Received and noted** from Cllrs. S Barnes and J Fennell (commitments of a personal nature).

147/23 **DECLARATIONS OF INTEREST:** **Received** from 1] Cllr. Bastiman (agenda items 11-13 inclusive as planning was within his portfolio at North Yorkshire Council); 2] Cllr. Smith, agenda item 8.2 as she was a trustee of Scalby Toilet Trust.

148/23 **MINUTES**
Having been previously circulated, the minutes of the Ordinary Council Meeting held on 13th September 2023 were **approved** as a correct record and **authorised** for signature by Cllr. Towse.

149/23 **PUBLIC OPEN FORUM** No matters raised.

150/23 **MATTERS RAISED IN PUBLIC OPEN FORUM** None.

With Council's agreement agenda item 10.5 (review of future of twinning arrangement) was taken as the next item.

151/23 **REVIEW OF THE FUTURE OF THE TWINNING ARRANGEMENT** *[Minute 136/23.6 refers]*
The Chaiman outlined his concerns that the twinning charter signed in 1989 between Newby & Scalby and Pornic was no longer being adhered to or served any useful purpose. K Newton of SANTA took issue with that and outlined the reasons for some of the changes which had occurred. A robust debate ensued. **Agreed** Clerk to write to Mayor of Pornic saying we were terminating the Charter, letter to be cc'd to K Newton.

At this point K Newton left the meeting.

152/23 **VACANCIES (Newby Ward)**

152/23.1 Applications for co-option to the Ordinary Vacancy created at the election by reason of insufficient nominations – none to receive.

152/23.2 Applications for co-option to the Casual Vacancy created by the resignation of D. Langmead - none to receive.

153/23 **EXTERNAL REPORTS**

153/23.1 **Police** – the Scalby report for September incidents *[circulated with agenda]* was **received and noted**.

153/23.2 **NY Unitary Council** - NY Cllr. Sharma reported 1] work on the hedge and pavement at Dunwell Avenue corner was programmed for the end of October; 2] the number of planning applications going to committee for a decision continued to be down and the most recent planning committee for the Scarborough area had been cancelled due to lack of business. NY Cllr. Bastiman reported 1] all planning including the planning committee

structure was to be reviewed in the near future; 2] a consultation was taking place on the re-development of Scarborough West Pier; 3] work continued towards the Mayoral Combined election; 4] the head of Regeneration and Economic Development for this area (Alex Richards) had recently been appointed. He also reported the Clerk had asked him to find out if the Model Agreement would be paid in financial year 24/25 and he was able to report that he'd today had confirmation from Gary Fielding (Corporate Director, Resources) that it would be paid but a consultation for 25/26 onwards would take place in the not too distant future. This was welcome and Clerk to inform YLCA (see Minute 157/23.1).

At this point Cllr. Sharma left the meeting.

154/23 **UPDATES ON VARIOUS MATTERS & COUNCILLOR'S REPORTS**

154/23.1 Whole Council Training *[Minute 136/23.8 refers]* – response from YLCA **noted** & **agreed** Council happy to go to joint training at East Ayton.

154/23.2 Scalby Toilets *[Minute 136/23.3 refers]*– Chairman reported NYC would undertake assignment of the lease once the Toilet Trust had paid the fee of £525 (which would seriously deplete the Trust's remaining funds). Cllr. Bastiman in his capacity as NYC ward councillor offered to provide assistance to the Toilet Trust. It was hoped transfer of the lease would take place before the end of the calendar year.

154/23.3 Report from H. King re. Community and Wellbeing Hub – none to receive.

154/23.4 Update by Chairman and Clerk on matters dealt with under delegated powers:– 1] the design of the proposed planting on the land on Newby Farm Road outside the council office had been received and would be for consideration at the November meeting; 2] the Clerk reported she continued to try and progress the de-silting & general tidying of Foulsyke Pond but was encountering many difficulties – Cllr. Bastiman suggested she contact Paul Thompson at NYC.

154/23.5 Reports from Councillors of any highway & footpath or general matters requiring attention – 1] Cllr. Towse reported the Church Rooms had asked if the Christmas lights on their building needed PAT testing – Clerk to refer to electrician for advice; 2] Cllr. Thompson reported broken birds mouth fencing on Hackness Road near the sea cut bridge (Clerk explained she had reported this to Highways earlier in the week).

155/23 **CORRESPONDENCE**

155/23.1 Correspondence received after preparation of the agenda which the Chairman of the meeting deemed it necessary to consider as a matter of urgency:– none.

156/23 **FINANCE, REGULATORY & GENERAL MATTERS**

156/23.1 **Agreed** the Schedule of Accounts Payable for October 2023 (Sch 7, £18,506-56) *[tabled at meeting]* be **approved**. Cllrs. Sutton and Towse to do the online authorisations within 24 hours, cheque signed by Cllr. Sutton and Thompson.

156/23.2 Internal Auditor's report *[circulated with agenda]* for April-June accounts Scalby **received & noted**.

156/23.3 External Audit 2022/23 accounts – **noted** 1] an unqualified opinion has been received, 2] all necessary notices have been displayed and **agreed** the Conclusion of Audit Notice be displayed until 31st October.

156/23.4 Linden Road play area – **received & noted** the annual RoSPA Inspection report *[emailed to councillors 26/9/23]*.

157/23 **PLANNING APPLICATIONS & APPEALS NOTIFIED**

157/23.1 Comments were **agreed** on the following applications:-

1. ZF23/01140/HS Erect two storey side extension with single storey element to rear, 32 Newlands Park Crescent, Newby. **No objections to the principle** but concerns the side/rear extension extends a very long way down the garden.
2. ZF23/01282/HAS Vary Condition 1 of 22/00408/HS to allow alterations to design, 309 Scalby Road, Newby. **No objections**.

158/23 **PLANNING DECISIONS** - The following were **noted**:-

1. 23/00434/HS Erect single and two storey extension to side and rear including annexe plus alteration to garage, 53 Coldyhill Lane, Newby. **Refused**.

2. 23/00533/HS Two storey extension to side and single storey extensions to rear, 60 Moor Lane, Newby. **Refused**.
3. 23/00595/HS Erect two storey side extension, 25 Rockingham Drive, Newby. **Granted with conditions**.
4. ZF23/00626/HS Erect two storey and single storey rear extension following demolition of rear extension and conservatory, 16 Hackness Drive, Newby. **Granted with conditions**.
5. ZF23/00654/HS Single storey side extension, 6 Foxglove Way, Scalby. **Granted with conditions**.

159/23 **PLANNING MATTERS RECEIVED AFTER 3/10/23** – None.

160/23 **REPORTS FROM OUTSIDE BODIES** –

160/23.1 Cllr. Towse reported on a recent YLCA Branch meeting where items discussed had included the Parish Charter, whether or not there would be a Model Agreement paid for 24/25, problems with planning applications and poor communications.

161/23 **EXCLUSION OF PRESS AND PUBLIC** Not required as no confidential items to consider.

162/23 **CONFIDENTIAL ITEMS** None to consider.

There being no further business, the Chairman declared the meeting closed at 8.14pm.

R. Towse, Chairman
Dated: 8th November 2023

DRAFT

Garden area

PATH.

445 B.

Shrub Tree

POST BOX

EXISTING SERVICES.

7M 21M.

1½M.

8M.

5M 2.5

2.7M

1.20M

3.5M

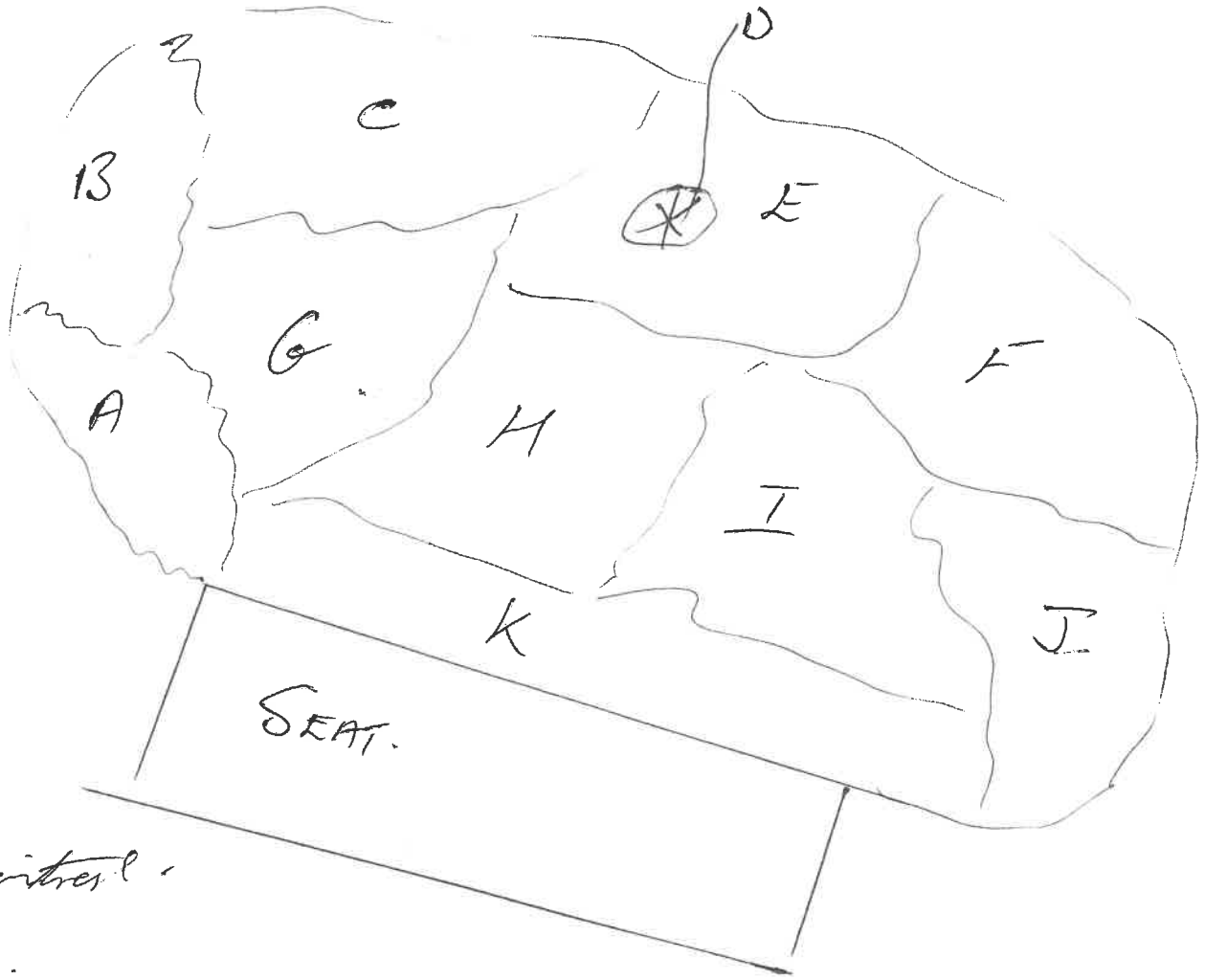
3M

WATER 100

Bradley Road

Road

A. 3x Cornus midwinter fire
B 3x Ribes Sanguineum.
C 3x Mahonia Japonica
D. 1 Silver Birch Betula youngii
E 3 Cornus alba sibirica
F. 3. Eleagnus Maculata
G 3 Spiraea Argutar
H } Potentilla Fruticosa
I } mixed. yellow white. Tangerine
J H Euonymus Gold
K. H Lavendula - Nidcote.



Mixture of shrubs for year round interest.
Shrubs planted 3 per $1M^2$ 3H + 1 Tree.
Planting area approx $11.5M^2$.



NBB Exeter 4 seater £610, 3 seater £515



Kedel Colne 4 seater £544 3 seater £433



Kedel Ribble 4 seater £580 (+£55 extended legs). Only in black or brown



NBB Winawood new teak 4 seater £525 3 seater £415 (only 3 year guarantee, all others are 25 years). Wood seats like the above are usually teak - prices in the region of £400-£500 and they need annual maintenance to prevent joint shrinkage.

All seats can be commemorative by placing a plaque on the top stile

INTERNAL AUDIT REPORT

2023/24 FINANCIAL YEAR

July-September CASH BOOK & BANK STATEMENT FOR SCHEDULES 4-6 AND July to September ACCOUNTS, SCHEDULES 4-6

AUDIT CARRIED OUT ON 27th October 2023

1 PETTY CASH (Schedules 4-8 of 2023/24 financial year, physical count as on day of audit).

☑ Petty Cash was accurately recorded.

☐ Petty Cash was inaccurate. See section 7 overleaf.

2 CASH BOOK & BANK STATEMENTS

☑ I am satisfied that the records are complete and accurate.

☐ I am not satisfied that the records are complete and accurate. See section 7 overleaf.

☑ The records are balanced and reconciled.

☐ The records are not balanced and reconciled. See section 6 overleaf.

3 INCOME RECORD ON P.C.

☑ The record is accurate and reconciled.

☐ The record is not accurate and reconciled. See section 7 overleaf.

4 EXPENDITURE ON P.C.

☑ The record is accurate and reconciled.

☐ The record is not accurate and reconciled. See section 7 overleaf.

5 VAT RECORD ON PC AND I & E FILES

☑ The record is accurate and refund claims have been made on a timely basis.

☐ The record is not accurate and/or refund claims have not been made on a timely basis. See section 7 overleaf.

6 PAYE RECORDS

☑ The Inland Revenue electronic record has been completed correctly and the figures accord with the schedule of payments.

☐ The Inland Revenue electronic record has not been completed correctly and the figures do not accord with the schedule of payments. See Comments Section 7.

7 COMMENTS/EXPLANATIONS:

Signed R. A. Lucy Date: 27-10-2023

Internal Auditor

CONTROL ACCOUNT FOR PETTY CASH SCHEDULE 8 2023/2024

	INCOME			EXPENDITURE					
DATE	SOURCE	AMOUNT		DATE	DESCRIPTION	AMOUNT	VAT	NET	VAT NO.
11/10/2023	b/fwd	26.96		12/10/2023	helen key cutting 8/10/23	£20.00	£3.33	£16.67	217915261
12/10/2023	cash to imprest	123.04						£0.00	
								£0.00	
								£0.00	
								£0.00	
								£0.00	
								£0.00	
								£0.00	
								£0.00	
								£0.00	
	(A) TOTAL	£150.00			(B) TOTAL	£20.00	£3.33	£16.67	
	(C) FLOAT BALANCE (A) - (B)	£130.00			(D) REPLENISH AMOUNT (A) - (C)	£20.00			

FLOAT COUNT

DENOMN.	NUMBER	VALUE
£20	0	£0.00
£10	3	£30.00
£5	14	£70.00
£2	0	£0.00
£1	14	£14.00
£0.50	15	£7.50
£0.20	28	£5.60
£0.10	14	£1.40
£0.05	17	£0.85
£0.02	25	£0.50
£0.01	15	£0.15
		£130.00
		£0.00

DATE COUNTED

MUST BALANCE TO (C)

DISCREPANCY

17.50% GROSS TO NET TIMES BY .851

GROSS TO VAT TIMES BY .149

ACCOUNTS DATA

	GROSS	VAT
POSTAGE		
STATIONERY		
CIVIC PRIDE		
EQUIPMENT		
PARKING		
445/445b		
MISC	£20.00	£3.33
ALLOTMENTS		
HUB ENT'MT		
SEATS		
AUDIT		
	£20.00	£3.33
	discrepancy	discrepancy
	£0.00	£0.00

VAT CONVERTER	AMT	15%	17.50%	20%
TAKE VAT OFF	£34.00	£29.57	£28.94	28.33
	net of vat	£4.43	£5.06	£5.67

27/10/23