

# NORTH STAINLEY WITH SLENINGFORD PARISH COUNCIL

## MINUTES OF THE ANNUAL PARISH COUNCIL MEETING

DATE: Tuesday 15<sup>th</sup> May 2012  
TIME: 19.40 hrs  
LOCATION: North Stainley Village Hall  
PRESENT: Councillors Glenys Bailey (Chair), Margaret Goddard (Vice-Chair), Ian Alston, David Bryant, Carolyn Mahan and James Stuart-Mills.  
IN ATTENDANCE: Iona Taylor (Clerk)  
County Councillor Paul Richardson  
P.C. Gareth Jones

*Councillors' Declarations of Acceptance of Office and Agreement to Abide by the Model Code of Conduct were received prior to the start of the meeting. It was unanimously agreed that Councillor Bryant's and Councillor Tordoff's declarations be received at the next meeting in June or July 2012.*

- 1. ELECTION OF CHAIRMAN AND SIGNING OF THEIR DECLARATION OF ACCEPTANCE OF OFFICE AND AGREEMENT TO ABIDE BY THE MODEL CODE OF CONDUCT**  
After being proposed by Councillor Goddard and seconded by Councillor Alston it was unanimously agreed that Councillor Bailey be reappointed as Chair.
- 2. ELECTION OF VICE-CHAIRMAN AND SIGNING OF THEIR DECLARATION OF ACCEPTANCE OF OFFICE AND AGREEMENT TO ABIDE BY THE MODEL CODE OF CONDUCT**  
After being proposed by Councillor Bryant and seconded by Councillor Bailey it was unanimously agreed that Councillor Goddard be reappointed as Vice-Chair.
- 3. CO-OPTION OF A PARISH COUNCILLOR AND SIGNING OF THEIR DECLARATION OF ACCEPTANCE OF OFFICE AND AGREEMENT TO ABIDE BY THE MODEL CODE OF CONDUCT**  
After being proposed by Councillor Alston and seconded by Councillor Bailey it was unanimously agreed that Carolyn Mahan of Watermill Croft be co-opted on to the Council.
- 4. WELCOME FROM THE CHAIRMAN OF THE PARISH COUNCIL**  
Councillor Bailey welcomed all those present and apologised for the meeting's late start.
- 5. DECLARATIONS OF INTEREST – none.**
- 6. APOLOGIES**  
Apologies were received and accepted from Councillor Tordoff as he was on holiday.  
Apologies were also received from District Councillor Margaret Atkinson who asked that her thanks for support in the recent local elections be passed on to all those who had voted for her. She had also advised that she continues to be available to advise and help in her capacity as Ward Member for this area on Harrogate Borough Council.  
Apologies have subsequently been noted from P.C.S.O. Sharon Wilson.
- 7. MINUTES FROM THE LAST ANNUAL PARISH COUNCIL MEETING**  
The minutes of the 2011 meeting, held on 17<sup>th</sup> May 2011, were approved and signed.
- 8. MATTERS ARISING FROM THE MINUTES – none.**
- 9. FINANCIALS**
  - 9.1 2011/12 accounts.  
Councillors considered the accounts (comprising of a bank reconciliation, list of payments made, list of monies received, monitoring against budget report, explanation of variances and balance analysis). After being proposed by Councillor Goddard and seconded by Councillor Alston it was unanimously agreed that the accounts be approved.
  - 9.2 Internal Auditor's opinion on the accounts.  
Mr Place's opinion has advised that he has "audited the accounts ... and have found them to be entirely in order in accordance with proper practices guidance (Appendix 9 of the Practitioner's Guide)."

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### 9.3 2011/12 Annual Return.

The Annual Return, including the Accounting Statements and Annual Governance Statements, was completed and approved.

### 9.4 Internal audit report for 2012/13.

The Internal Audit Report (including the Statement of Internal Control, Annual Audit Plan and Annual Review of the Effectiveness of Internal Audit) was approved and signed.

## 10. **REPORT ON PARISH COUNCIL BUSINESS DURING THE PAST TWELVE MONTHS**

The Parish Council has met 11 times since the 2011 annual meetings. These comprised of 6 'ordinary' meetings and a further 5 to consider consultations on planning applications and other urgent items of business.

Councillors are currently Glenys Bailey (Chair), Margaret Goddard (Vice-Chair), Ian Alston, David Bryant, Jackie Donaldson (until May 2012), James Stuart-Mills and Steve Tordoff.

The vacancy created by Jackie Donaldson's decision not to stand for re-election is likely to be filled at the Annual Parish Council Meeting in May.

### *Highlights of the year:*

- A reduced number (12) of planning applications were considered during the year. These ranged from proposals for a building to house vintage cars in, to a wind turbine, to lights on the village hall to alterations to properties.
- The Parish Council has continued to press Highways North Yorkshire for additional traffic calming on the A6108 through the village. It now seems that the best of hope of additional measures will be a mobile vehicle activated sign, shared amongst other local villages.
- The Parish Council said farewell to Helen Robinson who had, until recently, served as Chair of the Council but who has now moved from the parish.
- The Parish Council is liaising with North Stainley Estates on a number of matters of mutual interest, with a view to taking over ownership of a number of communal areas in the village.
- The circular walk leaflet has (finally) been printed, with a copy being sent to each household in the parish as well as a supply being placed in a number of local outlets such as pubs, B&B's and Ripon Tourist Information.
- Responsibility for the emergency plan was handed over to Frank Bailey who has formed a committee to maintain the plan and act in the event of an incident.
- The Clerk and Councillors are continuing to monitor developments with the Localism Act 2011 which will affect a number of areas of the Council's work, including planning and standards.
- During the past year the Parish Council has met with representatives of both Potgate and Hanson's Ripon Quarries to discuss their proposals for planning applications to extend the quarries.
- The Parish Council has also responded to a number of consultations on the Minerals and Waste Development Framework.
- The Parish Council has worked to establish an oil purchasing co-operative and is delighted that Linda Robinson has volunteered to become co-ordinator for the scheme.
- The Parish Council continues to contract the Walled Garden Scheme to carry out maintenance works in the parish, partially funded by a grant from the Yorkshire Dales Leader Scheme. Works carried out include maintaining the play area and local footpaths, reinstating damaged benches, litter picking and other works as identified by Councillors and members of the public.
- The Parish Council is looking to provide allotments in Front Field within the next year.
- The Parish Council continues to produce a newsletter after each ordinary meeting. This is distributed to each household on the electoral roll.

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### 11. REVIEW OF DOCUMENTS

The following documents were approved, with changes as noted:

- 11.1 Standing Orders – approved with no changes.
- 11.2 Financial Regulations – approved with no changes.
- 11.3 Risk assessment – approved with no changes.
- 11.4 Financial risk assessment – approved with no changes.
- 11.5 Asset register – approved with changes to reflect the depreciating value of the Council’s assets.
- 11.6 Staffing policy – the policy was approved and Councillors Bailey, Goddard and Stuart-Mills were appointed to the staffing committee.

### 12. QUESTIONS AND COMMENTS FROM MEMBERS OF THE PUBLIC

P.C. Gareth Jones gave the following report:

- Crime levels have fallen in the parish during the past year, primarily due to landscaping works at Lightwater Valley suggested by North Yorkshire Police’s architectural liaison officer.
- Patrols in North Stainley were recently increased after reports of disturbances. These have not recurred.
- P.C. Jones and P.C.S.O. Sharon Wilson were thanked for their support during the past year.

Meeting closed at 20.02 hrs.

These minutes were recorded and prepared by Iona Taylor, Clerk to the Parish Council.

**SIGNED:** .....(Chairman)

**DATE:** .....