

# NORTH STAINLEY WITH SLENINGFORD PARISH COUNCIL

## MINUTES OF THE ANNUAL PARISH COUNCIL MEETING

DATE: Tuesday 21<sup>st</sup> May 2013  
TIME: 20.07 hrs (After the Annual Parish Council Meeting)  
LOCATION: North Stainley Village Hall  
PRESENT: Councillors Glenys Bailey (Chair), Margaret Goddard (Vice-Chair), David Bryant, Steve Tordoff and James Stuart-Mills.  
IN ATTENDANCE: Iona Taylor (Clerk)  
District & County Councillor Margaret Atkinson

### 1. ELECTION OF CHAIRMAN AND SIGNING OF THEIR DECLARATION OF ACCEPTANCE OF OFFICE AND AGREEMENT TO ABIDE BY THE MODEL CODE OF CONDUCT

It was resolved that Councillor Bailey be re-elected as Chairman and her declaration of acceptance of office was duly received.

### 2. ELECTION OF VICE-CHAIRMAN AND SIGNING OF THEIR DECLARATION OF ACCEPTANCE OF OFFICE AND AGREEMENT TO ABIDE BY THE MODEL CODE OF CONDUCT

It was resolved that Councillor Goddard be re-elected as Vice-Chairman and her declaration of acceptance of office was duly received.

### 3. WELCOME FROM THE CHAIRMAN OF THE PARISH COUNCIL

Councillor Bailey welcomed all those present to the meeting and congratulated Councillor Margaret Atkinson on her recent election to North Yorkshire County Council.

### 4. DECLARATIONS OF INTEREST – none.

### 5. APOLOGIES

Apologies were received and accepted from Councillor Alston as he was on holiday.

### 6. FINANCIALS

#### 6.1 2012/13 accounts.

It was resolved that the accounting statements for this period be approved.

#### 6.2 Internal auditor's opinion on the 2012/13 accounts.

It was noted that Mr Place (the Council's Internal Auditor) has completed his inspection and given the following opinion:

"I have completed the Internal Audit of the Parish Council accounts in accordance with the proper practices guidelines (Appendix 9 of the Practitioner's Guide) and found them to be entirely in order".

It was resolved that Mr Place's invoice for £40 be paid.

#### 6.3 Annual Return.

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

#### 6.4 Internal audit review.

It was resolved that the Internal Audit Report for 2013/14, including the Statement of Internal Control, Annual Audit Plan and the Annual Review of the Effectiveness of Internal Audit be approved and signed by the Chairman.

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

#### *Meetings*

The Parish Council has met 11 times since the 2012 Annual Parish Council meeting.

6 meetings were ordinary meetings when a full agenda of business was considered. The other 5 were for planning or other urgent items of business.

#### *Councillors*

The following Councillors served throughout the year:

Glenys Bailey (Chair), Margaret Goddard (Vice-Chair), Ian Alston, David Bryant, James Stuart-Mills and Steve Tordoff.

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Carolyn Mahan served as a Councillor from May to December 2012.  
Paul Reynolds was co-opted on to the Council at its meeting in March 2013.

### *Planning & Development*

- The Parish Council has considered 12 planning applications since May 2012.
- Proposals ranged from house extensions to solar panels to works to protected trees.
- The Parish Council had no objections to an application for 106 holiday lodges at Lightwater Valley, but did make a number of comments about the proposal – particularly relating to highways aspects.
- The Parish Council made comments about the potential impact on neighbouring properties of proposals to extend Potgate Quarry.

### *Provision of New School / Allotments*

- Richard Plummer, Chair of Governors at North Stainley C of E Primary School has attended meetings twice during the past year to advise the Parish Council about proposals which are being drawn up for the provision of a new school in the village.
- The Parish Council had drawn up and approved plans and documentation for the provision of allotments in North Stainley, but has agreed to put the project on hold, pending the outcome of a site survey which will help to determine the location of a new school.
- The Parish Council continues to monitor and discuss these and other proposed developments in the village.

### *General*

- The Parish Council has taken over the ownership of a number of the communal areas in the village, including the ponds in the centre of the village.
- The Parish Council has played a prominent role in efforts to secure further traffic calming measures through North Stainley. Representatives of this Council attended a County Council Working Group meeting to make a representation about the provision of Vehicle Activated Signs in villages. Unfortunately North Stainley was not selected to take part in the initial phase of a scheme to located temporary signs in villages, but Councillors have agreed to investigate other options.
- The Parish Council managed the creation of a formal recycling area at the rear of the Staveley Arms, funded by donations from Lightwater Quarries and LEADER.
- The Parish Council continues to be responsible for the maintenance of the play area and has incurred significant expenditure on replacement parts during the past year. The site is inspected monthly by the caretaker and annually by an external firm. Weekly inspections, by a nearby resident, are about to commence.
- The issue of dog fouling in North Stainley was considered by the Council but has improved in recent weeks.
- The Parish Council considered the issues raised by the Church of England's registration of Mines and Minerals Rights under communal areas in North Stainley.
- Farm & Land Services Ltd has recently been appointed as the Parish Caretaker. Anyone who knows of any jobs that need doing should contact the Clerk.
- The Parish Council has employed a local firm of accountants to implement a payroll system and register with HMRC for PAYE.
- The Parish Council adopted a new Code of Conduct in June 2012, but is awaiting further training and information about the Localism Act which will guide it further in this area.
- The Parish Council continues to correspond with Highways North Yorkshire about a number of highways faults.

## **8. REVIEW OF DOCUMENTS**

### **8.1 Standing orders.**

It was resolved that these be approved without amendment.

### **8.2 Financial regulations.**

It was resolved that these be approved without amendment.

### **8.3 Risk assessment.**

It was resolved that this be approved without amendment.

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### 8.4 Financial risk assessment.

It was resolved that this document be approved with minor amendments to bring it in line with the valuations and levels of cover in the Council's insurance policy.

### 8.5 Asset register.

It was resolved that the following amendments be made to the Council's asset register for approval at the July Parish Council meeting:

- The replacement cost of the playground equipment will be included on the register (see item 9 below).
- The communal areas of land recently transferred in to the Parish Council's ownership will be included on the register, with a £1 nominal value.
- The value of the bench in Beats Wood will be increased to £350 as this is the replacement cost covered by the Parish Council's insurance policy.
- The two North Stainley village signs' value will be amended to £1,500 to reflect the current cost of replacing them with highways approved signs.

### 8.6 Staffing Policies.

*Staffing Committee* – it was resolved that Councillors Bailey and Stuart-Mills be appointed to the Council's staffing committee.

*Grievance Policy* – it was resolved that this policy be amended so that Councillors are appointed to the grievance and appeals committee at each Annual Parish Council Meeting.

*Grievance Committee* – it was resolved that Councillors Bailey, Goddard and Tordoff be appointed to the Council's grievance committee.

*Appeals Committee* – it was resolved that Councillors Bryant and Stuart-Mills be appointed to the Council's appeals committee.

### 8.7 Publication scheme.

It was resolved that the Council's Publication Scheme (including its Guide to Proactively Published Information) be updated and approved.

### 8.8 Policy for the retention of documents and information.

It was resolved that this new policy be adopted.

## 9. **RENEWAL OF COUNCIL'S INSURANCE POLICY**

It was resolved that the Council should renew with Zurich Municipal, but amend its policy so as to cover the playground for liability *and* equipment replacement. Cover for replacing the bench in Beats Wood and the two village signs (as per the Council's asset register) is also now included. This is at a cost of £533.31, which represents an increase of £260.47 for the changed cover.

## 10. **QUESTIONS OR COMMENTS FROM MEMBERS OF THE PUBLIC – none.**

Meeting closed at 20.07 hrs.

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

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

**DATE:** .....