

NORTH STAINLEY WITH SLENINGFORD PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING

DATE: Tuesday 19th May 2015
TIME: 19.30 hrs
LOCATION: North Stainley Village Hall
PRESENT: Councillors Glenys Bailey (Chair), Margaret Goddard (Vice-Chair), Ian Alston, Steve Taylor and Steve Tordoff.
IN ATTENDANCE: Iona Taylor (Clerk)
District Councillor Margaret Goddard

1. ELECTION OF CHAIR 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 Chair for the forthcoming year. Her Declaration of Acceptance of Office and agreement to abide by the Code of Conduct was duly received.

2. ELECTION OF VICE-CHAIR 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-Chair for the forthcoming year. Her Declaration of Acceptance of Office and agreement to abide by the Code of Conduct was duly received.

3. WELCOME

Councillor Bailey welcomed all those present to the meeting.

4. DECLARATIONS OF INTEREST – none.

5. REQUESTS FOR DISPENSATIONS – none.

6. COUNCIL'S DOCUMENTS

It was resolved that the following documents be approved without amendment, subject to them being fully reviewed and updated throughout the year:

6.1 Standing Orders

6.2 Asset Register

6.3 Financial Risk Assessment

6.4 Risk Assessment

6.5 Publication Scheme

6.6 Retention of Documents & Information Policy

The Council's Code of Conduct will also be reviewed during the year.

7. FINANCIAL REGULATIONS

7.1 Amended regulations.

It was resolved that an amended and updated set of financial regulations be approved and adopted by the Parish Council.

7.2 Schedule of payments to be made between meetings.

It was resolved that, in accordance with financial regulation number 5, the Clerk be given the delegated authority to make the payments listed below between meetings of the Parish Council. This is subject to the protocols in the newly adopted financial regulations being adhered to.

- Payments to the Clerk (wages and expenses).
- Payments to HMRC to cover any PAYE incurred.
- Payments to MHS Countryside Management Ltd for grasscutting.
- Payments to DTMS Ltd for parish caretaker services.

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- 7.3 Payments to be made by direct bank transfer.
It was resolved that the following payments be made by direct bank transfer, subject to the protocols in the newly adopted financial regulations being adhered to:
- Payments to DTMS Ltd for parish caretaker services.
- It was further resolved that the necessary arrangements be made with Santander to facilitate this.
- 7.4 Back up of Council's data.
It was agreed that investigations should be made in to the most appropriate method of backing up the Council's data and that a report should be made to the next Parish Council meeting. Consideration will also be given to the backing up and safety of the Council's website.
- 8. FINANCIALS**
- 8.1 2014/15 accounts.
It was resolved that the previously circulated, 2014/15 accounts be approved.
The accompanying bank reconciliation was approved and signed by the Chair.
- 8.2 Allocation of 2014/15 under-spend on play areas.
The suggestion of adding the £1500 under-spend on play areas to the funds already ring-fenced in the Council's reserves for this purpose was considered and approved.
This brings the total funds allocated to this purpose to £2,636.26.
- 8.3 2014/15 Annual Return.
It was resolved that the 2014/15 Annual Return (including the Accounting Statements and Annual Governance Statements) be approved and signed ready for submission to the Council's Internal and External Auditors.
- 8.4 Internal Auditor's opinion on the 2014/15 accounts.
This will be received and considered at the July 2015 meeting.
- 8.5 Internal Audit Report.
It was resolved that the Internal Audit Report for 2015/16, 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.
- 9. REPORT ON PARISH COUNCIL BUSINESS FOR 2014/15**
- Councillors*
- Glenys Bailey (Chair), Margaret Goddard (Vice-Chair), Ian Alston, David Bryant, Steve Taylor and Steve Tordoff have served as Councillors throughout the year.
 - Dawn Levine was co-opted on to the Council at its September meeting following the resignation of James Stuart-Mills.
- Meetings*
- The Parish Council has met 9 times since the 2014 Annual Parish Council meeting.
 - 5 of these meetings were ordinary ones when a full agenda of business was considered.
 - 4 of these meetings were 'planning' meetings, convened to consider consultations on new applications or other urgent business.

Planning and Development

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- A significant proportion of the Council's business this year has been related to proposals put forward by North Stainley Estate for the further development of North Stainley village. The Parish Council is aware of significant local interest in this issue. James Staveley, of North Stainley Estate, has attended a number of Parish Council meetings throughout the year and has met with Councillors to present his proposals. Representatives of the Parish Council have attended a number of meetings with community representatives and organisations in relation to the proposals. Councillors have also attended training sessions in relation to relevant legislation. The Parish Council has agreed that it remains neutral on these proposals until it obtains a mandate from the parish public on how it wishes to be represented. It will obtain this mandate by carrying out a survey of residents once a planning application is submitted to Harrogate Borough Council.
- The Parish Council has monitored developments with Harrogate Borough Council's Local Plan carefully. It has responded to consultations carried out by the Borough Council and has kept residents informed by way of its regular newsletter.
- The Parish Council is currently consulting on possible sites to put forward for consideration as 'Local Green Spaces' a new designation created by the National Planning Policy Framework.
- The Parish Council is aware of Harrogate Borough Council's intention to place Tree Preservation Orders on a number of trees on Watermill Lane and has previously agreed that it objects to this proposal.
- The Parish Council has met with representatives of Hanson UK to discuss their plans to apply for an extension to their permission for extracting minerals at the Ripon Quarry near North Stainley.
- The Parish Council has considered 5 other planning applications during the year. Proposals ranged from an agricultural building, to a new roof, to extensions to dwellings and a ground source heat pump.

General

- After the Council agreed to terminate the previous caretaker's contract during 2014, DTMS Ltd from Fellbeck has been appointed until 31st March 2016. They are contracted to carry out 8 hours of maintenance type works in the parish each month.
- The grasscutting through the village was carried out by Farm & Land Services in 2014. A new contractor, local firm MHS Countryside Management, has been appointed for 2015.
- The Parish Council has been selected, and agreed that it wishes, to take part in North Yorkshire County Council's Vehicle Activated Sign scheme once again in 2015. This will be at a cost of £4,400 over 4 years, met through grant funding previously secured from Harrogate Borough Council. The signs were displayed for three rotations during 2013 and 2014 and thought to be effective.
- The Parish Council continues to manage the children's equipped play area on Watermill Lane.
- The Parish Council has bought and installed two life buoys near the ponds on Watermill Lane.
- The Parish Council has responded to consultations carried out by Harrogate Borough Council and North Yorkshire County Council on a number of issues, including the future provision of libraries in the County.
- The Council has continued to support the work of Ripon Citizens Advice Bureau with a donation of £110.
- The Parish Council will work to meet the requirements of the new Transparency Code for Small Authorities by increasing the amount of information it displays on its website: www.northstainleyparishcouncil.btck.co.uk

10. INSURANCE

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The Council considered a number of available options for the provision of its insurance policy. This included quotations from Zurich (the council's provider for 2014/15) and Came & Company Local Council Insurance.

It was resolved that the Parish Council should enter a three year agreement with Came & Company Local Council Insurance at a cost of £419.98 for the first year. The policy is underwritten by Aviva.

After a discussion about the Millennium Walk permissive footpath, it was agreed that a letter should be sent to landowners setting out the Council's position in respect of maintenance and liability in respect of Beats Wood. Although the Council contracts the caretaker to carry out works on an ad hoc basis, the Council takes no responsibility for public safety, nor is the walk covered by the Council's insurance policy.

11. STAFFING

11.1 Staffing committee and grievance policy.

It was resolved that the staffing committee's terms of reference and the grievance policy be re-approved without amendment.

11.2 Appointment of Councillors.

It was resolved that Councillors Bailey and Taylor be appointed to serve on the staffing committee for the next year.

It was resolved that Councillors Bailey, Goddard and Tordoff be appointed to serve on the grievance committee.

It was resolved that Councillors Taylor and Levine be appointed to serve on the grievance appeals committee.

11.3 Clerk's appraisal.

It was noted that as the Clerk had not had an appraisal during the past 15 months the Council is required to be provided with an explanation.

Councillor Bailey explained that this had been an oversight on her part and apologised for this. An appraisal will be arranged as soon as possible.

Meeting closed at 20.49 hrs.

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

SIGNED:(Chairman)

DATE: