

NORTH STAINLEY WITH SLENINGFORD PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING

DATE: Tuesday 17th May 2016
TIME: 20.24 hrs
LOCATION: North Stainley Village Hall

PRESENT: Councillors Glenys Bailey (Chair), Margaret Goddard and Dawn Levine.
IN ATTENDANCE: Iona Taylor (Clerk)
District and County Councillor Margaret Atkinson
2 members of the public.

Declarations of acceptance of office were received from Councillors Bryant, Goddard, Levine and Tordoff prior to the start of this meeting.

It was resolved that Councillor Bailey's Declaration of Acceptance of Office be received prior to or at the start of the next meeting of the Council.

50-16	<p>Election of Chairman. It was resolved that Councillor Bailey be re-elected as Chairman of the Parish Council for the forthcoming year. Councillor Bailey's Declaration of Acceptance of Office and agreement to comply with the Council's Code of Conduct was duly received.</p>
51-16	<p>Election of Vice-Chairman. It was agreed that this item be deferred until the next meeting of the Council.</p>
52-16	<p>Code of Conduct.</p> <p>a) Declarations of interest or requests for dispensations – none.</p> <p>b) Registration of interests forms. Registration of interests forms were received from Councillors Levine and Bailey. Other Councillors were asked to return their forms to the Clerk as soon as possible.</p>
53-16	<p>Apologies. Apologies were received and accepted from Councillor Tordoff who was on holiday. Apologies have subsequently been received from Councillor Bryant.</p>
54-16	<p>Vacancies on the Council.</p> <p>a) Retiring members. The Council's thanks were recorded to outgoing members Ian Alston and Steve Taylor.</p> <p>b) Filling of vacancies. It was noted that the Parish Council is free to fill the two vacancies after the election by co-option (choosing another member). It was agreed that the vacancies should be advertised via the Council's newsletter and website. Applications will be taken in writing, prior to the next Parish Council meeting.</p>
55-16	<p>Council's Documents</p> <p>a) Standing Orders It was resolved that an updated set of Standing Orders, dated 12th May 2016, be approved and adopted.</p> <p>b) Financial Regulations It was resolved that the Council's Regulations, dated 19th May 2015, be reapproved without amendment.</p>

NORTH STANLEY WITH SLENINGFORD PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING

	<p>c) Asset Register It was resolved that an updated register, detailing assets totalling £39,153.99, be approved and adopted.</p> <p>d) Code of Conduct It was resolved that the Council's existing Code of Conduct, as adopted on 15th March 2016, be reapproved without amendment.</p> <p>e) Risk Assessment It was resolved that a new assessment, dated 12th May 2016, be approved and adopted.</p> <p>f) Retention of Information Scheme It was resolved that the Council's existing scheme, dated 21st May 2013, be reapproved without amendment.</p> <p>g) Model Publication Scheme It was resolved that the Council's existing scheme, dated 17th May 2013, be reapproved without amendment.</p> <p>h) Complaints Policy It was resolved that the Council's existing policy, as adopted on 22nd January 2013, be reapproved without amendment.</p>
56-16	<p>2015/16 Accounts</p> <p>a) Approval of accounts. It was resolved that the previously circulated accounts, including the list of monies received, payments made and bank reconciliation, be approved. Councillor Bailey signed the bank reconciliation to 31st March 2016 as a true record.</p> <p>b) Year-end 'monitoring against budget' and 'balance analysis' reports. The reports showed Council finished the year over-budget mainly because of significant expenditure on maintenance (grasscutting and tree inspections). This was expected and steps have been taken to ensure that the situation does not recur in future years. The reports also showed that the Council had £5,878.39 of unallocated reserves at the end of the financial year, which is roughly in line with recommended levels.</p> <p>c) Underspend on playground. It was noted that there had been an underspend on the playground during the 2015/16 financial year. It was resolved that the underspend of £464.77 be ring-fenced for any future costs associated with maintenance of the play area. This brings the total funds allocated to this purpose to £3,101.03.</p> <p>d) Internal Auditor's opinion. The internal auditor's opinion has not yet been received, but will be considered at the next Full Council meeting.</p> <p>e) 2015/16 Annual Governance Statement. After due consideration it was resolved that the Annual Governance Statement on the 2015/16 Annual Return be completed, approved and signed as a true record by the Chairman of the meeting.</p>

NORTH STAINLEY WITH SLENINGFORD PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING

	<p>f) 2015/16 Accounting Statements It was resolved that the Accounting Statements on the 2015/16 Annual Return be completed, approved and signed as a true record by the Chairman of the meeting.</p>
57-16	<p>Audit Plan and Internal Controls for 2016/17. Members reviewed and considered the audit plan and internal controls for the 2016/17 financial year. It was resolved that the report be adopted as proposed.</p>
58-16	<p>Parish Caretaker It was resolved that DTMS be reappointed as caretaker for the 2016/17 financial year in accordance with the terms in the approved budget which is 8 hours per month, at £15.75 per hour, plus an allowance for works to the pond.</p>
59-16	<p>Schedule of Payments It was resolved that, subject to the controls in the Council's Financial Regulations, the following schedule be approved for payments which can be made via internet banking between ordinary meetings of the Council:</p> <ol style="list-style-type: none"> Monthly salary and expenses payments to Mrs Iona Taylor (Clerk) Payments for parish caretaker services to DTMS Ltd. Payments for grasscutting services to MHS Countryside Management Ltd in accordance with agreed quotation. Monthly PAYE and NIC payments to HM Revenue and Customs.
60-16	<p>Staffing</p> <p>a) Terms of reference for Staffing Committee and Grievance Policy. It was resolved that the terms of reference for the Staffing Committee and the Council's Grievance Policy should be readopted without amendment.</p> <p>b) Membership of Staffing Committee. It was resolved that this item be deferred until the next meeting of the Parish Council.</p>
61-16	<p>Report on Parish Council Business 2015/16.</p> <p><i>Councillors</i></p> <ul style="list-style-type: none"> Glenys Bailey (Chair), Margaret Goddard (Vice-Chair), Ian Alston, David Bryant, Dawn Levine, Steve Taylor and Steve Tordoff have served as Councillors throughout the year. It has recently been announced that as a result of two members not standing for re-election there are going to be 2 vacancies on the Council with effect from May 2016. <p><i>Meetings</i></p> <ul style="list-style-type: none"> The Parish Council has met 11 times since the 2015 annual meetings. 6 of these meetings were ordinary ones when a full agenda of business was considered. 5 of these meetings were 'planning' meetings, convened to consider consultations on new applications or other urgent business. <p><i>Planning and Development</i></p> <ul style="list-style-type: none"> The Council has continued to monitor any progress with the proposals for further development in North Stainley, although there has been little to report over the past year. 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.

NORTH STAINLEY WITH SLENINGFORD PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING

	<ul style="list-style-type: none"> • The Council has responded to consultations carried out by North Yorkshire County Council on the Minerals and Waste Joint Plan. • The Council submitted applications to have a number of areas of land in North Stainley designated as Local Green Spaces. The applications are being considered by Harrogate Borough Council as part of their preparation of the new Local Plan. • The Parish Council has considered 11 other planning applications during the year. Proposals ranged from an agricultural storage building, to banks of solar panels, extensions to houses and to gardens and M.O.D. training facilities. <p><i>General</i></p> <ul style="list-style-type: none"> • The Council is pleased to be in a position to progress with the allotment project. The working group has been re-formed and is working to provide allotments on a new site located off the Ripon Rowel walk, approximately 500m out of the village towards Ripon. It is hoped that the plots will be available to rent out later this year. • The Council has met the requirements of the Transparency Code for Smaller Authorities which came in to force on 1st April 2015. This means that lots more information about the work of the Council is routinely uploaded to its website. • The Council has continued to operate the parish caretaker scheme, whereby DTMS Ltd from Fellbeck near Pateley Bridge are contracted to carry out 8 hours of work each month. Significant maintenance works have been carried out on the ponds over the winter period. • The Parish Council has adopted a tree maintenance and inspection policy. It has had all the trees that it owns inspected and will now begin a programme of planned maintenance works. At the request of nearby residents two trees were recently removed along Watermill Lane. • The Council continues to operate and maintain the children’s playground on Watermill Lane. • The Council objected to proposals to put forward to change the level of service provided from Ripon Fire Station, which were subsequently approved by North Yorkshire Fire & Rescue Authority. • The Council has responded to several consultations about changes to bus services through the parish. • The Council has considered an initial consultation on proposals for devolution in the Harrogate District and will continue to monitor this developing situation. • The Parish Council has reviewed a number of its standard documents and policies, including an updated Code of Conduct. These are published on its website at http://www.northstainleyparishcouncil.btck.co.uk/Information/Documents or copies can be requested from the Clerk.
62-16	<p>Insurance</p> <p>It was resolved to renew the Council’s insurance policy with Zurich Municipal for 2016/17 at a cost of £479.72.</p> <p>It was noted that this will be the final period of a three year agreement.</p>
63-16	<p>Citizens Advice Bureau</p> <p>It was resolved that a donation of £110 be made to this organisation for use in the Ripon Office’s area.</p>

Meeting closed at 20.22 hrs.

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

SIGNED:(Chairman)

DATE: