

Tanfield Parish Council

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING

DATE: Monday 13th May 2013
TIME: 20.44 hrs
LOCATION: West Tanfield Memorial Hall
PRESENT: Councillors Peter Hull (Chairman), David Parkinson (Vice-Chairman), Steven Houston and Chris Pennock.
IN ATTENDANCE: Iona Taylor (Clerk)
Steph Bennett & Bob Trehitt

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

It was resolved that Councillor Hull be appointed as Chairman. Councillor Hull's Declaration of Acceptance of Office was received.

Councillor Hull asked that the Council's thanks to Councillor Parkinson for having served as Chairman for the past three years be recorded.

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

It was resolved that Councillor Parkinson be appointed as Vice-Chairman. Councillor Parkinson's Declaration of Acceptance of Office was received.

3. COUNCIL'S DOCUMENTS

3.1 Previously approved documents.

It was resolved that the following documents be approved without amendments:

- Financial regulations.
- Financial Risk Assessment.
- Risk Assessment.

A number of changes to the Council's Standing Orders were discussed, for approval at the next Parish Council meeting in July. Enquiries will be made as to the optimum day of the week to hold Parish Council meetings on.

The Council's updated Publication Scheme (including the Guide to Proactively Published Information) was approved.

3.2 Retention of Information Police

Councillors were asked to submit their comments on the proposed 'Document and Information Retention Policy' to the Clerk for collaboration prior to consideration at the next meeting in July.

4. APOLOGIES

Apologies were received from District Councillor David Webster.

5. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA – none.

6. VACANCY ON WEST TANFIELD WARD – no applications received

7. REPORT ON PARISH COUNCIL BUSINESS 2012/13

The following report was received:

Councillors

David Parkinson has served as a Councillor and Chairman of the Parish Council throughout the year.

Peter Hull has served as a Councillor since July 2012 and as Vice-Chairman of the Parish Council since October 2012.

Steven Houston has served as a Councillor since July 2012.

Chris Pennock has served as a Councillor since December 2012.

Richard Middleton served as a Councillor until June 2012.

Derek Padgett served as a Councillor from May 2012 until July 2012.

Jim Beadle served as a Councillor until March 2013.

There is currently one vacancy on the Parish Council, to serve the West Tanfield ward.

Tanfield Parish Council

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING

Meetings

9 meetings have been held since the 2012 annual meetings.

4 of these were 'ordinary' meetings when a full agenda of business was considered.

The other 5 meetings were to consider planning applications and other urgent items of business.

Planning and Development

- 9 planning applications have been considered during the past year.
- Proposals have ranged from alterations and extensions to properties, construction of lean-to shelters, new fences, developments at St. Nicholas C of E Primary School to holiday and business units.
- The Parish Council has continued to monitor developments with the preparation of the Minerals and Waste Development Framework by North Yorkshire County Council.

General Highlights of the Year

- The Parish Council now has its own website: www.tanfieldparishcouncil.btck.co.uk The site is filled with information about the work of the Parish Council and provides a point of contact for the public to use. The home page has had over 1,500 hits since going live in July 2012.
- The Parish Council supported local Diamond Jubilee celebrations by paying for the cost of insurance and asking the Parish Caretaker to clean Church Street prior to the event.
- After lengthy discussions it was agreed to contract the 2013 grasscutting in the parish out. The Walled Garden Scheme will carry out fortnightly cuts to the communal areas in West Tanfield, Nosterfield and Thornborough during the growing season. Brian Porteus is thanked for all his previous work cutting the grass in West Tanfield.
- The Parish Council has worked to ensure that the precept (money raised for it through Council Tax and its main source of income) did not need to increase for the 2013/14 financial year.
- The Parish Council helped to organise and co-ordinate the annual bonfire and fireworks event at Nosterfield Quarry. Poor weather meant that there was a low turnout on the evening, although £199.72 was raised for West Tanfield Memorial Hall, and so opinion is going to be canvassed on whether to put on another event in 2013.
- The Parish Council adopted a new Code of Conduct, promoted by Hambleton District Council and the Clerk and two Councillors attended training provided by Hambleton District Council.
- The Clerk attended training on The Localism Act 2011, provided by Hambleton District Council.
- The Parish Council has registered with HMRC for PAYE and implemented a payroll system for employment of the Clerk.
- The Parish Council has continued to operate the Parish Caretaker scheme and with effect from 1st April 2013 has appointed Farm & Land Services Ltd from Knaresborough to carry maintenance work in the parish each month.
- The Parish Council has, in view of the result of speed checks carried out by the Hambleton District Community Safety Partnership, agreed to take no further action in respect of procuring further traffic calming measures in the parish.
- The Parish Council has continued to correspond with Highways North Yorkshire and County Councillor John Weighell about a number of highways faults.
- The design for a new Nosterfield Village Sign has been approved and it is hoped that it will be installed during the next few weeks.
- The Parish Council recently met with representatives of Yorkshire Water to discuss issues with the sewerage system that runs between Well, Nosterfield and Thornborough.

8. FINANCIALS

8.1 2012/13 accounts.

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

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

It was noted that Mr Place (the Council's Internal Auditor) had delivered the following opinion in person prior to the start of this meeting:

"I have today audited the Tanfield Parish Council accounts and have found them to be entirely in order in accordance with the Proper Practices Guidance (Appendix 9 of the Practitioner's Guide)."

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

8.3 Annual Return.

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

Tanfield Parish Council

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING

8.4 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.

9. QUARRY LIAISON REPRESENTATIVE

9.1 Report from 2012/13 representatives – Iona Taylor and John Moxon.

Although a Quarry Liaison Committee meeting had not been held during 2012/13 a report from Nick Beale (Lafarge Tarmac's Estates Manager), including the following points, was noted:

- Low output (of about 175,000 tonnes) from the quarry continued. Similar levels are expected in 2013.
- The mineral has been extracted from the Southern half of the Ladybridge extraction area.
- This year work will start in the next phase which forms the top half of the field. Stripping of soils and associated archaeological investigations continue in accordance with the planning permission.
- Land management tasks have continued on site throughout the year including hedge cutting, tree thinning and scrub clearance. A trial to assess the difference that rabbit protection makes to vegetation growth has been undertaken with remarkable results.
- The bitterns in the reed beds are thought to have bred for the first time at Nosterfield and the site has become well known among the birdwatching community.
- The quarry once again hosted the village bonfire night and supported the spring Beltane festival.
- The planning application for the extension to the north remains with the County Council for assessment but is unlikely to be progress to Committee until further information is supplied by Lafarge Tarmac. This information is being collated and will be submitted for public scrutiny.
- In January 2013 Lafarge Tarmac was created following the merger of these two large construction material companies. There is unlikely to be much impact on Nosterfield Quarry.
- The next Liaison Committee Meeting is likely to be in June 2013.

9.2 Appointment of representatives for the forthcoming year.

It was resolved that the Clerk and Councillor Houston be appointed as the Council's Quarry Liaison Representatives for the forthcoming year.

10. WEST TANFIELD MEMORIAL HALL MANAGEMENT COMMITTEE

10.1 Report from 2012/13 representative – David Parkinson.

The report, as submitted to the Annual Parish Meeting, was noted:

"The committee has this year been mainly involved in fundraising efforts, which have centred around four main events: bank holiday catering, a hog roast, the bonfire and fireworks event and the recent organ recital. All volunteers who have been involved are thanked."

10.2 Appointment of representative for the forthcoming year.

It was resolved that Councillor Parkinson be appointed as the Council's representative on the Memorial Committee for the forthcoming year.

11. LOWER URE CONSERVATION TRUST

11.1 Report from 2012/13 representative – David Parkinson.

Councillor Parkinson referred to the Lower Ure Conservation Trust Liaison Committee Meeting which had been held on 22nd February 2013. The meeting had centred around the Warden's report about the wildlife numbers on the reserve, which had been affected by poor weather during 2012. Other points noted included:

- There have been 15,000 visitors to the reserve during the past twelve months.
- A dog waste bin has been installed at the Nosterfield pedestrian entrance.
- The Quarry has transferred ownership of the outstanding areas of the reserve to the Lower Ure Conservation Trust.

11.2 Appointment of representative for the forthcoming year.

It was resolved that Councillor Parkinson be appointed as the Council's representative on the Lower Ure Conservation Trust Liaison Committee for the forthcoming year.

12. WEST TANFIELD UNITED CHARITIES

It was noted that Councillor Pennock has been appointed as the Parish Council's representative on the United Charities' Board, with effect from December 2013.

Tanfield Parish Council

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING

13. QUESTIONS AND COMMENTS FROM MEMBERS OF THE PUBLIC ON PARISH COUNCIL BUSINESS

13.1 Recycling at West Tanfield Memorial Hall.

Concerns about the capacity of the mini-recycling centre in the hall's car park were directed to Bob Trehwhitt, Chairman of the Memorial Hall's Management Committee.

13.2 Open space area near River Ure.

It was agreed that the Parish Council should make investigations in to the ownership of this area, located below the Marmion Tower. The parish caretaker will be asked to look into any works that are required to the steps which are used to access this area.

13.3 Flies in West Tanfield.

Concern about the number of flies to be found in West Tanfield during summer months was expressed.

Councillor Houston advised that he could arrange testing to determine the source of the flies if supplied with a sample.

This may be a matter for the Parish Council to take up with Hambleton District Council's Environmental Health Department and will be included on the agenda of the July meeting.

Meeting closed at 21.37 hrs.

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

SIGNED:(Chairman)

DATE: