

# *Tanfield Parish Council*

## MINUTES OF THE ANNUAL PARISH COUNCIL MEETING

**DATE:** Tuesday 27<sup>th</sup> May 2014  
**TIME:** 20.03 hrs  
**LOCATION:** West Tanfield Memorial Hall  
**PRESENT:** Councillors Peter Hull (Chairman), David Parkinson (Vice-Chairman), Steve Houston and Chris Pennock.  
**IN ATTENDANCE:** Iona Taylor (Clerk)  
District Councillor David Webster and County Councillor John Weighell  
Stef Bennett, Yvonne Griffiths and Bob Trehwhitt.

**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 Hull be re-elected as Chairman. His 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 Parkinson be re-elected as Vice-Chairman. His declaration of acceptance of office was duly received.

**3. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA – none.**

**4. COUNCIL'S DOCUMENTS**

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

- Standing Orders
- Financial Regulations
- Financial Risk Assessment
- Risk Assessment
- Publication Scheme
- Retention of Information Policy
- Fault Reporting Protocol

The Council's asset register was updated to reflect the recent sale of the Billy Goat Mower and revised valuations of the bus shelters in Nosterfield and West Tanfield. The new valuations of £10,000 per shelter are in accordance with their insurance valuation.

**5. APOLOGIES**

Apologies were received from North Yorkshire Police, Christopher Bourne-Arton and Anthony Cumming.

**6. REPORT ON PARISH COUNCIL BUSINESS 2013/14**

*Councillors*

Peter Hull (Chairman), David Parkinson (Vice-Chairman) and Steven Houston have served as Councillors for the West Tanfield ward throughout the year.

Chris Pennock has served as Councillor for the East Tanfield ward during the year.

There remains a vacancy for a Councillor to serve the West Tanfield ward.

*Meetings*

The Parish Council has met 7 times since the 2013 annual meetings. 4 of these were 'ordinary' meetings when a full agenda of business was considered. The other 3 were extraordinary meetings to consider planning applications and other urgent items of business.

*Planning and Development*

- 7 planning applications have been considered for proposals ranging from garage conversions to hedgerow removal to a canopy at St. Nicholas School.
- The Parish Council has responded to consultations by North Yorkshire County Council on the Minerals & Waste Joint Plan.
- Council representatives have attended a workshop hosted by Hambleton District Council on proposals to refresh the Local Development Framework Core Strategy.

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- The Parish Council has responded to consultations by North Yorkshire County Council on the Minerals & Waste Joint Plan.

### *General*

- A survey of all parish households was conducted to help determine the Council's budgetary priorities for 14/15. This resulted in the precept being increased by £888 to £7188 to allow services to be maintained at their current level.
- In response to concerns raised by local residents, the Parish Council applied to the Hambleton Community Safety Partnership for new speed monitoring checks to be carried out. These show that speeds are within the acceptable range for a 30mph zone and no further action is necessary.
- The Parish Council continues to operate the parish caretaker scheme, whereby 5 hours of maintenance works are carried out in the parish each month. The caretaker for 2013/14 and 2014/15 is Farm & Land Services Ltd from Knaresborough.
- Farm & Land Services Ltd have also been appointed as the Council's grasscutting contractor for 2014-17. They replace the Walled Garden Scheme who decided not to tender for the new contract.
- The Parish Council is continuing to look in to issues surrounding ownership of the areas of common land in the parish.
- The Council organised a successful bonfire and fireworks event which raised £491.09 for West Tanfield Memorial Hall. The Parish Council would like to once take this opportunity of thanking everyone involved in helping to arrange this event.
- The Parish Council has continued to correspond with Highways North Yorkshire about a number of road defects, including the poor condition of the B6267. Satisfactory resolutions are increasingly hard to come by due to financial constraints on the Highways Authority.
- At the request of the Tour de France organising committee the Parish Council has made contact with the French town of Fontenay-le-Marmion with a view to forging links in the future.
- The Parish Council was represented by Councillor Pennock on the West Tanfield United Charities board.
- The Parish Council was represented by Councillor Parkinson on West Tanfield Memorial Hall's Management Committee & the Lower Ure Conservation Trust's Liaison Committee.
- The Parish Council's Quarry Liaison representatives were the Clerk and Councillor Houston.
- The Parish Council is continuing to liaise with Yorkshire Water about problems with the sewerage operations and pipe between Nosterfield and West Tanfield.
- The Parish Council continued to support the work of the Hambleton Citizens Advice Bureau.
- The Parish Council continues to manage the playgrounds in West Tanfield, Nosterfield & Thornborough.

## **7. FINANCIALS**

### **7.1 2013/14 Accounts.**

It was resolved that the previously circulated, 2013/14 accounts be approved.

It was noted that the Internal Auditor's opinion on these accounts will be available at the July 2014 Parish Council meeting.

### **7.2 Annual Return.**

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

### **7.3 Internal Audit Report 2014/15.**

It was resolved that the Internal Audit Report for 2014/15, 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.

## **8. INSURANCE**

It was resolved that the Council should renew its insurance policy with Came & Company Local Council Insurance at a cost of £342.79. This price takes account of the recent sale of the Billy Goat Mower and revised valuations for the bus shelters in Nosterfield and West Tanfield (£10,000 each).

## **9. STAFFING**

### **9.1 Staffing Committee & Grievance Policy.**

It was resolved that the Staffing Committee Terms of Reference and Grievance Policy be re-approved without amendment.

### **9.2 Appointment of Councillors to serve on Staffing Committee.**

It was resolved that Councillors Hull and Pennock should serve on the Staffing Committee.

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### 10. QUARRY LIAISON REPRESENTATIVES

#### 10.1 Report from 2013/14 representatives (Councillor Houston and the Clerk).

It was noted that there had been only 1 liaison meeting during the past year and reference was made to the report as presented to the Parish Council on 10<sup>th</sup> July 2013.

The only change since the liaison meetings is that Lafarge Tarmac are to submit an application to North Yorkshire County Council for consent to extend the expiry date of the Ladybridge permission. The Parish Council has been previously advised of this development.

The Langwith extension application remains undetermined.

#### 10.2 Appointment of representatives for the forthcoming year.

It was resolved that Councillor Houston and the Clerk should serve as the Council's Quarry Liaison Representatives for the 2014/15 period.

### 11. WEST TANFIELD MEMORIAL HALL MANAGEMENT COMMITTEE

#### 11.1 Report from 2013/14 representative (Councillor Parkinson).

It was noted that during the past year Bob Trewitt has stepped down as Chairman of the Management Committee. Anthony Cumming is now Chairman and Treasurer. The Parish Council recorded its thanks for all the work that Bob Trewitt had undertaken for this community facility, which included obtaining significant grant funding to enable improvement works to take place.

A number of fundraising events are held to ensure that the hall remains solvent. The committee is pleased that it is going to play an integral part of the Tour de France celebrations.

Councillor Parkinson noted that there are a number of new members on the management committee.

#### 11.2 Appointment of representative for the forthcoming year.

It was resolved that Councillor Parkinson should continue to serve as the Council's representative for the forthcoming year.

### 12. LOWER URE CONSERVATION TRUST LIAISON COMMITTEE

#### 12.1 Report from 2013/14 representative (Councillor Parkinson).

Councillor Parkinson reported that the small committee meets annually.

Nosterfield Nature Reserve continues to attract high visitor numbers. There are plans to improve the path between Nosterfield and the car park, including the construction of a dipping pond. This project is subject to securing funds.

The reserve will be closed to the public during the Tour de France events.

#### 12.2 Appointment of representative for the forthcoming year.

It was resolved that Councillor Parkinson should continue to serve as the Council's representative for the forthcoming year.

### 13. WEST TANFIELD UNITED CHARITIES - Report from 2013/14 representative (Councillor Pennock).

Councillor Pennock reported that the charities are in sound financial health and continue their work of distributing funds to local residents in need.

### 14. VACANCY ON WEST TANFIELD WARD – no applications received.

Meeting closed at 20.15 hrs.

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

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

**DATE:** .....