
GRANTLEY, SAWLEY, SKELDING AND EAVESTONE PARISH COUNCIL
MINUTES OF THE ANNUAL PARISH COUNCIL MEETING

DATE: Thursday 16th May 2013
TIME: 19.30 hrs
LOCATION: Sawley Village Hall
PRESENT: Parish Councillors John Scannell (Chairman), Martin Kirbitson (Vice-Chairman), Trevor Kitchen, June Learoyd, Mike Lumb and Martin Soley.
IN ATTENDANCE: Iona Taylor (Clerk)
District & County Councillor Margaret Atkinson, Mr M Atkinson

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 Scannell be reappointed as Chairman and 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 CODE OF CONDUCT

It was resolved that Councillor Kirbitson be reappointed as Vice-Chairman and his Declaration of Acceptance of Office was duly received.

3. WELCOME FROM THE CHAIRMAN OF THE PARISH COUNCIL

Councillor Scannell welcomed all those present to the meeting.

4. CO-OPTION OF A PARISH COUNCILLOR – no applications received.

5. APOLOGIES

Apologies were received from Ted Flexman.

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

7. REPORT ON PARISH COUNCIL BUSINESS 2012/13

Councillors

- The following members have served throughout the year: John Scannell (Chair), Martin Kirbitson (Vice-Chair), Trevor Kitchen, June Learoyd, Michael Lumb and Martin Soley.
- Rachel Wigginton served from the 2012 May elections until September.

Meetings

- The Parish Council has met 8 times since the 2012 Annual Parish Council Meeting.
- 6 of these meetings were ordinary meetings of the Council when a full agenda of business was transacted.
- A further 2 meetings to consider planning applications and other urgent items of business were also held.

Planning and Development

- The Parish Council has been consulted on 20 applications during the past year a significant increase on the previous twelve months.
- Proposals ranged from a fly-fishing lake, to a new dwelling in Eavestone, to a holiday let, to a garden room and extensions to existing properties.
- The Council has monitored developments brought about by the Localism Act 2011.
- The Parish Council has continued to object to proposals for a dwelling at the Coal Stock Yard site as it considers that this is an inappropriate location for development and any security concerns can be alleviated through existing consents. The outcome of the owner's latest appeal against refusal of planning permission is awaited.

General

- The Parish Council now has its own website: www.gssepc.btck.co.uk which is filled with information about the work of the Parish Council and provides a point of contact for the public to use.

GRANTLEY, SAWLEY, SKELDING AND EAVESTONE PARISH COUNCIL
MINUTES OF THE ANNUAL PARISH COUNCIL MEETING

- The Parish Council has funded half the cost of the new noticeboard in Grantley. The board will be used to display Parish Council, community and village hall news. The village hall committee have funded the remaining cost.
- The Clerk, funded by the Council, has set up a successful oil buying co-operative in the parish. 15 households from the parish have joined and two orders (totalling nearly 12,000l) have been placed.
- The Parish Council continues to maintain the playgrounds in Grantley and Sawley and is looking in to options for new equipment at Sawley. A new post office role play panel was installed in Sawley funded by commuted sums, through Harrogate Borough Council.
- The Parish Council adopted a new Code of Conduct as required by the Localism Act 2011. This will be monitored as further training becomes available.
- The Parish Council has continued to operate the parish caretaker scheme which was partially funded by the Yorkshire Dales LEADER scheme.
- The Parish Council has registered with HMRC for PAYE and implemented a payroll system for employment of the Clerk.
- The Parish Council has corresponded with Highways North Yorkshire to try and seek resolutions to a number of problem roads in the parish. The Council was grateful to former County Councillor Paul Richardson for his involvement in securing resurfacing works in Grantley.
- The Parish Council has supported local MP Julian Smith and Harrogate Borough Council in their efforts to bring faster broadband to this area.
- Liaised with Fountains school and The Grantley Arms about concerns regarding parking in Grantley during the day.

8. COUNCIL'S DOCUMENTS

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

8.1 Standing Orders

8.2 Financial Regulations

8.3 Risk Assessment

8.4 Financial Risk Assessment

8.5 Asset Register

It was resolved that an amended asset register be approved with the following points being noted:

- Assets' values will no longer be depreciated. Instead the insurance value will be used, or a nominal value of £1 will be applied.
- Long term investment bonds for the Parish Room Proceeds will be included on the asset register.
- An up to date valuation will be sought on Grantley bus shelter.
- The play equipment will continue to be insured for liability purposes only and will not cover any replacement costs.
- The seats on Sawley Village Green will be valued and included on the Council's insurance policy.

8.6 Publication Scheme

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

8.7 Retention of Documents and Information Policy.

It was resolved that this new policy be adopted by the Parish Council.

9. FINANCIALS

9.1 2012/13 accounts.

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

GRANTLEY, SAWLEY, SKELDING AND EAVESTONE PARISH COUNCIL
MINUTES OF THE ANNUAL PARISH COUNCIL MEETING

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

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

"I have completed the Internal Audit for 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.

9.3 Annual Return.

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

9.4 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.

10. PARISH ROOM PROCEEDS

10.1 General update on administration of the funds, including current balance.

- The total balance of the Parish Room Proceeds as at 31st March 2013 was £147,607.20, of which:
 - £117,277.25 was invested in three separate bonds with Santander, Cambridge Building Society and Skipton Building Society.
 - £3,670.62 is allocated for distribution through the Sawley Small Grants Scheme.
 - £26,243.04 is allocated towards capital projects such as improving recreation provision in Sawley and a new bus shelter.
 - £416.29 is being kept as a 'float' to cover any administrative costs.
- £3,066.37 of interest was earned on the proceeds during the 2012/13 financial year.
- During the 2012/13 financial year the Parish Council awarded £665 in the form of three grants from the Sawley Small Grants Scheme to fund work by the Sawley Arts Group and to help towards the cost of two Sawley residents undertaken educational courses.
- The Parish Council has liaised with Fountains P.C.C. on works to renovate and repair Sawley Church Clock. The majority of these works have been completed at a cost of £5353.
- Two consultations have been carried out with Sawley residents which showed strong support for the provision of trim-trail equipment on Sawley Village Green. A working group is now developing final proposals with the Council's preferred supplier – Playforce.

10.2 Grants panel.

It was resolved that the Grants Panel (who meet to consider applications made to the Sawley Small Grants Scheme) should be made up of any three available members from John Bostock, Arlene Flexman, Councillor Martin Kirbitson or Councillor Trevor Kitchen.

10.3 Transfer of funds.

It was resolved that funds should be transferred from the Parish Room Savings A/C (general administration fund) to the Parish Council's Current A/C to cover administration costs incurred by the Parish Council as a result of looking after the Parish Room Proceeds.

The amounts to be transferred are £55.13 to cover the cost of the Clerk's time administering the proceeds and any additional charge levied by the Council's auditor – to be confirmed in due course.

11. QUESTIONS AND COMMENTS FROM MEMBERS OF THE PUBLIC – none.

Meeting closed at 20.11 hrs.

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

SIGNED: (Chairman)

DATE: