

# AZERLEY PARISH COUNCIL

## MINUTES OF A PARISH COUNCIL MEETING

**DATE:** Thursday 21<sup>st</sup> July 2016  
**TIME:** 19.30 hrs  
**LOCATION:** Mickley Village Room  
**PRESENT:** Councillor Nick Jackson (Chair), Robert Weatherhead (Vice-Chair), Patricia Harling, Jan Lawson, Ben Robinson and Brian Thackray.  
**IN ATTENDANCE:** Iona Taylor (Clerk)  
 District and County Councillor Margaret Atkinson.  
 Howard Mountain.

51-16	<p><b>Standards</b></p> <p><b>a) Declarations of interest and requests for dispensations.</b> There were no declarations of interests or requests for dispensations.</p> <p><b>b) Training on standards issues.</b> Members were provided with the notes from a standards training session arranged by Harrogate Borough Council on 6th July 2016.</p>
52-16	<p><b>Apologies.</b> There were no apologies received.</p>
53-16	<p><b>Minutes from the last meeting.</b> It was agreed that the minutes of the last meeting, held on 30<sup>th</sup> June 2016, be approved and signed by the Chairman as a true record.</p>
54-16	<p><b>Asset Register.</b> The Council approved an updated register, dated 3<sup>rd</sup> April 2016.</p>
55-16	<p><b>Commutated Sums Balance Sheet</b> An updated balance sheet, showing the funds available for community improvements was considered. The funds are generated through contributions paid by developers implementing planning permission for new homes and are generally available for improvements to open green spaces and village halls. It was noted that there is £3,318.24 available for improvements to the Galphay Village Institute. Borough Councillor Margaret Atkinson was asked to take up the issue of funds not being promptly recorded or collected with the Borough Council.</p>
56-16	<p><b>Electoral Review of Harrogate</b> Members considered the draft recommendations which would see Azerley parish being included in a Ripley and Fountains ward. It was agreed that the Council supports the proposals as they keep this parish together in one ward, rather than being represented by more than one ward Councillor.</p>

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57-16	<p><b>Parish Consultation Meetings with Harrogate Borough Council.</b></p> <p>It was noted that Harrogate Borough Council is proposing to change the format of its consultation meetings with Parish Councils.</p> <p>It is proposed that meetings will take place at six monthly intervals and every Parish Council will be invited to each meeting. Parish Councils will still be able to request items to be added to the agenda, but such issues must affect all, or a significant number of parishes. The new format will allow opportunities for the Borough Council to provide updates on many of the significant issues currently affecting all tiers of Local Government. There will also be an opportunity for an informal question and answer session at the end of each meeting.</p> <p>The new format was broadly welcomed by members.</p> <p>The new format does not provide for attendance by, or questions being posed to, Highways North Yorkshire representatives. The Clerk has been asked to make alternative suggestions for how they could engage with Parish Councils and recommended the Yorkshire Local Councils Associations branch meetings.</p>
58-16	<p><b>2016 – 2018 NJC National Agreement for Clerk’s Salaries.</b></p> <p>It was noted that new salary pay scales, for the remuneration of Council clerks, have been issued. It was resolved that the new scales be implemented, with effect from 1st April 2016.</p> <p>It was further noted that the current Clerk, Mrs Iona Taylor, is paid in accordance with SCP 23 (£10.94 per hour).</p>
59-16	<p><b>Pensions</b></p> <p><b>a) Clerk’s report following training session on 13<sup>th</sup> July 2016.</b></p> <p>The Clerk reported that she had found the training session to be informative and very worthwhile attending.</p> <p>As a result of this training she is able to advise that the Council needs to:</p> <ul style="list-style-type: none"> <li>• Assess its employee(s), to determine their pension status.</li> <li>• Write to employee(s) according to their status.</li> <li>• Set up a pension scheme (whether it is to be used or not). This is recommended rather than mandatory.</li> <li>• Contact the Pensions Regulator to advise of its compliance within 5 months of its staging date, which is 1<sup>st</sup> July 2017.</li> </ul> <p>It was noted that the Clerk, who is the Council’s only employee, is an ‘entitled’ employee. This means that she is paid below the level at which an employee must be automatically enrolled in to a pension scheme, but that the Council must provide a scheme if the employee wishes to join, although it will not be required to make a financial contribution.</p> <p>Although letters will be exchanged to provide an audit trail in this matter it was noted that the Clerk will not be seeking to take out a pension through Azerley Parish Council.</p> <p><b>b) Pension scheme.</b></p> <p>It was agreed that the Council should proceed to set up a ‘NEST’ pension scheme. There is no cost for setting up a scheme as charges are only applied if the scheme becomes actively used.</p> <p>Although the scheme won’t be used while employing the current Clerk and will simply sit in the background available for future use, it shows the Council’s commitment to meeting its obligations under auto-enrolment requirements.</p>

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	<p>c) <b>‘The essential guide to automatic enrolment’</b> It was noted that a copy of this publication has recently been received from the Pensions Regulator’ and is available for Councillors to view by contacting the Clerk.</p>
60-16	<p><b>Smaller Authorities Transparency Fund.</b> It was agreed that an application should be submitted to cover the cost of a new computer, scanner and annual subscription to Microsoft Office for use by the Clerk.</p>
61-16	<p><b>De-fibrillators</b></p> <p>a) <b>Installation of machines.</b> De-fibrillators have now been installed at the Galphay Inn and Mickley Village Room. Councillor Jackson advised that the Winksley machine will be installed after completion of external decorating works at the Church Room. It was noted that machines must be registered with the Yorkshire Ambulance Service when installed, as has happened in Galphay.</p> <p>b) <b>Feedback from training sessions in Galphay and Mickley.</b> Councillors Robinson and Harling reported that successful training sessions had been held in each village, with local medical personnel helping to deliver the events in conjunction with the excellent resources provided by the British Heart Foundation.</p>
62-16	<p><b>Highways</b> Councillor Harling reported on Mickley residents’ efforts to secure highways repairs and improvements to the roads leading to and from the village. These have included a petition signed by every resident and ongoing correspondence with Highways North Yorkshire and Julian Smith MP. It was noted that temporary repairs have been carried out to the surface on Judy Bank near Judy House. County Councillor Margaret Atkinson reported that funding for permanent repairs has been included in the 2017/18 budget.</p>
63-16	<p><b>Consultations on planning applications.</b></p> <p>a) <b>16/02775/LB   Listed building application for the application of render to west gable.   Bobbin Mill Galphay Village Galphay HG4 3NJ</b> It was agreed that the Council has no objections to this application.</p>
64-16	<p><b>Updates and decisions on planning applications, appeals and enforcement investigations received from planning authorities since the last meeting (for information only).</b></p> <p>a) <b>15/05676/FUL   Erection of horse walker and formation of hardstanding.   The Farmhouse Winksley Banks Winksley Banks Road Galphay North Yorkshire.</b> Application passed.</p> <p>b) <b>16/00057/FUL   Erection of first floor extension with dormer window and balcony and rear infill dormer between existing dormer windows.   5 Pine Croft Winksley Ripon North Yorkshire HG4 3NP</b> Application passed.</p> <p>c) <b>16/01498/FUL   Retention of render finish to walls of dwelling.   Laverock Green Lane Winksley HG4 3NR</b> Application passed.</p>

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	<p>d) 16/02062/TPO   Crown lift (to 5.2m) of 1 Ash, Tree T1 of Tree Preservation Order 03/2004.   Warren Lane House Warren Lane Galphay Ripon North Yorkshire HG4 3PB Application passed.</p> <p>e) Alleged alterations to roof of outbuildings, filled in a first floor door, removal of hedgerow and changing use of agricultural land to domestic curtilage at Holme Grange Farm, Galphay. Notification of enforcement investigation received.</p> <p>f) 16/02793/PNA   Erection of general purpose agricultural storage building.   Holme Grange Farm Galphay Ripon North Yorkshire HG4 3NJ Prior notification application submitted to Harrogate Borough Council. Parish Council <i>not</i> consulted on this application.</p> <p>g) Alleged breach of Condition 6 of 15/02499/FUL by removal of hedge at West End Farm, Galphay. Notification of enforcement investigation received.</p>
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65-16	<p><b>Correspondence.</b> The Clerk reported on items received, including:</p> <p>a) <b>Yorkshire Local Councils Associations - White Rose Update and Training Programme 2016</b> It was noted that these publications have been circulated to all members. The Clerk recommended that all members consider attending one of the varied training courses provided by the Associations. The Council will usually cover any costs incurred by attending.</p> <p>b) <b>Harrogate Borough Council – Green Garden Waste Service</b> Further details have been provided about the proposed changes to the green garden waste service, summarised as follows:</p> <ul style="list-style-type: none"><li>• A charge of £39 per year is going to be levied for the service.</li><li>• The service will resume as usual in March 2017.</li><li>• In June 2017 those properties who have decided to ‘opt in’ and pay the charge will continue to receive the service.</li><li>• The service will become available to all households wishing to participate with effect from Spring 2018.</li><li>• The Borough Council is hoping to make home composters available to households to purchase for a one-off cost. Household Waste Recycling Centres (tips) will continue to accept green waste free of charge.</li></ul> <p>Further information will be disseminated as available.</p> <p>c) <b>Highways works.</b> Advanced notification of the carriageway patching and surfacing works on the C371 between Thieves Gill and Kirkby Malzeard was displayed on the Parish Council’s website.</p> <p>d) <b>‘Governance &amp; Accountability for Local Councils’.</b> A new edition of this Guide has been released. This sets out the guidelines that Parish Councils must work to when preparing their annual accounts is the benchmark for good practice.</p> <p>e) <b>Winksley grasscutting.</b> It was noted that a member of the public has contacted the Council about concerns over grasscutting in Winksley, although these seem to have been addressed in the recent round of maintenance.</p>
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- f) Broadband in Winksley.**  
Superfast North Yorkshire has written to advise that the Winksley exchange has now been enable for superfast broadband. Anyone wishing to take advantage of the new service should contact their Internet Service Provider.
- g) Citizens Advice Service in Ripon.**  
Although the Ripon office closed in March 2016, Craven and Harrogate Citizens Advice Service is continuing to operate services in this area as follows:  
COMMUNITY HOUSE, Sharow Vew, Allhallowgate, Ripon, HG4 1LE
- Tuesday – 9.30am – 3.30pm (appointments only.)
- ALLHALLOWGATE METHODIST CHURCH, Allhallowgate, Ripon, HG4 1LG
- Wednesday – 9.30am to 12pm
  - Thursday – 12pm to 3.30pm
  - Friday – 9.30am to 12pm
- The contact details to access the service are on the Parish Council’s website.
- h) Invitation to Ask the Cabinet.**  
Harrogate Borough Council’s Chief Executive and Cabinet Members are holding a question and answer session, which Parish Councillors are invited to attend, at 6pm on Thursday 28<sup>th</sup> July 2016.
- i) Finance training.**  
The Council agreed to cover ¼ of the cost of the Clerk attending finance training, arranged by the Yorkshire Local Councils Associations on 1<sup>st</sup> October 2016. This Council’s contribution will be £28.75.

66-16

**Financial report.**

It was agreed that the following report be approved and recorded.

<i>Bank Balances as at 28/6/16:</i>		
Santander Business Account		£6,320.87
<b>TOTAL</b>		<b>£6,320.87</b>
<i>Payments to be approved and recorded:</i>		
<i>Payee</i>	<i>Details</i>	
DTMS Ltd	Invoice 10084, Caretaker - May 2016	£56.70
Farm & Land Services Ltd	Invoice 4547	£295.20
Iona Taylor	Expenses - June 2016	£78.28
Iona Taylor	Clerk's Wages - June 2016	£123.89
HMRC	PAYE - June 2016	£31.00
Iona Taylor	Expenses - May 2016	£20.45
Iona Taylor	Mileage - May 2016	£21.20
Iona Taylor	Clerk's Wages - May 2016	£134.42
HMRC	PAYE - May 2016	£33.60
<b>TOTAL</b>		<b>£794.74</b>

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	<i>Receipts to be recorded:</i>		
	<i>Received From</i>	<i>Details</i>	
	Lloyds Banking Group plc	Share Dividend	£2.42
	HM Revenue & Customs	Repayment of 15/16 PAYE Overpayment	£3.80
	<b>TOTAL</b>		<b>£6.22</b>
<b>67-16</b>	<p><b>Next meetings.</b>            It was agreed that the Council's next meetings be held on the following dates:            a) 25<sup>th</sup> August 2016 (Planning)            b) 29<sup>th</sup> September 2016 (Full Council)</p>		
<b>68-16</b>	<p><b>Items to be considered at the next meeting (for information only).</b>            None.</p>		

**Meeting closed at 20.15 hrs.**

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

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

**DATE:**                   .....