

# **Fountains Abbey Parish Council**

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Minutes of the Annual Meeting of the Parish Council and an Ordinary Meeting of the Parish Council held on Monday 26<sup>th</sup> June 2023 at 7.30pm  
At Studley Roger Village Hall

**It should be noted that at the outset the meeting was quorate. However, due to Cllr. Atkinson having to leave the meeting due to a medical emergency the majority of the meeting was not quorate.**

**It was decided to press on with the meeting and to record the decisions made as decisions and not resolutions. When the minutes were written up, then they could be ratified accordingly.**

## **Annual Meeting**

**(2023-24 – 016) Present** were Cllr. Derrick Slater, Cllr. Vic Lawson and (initially) Cllr. Jenny Atkinson.

**(2023-24 – 017)** Also **present** was David Taylor, Clerk. There were no members of the public.

**(2023-24 – 018)** Apologies were **received** and **accepted** from Cllr. Charles Johnson

**(2023-24 – 019)** Cllr. Derrick Slater was **elected** as Chairman of the Parish Council. He was **nominated** by Cllr Lawson.

**(2023-24 – 020)** The Chairman, Cllr. Slater **welcomed** those present to the Annual Meeting of the Fountains Abbey Parish Council.

**(2023-24 – 021)** It was **resolved to approve** and adopt, without amendment the following governance documents. These documents were circulated prior to the meeting and taken as read:

- a. Code of Conduct
- b. Code of Conduct (Social Media)
- c. Financial Regulations
- d. Standing Orders
- e. Publication Scheme
- f. Records Management
- g. Financial Risk Management
- h. Risk Assessment
- i. GDPR Statement

**(2023-24 – 022)** It was **resolved to approve and sign** the following documents (the documents having been circulated beforehand):-

- a. The Certificate of Exemption for 2022/2023
- b. Section 1 of the Annual Governance and Accountability Return 2022/2023. (The Annual Governance Statement).
- c. Section 2 of the Annual Governance and Accountability Return 2022/2023. (The Accounting Statement).

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d. The Annual Internal Audit Report for 2022/2023.

**(2023-24 – 023)** At **7:45pm** the **Chairman closed** the Annual Meeting of the Fountains Abbey Parish Council and thanked those present at attending.

**(2023-24 – 024)** No **Declarations of Interest** were received and so therefore no **Dispensations** were required.

**(2023-24 – 025)** It was **resolved** that the minutes of the meeting held on 24<sup>th</sup> April 2023, having been circulated for consideration beforehand were true and correct records. The Chairman was authorised to sign them accordingly.

## **Reports:**

**(2023-24 – 026)** Reports from Cllr Felicity Cunliffe-Lister for the months of April & May had been **circulated** prior to the meeting.

**(2023-24 – 027)** The Clerk **Reported** that the telephone box at Aldfield had not yet been started in it's refurbishment but that Dr Byfield had offered to carry out the painting when the box had been pressure washed and the paint ordered. The Clerk was instructed to contact Cllr Johnson regarding pressure washing the kiosk and to order the required paint.

**(2023-24 – 028)** As there had been no progress with organising repairs to the chimney of the Studley Roger village Hall. It was decided to defer the matter to a future meeting. Chimney.

**(2023-24 – 029)** It was **resolved** to commence the procedure for the Co-Option onto the Parish Council of Dr Steve Byfield. This had been discussed in prior meetings and Dr Byfield was willing to be co-opted if at all possible.

## **The following Correspondence was considered:**

**(2023-24 – 030)** Email - "Your Police Force, your say" - Commissioner Zoë to host online road safety meeting driven by interest from the public. The contents were **noted**.

**(2023-24 – 031)** Email – Update on parish council representatives on the AONB Joint Advisory Committee. The contents were **noted**.

## **Financial Matters:**

**(2023-24 – 032)** The accounts for payment as listed on "**Appendix A**", below, were approved for payment. They were items that were either payments due in the normal course of business and therefore could be paid or item that had been discussed prior.

**(2023-24 – 033)** A Bank Reconciliation to the period 26.06.2023\_(including all payments up to and over £100.00) was received and unanimously approved. The Chairman signed it accordingly. This appears at "**Appendix B**", below.

**(2023-24 – 034)** A Spending v Budget report to the period 26.06.2023\_was received and approved by the Council.

## **Planning Matters:**

***NB- Planning applications. All Comments and returns from the Parish Council can be seen on the HBC planning portal. Please see the note below for the meaning of Return Options.***

***The following Planning Notices were received:-***

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**(2023-24 – 035) Planning Decision** No ZC23/01309/TPO. Works to trees subject to Tree Preservation Order etc. Wheatbriggs House Studley Park Ripon. Mr J F Lindley. **Noted – Permission Granted Subject to conditions.**

**(2023-24 – 036) Planning Decision No 23-00803-FUL.** Erection of single storey rear extension. 4, The Close Studley Roger Ripon. Mr & Mrs Hopwood. **Noted – Permission Granted Subject to conditions.**

**(2023-24 – 037) Planning Enforcement Letter,** 23-00134-BRPC15. The Byre Studley Roger Ripon. Potential breach of planning regarding use of gate. **Noted.**

***The following Planning Applications were considered:-***

**(2023-24 – 038) Planning Application** ZC23-01965-DVCON. Application to vary condition 2 (approved plans) etc. Fountains Farm Aldfield Ripon. Briahaze Village Homes Ltd. **A decision and resolution on this matter was deferred until the meeting was quorate.**

**(2023-24 – 039) Planning Application** ZC23-01799-DVCON. Variation of Condition 2 of planning permission 22/02091/FUL etc. The Old Chapel, Moor Lane, Aldfield, Ripon. Mr and Mrs Dallas. **A decision and resolution on this matter was deferred until the meeting was quorate.**

**(2023-24 – 040)** The Clerk **requested** that agenda items to be considered at the next meeting of the Parish Council should be sent direct via email or post to arrive no later than 1 week prior.

**(2023-24 – 041) It was confirmed** that the next regular meeting of the Parish Council would be on

A schedule of meetings appears at "**Appendix C**", below.

**(2023-24 – 042)** The meeting closed at 8.35pm

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

Signed as a true record by Cllr Steve Byfield, Chairman

Date:

At the Regular Meeting of the Fountains Abbey Parish Council held on **13<sup>th</sup> November 2023** it was resolved by unanimous vote to approve these Minutes, copies of which had been previously circulated to Members, as a true and correct record. These Minutes were then signed by the Chairman accordingly.

**The signed Minutes are held in the Parish Council minute book at the Clerk's address, below, and can be viewed by prior appointment.**

**Clerk : David Taylor. 57 Whitcliffe Lane, Ripon, HG4 2LB. 01765 601693**

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When returning a standard form Parish Council Notification consultation decision there are four options that the Council can return. These are:-

**Option A** – The Parish Council has no objections.

**Option B** – The Parish Council objects on the planning grounds set out overleaf.

**Option C** – The Parish Council does not object to or support the application but wishes to make comments or seek safeguards set out overleaf.

**Option D** - The Parish Council supports the application.

## Appendix "A" – Schedule of accounts approved for payment.

- i. Clerk's salary
- ii. Standing office costs

## Appendix "B" – Bank reconciliation for the period to 26<sup>th</sup> June 2023

Nat West - 0000000061	£	1,863.19	
Nat West - 0000000073	£	3,668.60	
	£	<b>5,531.79</b>	<b>£ 5,531.79</b>
<b>Less Accounts Outstanding - Sched 1</b>	£	-	
<b>Sub Total</b>			<b>£ 5,531.79</b>

### Cash Book

#### As at 09.01.2023

Nat West - 0000000061	£	858.86	
nat West - 0000000073	£	3,149.22	
<b>Sub Total</b>	£	<b>4,008.08</b>	<b>£ 4,008.08</b>
<b>Add receipts - Sched 2</b>	£	<b>3,788.28</b>	
	£	<b>7,796.36</b>	<b>£ 7,796.36</b>
<b>Subtract payments - Sched 3</b>	£	<b>2,264.57</b>	<b>£ 5,531.79</b>
<b>Less Accounts Outstanding - Sched 1</b>			<b>£ 5,531.79</b>

### Schedule 1

£ -

### Schedule 2

1st Precept	28.04.2023	£ 2,784.00
Interest	31.01.2023	£ 0.60
Interest	28.02.2023	£ 0.59
Interest	31.03.2023	£ 0.73
Interest	28.04.2023	£ 0.67
Transfer from Currant a/c	02.05.2023	£ 1,000.00
Interest	31.05.2023	£ 1.69
<b>Total Sched 2</b>		<b>£ 3,788.28</b>

## **Appendix "C" – Schedule of Forthcoming Meetings of Fountains Abbey Parish Council:**

### **Schedule of Meetings 2023**

**Meetings are held in Studley Roger Village Hall, unless otherwise advised.**

13<sup>th</sup> November 2023

Meetings begin at 7.30pm unless otherwise stated.

Planning meetings will be held when necessary if there are new applications to consider. Please check notice boards and the Parish Council website for changes to dates, times & venues.