

Fountains Abbey Parish Council

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Minutes of the Post-Election Meeting of the Fountains Abbey Parish Council The Annual Meeting of the Fountains Abbey Parish Council and an Ordinary Meeting of the Fountains Abbey Parish Council held on Monday 16th May 2022 at Studley Roger Village Hall

Post-Election Meeting

May 2022 – 1 The Clerk received Councillors Declarations of acceptance of Office and signed them as a witness where necessary. These will be retained on record by the Clerk.

May 2022 – 2 The Clerk ensured that all present had a copy of Councillors Declarations of Election Expenses and retained those that required delivery to Harrogate Borough Council the next day.

May 2022 – 3 The Clerk distributed Councillors Declaration of Interest forms to those present requiring them and retained those that required delivery to Harrogate Borough Council the next day.

May 2022 – 4 It was resolved that a candidate should be sought for the vacant Aldfield seat on the Parish Council.

Annual Meeting of the Parish Council

(2022-23 – 001) Present were Cllr Derrick Slater, Cllr Jenny Atkinson & Cllr Charles Johnson.

(2022-23 – 002) Apologies were received from Cllr Vic Lawson.

(2022-23 – 003) Also present was David Taylor, Clerk and Responsible Financial Officer to the Parish Council.

(2022-23 – 004) Cllr Derrick Slater was **elected** as Chairman of the Parish Council. He was **nominated** by Cllr Jenny Atkinson and seconded by Cllr Charles Johnson and the vote was **unanimous**.

(2022-23 – 005) Cllr Jenny Atkinson was **elected** as Vice-Chairman of the Parish Council. She was **nominated** by Cllr Derrick Slater and seconded by Cllr Charles Johnson the vote was **unanimous**.

(2022-23 – 006) The Chairman, Cllr Derrick Slater, **welcomed** those present to the Annual Meeting of the Fountains Abbey Parish Council.

(2022-23 – 007) There were no **Declarations of Interest** received.

(2022-23 – 008) No dispensations were therefore required.

(2022-23 – 009) It was **resolved** to instruct Carrie Pillow, t/a Elkerlodge Bookkeeping Services to carry out the 2021/2022 Annual Internal Audit for the Parish Council. This was due to the previously instructed internal auditor being unable to carry out the audit in the required timeframe.

(2022-23 – 010) 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

Fountains Abbey Parish Council

- 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

(2022-23 – 011) The Council **received** the Internal Auditor's report prior to voting on the Annual Governance and Accountability Return below.

(2022-23 – 012) The Clerk, who is also the Council's Responsible Financial Officer, commented that comments in the report would be used as an action list over the forthcoming 12 months.

(2022-23 – 013) It was **resolved to approve and sign** the following documents for the 2019/2020 audit:

- a. Certificate of Exemption of the Annual Governance and Accountability Return 2019/20
- b. Section 1 of the Annual Governance and Accountability Return 2021/22 (The Annual Governance Statement).
- c. Section 2 of the Annual Governance and Accountability Return 2021/22 (The Accounting Statement).

(2022-23 – 014) **The Chairman closed the** Annual Meeting of the Fountains Abbey Parish Council and thanked those present at attending.

An Ordinary Meeting of the Fountains Abbey Parish Council

(2022-23 – 015) The Clerk **reported** that he had been busy arranging for the internal audit in the time since the last ordinary meeting and that there was nothing to report that was not in the evenings agenda.

(2022-23 – 016) There was no **report** from the Ripon & Pateley Bridge Policing team.

(2022-23 – 017) Dr Steve Byfield **reported** on the Studley Roger Traffic Committee that work was progressing well with a range of issues having been identified. These include that the congestion in the village raises safety issues concerning emergency response vehicles not being able to access locations where needed, the personal safety of residents – particularly children in the village, school children have to walk to the junction of Studley Lane & Studley Road/Limekiln Bank because school buses cannot drive through and turn around in the village. The committee are still waiting for a map of the village from NYCC highways department. The next meeting is on Tuesday 24th May 2022.

(2022-23 – 018) Justin Scully, General Manager of Fountains Abbey, The National Trust **reported** that:

- a. 2 cottages in Aldfield are now ready to let.
- b. A house in Studley Roger has been let.
- c. There is no progress with the renovations of Golf Cottage.
- d. The visitor numbers so far this year are in line with the same period in 2019.
- e. Dog waste bins are on order for the footpath through the Deer Park and for Studley Roger.
- f. JS is to attend a World Heritage site Management Plan meeting in the near future.

Fountains Abbey Parish Council

(2022-23 – 019) The celebrations for Her Majesty the Queen's Platinum Jubilee weekend were **considered**. Outcome from the discussions were that:-

- a. Cllr Slater had a flyer to advertise the weekend's festivities. The clerk would print off another 100 for further distribution.
- b. There would be a beacon lighting event Lindrick Ridge with fireworks.
- c. In Studley Roger there would be the Pateley Longsword Morris Dancers.
- d. There will be a barn dance.
- e. The Clerk will check the insurance cover for the weekend's event.
- f. The Clerk will make a float of £600 available if it should be required.

To consider the following Correspondence received:

(2022-23 – 020) It was **resolved** to support "20s Plenty for us" in relation to Studley Roger and Aldfield villages. The Clerk is to confirm this with the organisation.

(2022-23 – 021) The Clerk reported that the defibrillator for Aldfield and cabinet was on order but that there was a 12 week lead time for delivery. When it arrived arrangements would be made for it to be installed. Cllr Johnson gave the Clerk documentation regarding the status of the telephone box where the equipment is to be installed.

(2022-23 – 022) Dr Steve Byfield **reported** that on the 8th June there is a training session for the use of the defibrillator equipment at Studley Roger Village Hall. Uptake has been good but places are still available.

Financial Matters:

(2022-23 – 023) It was resolved to approve the accounts for payment that appear on Appendix A below:

(2022-23 – 024) To **receive** a bank reconciliation report for the period to 16.05.2022

(2022-23 – 025) To **receive** a Spending v Budget report for the period to 16.05.2022 (With separate reports for FY 2020-2021 & FY 2021-2022)

Planning Notices

(2022-23 – 026) Notice of Planning Decision- 22-00121-FUL - Erection of detached Garage & Store - The Old Chapel Moor Lane Aldfield Ripon - Mr and Mrs D Dallas. **Noted-** granted subject to conditions.

(2022-23 – 027) Notice of Planning Decision- 21.03080.FUL Change of use of agricultural land to domestic garden etc. Fountains Farm Aldfield. Mr & Mrs Leeming. **Noted-** granted subject to conditions.

Planning Applications

(2022-23 – 028) Planning Application 22-01445- TPO Crown reduction of 1no. Walnut. Walnut Cottage 3 The Close Studley Roger, Mrs Jane Redfern. It was **resolved** to reply with Option A "The Parish Council has no objections".

(2022-23 – 029) Planning Application 22-01432-FUL Erection of single storey side and rear wrap-around extension. 4 The Close Studley Roger. Mr & Mrs Hopwood. It was **resolved** to reply with Option A "The Parish Council has no objections".

(2022-23 – 030) To receive agenda items to be considered at the next meeting of the Parish Council.

Fountains Abbey Parish Council

(2022-23 – 031) To **confirm** the date and time of the next meeting as being 26th September 2022 with the venue being Studley Roger Village Hall.

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

Signed as a true record by Cllr Derrick Slater, Chairman

Date:

These minutes are in draft form only and will not be classed as officially recorded minutes until ratified at the next meeting of the Fountains Abbey Parish Council.

At the Regular Meeting of the Fountains Abbey Parish Council held on **10th October 2021** 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

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.

Fountains Abbey Parish Council

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

Out of Pocket Expenses OPExo - Feb 2022
Clerk Salary - 25th March 2022
Clerk Salary – 29th April 2022
Clerk PAYE - 29th April 2022
Clerk Salary 27th May 2022
Standing Office Expenses – March 2022
Standing Office Expenses – April 2022
Zurich Municipal - Insurance Premium
Elkerlodge Book Keeping Services - Internal Audit

Appendix "B" –

Fountains Abbey Parish Council

Bank Reconciliation as at 16.05.2022 Including all payments (up to and over £100.00)

Nat West - 0000000061	£ 857.12	
Nat West - 0000000073	£ 4,749.80	
	£ 5,606.92	£ 5,606.92
Less Accounts Outstanding - Sched 1	£ -	
Sub Total		£ 5,606.92

Cash Book

as at 11.01.2022

Nat West - 0000000061	£ 857.04	
nat West - 0000000073	£ 3,827.47	
Sub Total	£ 4,684.51	
Add receipts - Sched 2	£ 1,762.08	£ 6,446.59
Subtract payments - Sched 3	£ 839.67	£ 5,606.92
Less Accounts Outstanding - Sched 1		
		£ 5,606.92

Schedule 1

Schedule 2

Interest	£ 0.08
Precept	£ 1,762.00
Total Sched 2	£ 1,762.08

Schedule 3

Studley Roger Village Hall	01.02.2022	£ 90.00
DN Taylor StOfEx - Jan 22	01.02.2022	£ 9.37
DN Taylor Clerk Salary - Jan 22	01.02.2022	£ 137.01
DN Taylor StOfEx - Feb 22	28.02.2022	£ 12.60
DN Taylor Clerk Salary - Feb 22	28.02.2022	£ 137.01
DN Taylor Out of Pocket expenses Feb 22	12.04.2022	£ 4.28
DN Taylor StOfEx - Mar 22	12.04.2022	£ 9.10
DN Taylor Clerk Salary - Mar 22	12.04.2022	£ 137.01
DN Taylor StOfEx - Apr 22	05.05.2022	£ 8.47
DN Taylor Clerk Salary - Apr 22	05.05.2022	£ 112.81
Zurich Mutual Insurance	09.05.2022	£ 157.81
HMRC - PAYE	09.05.2022	£ 24.20
Total Sched 3		£ 839.67

Fountains Abbey Parish Council

Appendix "C" – Schedule of Forthcoming Meetings of Grantley & Sawley Parish Council:

Monday November 14th November 2022 Studley Village Hall starting at 7.30pm