

Bishop Thornton, Shaw Mills and Warsill Parish Council

Clerk: David Taylor

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Minutes of the Annual Meeting and an Ordinary of the Parish Council held on
Monday 2nd August 2021 at 7.30pm
Held at Warsill Village Hall

Annual Meeting

(2021 – 072) Present were Cllr Tom Shepherd, Cllr Paul Steer, Cllr Nick Tither. Cllr Carolyn Sandford & Cllr Margaret Atkinson.

(2021 – 073) Also present were David Taylor, Clerk and 6 members of the public.

(2021 – 074) Apologies were received from Cllr Michael Harrison (NYCC).

(2021 – 075) Cllr Carolyn Sandford was **elected** as Chair of the Parish Council. She was nominated by Cllr Shepherd and seconded by Cllr Tither, the vote was unanimous.

(2021 – 076) Cllr Nick Tither was **elected** as Vice-Chairman of the Parish Council. He was nominated by Cllr Sandford and seconded by Cllr Steer, the vote was unanimous.

(2021 – 077) The Chair **welcomed** those present to the Annual Meeting of the Bishop Thornton, Shaw Mills & Warsill Parish Council.

(2021 – 078) There were no **Declarations of Interest** and so no **dispensations** were required.

(2021 – 079) 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 (revised 2021 version)
- 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

(2021 – 080) The Council **received** the Internal Auditors report prior to voting on the various AGAR returns below. The report had been circulated to all Council members prior to the meeting. The Clerk, who is also the Council's Responsible Financial Officer, commented that

(2021 – 081) It was **resolved to approve and authorise** the Chairman to sign at a later date, and the clerk to sign:

- a. Certificate of Exemption of the Annual Governance and Accountability Return 2020/21
- b. Section 1 of the Annual Governance and Accountability Return 2020/21 (The Annual Governance Statement).
- c. Section 2 of the Annual Governance and Accountability Return 2020/21 (The Accounting Statement).

(2021 – 082) The Chair closed the Annual Meeting of the Bishop Thornton, Shaw Mills & Warsill Parish Council and thanked those present for attending.

Ordinary meeting

(2021 – 083) It was **resolved** that the minutes of the meeting held on 1st June 2021, having been circulated for consideration beforehand were true and correct records. The Chair signed them accordingly.

Reports:

(2021 – 084) Cllr Margaret Atkinson **reported** from North Yorkshire County Council that:-

- a. The rates for covid cases in the County have risen in the last week to 372/100,000 from 53/100k 3 weeks ago. There are 80 covid cases in hospital across the county.
- b. NYCC has the highest rate of vaccinations in England.
- c. There will be a policy of 1 parent per child at NYCC school sports days this year.
- d. There will be NYCC organised summer holiday activities for pupils. These will be free to families on benefits. There will also be free meals available to children from families on benefits.
- e. NYC has an ever-aging population and needs more young people to move here.
- f. On the subject of devolution; plans are being worked up at this early stage and there is little definite news to report aside from the fact that a great deal of planning activity is being done.

(2021 – 085) Cllr Margaret Atkinson **reported** on the following from Harrogate Borough Council that:-

- a. YorBus is 4 weeks into it's launch and appears to be a success, attracting 20 passengers per day so far.
- b. **HBC** are offering grant-funded insulation for low-income households across the district through the **Home Upgrade Grant (HUG)**.
- c. Drop in vaccination centres are being opened to cater for over 18 year olds.
- g. "Brimhams Active" is a community health and wellbeing company and are wholly owned by Harrogate Borough Council. Formed in 2021, it are now operating the three leisure centres, five swimming pools, three fitness centres, three community centres, a children's nursery and the Turkish Baths in the Harrogate Borough Council area.
- h. The Ripon swimming baths project is due to be completed at the end of the year, the multi-million-pound investment project at Ripon Leisure Centre will provide a new state-of-the-art facility with a six-lane 25 metre pool, a new main entrance, lobby and changing rooms, a new health suite, two new dance studios and spin studio and new £100,000 play area.
- i. The HBC Planning Department is changing the way their document archive is organised and made available to the public.

(2021 – 086) The Clerk **reported** that The Parish Council Website is making good progress with more content being made available online as it comes to the office. Fresh photographs are always welcome.

(2021 – 087) The meeting discussed the make-up the of Parish Council in terms of representation of constituent Wards. It was noted that there is no representation for the Warsill Ward.

The meeting heard from a Warsill resident, Mrs Julia Fulford, who had expressed an interest in becoming a Parish Councillor.

It was decided that the following course of action should be taken:-

- Cllr Margaret Atkinson would resign her seat on the Council, which she did.
- The clerk should enquire with the Electoral Officer at Harrogate Borough Council as to the process required.

- Mrs Fulford would be co-opted onto the Parish Council at the next meeting.
- To receive a progress report on Parish Council Website.
- To consider the purchase of a noticeboard for the Warsill Village Hall.

(2021 – 088) “No Cold Calling Zones” were considered by the meeting and it was resolved that should there be a majority demand for such schemes, a proposal along the lines of that discussed would be supported.

(2021 – 089) The meeting heard from Cllrs Sandford & Tither who gave a progress report on the Shaw Mills speeding issue.

Cllr Tither has been in contact via email with North Yorkshire County Council Highways, Cllr Mackenzie and sectors of the local press. After initial disappointing replies from both NYCC Highways & Cllr Mackenzie there was press coverage of the problem. There is now a site meeting planned with NYCC for the 11th of August. The meeting will discuss new and updated signage, re-painting of road markings and will be an opportunity for those present to see the type and speed of traffic going through the village. It was agreed that very good progress was being made on the matter.

(2021 – 090) The Clerk asked members to study the training course slide show regarding the Updated Code of Conduct and confirm to him by email that they had done so. The Clerk advised that evidence of training in this area was worthwhile being able to show. It was agreed that members should do this.

Matters requested by Councillors:

(2021 – 091) Proposals for the acquisition of a village hall for the Civil Parish wards of Bishop Thornton and Shaw Mills were heard by the meeting again.

Issues, at this stage were identified as

- a. The existing Charity Trust that holds funds gathered some time ago.
- b. Details; amount of money, trustees and terms of the trust of the fund need to be identified.
- c. Opinions of the villagers as to the need for a village hall.
- d. Identify land or property suitable for use as a village hall complex.
- e. Estimate the cost of the project.
- f. Draw up a business plan the basis of which will be required should the project require borrowed funding.

Cllr. Steer agreed to look at the above task and report back to the Parish Council with his findings / proposals.

The following Correspondence was considered:

(2021 – 092) HM Land Registry (HMLR) Parish Land Ownership Survey; considered and noted without comment.

(2021 – 093) Local Government Reorganisation Letter – 22.07.2021; considered and noted without comment.

(2021 – 094) NYCC - Minerals and Waste Joint Plan – Main Modifications Consultation; considered and noted without comment.

(2021 – 095) HBC - change in Document Management System for Planning applications and appeals; considered and noted without comment.

(2021 – 096) HBC - “Give your Home a Hug” initiative; considered and noted without comment.

(2021 – 097) Her Majesty, the Queens Jubilee Celebrations, 2023; considered and resolved that the matter should be revisited and further discussed in the new year.

Financial Matters:

(2021 – 098) The accounts for payment as listed on “**Appendix A**”, below, were approved for payment.

(2021 – 099) A Bank Reconciliation to the period to 2nd August 2021 (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.

(2021 – 100) A Spending v Budget report to the period 2nd August 2021 was received and approved by the Council.

Planning applications:

***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.*

(2021 – 101) **Planning Enforcement Letter** – Pine Garth, Bishop Thornton.

(2021 – 102) **Planning Application Decision Notice** 21-02058-FUL - Proposed two storey extension to rear of dwelling house. 32 Colber Lane Bishop Thornton Mrs Jeanette Parker

(2021 – 103) **Planning Application Decision Notice** 21-02261-FUL Proposed single storey front extension to form porch. Shepherd Barn Drovers Fold Bishop Thornton Mr & Mrs Illingworth

(2021 – 104) **Planning Application Decision Notice** 21-01993-FUL - Erection of first floor extension. - Thornton Moor Farm Fountains Road Ripley - L & H B Swales & Son

Planning Applications:

(2021 – 105) **Planning Application** 21-02257-DVCON Variation of condition 2 (approved drawings) of planning permission 19/00465/FUL. Middle Farm, South Lane Warsill. Cockburn. The Meeting resolved to return option A - The Parish Council has no objections.

(2021 – 106) **Planning Application** 21-03113-FUL Erection of farm workers dwelling with new vehicular access. Middle South Farm South Lane Warsill. Mr Andrew Lofthouse. The Meeting resolved to return option A - The Parish Council has no objections.

(2021 – 107) **Planning Application** 21-02532-FUL Conversion of stone barns to form 2 No. dwellings, Middle Farm South Lane Warsill. Mr & Mrs D Cockburn. The Meeting resolved to return option A - The Parish Council has no objections.

(2021 – 108) **Planning Application** 21-02250-FUL Erection of agricultural shed for pig rearing. (Shed 2) Low Kettlespring Farm Kettle Spring Lane Ripley Harrogate Mr P Walmsley. The Meeting resolved to return option C - The Parish Council does not object to or support the application but wishes to make comments or seek safeguards as set out below:

“The Parish Council seeks further information regarding the size of the proposed venture for which this development is required and also how the issue of an existing Public right of way is to be resolved.

The Parish Council shares the concerns of the Environment Agency and the Harrogate Borough Council Environment Protection Department.”

(2021 – 109) **Planning Application** 21-02249-FUL Erection of agricultural shed for pig rearing. (Shed 1) Low Kettlespring Farm Kettle Spring Lane Ripley Harrogate Mr P Walmsley.

The Meeting resolved to return option C - The Parish Council does not object to or support the application but wishes to make comments or seek safeguards as set out below:

"The Parish Council seeks further information regarding the size of the proposed venture for which this development is required and also how the issue of an existing Public right of way is to be resolved.

The Parish Council shares the concerns of the Environment Agency and the Harrogate Borough Council Environment Protection Department."

(2021 – 110) 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.

(2021 – 111) It was confirmed that the next regular meeting of the Parish Council would be an ordinary meeting on Thursday 7th October 2021 at 7.30pm at the Warsill Parish Room.

(2021 – 112) It was resolved to approve the schedule of meetings which appears at "**Appendix D**", below.

(2021 – 113) The meeting closed at 9.10pm.

These minutes were recorded and prepared by the Clerk to the Bishop Thornton, Shaw Mills & Warsill Parish Council, David Taylor.

Signed as a true record by Cllr Carolyn Sandford, Chair.

Date:

At the Regular Meeting of the Bishop Thornton, Shaw Mills & Warsill Parish Council held on **7th 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. Thornfield, 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.

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

- i. Clerks Salary
- ii. Standing Office Expenses
- iii. Insurance Premium
- iv. PKF Littlejohn
- v. Yorkshire Accountants Ripon
- vi. Fusion Systems
- vii. YLCA

Appendix "B" –**Bank Reconciliation as at 2nd August 2021 Including all payments (up to and over £100.00)**

Barclays - *****534	£ 7,837.83
Less Acs Outstanding - See Shed '1'	£ 200.00
Sub Total	£ 7,637.83
	£ 7,637.83

Cash Book - 1st June 2021

Barclays - *****534	£ 8,461.72
Add receipts - See Shed '3'	£ -
Sub Total	£ 8,461.72
Subtract payments - See Shed '2'	£ 623.89
	£ 7,837.83
Subtract A/cs Outstanding - Shed "1"	£ 200.00
Current State	£ 7,637.83

Shed 1

HBC re Sunny Bank Trees	not paid	£ 200.00
Total		£ 200.00

Shed 2

HMRC - PAYE	30.06.2021	£ 48.20
DN Taylor - StOfEx - June	30.06.2021	£ 25.26
DN Taylor - Salary	30.06.2021	£ 421.23
PKF Littlejohn	30.06.2021	£ 48.00
Yorkshire Accountants Ripon	30.06.2021	£ 36.00
Fusion Systems	30.06.2021	£ 21.70
YLCA - training	30.06.2021	£ 16.00
YLCA - training	30.06.2021	£ 7.50
Total		£ 623.89

Shed 3

£ -

Appendix "C" – Schedule of Forthcoming Meetings of Bishop Thornton, Shaw Mills & Warsill Parish Council:

Thursday October 7th 2021 Ordinary Meeting

Thursday December 2nd 2021 Ordinary Meeting

All meetings that are held at Warsill Parish Room on the 1st Thursday of the month unless otherwise stated.

All meetings start at 7.30pm unless otherwise advised There will be a public participation session lasting 15 minutes prior to the start of each meeting.

Ordinary Meetings will be held every other month. Extra **Planning Meetings** will be held where necessary.

Annual Village Meetings will be held in succession before the Annual Meeting of the Parish Council on