

Minutes of the Ordinary of the Parish Council held on Tuesday 24th January
2023 at 7.30pm

Held at St John's Church, Bishop Thornton.

(2022-23 – 115) Present were Cllr. Carolyn Sandford (Chair) & Cllr. Julia Fulford.

(2022-23 – 116) Also present were David Taylor, Clerk. There were no members of the public.

(2022-23 – 117) Apologies were received from Cllr. Nick Tither and Cllr. Kevin Reynard.

(2022-23 – 118) A Declaration of Interest was received from Cllr Fulford regarding the planning application 22-04725-FUL. (*Installation of photovoltaic modules and associated infrastructure. Oakwood Park Business Centre Fountains Road Bishop Thornton. Mr A Cryer*) Cllr Fulford being a close relative of the applicant. As the meeting was not quorate it was decided that:-

- a. Cllr Fulford should not vote in any future meetings where the matter is considered.
- b. Cllr Fulford could main in the meeting but should not contribute to discussions unless asked by the Chair.
- c. There would not be a vote on the matter at this meeting, unless a third Councillor attended during the course of the meeting.

(2022-23 – 119) The meeting was **not quorate** and so no resolutions could be passed. Where in these minutes refer to "found to be correct by members present or "provisionally approved" they shall be placed before the next meeting for formal ratification, if appropriate.

(2022-23 – 120) The minutes of the meeting held on 17th November 2022 having been circulated for consideration beforehand were found to be true and correct records. The Chair should be authorised to sign them accordingly at the next meeting.

Reports:

(2022-23 – 121) The Clerk **reported** that:-

- a. He has been responding to the Barclays Bank's demand for information regarding the Parish Council's "business dealings". This is an extensive demand for information by the bank and is backed by threats to limit or close down banking services if the Parish Council does not respond on time. Approximately 5 hours have been spent so far and the process is not yet halfway through.
- b. He has investigated the IT problems by asking the tech support firm the Parish Council uses. They took control of the office desktop and checked all the relevant settings in Outlook. They could find no fault. The Clerk is still scratching his head on this problem! He will continue to send as many documents out in either MS note or PDF format.
- c. The website has been updated but the Clerk requested more local photographs for the site.
- d. He reported that the local elections for the Masham & Fountains Division will take place on 9th February 2023. There are 2 candidates; Felicity Cunliffe-Lister (Liberal Democrats) & Brooke Victoria Hull (Conservative)

Correspondence:

(2022-23 – 122) Knife Bin Campaign Launch - **Noted**

(2022-23 – 123) Platinum Jubilee Fund - **Noted**

(2022-23 – 124) Diocese of York re St John, Skipton on Swale - **Noted**

(2022-23 – 125) An update on North Yorkshire Council - **Noted**

(2022-23 – 126) Nominations for parish council representatives to join the AONB Joint Advisory Committee – **Noted.** (The Clerk is not allowed to put himself forward as he is not an elected individual)

Other Matters:

(2022-23 – 127) It was **suggested** that the Clerk shall draft a sign for each Defibrillator unit. Who funded the unit, thanking anyone that requires acknowledgement. There should also be publicity regarding where the units are and how they work. Clerk to organise.

Financial Matters:

(2022-23 – 128) A draft annual budget and precept for the year 2023 – 2024 was considered by the meeting. This draft was based on discussions held at the previous meeting. It was therefore felt that the budget should be approved at a later date and an Precept demand sent off accordingly. The completed budget appears at "**Appendix A**", below.

(2022-23 – 129) The accounts for payment as listed on "**Appendix B**", below, were approved for payment.

(2022-23 – 130) A Bank Reconciliation to the period 24th January 2023_(including all payments up to and over £100.00) was received and unanimously approved. The Chairman signed it accordingly. This appears at "**Appendix C**", below.

(2022-23 – 131) A Spending v Budget report to the period 1st June 2021_was received and approved by the Council.

Planning Decision Notices:

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.*

Planning Matters:

(2022-23 – 132) The development at High Mill, Shaw Mills was discussed and the following matters were highlighted:-

- a. There should be a process for dissatisfied residents in Shaw Mills and in particular those live on the road leading to the development to have a platform on which to put their ongoing dissatisfaction, observations and fears concerning the development.
- b. To date, despite repeated requests there has been no meeting between Cllr Tither and the file handler from the Harrogate Borough Council Planning Department.
- c. The Parish Council should refer to the planning application that was made in 2016
(?) The Clerk should attempt to locate these and circulate them.

The following Planning notices were considered:

(2022-23 – 133) Notice of Decision on Planning Application 22-04214-FUL. A new single storey farm building to belong to the existing Throstle Nest Farm Throstle Nest Farm Bishop Thornton. Mr Andrew Stobbs. **Noted.**

(2022-23 – 134) Notice of Decision on Planning Application 22-03904-FUL. Erection of a detached agricultural worker's dwelling etc. Throstle Nest Farm Bishop Thornton. Messrs CA and HEG Stobbs. **Noted.**

(2022-23 – 135) Withdrawn Planning Application 22-00552-DVCON. Variation of Condition 2 (approved drawings) of planning permission 19/00465/FUL (erection of agricultural workers dwelling) etc. Middle Farm South Lane Warsill. Mr and Mrs D Cockburn. **Noted.**

The following Planning Application was considered:

(2022-23 – 136) Planning Application 22-04725-FUL. Installation of photovoltaic modules and associated infrastructure. Oakwood Park Business Centre Fountains Road Bishop Thornton. Mr A Cryer. **No resolution achieved. This should be circulated to Councillors for deliberation.**

(2022-23 – 137) It was confirmed that the next regular meeting of the Parish Council would be an ordinary meeting on Tuesday 21st March 2023 at 7.30pm.

(2022-23 – 138) It was resolved to approve the schedule of meetings which appears at "**Appendix D**", below.

(2022 - 23 – 139) The meeting closed at 9.05pm.

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 **21st March 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. 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" –

Budget - 2023-2024

	<u>Budget 2020-2021</u>	<u>Budget 2021-2022</u>	<u>Budget 2022-2023</u>	<u>Budget 2023-2024</u>
Payroll & Costs				
1 Clerk's Wages (inc. PAYE)	£2,275.00	£4,531.80	£4,700.00	£5,500.00
Office and Admin				
2 Standing Office Expenses	£240.00	£350.00	£350.00	£350.00
3 Admin Costs	£250.00	£60.00	£60.00	£150.00
4 Annual Internal Audit	£75.00	£75.00	£100.00	£140.00
5 Payroll bureaux costs	£144.00	£144.00	£144.00	£144.00
6 Insurance	£300.00	£250.00	£300.00	£300.00
7 Meetings Room Hire	£120.00	£120.00	£210.00	£255.00
Membership & Subscriptions				
8 YLCA Membership	£200.00	£200.00	£220.00	£330.00
9 SLCC Membership	£45.00	£45.00	£0.00	£0.00
Training				
10 Training	£800.00	£400.00	£400.00	£400.00
Parish Maintenance				
11 Website – Maintain	~	£300.00	£50.00	£50.00
12 Village asset maintenance	£600.00	£600.00	£600.00	£1,000.00
13 Defibrillator	£500.00	£2,000.00	£2,000.00	£1,000.00
Donations				
14 CAB				£100.00
Total Expenditure		£9,075.80	£9,134.00	£9,719.00
<u>Budgeted Income</u>				
1 HBC Precept	£5,600.00	£6,900.00	£7,400.00	£8,840.00
2 VAT Rebate	£300.00	£100.00	£150.00	£400.00

Bishop Thornton, Shaw Mills and Warsill Parish Council
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3	Reserves	£0.00	£2,000.00	£1,500.00	£479.00
	Total Income	£5,900.00	£9,000.00	£9,050.00	£9,719.00

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

Clerk Salary - Nov 2022	18.11.2022	
Admin Expenses	18.11.2022	£ 15.00
Standing Office Expenses - Nov 2022	18.11.2022	£ 27.28
Training - Clerk	24.01.2023	£ 60.00
Clerk Salary - Dec 2022	01.01.2023	
Standing Office Expenses - Dec 2022	01.01.2023	£ 29.40
Clerk PAYE - ME 05.09.2022	01.01.2023	
Clerk PAYE - ME 05.10.2022	01.01.2023	
Clerk PAYE - ME 05.11.2022	01.01.2023	
Clerk PAYE - ME 05.12.2022	01.01.2023	
Clerk PAYE - ME 05.01.2023	01.01.2023	
Meeting Venue - 17.11.22	24.01.2023	£ 50.00
Training - Clerk	24.01.2023	£ 60.00

Appendix "C" –

Bank Reconciliation as at 24th January 2023 Including all payments (up to and over £100.00)

Barclays - *****534	£	2,837.60
Less Acs Outstanding - See Shed '1'	£	-
Sub Total	£	2,837.60
		£ 2,837.60

Cash Book - 17th November 2022

Barclays - *****534	£	4,069.94
Add receipts - See Shed '3'	£	-
Sub Total	£	4,069.94
Subtract payments - See Shed '2'	£	1,232.34
	£	2,837.60
Subtract A/cs Outstanding - Shed "1"	£	-

Current State		£ 2,837.60
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Shed 1	£	-
Total	£	-

Shed 2			
DN Taylor	Clerk Salary - Nov 2022	18.11.2022	£ 476.93
DN Taylor	Admin Expenses	18.11.2022	£ 15.00
DN Taylor	StOfEx - Nov 2022	18.11.2022	£ 27.28
YLCA	Training - Clerk	24.01.2023	£ 60.00
DN Taylor	Clerk Salary - Dec 2022	01.01.2023	£ 476.73
DN Taylor	StOfEx - Dec 2022	01.01.2023	£ 29.40
HMRC	Clerk PAYE - ME 05.09.2022	01.01.2023	£ 30.20
HMRC	Clerk PAYE - ME 05.10.2022	01.01.2023	£ 1.60
HMRC	Clerk PAYE - ME 05.11.2022	01.01.2023	£ 1.80
HMRC	Clerk PAYE - ME 05.12.2022	01.01.2023	£ 1.60
HMRC	Clerk PAYE - ME 05.01.2023	01.01.2023	£ 1.80
Parish of Cayton	Meeting Venue - 17.11.22	24.01.2023	£ 50.00
YLCA	Training - Clerk	24.01.2023	£ 60.00
Total			£ 1,232.34

Shed 3	£	-
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Appendix "D"

**Schedule of Forthcoming Meetings of Bishop Thornton,
Shaw Mills & Warsill Parish Council**

Tuesday January 24 th 2023	Ordinary Meeting of Bishop Thornton Shaw Mills & Warsill Parish Council. St John's Church, Bishop Thornton.
Tuesday March 21 st 2023	Ordinary Meeting of Bishop Thornton Shaw Mills & Warsill Parish Council. St John's Church, Bishop Thornton.
Tuesday May 23 th 2023	Annual Meeting and Ordinary Meeting of Bishop Thornton Shaw Mills & Warsill Parish Council. Warsill Village Hall. Annual Village meetings of Bishop Thornton Shaw Mills & Warsill villages. Warsill Village Hall.
Tuesday July 25 th 2023	Ordinary Meeting of Bishop Thornton Shaw Mills & Warsill Parish Council. Warsill Village Hall.
Tuesday September 26 th 2023	Ordinary Meeting of Bishop Thornton Shaw Mills & Warsill Parish Council. Warsill Village Hall.
Tuesday November 21 st 2023	Ordinary Meeting of Bishop Thornton Shaw Mills & Warsill Parish Council. St John's Church, Bishop Thornton.

All meetings are held on the 3rd Tuesday of the month unless otherwise stated at either Warsill Parish Hall or St Johns Church, Bishop Thornton.

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 Tuesday 16th May 2023