
AZERLEY PARISH COUNCIL

CLERK: DAVID TAYLOR
THORNFIELD, 57, WHITCLIFFE LANE, RIPON, NORTH YORKSHIRE, HG4 2LB
EMAIL: AZERLEYPC@YAHOO.CO.UK
TELEPHONE: 01765 601693

Minutes of the Ordinary Meeting of the Parish Council held on
Thursday 28th May 2020 at 7.30pm
Held via ZOOM

(2020 – 036) **Present** were Cllr Neal Topham (Chairman), Cllr Robert Weatherhead (Vice Chairman), Cllr Ben Robinson, Cllr Jan Lawson, Cllr Patricia Harling and Cllr Sheila Miller.

(2020 – 036) Also present were David Taylor, Clerk, Cllr Margret Atkinson and no members of the public.

(2020 – 037) **Apologies** were received from Cllr Brian Thackray.

(2020 – 038) There were no **Declarations of Interest received** and therefore no Dispensations required

(2020 – 039) It was **resolved** that the minutes of the meeting held on **26th March 2020** via ZOOM, having been circulated for consideration beforehand were true and correct records of the meeting. The **resolutions** contained therein should be ratified and the Chairman should be authorised to sign them accordingly, when possible.

(2020 – 040) It was **resolved** that the Clerk shall write to the LPA asking the of the procedural position concerning Planning Application 19.04274.FULMAJ, (Formation of 12 lakes/ponds and footpaths in various locations within Land At Mickley Park, Mickley Barras and Frizer Hill Mickley. Mr R Staveley) noting that the application is yet to be withdrawn.

(2020 – 041) The Parish Council **received** a report concerning a complaint made against a member of the Parish Council by two residents of Galphay village. The report was taken as read and it was **resolved** to accept the report which appears as "Appendix A" below.

(2020 – 042) Cllr Margaret Atkinson **reported** from North Yorkshire County Council that

- a. Ripon recycling site reopening (this day). There are 14 sites in North Yorkshire and not all are reopened.
- b. There has been a £30m government grant so far but the Covid19 emergency will cost in excess of an estimated £60m. Social care are recruiting 500 more staff to cope with the hospital release scheme and existing staff are very stretched. There is a huge effort to contact the elderly and keep them from the adverse effects of social isolation.
- c. It has been reported that local residents are complying with the restrictions on visiting local beauty spots and beaches. There have been people from out of area coming to these attractions which is causing problems in that toilet facilities are closed.
- d. A programme of tar and chipping road resurfacing has been started in order to extend the life of road surfaces in the County.
- e. The County Council AGM has been postponed and there are no elections this year.

(2020 – 042) Cllr Margaret Atkinson **reported** on the following from Harrogate Borough Council that:-

- a. Harrogate District Hospital Intensive care unit is 'quiet' at the moment and the Nightingale Hospital is about to be mothballed.
- b. The virus testing unit at the Hydro is being operated by the MoD and is operational.

AZERLEY PARISH COUNCIL

MINUTES OF THE MEETING HELD ON 28TH MAY 2020

- c. Business support grants have been paid out to the value of £45m
- d. Refuse collection staff have been especially busy, they are collecting far more waste than usual, and staff have been voluntarily redeployed from Leisure Services on the collection rounds.
- e. Hardship fund application have been busier than usual.

(2020 – 043) The Clerk **reported** that the dates for the Annual Audit process have been moved forward by some 5 weeks. Therefore, the next meeting of the Parish Council will be the Annual Meeting of the Parish Council. The statutory date for publication of the audited accounts is on or before 1st September 2020.

(2020 – 044) It was **resolved** that the Clerk shall attend to the matter of insurance cover for office equipment and Parish Council defibrillators.

(2020 – 045) It was **resolved** that the Clerk shall obtain an up to date copy of the commuted sums report for the Parish Council area.

(2020 – 046) It was **resolved** to appoint Mrs Sue Welch to carry out the Internal Audit for the 2019-2020 financial year.

(2020 – 047) It was **resolved** that the Clerk shall contact NYCC rights of way officer in order to request the Waymarking arrows be replaced as some are either missing or in poor repair. Cllr Topham to inform the Clerk which paths require attention.

(2020 – 048) **Correspondence was received** from the Ripon & Pateley Bridge Neighbourhood Policing team informing the Parish Council that since the 17th March 2020 there was only one reported incident in the Parish Council area. This was a road related incident which was reported on the 20th April.

(2020 – 049) **Correspondence was received** from Harrogate Borough Council explaining the revised Casual Vacancy procedures during COVID19.

Financial Matters

(2020 – 050) It was **resolved** to approve for payment the accounts listed on "**Appendix B**", below.

(2020 – 051) A bank reconciliation (including all payments up to and over £100.00) to the period 18th May 2020 was received and **unanimously approved** for the Chairman to sign at a later date. This appears at "**Appendix C**", below.

(2020 – 052) A Spending v Budget report for the current year to 18th May 2020 was received and **unanimously approved** for the Chairman to sign at a later date. This appears at "**Appendix D**", below.

Planning Matters

(2020 – 053) A NOTICE OF PLANNING DECISION 20/00231/FUL Mr Simon Bentley-Briscoe, Demolition of entrance lobby; etc. Gate Bridge House Gate Bridge Road Galphay was received and **duly noted**.

(2020 – 054) **Planning Application Number** 20-01421-DVCON - Variation of condition 2 (drawings) to allow various alterations. Chequers Barn, Azerley. APPLICANT: Mr and Mrs Parker was received. It was **resolved** to return **Option C** and comment that this appears to be a largely retrospective application as it seems that many of the items have already been enacted and it is noted that there is an enforcement action being

AZERLEY PARISH COUNCIL

MINUTES OF THE MEETING HELD ON 28TH MAY 2020

pursued against the applicants. Also that the Parish Council is keen that the marquee is removed, forthwith.

(2020 – 055) 20-01146-FUL - Single storey extension to form link between existing residential buildings. West End Farm Galphay, Mr Alexander Brimelow was received. It was **resolved** to return **Option A** – The Parish Council has no objections.

(2020 – 056) It was **confirmed** that the next meeting of the Parish Council would be the Annual Meeting of the Parish Council on Thursday 23rd July 2020, starting at 7.30pm. The venue is to be confirmed. A schedule of meetings appears at "**Appendix E**", below.

(2020 – 057) The meeting closed at 8.21pm.

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

Signed as a true record by Cllr Neal Topham, Chairman

Date:

Please Note

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

At the Regular Meeting of the Azerley Parish Council held on **18th August 2020** 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.

AZERLEY PARISH COUNCIL

MINUTES OF THE MEETING HELD ON 28TH MAY 2020

Appendix "A"

AZERLEY PARISH COUNCIL

CLERK: DAVID TAYLOR THORNFIELD, 57, WHITCLIFFE LANE, RIPON, NORTH YORKSHIRE, HG4 2LB EMAIL: AZERLEYPC@YAHOO.CO.UK TELEPHONE: 01765 601693

1. On 3rd March 2020 the Clerk to the Parish Council received a Freedom of Information Act request from Mr C Duke of The Galphay Inn, Galphay. *"Under the current Freedom of Information Act I would be grateful if you could provide the following. A copy of all correspondence, whether letter, electronic, text or by any other form of recognised communication between any of the Azerley Parish Councillors listed on the address panel of this e mail between the individual councillors or as a whole and Harrogate Borough Council regarding the Galphay Inn and the adjacent development. In addition to the above any communication again either by letter, electronic, text or by any other recognised form of communication between any or all of the Azerley Parish Councillors listed on the address panel of this e mail and North Yorkshire County Council. Separate FOI requests will be made of the above authorities to ensure compliance in the rules following full disclosure. You should be aware of the timescales involved in the production of this information. Etc "*
2. On 31st March 2020 a reply to this request was delivered by hand to Mr Duke who acknowledged receipt by email on the same evening. *David, Thank you for the parcel of documents I received this evening and it is appreciated. I will be discussing the contents with my advisors and will be communicating further in the next week or so. Once again thank you for facilitating this. Stay safe Kind regards Etc*
3. On 23rd April 2020 a letter of complaint was received in the post marked special delivery and post marked 22.04.2020. It was headed *Reference: Formal complaint of Harassment and Vexatious behaviour by Councillor Ben Robinson Galphay Ward. The complaint was signed by Mr Christopher Duke and Mr Alex Brimelow. Including the allegations and supporting evidence the document ran to thirteen sides of A4 paper. The document had also been circulated to the Chairman of Azerley Parish Council and the CEO of Harrogate Borough Council."*
4. 1st May 2020 a bare Confirmation of Receipt was written to Mr Duke & Mr Brimelow.
5. On Thursday 7th May 2020 an email was received from Jennifer Norton, Head of Legal & Governance at Harrogate Borough Council:- *I have now consulted with the Independent Person for standards. Based on the information we have been provided with to date then it is not my intention to refer this complaint for formal investigation. As you are aware part of the complaint is about Councillor Robinson allegedly using his position as a councillor to instruct you as the Parish Clerk to raise complaints with Harrogate Borough Council planning enforcement about the development. Parishioners and Parish Councillors are of course entitled to raise concerns*

AZERLEY PARISH COUNCIL

MINUTES OF THE MEETING HELD ON 28TH MAY 2020

with their Parish Council. However, if the Parish Council is raising issues with external organisations through its clerk then I would recommend that there is a process to ascertain that the issues being so raised represent the views of the Parish Council as a whole and not one individual councillor. To be clear I am not forming any view as to whether or not that has happened in this case because I note that other Parish Councillors were copied in on some of the emails at exhibit 2 and there does appear to have been discussion at the Parish Council about parking issues based on exhibit 3. My thoughts were simply that having a process to check that what is being communicated represents the views of the Parish Council as a whole may help alleviate concerns like some of the ones raised in this case and as I say this may well have happened in this case. Regards Etc”

6. Based on the above email it is clear that the Head of Legal & Governance and the Independent Person for Standards found no basis in the allegations made upon which refer to complaint for further consideration. As evidenced above the Head of Legal & Governance at Harrogate Borough Council did impress on the Parish Council that although she found no evidence of practice to the contrary all decisions and referrals to external bodies should be carried out only at the direction the Parish Council as a whole and not on the wishes of a single member.
7. Azerley Parish Council now considers the matter closed.
25th May 2020

Appendix “B” – Schedule of accounts approved for payment.

- i. Clerk Salary & PAYE - May
- ii. Clerk Salary & PAYE - April
- iii. Clerk Out of Pocket expenses
- iv. StOfEx - May
- v. StOfEx - April
- vi. SLCC Membership
- vii. Yorkshire Accountants Limited

AZERLEY PARISH COUNCIL

MINUTES OF THE MEETING HELD ON 28TH MAY 2020

Appendix "C" –

Bank Reconciliation as at 27.05.2020 Including all payments (up to and over £100.00)			
Santander a/c ****2922		£ 12,079.06	
Less Acs Outstanding - See Shed '1'		£ 307.68	
Sub Total		£ 11,771.38	£ 11,771.38
Cash Book - 27.03.2020			
Santander a/c ****2922		£ 9,331.36	
Add receipts - See Shed '3'		£ 3,250.00	£ 12,581.36
Sub Total		£ 12,581.36	
Subtract payments - See Shed '2'		£ 502.30	
		£ 12,079.06	£ 12,079.06
Subtract A/cs Outstanding - Shed "1"		£ 307.68	
Current State			£ 11,771.38
Shed '1'			
SLCC		£ 42.00	
Out of Pocket Expenses		£ 18.61	
StOfEx - May		£ 17.82	
Clerk Salary - May		£ 229.25	
		£ 307.68	
Shed '2'			
Clerk Salary - March	01.04.2020	£ 225.29	
Clerk Salary - April	29.04.2020	£ 225.29	
York Account Ripon	29.04.2020	£ 36.00	
StOfEx - Apr	29.04.2020	£ 15.72	
		£ 502.30	
Shed '3'			
HBC - 1st Precept		£ 3,250.00	
		£ 3,250.00	

AZERLEY PARISH COUNCIL

MINUTES OF THE MEETING HELD ON 28TH MAY 2020

Appendix "D" - Spending v Budget report for the period to 28.05.2020

Ordinary Expenditure - Estimated 2020-2021					
				<u>2020- 2021 Budget</u>	<u>At 28.05.2020</u>
Ordinary Expenditure					
Payroll & Costs					
1		Clerks Salary & HMRC	£2,751.48	£450.58	
2		Room Hire	£90.00		
3		Payroll Admin Costs	£144.00	£36.00	
Office and Admin					
4		Admin Expenses	£400.00	£15.72	
5		Annual Audit Services	£75.00		
6		Insurance	£180.00		
7		Staff & Councillor Travel	£100.00		
Membership & Subscriptions					
8		YLCA	£204.00		
9		SLCC			
10		Staff & Councillor Travel	£100.00		
Training					
11		Training	£230.00		
Parrish Maintenance					
12		Grasscutting	£1,412.00		
13		Parish Wide works	£1,200.00		
14		Tree works	£1,000.00		
15		Defibrilator	£150.00		
Donations					
16		Ripon CAB Donation	£100.00		
Total			£8,136.48		
				£502.30	
Income					
		Precept	£6,500.00	£3,250.00	
		Lloyds Dividend	£3.00		
		Wayleaves	£18.27		
		VAT refund	£200.00		
		Other receipts	£0.00		
		Interest	£6.00		
		NYCC Grasscutting Grant	£0.00		
		TOTAL	£6,727.27	£3,250.00	
			£1,309.20		
			£8,036.47		

AZERLEY PARISH COUNCIL

MINUTES OF THE MEETING HELD ON 28TH MAY 2020

Appendix "E" – Schedule of Forthcoming Meetings of Azerley Parish Council:

Schedule of Meetings 2020-2021

Venues are Galphay Village Institute, Mickley Church Room & Winksley Church Room

Thursday 23 rd January 2020	Ordinary Meeting at Mickley Church Hall.
Thursday 26 th March 2020	Ordinary Meeting held via ZOOM.
Thursday 7 th May 2020	Ordinary Meeting – cancelled.
Thursday 28 th May 2020	Ordinary Meeting to be held via ZOOM.
Thursday 23 rd July 2020	Annual Meeting of the Parish Council & Ordinary Meeting. Venue arrangements TBC
Thursday 24 th September 2020	Ordinary Meeting Venue arrangements TBC
Thursday 26 th November 2020	Ordinary Meeting Venue arrangements TBC
Thursday 16 th January 2021	Ordinary Meeting Venue arrangements TBC

Please note that due to the current COVID 19 emergency regulations and advice, for the foreseeable future meetings may be held via ZOOM.

If you wish to be invited to ZOOM meetings, please email the Clerk requesting a joining link - azerleypc@yahoo.co.uk

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

AZERLEY PARISH COUNCIL

CLERK: DAVID TAYLOR
THORNFIELD, 57, WHITCLIFFE LANE, RIPON, NORTH YORKSHIRE, HG4 2LB
EMAIL: AZERLEYPC@YAHOO.CO.UK
TELEPHONE: 01765 601693

Minutes of the Ordinary Meeting of the Parish Council held on
Thursday 28th May 2020 at 7.30pm
Held via ZOOM

(2020 – 036) **Present** were Cllr Neal Topham (Chairman), Cllr Robert Weatherhead (Vice Chairman), Cllr Ben Robinson, Cllr Jan Lawson, Cllr Patricia Harling and Cllr Sheila Miller.

(2020 – 036) Also present were David Taylor, Clerk, Cllr Margret Atkinson and no members of the public.

(2020 – 037) **Apologies** were received from Cllr Brian Thackray.

(2020 – 038) There were no **Declarations of Interest received** and therefore no Dispensations required

(2020 – 039) It was **resolved** that the minutes of the meeting held on **26th March 2020** via ZOOM, having been circulated for consideration beforehand were true and correct records of the meeting. The **resolutions** contained therein should be ratified and the Chairman should be authorised to sign them accordingly, when possible.

(2020 – 040) It was **resolved** that the Clerk shall write to the LPA asking the of the procedural position concerning Planning Application 19.04274.FULMAJ, (Formation of 12 lakes/ponds and footpaths in various locations within Land At Mickley Park, Mickley Barras and Frizer Hill Mickley. Mr R Staveley) noting that the application is yet to be withdrawn.

(2020 – 041) The Parish Council **received** a report concerning a complaint made against a member of the Parish Council by two residents of Galphay village. The report was taken as read and it was **resolved** to accept the report which appears as "Appendix A" below.

(2020 – 042) Cllr Margaret Atkinson **reported** from North Yorkshire County Council that

- a. Ripon recycling site reopening (this day). There are 14 sites in North Yorkshire and not all are reopened.
- b. There has been a £30m government grant so far but the Covid19 emergency will cost in excess of an estimated £60m. Social care are recruiting 500 more staff to cope with the hospital release scheme and existing staff are very stretched. There is a huge effort to contact the elderly and keep them from the adverse effects of social isolation.
- c. It has been reported that local residents are complying with the restrictions on visiting local beauty spots and beaches. There have been people from out of area coming to these attractions which is causing problems in that toilet facilities are closed.
- d. A programme of tar and chipping road resurfacing has been started in order to extend the life of road surfaces in the County.
- e. The County Council AGM has been postponed and there are no elections this year.

(2020 – 042) Cllr Margaret Atkinson **reported** on the following from Harrogate Borough Council that:-

- a. Harrogate District Hospital Intensive care unit is 'quiet' at the moment and the Nightingale Hospital is about to be mothballed.
- b. The virus testing unit at the Hydro is being operated by the MoD and is operational.

AZERLEY PARISH COUNCIL

MINUTES OF THE MEETING HELD ON 28TH MAY 2020

- c. Business support grants have been paid out to the value of £45m
- d. Refuse collection staff have been especially busy, they are collecting far more waste than usual, and staff have been voluntarily redeployed from Leisure Services on the collection rounds.
- e. Hardship fund application have been busier than usual.

(2020 – 043) The Clerk **reported** that the dates for the Annual Audit process have been moved forward by some 5 weeks. Therefore, the next meeting of the Parish Council will be the Annual Meeting of the Parish Council. The statutory date for publication of the audited accounts is on or before 1st September 2020.

(2020 – 044) It was **resolved** that the Clerk shall attend to the matter of insurance cover for office equipment and Parish Council defibrillators.

(2020 – 045) It was **resolved** that the Clerk shall obtain an up to date copy of the commuted sums report for the Parish Council area.

(2020 – 046) It was **resolved** to appoint Mrs Sue Welch to carry out the Internal Audit for the 2019-2020 financial year.

(2020 – 047) It was **resolved** that the Clerk shall contact NYCC rights of way officer in order to request the Waymarking arrows be replaced as some are either missing or in poor repair. Cllr Topham to inform the Clerk which paths require attention.

(2020 – 048) **Correspondence was received** from the Ripon & Pateley Bridge Neighbourhood Policing team informing the Parish Council that since the 17th March 2020 there was only one reported incident in the Parish Council area. This was a road related incident which was reported on the 20th April.

(2020 – 049) **Correspondence was received** from Harrogate Borough Council explaining the revised Casual Vacancy procedures during COVID19.

Financial Matters

(2020 – 050) It was **resolved** to approve for payment the accounts listed on "**Appendix B**", below.

(2020 – 051) A bank reconciliation (including all payments up to and over £100.00) to the period 18th May 2020 was received and **unanimously approved** for the Chairman to sign at a later date. This appears at "**Appendix C**", below.

(2020 – 052) A Spending v Budget report for the current year to 18th May 2020 was received and **unanimously approved** for the Chairman to sign at a later date. This appears at "**Appendix D**", below.

Planning Matters

(2020 – 053) A NOTICE OF PLANNING DECISION 20/00231/FUL Mr Simon Bentley-Briscoe, Demolition of entrance lobby; etc. Gate Bridge House Gate Bridge Road Galphay was received and **duly noted**.

(2020 – 054) **Planning Application Number** 20-01421-DVCON - Variation of condition 2 (drawings) to allow various alterations. Chequers Barn, Azerley. APPLICANT: Mr and Mrs Parker was received. It was **resolved** to return **Option C** and comment that this appears to be a largely retrospective application as it seems that many of the items have already been enacted and it is noted that there is an enforcement action being

AZERLEY PARISH COUNCIL

MINUTES OF THE MEETING HELD ON 28TH MAY 2020

pursued against the applicants. Also that the Parish Council is keen that the marquee is removed, forthwith.

(2020 – 055) 20-01146-FUL - Single storey extension to form link between existing residential buildings. West End Farm Galphay, Mr Alexander Brimelow was received. It was **resolved** to return **Option A** – The Parish Council has no objections.

(2020 – 056) It was **confirmed** that the next meeting of the Parish Council would be the Annual Meeting of the Parish Council on Thursday 23rd July 2020, starting at 7.30pm. The venue is to be confirmed. A schedule of meetings appears at "**Appendix E**", below.

(2020 – 057) The meeting closed at 8.21pm.

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

Signed as a true record by Cllr Neal Topham, Chairman

Date:

Please Note

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

At the Regular Meeting of the Azerley Parish Council held on **18th August 2020** 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.

AZERLEY PARISH COUNCIL

MINUTES OF THE MEETING HELD ON 28TH MAY 2020

Appendix "A"

AZERLEY PARISH COUNCIL

CLERK: DAVID TAYLOR THORNFIELD, 57, WHITCLIFFE LANE, RIPON, NORTH YORKSHIRE, HG4 2LB EMAIL: AZERLEYPC@YAHOO.CO.UK TELEPHONE: 01765 601693

1. On 3rd March 2020 the Clerk to the Parish Council received a Freedom of Information Act request from Mr C Duke of The Galphay Inn, Galphay.
"Under the current Freedom of Information Act I would be grateful if you could provide the following. A copy of all correspondence, whether letter, electronic, text or by any other form of recognised communication between any of the Azerley Parish Councillors listed on the address panel of this e mail between the individual councillors or as a whole and Harrogate Borough Council regarding the Galphay Inn and the adjacent development. In addition to the above any communication again either by letter, electronic, text or by any other recognised form of communication between any or all of the Azerley Parish Councillors listed on the address panel of this e mail and North Yorkshire County Council. Separate FOI requests will be made of the above authorities to ensure compliance in the rules following full disclosure. You should be aware of the timescales involved in the production of this information. Etc "
2. On 31st March 2020 a reply to this request was delivered by hand to Mr Duke who acknowledged receipt by email on the same evening.
David, Thank you for the parcel of documents I received this evening and it is appreciated. I will be discussing the contents with my advisors and will be communicating further in the next week or so. Once again thank you for facilitating this. Stay safe Kind regards Etc
3. On 23rd April 2020 a letter of complaint was received in the post marked special delivery and post marked 22.04.2020. It was headed
Reference: Formal complaint of Harassment and Vexatious behaviour by Councillor Ben Robinson Galphay Ward. The complaint was signed by Mr Christopher Duke and Mr Alex Brimelow. Including the allegations and supporting evidence the document ran to thirteen sides of A4 paper. The document had also been circulated to the Chairman of Azerley Parish Council and the CEO of Harrogate Borough Council."
4. 1st May 2020 a bare Confirmation of Receipt was written to Mr Duke & Mr Brimelow.
5. On Thursday 7th May 2020 an email was received from Jennifer Norton, Head of Legal & Governance at Harrogate Borough Council:- *I have now consulted with the Independent Person for standards. Based on the information we have been provided with to date then it is not my intention to refer this complaint for formal investigation. As you are aware part of the complaint is about Councillor Robinson allegedly using his position as a councillor to instruct you as the Parish Clerk to raise complaints with Harrogate Borough Council planning enforcement about the development. Parishioners and Parish Councillors are of course entitled to raise concerns*

AZERLEY PARISH COUNCIL

MINUTES OF THE MEETING HELD ON 28TH MAY 2020

with their Parish Council. However, if the Parish Council is raising issues with external organisations through its clerk then I would recommend that there is a process to ascertain that the issues being so raised represent the views of the Parish Council as a whole and not one individual councillor. To be clear I am not forming any view as to whether or not that has happened in this case because I note that other Parish Councillors were copied in on some of the emails at exhibit 2 and there does appear to have been discussion at the Parish Council about parking issues based on exhibit 3. My thoughts were simply that having a process to check that what is being communicated represents the views of the Parish Council as a whole may help alleviate concerns like some of the ones raised in this case and as I say this may well have happened in this case. Regards Etc"

6. Based on the above email it is clear that the Head of Legal & Governance and the Independent Person for Standards found no basis in the allegations made upon which refer to complaint for further consideration. As evidenced above the Head of Legal & Governance at Harrogate Borough Council did impress on the Parish Council that although she found no evidence of practice to the contrary all decisions and referrals to external bodies should be carried out only at the direction the Parish Council as a whole and not on the wishes of a single member.
7. Azerley Parish Council now considers the matter closed.
25th May 2020

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

- i. Clerk Salary & PAYE - May
- ii. Clerk Salary & PAYE - April
- iii. Clerk Out of Pocket expenses
- iv. StOfEx - May
- v. StOfEx - April
- vi. SLCC Membership
- vii. Yorkshire Accountants Limited

AZERLEY PARISH COUNCIL

MINUTES OF THE MEETING HELD ON 28TH MAY 2020

Appendix "C" –

Bank Reconciliation as at 27.05.2020 Including all payments (up to and over £100.00)			
Santander a/c ****2922		£ 12,079.06	
Less Acs Outstanding - See Shed '1'		£ 307.68	
Sub Total		£ 11,771.38	£ 11,771.38
Cash Book - 27.03.2020			
Santander a/c ****2922		£ 9,331.36	
Add receipts - See Shed '3'		£ 3,250.00	£ 12,581.36
Sub Total		£ 12,581.36	
Subtract payments - See Shed '2'		£ 502.30	
		£ 12,079.06	£ 12,079.06
Subtract A/cs Outstanding - Shed "1"		£ 307.68	
Current State			£ 11,771.38
Shed '1'			
SLCC		£ 42.00	
Out of Pocket Expenses		£ 18.61	
StOfEx - May		£ 17.82	
Clerk Salary - May		£ 229.25	
		£ 307.68	
Shed '2'			
Clerk Salary - March	01.04.2020	£ 225.29	
Clerk Salary - April	29.04.2020	£ 225.29	
York Account Ripon	29.04.2020	£ 36.00	
StOfEx - Apr	29.04.2020	£ 15.72	
		£ 502.30	
Shed '3'			
HBC - 1st Precept		£ 3,250.00	
		£ 3,250.00	

AZERLEY PARISH COUNCIL

MINUTES OF THE MEETING HELD ON 28TH MAY 2020

Appendix "D" - Spending v Budget report for the period to 28.05.2020

Ordinary Expenditure - Estimated 2020-2021					
				<u>2020- 2021 Budget</u>	<u>At 28.05.2020</u>
Ordinary Expenditure					
Payroll & Costs					
1		Clerks Salary & HMRC	£2,751.48	£450.58	
2		Room Hire	£90.00		
3		Payroll Admin Costs	£144.00	£36.00	
Office and Admin					
4		Admin Expenses	£400.00	£15.72	
5		Annual Audit Services	£75.00		
6		Insurance	£180.00		
7		Staff & Councillor Travel	£100.00		
Membership & Subscriptions					
8		YLCA	£204.00		
9		SLCC			
10		Staff & Councillor Travel	£100.00		
Training					
11		Training	£230.00		
Parrish Maintenance					
12		Grasscutting	£1,412.00		
13		Parish Wide works	£1,200.00		
14		Tree works	£1,000.00		
15		Defibrillator	£150.00		
Donations					
16		Ripon CAB Donation	£100.00		
Total			£8,136.48		
				£502.30	
Income					
		Precept	£6,500.00	£3,250.00	
		Lloyds Dividend	£3.00		
		Wayleaves	£18.27		
		VAT refund	£200.00		
		Other receipts	£0.00		
		Interest	£6.00		
		NYCC Grasscutting Grant	£0.00		
		TOTAL	£6,727.27	£3,250.00	
			£1,309.20		
			£8,036.47		

AZERLEY PARISH COUNCIL

MINUTES OF THE MEETING HELD ON 28TH MAY 2020

Appendix "E" – Schedule of Forthcoming Meetings of Azerley Parish Council:

Schedule of Meetings 2020-2021

Venues are Galphay Village Institute, Mickley Church Room & Winksley Church Room

Thursday 23 rd January 2020	Ordinary Meeting at Mickley Church Hall.
Thursday 26 th March 2020	Ordinary Meeting held via ZOOM.
Thursday 7 th May 2020	Ordinary Meeting – cancelled.
Thursday 28 th May 2020	Ordinary Meeting to be held via ZOOM.
Thursday 23 rd July 2020	Annual Meeting of the Parish Council & Ordinary Meeting. Venue arrangements TBC
Thursday 24 th September 2020	Ordinary Meeting Venue arrangements TBC
Thursday 26 th November 2020	Ordinary Meeting Venue arrangements TBC
Thursday 16 th January 2021	Ordinary Meeting Venue arrangements TBC

Please note that due to the current COVID 19 emergency regulations and advice, for the foreseeable future meetings may be held via ZOOM.

If you wish to be invited to ZOOM meetings, please email the Clerk requesting a joining link - azerleypc@yahoo.co.uk

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