

Bishop Thornton and Warsill Parish Council

Including the village of Saw Mills

Clerk: David Taylor

Thornfield, 57, Whitcliffe Lane, Ripon, North Yorkshire, HG4 2LB

Email: ClerkBTSMandWPC@outlook.com

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Minutes of the Regular Meeting of the Parish Council held on Tuesday 11th June 2019 at 7.30pm Bishop Thornton CE Primary School

A public participation session was not utilised

(2019 – 001) **Present** were Cllr Tom Shepherd, Cllr Paul Steer and Cllr Margaret Atkinson.

(2019 – 002) Also present were David Taylor, Clerk and 1 member of the public.

(2019 – 003) No **Apologies** were received.

(2019 – 004) No **Declarations of Interest** were received and therefore no dispensations were required

The Annual Meeting of the Bishop Thornton, Shaw Mills & Warsill Parish Council

(2019 – 005) **Cllr Thomas Shepherd** was **Elected** as Chairman of the Parish Council. He was proposed by Cllr Atkinson and seconded by Cllr Steer. He signed a Declaration of Acceptance of Office paper which was countersigned by the Clerk in his presence.

(2019 – 006) It was **resolved** by unanimous vote to **postpone** the Election of the Vice Chairman until after Item 4 on the agenda.

(2019 – 007) Mr Andrew Dennis was nominated and **co-opted as a Member of the Parish Council**. He was proposed by Cllr Shepherd and seconded by Cllr Steer. He signed a Declaration of Acceptance of Office paper which was countersigned by the Clerk in his presence and completed a Register of Members Interests form.

(2019 – 008) Cllr Andrew Dennis was **Elected** as Vice Chairman of the Parish Council. He was proposed by Cllr Atkinson and seconded by Cllr Steer. He signed a Declaration of Acceptance of Office paper which was countersigned by the Clerk in his presence.

(2019 – 009) The Chairman **welcomed** those present to The Annual Meeting of the Bishop Thornton, Shaw Mills & Warsill Parish Council

(2019 – 010) The Clerk **reported** that the draft Parish Council Code of Conduct was not ready for scrutiny and would be emailed to members without delay for members consideration. If approved at the next meeting, it will be posted on the Parish Council Website.

(2019 – 011) The Clerk **reported** that the draft Parish Council Financial Regulations was not ready for scrutiny and would be emailed to members without delay for members consideration. If approved at the next meeting, it will be posted on the Parish Council Website.

(2019 – 012) The Clerk **reported** that the draft Parish Council Standing Orders was not ready for scrutiny and would be emailed to members without delay for members consideration. If approved at the next meeting, it will be posted on the Parish Council Website.

(2019 – 013) The Clerk reported to the Council regarding the forthcoming Annual Audit process for the year 2018-19. He explained the threshold of £25k income & expenditure per annum and it **resolved** that a Certificate of Exemption should be signed accordingly.

(2019 – 014) It was **resolved** that Mrs Sue Welsh should be instructed to act as internal auditor to the Parish Council.

(2019 – 015) The Chairman **closed** the Annual Meeting of the Bishop Thornton, Shaw Mills & Warsill Parish Council

(2019 – 016) The Chairman **welcomed** those present to the Ordinary Meeting of the Bishop Thornton, Shaw Mills & Warsill Parish Council.

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Including the village of Saw Mills

Minutes - 11.06.2019

(2019 – 017) It was **resolved** that the minutes of the meeting held on 2nd April 2019, having been circulated for consideration beforehand were true and correct records. The Chairman signed them accordingly.

(2019 – 018) In the absence of Cllr Harrison, Cllr Atkinson **reported** on the following from North Yorkshire County Council:-

- a. It costs £6.5m per week to run NYCC
- b. NYCC are not renewing the contract with the road maintenance contractors and will take the work back in-house. It is anticipated that this will save money and improve quality.
- c. The NYCC pension fund is still in good shape.
- d. Elderly Care, Education and, specifically, transport to school continue to cost significant amounts from the NYCC budget.
- e. Brierly Homes is a company founded and owned by North Yorkshire County Council. They have ambitious plans to deliver new housing across North Yorkshire. Their aim is to deliver high-quality bespoke homes that will meet the aspirations of buyers. They give any surplus income back to the County Council to support essential services.
- f. NYCC also has an investment company that recently took an interest in the Royal Baths in Harrogate.

(2019 – 019) Cllr Atkinson **reported** on the following from Harrogate Borough Council:-

- a. The former HBC offices at Crescent Gardens are now back on the market. The council has retained the deposit from the previous prospective buyer.
- b. There is a public consultation underway regarding the Harrogate relief road. It still require funding and planning approval.

(2019 – 020) The Clerk **reported** that:-

- a. Work on the website is progressing but is still not ready to go live.
- b. Certain documents such as the Parish Council asset register had not yet been located. This led to discussion regarding the Parish Council notice boards, which all in need of either major attention or replacement. It was resolved that the Clerk should identify a good, durable, easy to use notice board and report back to members about cost and delivery times.

(2019 – 021) the following matters, having been requested by Councillors were considered:

(2019 - 022) It was **resolved** to investigate the possibility of using Warsill Village Hall in which to hold Parish Council meetings, should the present arrangements at the Bishop Thornton C of E Primary School become unavailable in the future.

The following Correspondence was **received**:

- a. An official Notice of Change of Name of Bishop Thornton and Warsill Parish Council to Bishop Thornton, Shaw Mills and Warsill Parish Council from Harrogate Borough Council.
- b. An Email from HBC Planning Department regarding the time available for Planning in Principle applications and in particular the land adjacent to Orchard Cottage Bishop Thornton from the Diocese of Leeds.

(2019 – 023) Financial Matters:

- a. It was resolved to approve for payment the accounts listed at "Appendix A", below.
- b. A bank reconciliation for the period to was received and unanimously approved. This appears at "Appendix B", below.

Bishop Thornton and Warsill Parish Council

Including the village of Saw Mills

Minutes - 11.06.2019

(2019 – 024) The following Planning Notices were received:-

- a. Decision Notification - 19/01318/FUL, 4 Drovers Fold Bishop Thornton HG3 3DJ – **Refused**, noted.
- b. Decision Notification - 19-01512-PIP, for the erection of 5 no. dwelling houses. Adjacent to Orchard Cottage Bishop Thornton Harrogate - Diocese of Leeds - **Permitted**, noted.
- c. Decision Notification -19-01008-FUL, Demolition of existing building and erection of a new agricultural building. Thornton Moor Farm Fountains Road Ripley. Thornton Moor Farm Fountains Road Ripley, Mr Swales – **Approved**, noted.
- d. Decision Notification - 19-01546-AMENDS, E. H. Crack And Sons Ltd – **Approved**, noted.
- e. Decision Notification – 19-01010-COU, Messer’s G Kirby & Son – **Approved**, noted.
- f. Decision Notification -19-01011-COU, Messrs G Kirby & Son – **Approved**, noted.
- g. Decision Notification -19.00984.PNG, Messer’s G Kirby & Son - – **Approved**, noted.
- h. 19-00984-PNG, Messer’s G Kirby & Son- **Called in for prior approval**, noted.
- i. 19-00732-FUL - Mrs P Hutchinson - **Application Withdrawn**

(2019 – 025) The following Planning Application was received:-

- a. 19/02364/FUL, Erection of a double garage and cycle store, 15 West Grove Bishop Thornton, Mrs Christine Steel. It was **resolved** to return Option “A”, (please see below).

(2019 – 026) **It was confirmed** that the next regular meeting of the Parish Council would a regular meeting on 30 July 2019 at 7.30pm at Bishop Thornton C of E Primary School.

(2019 – 027) The meeting **closed** at 9.35pm

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

Signed as a true record by Cllr Thomas Shepherd, Chairman

Date:

At the Regular Meeting of the Bishop Thornton, Shaw Mills & Warsill Parish Council held on **1st October 2019** 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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Minutes - 11.06.2019

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.

1. Clerk Salary
2. HMRC PAYE
3. Office expenses
4. SLCC membership 1/3 of total.
5. YLCA membership.

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Minutes - 11.06.2019

Appendix "B" – Bank reconciliation for the period to 10th June 2019

Bank reconciliation - 10.06.2019

01/04/2018	Balance		£	6,209.55
20.04.2018	Ch# - 217	School Room Hire	£	70.00
27.04.2018	Direct Cr	1st Precept 2018.2019	£	1,675.00
10.05.2018	Ch# - 218	Insurance	£	145.22
28.09.2018	Direct Cr	2nd Precept 2018.2019	£	1,675.00
26.04.2019	Direct Cr	1st Precept 2019.2020	£	2,250.00
15.05.2019	Ch# - 220	Clerks Salary - Dec & Jan	£	246.24
	Ch# - 221	Clerks Salary - Apr	£	185.32
	Ch# - 222	Clerks Salary - Mar 19	£	173.59
	Ch# - 223	Clerks Salary - Feb 19	£	166.39
	Ch# - 228	Office Costs Exp Jan & Feb	£	47.76
	Ch# - 229	TP Jones LLP	£	123.00
16.05.2019	Ch# - 224	HMRC - PAYE - Dec & Jan	£	55.40
	Ch# - 225	HMRC - PAYE - Feb 19	£	41.60
	Ch# - 226	HMRC - PAYE - Mar 19	£	38.40
	Ch# - 227	HMRC - PAYE - Apr 19	£	42.20
	Ch# - 230	YLCA Training	£	38.33
10.06.2019	Balance		£	10,436.10
		Minus outstanding accounts	£	603.80

Current Position

£ 9,832.30

Ch# - 219	Stub marked "Void"	
	Total Expenditure	£ 1,373.45
	Total Income	£ 5,600.00
	Exp - Inc	£ 4,226.55
	Opening - Closing	
	Balance	£ 4,226.55
10.06.2019	Outstanding Payments	
	Clerks Salary - May 19	£ 189.12
	HMRC - PAYE - May 19	£ 42.20
	YLCA membership fees	£ 208.00
	Expenses	£ 51.69
	Office Costs	
	Yorkshire Accountants	£ 36.00
	Standing Office Exp -	
	Mar	£ 28.60
	Standing Office Exp -	
	Apr	£ 21.75
	Standing Office Exp -	
	May	£ 26.44
		£ 603.80