
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 Regular Meeting of the Parish Council held on
Wednesday 23rd May 2018 at 7.30pm
at Winksley Church Room (due to a mix up with booking the venue before the
meeting, the meeting was held at Cllr. Topham's house – our thanks to him.)

(2018 – 042) **Present** were Cllr. Robert Weatherhead, Cllr. Ben Robinson, Cllr. Jan Lawson, Cllr. Patricia Harling, Cllr. Neil Topham and Cllr. Brian Thackray.

(2018 – 043) Also **present** were David Taylor, Clerk, and 3 members of the public.

(2018 – 044) No **Apologies** were received.

(2018 – 045) No **Declarations of Interest** were received.

(2018 – 046) There were therefore no **Dispensations** granted.

(2018 – 047) The Clerk **received** Declarations of Acceptance of Office from all Councillors and the witnessed the signing thereof.

(2018 – 048) The Clerk **distributed** Declarations of Election Expenses forms where required and confirmed that the same had to be with the Elections manager at Harrogate Borough Council on or before 31 May 2018.

(2018 – 049) The Clerk **distributed** Registration of Interests forms where required and asked that they be completed, signed and returned to him as soon as possible.

(2018 – 050) Information was **received** from Cllr Lawson regarding a possible candidate for the vacant seat in the Azerley Ward. It was decided that she would circulate details of this person to all Councillors.

Election of officers

(2018 – 051) Councillor Neal Topham was **elected** as Chairman of Azerley Parish Council. He was proposed by Cllr Robinson and seconded by Cllr Weatherhead. There was a unanimous vote in favour.

(2018 – 051) Councillor Weatherhead was **elected** as Vice Chairman of Azerley Parish Council. He was proposed by Cllr Robinson and seconded by Cllr Lawson. There was a unanimous vote in favour.

(2018 – 052) Cllr Topham, Chairman, **warmly welcomed** all present to his scullery.

(2018 – 053) It was resolved to re-adopt the following Parish Council Documents (copies of which are available on the Parish Council Website at www.azerleyparishcouncil.btck.co.uk/)

- a. Code of Conduct – it was acknowledged that the Code of Conduct as published on the Parish Website is work in progress.
- b. Standing Orders
- c. Financial Regulations
- d. Asset Register
- e. Risk Assessment
- f. Retention of Information Scheme
- g. Publication Scheme

(2018 – 054) Information was received from the Clerk regarding the annual audit of accounts for the year 2017-18.

AZERLEY PARISH COUNCIL

CLERK: DAVID TAYLOR
THORNFIELD, 57, WHITCLIFFE LANE, RIPON, NORTH YORKSHIRE, HG4 2LB
EMAIL: azerleypc@yahoo.co.uk
TELEPHONE: 01765 601693

- (a) Azerley Parish Council has appointed Mrs Sue Welsh as its Internal Auditor.
- (b) That the key dates for the 2017/18 reporting season are:-
1. Deadline by which the completed & approved AGAR (Annual Governance and Accountability Return) forms and all applicable supporting documents must be submitted is Monday **11 June 2018**. It should be noted that in the case of Azerley Parish Council this date has been extended to **2 July 2018**.
 2. Statutory common period to be included in the smaller authority's period for the exercise of public rights - Monday **2 July** – Friday **13 July 2018**

(2018 – 055) **It was resolved** by unanimous vote to approve the Minutes of the Regular Meeting of the Parish Council held 29th March 2018 copies of which had been previously circulated to Members, these were confirmed as a true record and signed by the Chairman accordingly.

(2018 – 056) **It was noted** that Cllr Atkinson had been re-elected to Harrogate Borough Council, Parish Council members offered their congratulations. Cllr Atkinson **reported** on the following from Harrogate Borough Council:-

- h. Harrogate Borough Council are trying improve the numbers of affordable housing units in the borough, in particular 1 bedroom flats.
- i. There are more petitions being received by the planning department regarding village expansion levels.
- j. The annual target for house building is 665 units but the Council is still catching up the shortfall from previous years.

(2018 – 057) Cllr Margaret Atkinson then **reported** on the following from North Yorkshire Borough Council:-

- a. The NYCC pension fund is in good health – it is no longer in deficit.
- b. NYCC are now pushing the last phase of fibre broadband roll out with 95% of the county now covered.
- c. She accepted there is a still a huge problem with potholes across the county and there is a funding gap.

(2018 – 058) It was **resolved** to approve the Clerks training proposal regarding the Introduction to Local Council Administration course.

(2018 – 059) Accounts for payment had been circulated before the meeting.

- a. Clerks Salary & HMRC PAYE to date.
- b. Euraudit – Payroll services.

(2018 – 060) The following planning decision notifications were received:

- a. Planning Enforcement Notice – Clayton Farm, Mickley
- b. Decision Notification 18/00974/LB Old Chapel Mickley
- c. Decision Notification 18/00626/LB Old Chapel Mickley

(2018 – 061) There were no items forthcoming for the next meeting although Cllr Harling reported that there was a blocked drain in Mickley and that she would notify the Clerk of the details.

AZERLEY PARISH COUNCIL

CLERK: DAVID TAYLOR
THORNFIELD, 57, WHITCLIFFE LANE, RIPON, NORTH YORKSHIRE, HG4 2LB
EMAIL: azerleypc@yahoo.co.uk
TELEPHONE: 01765 601693

(2018 – 062) The Parish Council **received and approved** the schedule of meetings for the forthcoming year.

(2018 – 063) The meeting closed at 8.25pm.

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

Signed as a true record by the Chairman of the Parish Council, Cllr Neal Topham.

Date:

When replying to a Harrogate Borough Council standard form planning notification there are four options into which the Parish Council's views MUST fall:-

- A – the Parish Council has no objections.
- B – the Parish Council objects on the planning grounds set out overleaf.
- C – the Parish Council does not object or support the application but wishes to make comments or seek safeguards as set out overleaf.
- D – the Parish Council supports the application.

At the Regular Meeting of the Azerley Parish Council held on 28th June 2018 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