

Minutes of the Post-Election Meeting, Annual Meeting and the Ordinary meeting of the Parish Council held on Thursday 19th July 2022 at 7.30pm Warsill Village Room.

Post-Election Meeting

May 2022 – 1 The Clerk received Councillors' Declarations of acceptance of Office and signed them as a witness where necessary. These will be retained on record by the Clerk.

May 2022 – 2 The Clerk ensured that all present had a copy of Councillors Declarations of Election Expenses and retained those that required delivery to Harrogate Borough Council the next day.

May 2022 – 3 The Clerk distributed Councillors Declaration of Interest forms to those present requiring them and retained those that required delivery to Harrogate Borough Council the next day.

Annual Meeting

(2022 - 23 – 001) Present were Cllr Carolyn Sandford, Cllr Nick Tither, Cllr. Julia Fulford, & Cllr Blair Robertson.

(2022 - 23 – 002) Also present were David Taylor, Clerk, Cllr Michael Harrison (NYCC) and 6 member of the public.

(2022 - 23 – 003) Apologies were received and approved from Cllr. Kevin Reynard.

(2022 - 23 – 004) Cllr Carolyn Sandford was **elected** as Chair of the Parish Council. She was nominated by Cllr Robertson and seconded by Cllr Sandford, the vote was unanimous.

(2022 - 23 – 005) Cllr Nick Tither was **elected** as Vice-Chair of the Parish Council. He was nominated by Cllr Sandford and seconded by Cllr Fulford, the vote was unanimous.

(2022 - 23 – 006) The Chair **welcomed** those present to the Annual Meeting of the Bishop Thornton, Shaw Mills & Warsill Parish Council.

(2022 - 23 – 007) No **Declarations of Interest were received** and so no dispensations were required.

(2022 - 23 – 008) It was **resolved** that Cllrs Robertson and Sandford should be the Parish Council representatives on the YLCA Harrogate Branch Committee. The Clerk will keep them informed as relevant communications come through.

(2022 - 23 – 009) 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
- 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

(2022 - 23 – 010) The Council **received** the Internal Auditor's report prior to voting on the Annual Governance and Accountability Return below.

(2022-23 – 011) The Clerk, who is also the Council's Responsible Financial Officer, commented that the new auditor's comments in the report would be used as an action list over the forthcoming 12 months.

(2022-23 – 012) It was resolved to revisit the above auditor's comments action list in the November 2022 meeting.

(2022-23 – 013) It was **resolved to approve and sign** the following documents for the 2019/2020 audit:

- a. Certificate of Exemption of the Annual Governance and Accountability Return 2019/20
- b. Section 1 of the Annual Governance and Accountability Return 2019/20 (The Annual Governance Statement).
- c. Section 2 of the Annual Governance and Accountability Return 2019/20 (The Accounting Statement).

(2022-23 – 014) The **Chair closed the** Annual Meeting of the Bishop Thornton, Shaw Mills & Warsill Parish Council and thanked those present for attending.

Ordinary meeting

Reports:

(2022 - 23 – 015) Cllr Atkinson who is Chair of NYCC and the HBC Councillor **reported** on the following from North Yorkshire County Council and Harrogate Borough Council:-

- a. Central Government has imposed a spending cap on Harrogate Borough Council at £250k prior to the unitary authority coming into being.
- b. A committee has been formed at NYCC in order to manage and oversee the unitary authority coming into being.
- c. There will have to be a unification of the rubbish collection across the new unitary authority.
- d. There are staff shortages at both HBC and NYCC due in part to existing staff leaving prior to the formation of the unitary authority and the opening of the Darlington Economic Campus - as the recruitment drive hits a major milestone with over 110 Treasury members of staff in post.
- e. 400 care workers are being recruited across the county. The costs of social care makes up half of the County Council's annual budget.

(2022 - 23 – 016) The clerk reported that he is waiting for a date from the installer regarding the Shaw Mills defibrillator unit. The Warsill unit was on order.

(2022 - 23 – 017) There was no Police report.

(2022 - 23 – 018) Cllr Tither reported that with regard to the traffic safety measures:-

- a. Meetings with NYCC Area 6 were positive but that the person who had been dealing with the project has now left and progress has stalled.
- b. Signs will be installed by the end of May 2022.
- c. It was not known when the white lines would be painted.
- d. There is slow progress regarding "the 20s plenty for us" initiative. There needs to be greater numbers of local groups signing up for the momentum to build more quickly.

(2022 - 23 – 019) It was noted that the Warsill fingerpost road sign on South Lane is damaged and requires repair. Clerk to report this to NYCC.

(2022 - 23 – 020) It was resolved that the Parish Council would support a Queen's Platinum Jubilee party at Shaw Mills. It was planned to hold this on Sunday 5th June at 3.30pm – 5.30pm. final details are still being worked on but ideas include a "bring your own food and drink" party, a game of rounders, splat the rat. The Clerk will investigate insurance cover under Parish Council policy and investigate a risk assessment. A party at Warsill will organised and run by the Parish Room.

(2022 - 23 – 021) It was noted that the benches in the parish area were once again looking to be in poor repair. In particular the benches at Sunny Bank and one of the Bishop Thornton benches was in need of attention / replacement. The Clerk was asked to seek a price for either one or two benches. These would be either all recycled materials or composite recycled materials. They may also include a Queen's Platinum Jubilee celebration plaque. The Clerk is to enquire if they could be funded from commuted sums.

(2022 - 23 – 022) The meeting considered the nuisance caused by dogs fouling the area and owners not collecting the mess and or not taking it a bin or home. The meeting heard that a dog waste bin is not particularly expensive to install; the problem would be getting it emptied by HBC. The Clerk was asked to investigate this with HBC. It was also felt that a policy of educating dog owners may work. Signs asking to clean up after their dogs. The meeting heard that a schoolgirl had designed a poster asking that owners cleaned up after their dogs because there was no "dog poo fairy" had been fairly successful in Ripon.

Correspondence Received:

(2022 - 23 – 023) From the North Yorkshire Police, Fire and Crime Commissioner notice of Zoom meeting on 26th May 6:30pm- 7:45pm. Noted.

Financial Matters:

(2022 - 23 – 024) Financial Matters:

- a. Accounts for payment as listed on "Appendix A", below, were approved for payment.
- b. Bank Reconciliation as at 19 May 2022 Including all payments (up to and over £100.00) was received and unanimously approved. The Chairman was authorised to sign it accordingly. This appears at "Appendix B", below.

Planning Matters - The following Planning Notices were received:-

(2022 - 23 – 025) Planning Decision Notice 21-03997-FUL. Erection of agricultural workers dwelling. High Gill Moor Farm Bishop Thornton. Mr J Simpson. **Granted, Subject to Conditions. Noted.**

(2022 - 23 – 026) Planning Decision Notice 22-00383-FUL. Erection of two storey side extension, porch etc. Fern Bank Mill Bank Shaw Mills. Mr and Mrs Hill. **Granted, Subject to Conditions. Noted.**

(2022 - 23 – 027) Planning Decision Notice 22-01158-FUL. Proposed new farm building for use as a manure store. Throstle Nest Farm Barkhouse Bank to Drovers Inn Bishop Thornton CA & HEG Stobbs and Son. **Granted, Subject to Conditions. Noted.**

(2022 - 23 – 028) Planning Decision Notice 22-00386-FUL. Change of use from learning and non-etc. Bishop Thornton Church Of England Primary School Colber Lane. Leeds Diocesan Board of Finance. **Granted, Subject to Conditions. Noted.**

(2022 - 23 – 029) Planning Decision Notice 22-00300-FUL. Erection of 1 no. livestock building. High Hollins Farm, High Hollins to Hatton House and Black House Bishop Thornton. Shepherd. **Granted, Subject to Conditions. Noted.**

Planning Matters - There were no Planning Applications to consider.

(2022 - 23 – 030) Members were requested to forward requests for items to be on the agenda by email to reach him before 1 week prior to the meeting date.

(2022 - 23 – 031) It was confirmed that the next Ordinary meeting of the Parish Council would be on 21st July 2022 at 7.30pm at the Warsill Parish Room.

(2022 - 23 – 032) 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 **21st July 2022** 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.

- a. WellMedical – Defibrillator unit
- b. YLCA – Training
- c. Standing Office Expences (StOfEx)
- d. Clerk's Salary
- e. HMRC – Clerk's PAYE
- f. Yorkshire Accountants Ripon

Appendix "B" –

Bank Reconciliation as at 17th March 2022 Including all payments (up to and over £100.00)

Barclays - *****534	£ 7,586.60	
Less Acs Outstanding - See Shed '1'	£ 140.00	
Sub Total		£ 7,446.60

Cash Book - 17th March 2021

Barclays - *****534	£ 5,868.34	
Add receipts - See Shed '3'	£ 3,700.00	
Sub Total	£ 9,568.34	£ 9,568.34
Subtract payments - See Shed '2'	£ 1,981.74	
	£ 7,586.60	
Subtract A/cs Outstanding - Shed "1"	£ 140.00	

Current State	£ 7,446.60
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Shed 1

Elkerlodge Book Serv	Internal Audit 2021/22	13.05.2022	£	140.00
			£	140.00

Shed 2

DN Taylor	Clerk Salary	06.05.2022	£	469.43
DN Taylor	StOfEx - April 22	06.05.2022	£	25.40
WelMedical	Defibrillator	19.04.2022	£	912.00
DN Taylor	Clerk Salary	19.04.2022	£	421.23
HMRC	PAYE	19.04.2022	£	48.20
Yorks Acc Ripon	Payroll	19.04.2022	£	36.00
DN Taylor	StOfEx - March 22	19.04.2022	£	27.20
DN Taylor	Out of Pct Expences	19.04.2022	£	22.28
YLCA	Training	19.04.2022	£	10.00
YLCA	Training	19.04.2022	£	10.00
			£	1,981.74

Shed 3

HBC Precept	29.04.2022	£	3,700.00
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Appendix "C" –

Schedule of Meetings 2022-2023

Meetings will be held at the Warsill Parish Room unless otherwise stated

Thursday 21 st July 2022.	Ordinary Meeting.
Thursday 22 nd September 2022.	Ordinary Meeting.
Thursday 17 th November 2022.	Ordinary Meeting.

- **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.
- **There** will be six meetings per year unless more are required when extraordinary meetings may be called. These will be publicised on the Parish Council Website and the usual local noticeboards.
- **Parish** (Village) Meetings will be held in succession before the Annual Meeting of the Parish Council which will commence no sooner than 7.45pm.
- **Please** check notice boards and the Parish Council website for changes to dates, times & venues.