

GREWELTHORPE PARISH COUNCIL

Minutes of Annual Meeting of the Parish Council

Held 19th May 2021 in the Village Hall

1. Election of Parish Council Chair

Councillor Dawson was proposed by Cllr Rhodes and seconded by Cllr Exelby , and agreed to continue as Parish Council Chair

2. Election of Parish Council Vice-Chair

Councillor Kerr was proposed by Cllr. Exelby and seconded by Cllr Rhodes, and agreed to continue as Parish Council Vice-Chair.

3. Councillors Present

Cllr Dawson(Chair), Cllr Kerr(Vice Chair),Cllr Lofthouse, Cllr Exelby and Cllr Rhodes, plus Cllr Simms (District Cllr). Two members of the public attended.

4 Apologies for Absence

Cllr Atkinson (County Cllr) gave apologies.

5.0 Declaration of Interest

None submitted

6.0 Annual Governance and Accountability Report for 2020-2021 (AGAR)

6.1 To approve Section 1 – Annual Governance Statement 2020/21

Resolved that Grewelthorpe Parish Council approve Section 1 Annual Governance Statement 2020/21 on page 5 of the AGAR.

6.2 To approve Section 2 – Accounting Statements 2020/21

Resolved that Grewelthorpe Parish Council approve Section 2 Accounting Statements 2020/21 on page 6 of the AGAR

6.3 To approve the publication of documents required by Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015, the Accounts and Audit (Coronavirus amendment) Regulations 2020 and the Transparency Code for Smaller Authorities

Resolved that Grewelthorpe Parish Council will publish the following documents on the Parish Council website:

- Certificate of Exemption
- Annual Internal Audit report 2020/21
- Section 1 – Annual Governance Statement 2020/21
- Section 2- Accounting Statements 2020/21
- Analysis of variances
- Bank Reconciliation to 31st March 2020
- Notice of the period for exercise of public rights and other information required by Regulation 15(2) Accounts and Audit Regulations 2015.

6.2 To receive the Internal Auditors Report

Unfortunately, the Internal Auditor had been unable to produce the Audit report in time for the Annual Meeting. This will be circulated to Councillors as soon as available and will be published on the Council Website. Any matters arising will be raised at the July Council meeting.

Council thanked the Clerk for the work carried out to ensure that the Council was compliant in the AGAR and Governance overall.

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7.0 Review of Governance Arrangements

7.1 Asset Register

This was presented by the Clerk. The Asset Register value remains at £27,385. It was noted that the Parish Council now had formal Title to the Quarry Field.

Resolved: That the Asset Register be agreed and signed by the Chair.

7.2 Risk Assessment

This had been reviewed at the Parish Council meeting on 8th July 2020 and would be reviewed again at the meeting in January 2022 (date tbc)

Resolved that the Council would review again in January 2022.

7.3 Appointment of Internal Auditor for 2021/22

Resolved that Mrs Iona Taylor be asked if she is willing to be appointed as Internal Auditor for 2021/22. Proposed by Cllr Kerr and seconded by Cllr Dawson

8.0 Minutes of Parish Council Meeting on 10th March 2021

These were approved as an accurate record and signed by the Chair.

9.0 Matters Arising

9.1 Quarry Field – it was noted that the Council now has formal Title to the Quarry Field

9.2 Tree works – the new trees have now been planted. Cllr Kerr was thanked for her work.

10.0 Finance

10.1 Balance of Accounts

The Clerk produced a financial pack providing a summary of receipts and payments.

The financial position as outlined below was reported as at 30th April 2021.

The Clerk also produced a Bank Reconciliation report as at 30th April 2021.

Business Account statement £6957.01 (30th April 2021)

Cash Management Account £3078.56 (31st March 2021)

Resolved: That the position be noted.

10.2 Budget statement – The Clerk provided a budget projection for year ending March 31^s 2022.

Resolved: That the position be noted.

10.3 Monies Received

i) £187.00 – received as rental for the Quarry Field following bid auction.

ii) £2776.00 – first instalment of Annual Precept received from HBC.

10.4 Authorisation of expenditure

None required

10.5 Payments to be recorded - The Council recorded the following payments:

i) £115.50 – Clerk salary, allowance and expenses for February

ii) £97.20 – HMRC PAYE/NIC for Q1 2021

iii) £36.00 – Yorkshire Accountants payroll services Q4 2020

iv) £164.80 – Clerk salary and allowance for March

v) £213.00 – Annual subscription to YLCA

vi) £6.47 – Alison Kerr. Tree ties for new trees

vii) £38.59 – Gordon Milner. Materials for bench repair.

viii) £15.00 – YLCA training webinar (Transparency Code)

11.0 Correspondence

11.1 Localised Police Report

This was discussed and noted.

11.2 School Playing Field

Email received from the School highlighting issues of dog fouling, litter and graffiti. The Clerk had published a notice asking residents to respect the field, which is made available to the village children on an annual lease agreement, which could be revoked if issues continue. Council agreed that it would be a shame to lose this facility.

12.0 Decision on planning applications, appeals, enforcement investigations received

12.1 Oak Stile Farm single storey extension – conditional planning granted. Council had responded with no objections

12.2 Signage display at Hackfall Woods – conditional planning granted. Council had responded with no objections.

12.3 Erection of dwelling in rear garden Orchard Cottage – conditional planning granted. Council had responded with no objections.

12.4 Conversion of garage into self-contained accommodation Old Post Office – Conditional Planning granted. Council had responded with no objections, but commented on the need for parking not to obstruct access.

12.5 Erection of single storey extension at Avoza – Council has responded with no objections

12.6 Retrospective Planning permission requested for drainage works and extension of pond in Spring Field (The Hutts) – Council has responded with no objections

13.0 Review of Planning Decision making

A member of the public had contacted the Clerk to highlight that a Planning decision made by Council at the Council meeting on 9th September had not met the advance notice standard required for an agenda item (3 clear working days in advance of the meeting), having been added at the last minute to enable a timely Council discussion and response. This decision was therefore unlawful and the Planning Officer has been informed.

A discussion followed concerning the current process of decision making to ensure maximum transparency of Parish Council decisions and responses to Planning Dept. Council currently meets every 2 months and planning application deadlines can fall between meetings.

Resolved: The Clerk was asked to organise and publish dates for additional Parish Council meetings in the interim months between current meetings. These would be specifically for the purpose of considering Planning Applications that require response before the next planned Parish Council meeting. All meetings will be notified in advance and open to the public.

This amended process is to be reviewed at the November Council meeting.

14.0 Parish Council website

Cllr Kerr reported that the new Parish Council website is ready to go live – there are a few final adjustments to be made, but the site will be accessible from the end of May. There is an option to include a “live” Planning Application Tracker, which was discussed by Council. This is a cost option (c. £250n pa). It was not felt that the benefits would justify the extra cost and Council agreed not to include this at this point. The Parish Council thanked Cllr Kerr for her work on this solution to the website.

Resolved : Clerk to publish new website address on noticeboards and Village WhatsOn.

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15.0 Annual Insurance renewal

The Council insurance policy is due for renewal at 1st June and the Clerk provided 3 Quotations for consideration. This table will be published on the Council website.

Resolved: Council resolved to renew insurance with Zurich Municipal, the current provider, as the lowest cost option. Proposed Cllr Exelby. Seconded Cllr Dawson

16.0 Pinfold Lease

The lease on the Parish Council Pinfold is due for renewal from 1st June.

Resolved: That the Pinfold Lease should be offered for renewal at the existing rental of £50 p.a. Proposed Cllr Kerr. Seconded Cllr Lofthouse.

17.0 Councillors Code of Conduct

All Councils are required to have adopted a Code of Conduct for Councillors.

An updated code has been circulated by the Local Government Association.

Harrogate Borough Council has made amendments to this, reflecting their internal procedures. It is recommended that all Councils adopt the Code of their Principal Authority.

Resolved: That Grewelthorpe Parish Council adopt the Code of Conduct as amended by HBC. Clerk will publish the Code on the website. Councillors will need to attend training on the Code. Proposed Cllr Dawson. Seconded Cllr Exelby.

18.0 Rural Broadband Consultation

A consultation process has been launched by Government to improve broadband connectivity in rural areas and the National Association of Local Councils (NALC) have asked Councils to provide feedback on a number of questions.

The main consultation document can be accessed at:

www.gov.uk/government/consultations/improving-broadband-for-very-hard-to-reach-premises.

Resolved: Cllr Exelby agreed to coordinate feedback on behalf of the Parish Council

19.0 Councillors reports

Cllr Dawson

19.1 Traffic Speeding – comments have been received from residents regarding the speed of traffic through the village. This has been highlighted by a recent collision in which speed was a contributory factor.

The Police had been asked to provide a speed check presence – the **Clerk** was asked to follow up.

Prior to lockdown, the idea of a Community Speedwatch initiative had been raised and the **Clerk** was asked to follow up with those concerned.

Clerk was also asked to circulate the concerns via the Village WhatsOn.

19.2 Parking on main street is again becoming an issue, with parked cars on both sides of the street creating traffic concerns.

It was highlighted that a proportion of the traffic is being created by the rerouting of traffic that would normally have used Church Road in Kirkby as this has now been closed for a considerable period.

Clerk was asked to get an update on proposed actions and timings for the reopening of this road in Kirkby.

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Concillors reports cont.

Cllr Kerr

19.3 Litter Picking payment

In response to a question, the Clerk confirmed that the litter picking grant is normally paid by HBC in May each year. Last year, the grant was £123.89 and a payment of £135 was made to Sally Graham for her litter picking duties.

Resolved: Payment to Sally Graham for 2020/21 will be paid at £140. Proposed Cllr Lofthouse. Seconded Cllr Kerr

19.4 Post Office Van

This service is felt to be well used and of benefit to the village community. On occasions, the van driver advises that he is not able to come – often this is at short notice to the Clerks home phone and too late to put a notice up for “customers”.

Clerk was asked to organise a back up contact point.

20.0 Questions or Comments from Members of the Public

Pothole by Maryfield - Clerk to report to Highways

Replacement wastebin needed by the pond.

Pond drainage pipes under investigation for repair.

Clerk to action.

21.0 Agenda Items for next meeting

22.0 Date of Next meeting-

Weds 14th July 2021 Village Hall (subject to Covid position)

Meeting closed at 8.50 pm

Signed as a correct record

Name:

Date:

