

## ROECLIFFE AND WESTWICK PARISH COUNCIL

### Minutes of Roecliffe and Westwick Parish Council Annual General Meeting held on Tuesday 15th May 2023 at 7.00pm in Roecliffe School Hall.

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**Attendees:** Cllr Pillar, Cllr Bishop, Cllr Collin, Cllr Reeve, Cllr Varley, Cllr Wormald and the Parish Clerk.

**1. To Elect the Chair of the Council and Elected Chair to sign declaration of Acceptance of Office.**

Cllr Pillar was elected Chair and signed the declaration of Acceptance of Office.

**2. To Elect a Vice Chair and Elected Vice Chair to sign declaration of Acceptance of Office.**

Cllr Collin was elected Vice Chair and signed the declaration of Acceptance of Office.

**3. Public Participation**

No members of the public were present.

**4. To receive apologies for absence**

Cllr Nick Brown sent his apologies.

**5. To receive any Declaration of Interest under the council's Code of Conduct or member's Register of Interests.**

None declared.

**6. Chairman's Allowance in pursuance of section 15(5) of the Local Government Act 1972.**

It was agreed that the Chairman's Allowance would remain at £60.

**7. The following members were appointed to serve on the under mentioned Committee**

**Planning/Enforcement of Conditions/Conservation issues**

Cllr Varley was elected as Planning Officer.

**Industrial Site**

Cllr Bishop and Cllr Pillar were elected to the Industrial Site.

**8. The following Members were appointed as representatives on the under mentioned bodies**

**Joint Parish Council Meeting**

Cllr Pillar

**Campaign to Protect Rural England**

Cllr Reeve

**Yorkshire Rural Community Council**

Cllr Reeve and Cllr Varley

Signed..... Date.....

**Yorkshire Local Council Association**  
Cllr Bishop and Cllr Reeve

**Safer Neighbourhood Group**  
Cllr Reeve plus another.

**9. To confirm the Minutes of meeting held on 20th March 2023 as a true and correct record**

These were approved and signed by the Chairman.

**10. To receive the Councillor's Report**

Cllr N Brown was unable to attend the meeting. He did make the following report: There has still not been a planning meeting for the new authority as the May meeting was cancelled. Hopefully the next meeting will take place on 6<sup>th</sup> June. There are proposed parliamentary boundary changes for Roecliffe & Westwick.

**11. To receive an update on Finance:**

11.1 To approve the Income and Expenditure for the period 15/03/23 – 14/04/23 and Bank Reconciliation. **Approved.** Attached as Appendix A.

11.2 To certify Roecliffe & Westwick Parish Council as exempt from external audit for fiscal year 2022/2023. Page 3 of the Annual Governance and Accountability Return (AGAR) 2022/2023. **Certified**

**Action:** Clerk to notify PKF Littlejohn

11.3 To note the Annual Internal Audit Report for 2022/2023 included at **page 4** of the (AGAR) 2022/2023 **This was noted.**

11.4 To approve **Section 1** Annual Governance Statement 2022/2023 for Roecliffe & Westwick Parish Council on **page 5** of the AGAR 2022/2023 **Approved**

11.5 To approve **Section 2** Accounting Statements 2022/2023 for Roecliffe & Westwick Parish Council on **page 6** of the AGAR 2022/2023 **Approved**

11.6 To approve the publication of documents required by Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities.

This includes:

- Pages 3 – 6 of the AGAR 2022/2023
- Analysis of Variances
- Bank Reconciliation to 31 March 2023
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

The above documents were **approved** for publication

11.7 To approve the following accounts for payment:

Subscription to SLCC (Society of Local Council Clerks)	£58.41
BHIB Insurance Renewal	£438.08
Clerk's Overtime 4 hours	£48.24
Donation to Open Country (Roecliffe Common)	£50.00
Yorkshire Accountants (Payroll)	£36.00

The above accounts were **approved** for payment.

11.8 To appoint new signatories to the Parish Council Bank Accounts  
It was **agreed** to add Cllr Collin and Cllr Wormald as bank signatories.

**Action:** Clerk to request mandates from HSBC

**12. To adopt the following documents:**

Signed..... Date.....

## Standing Orders

The Updated Standing Orders were adopted.

### 13. To review the following documents:

Risk Assessment  
Fixed Assets

The above documents were reviewed. It was agreed remove the reference to Covid 19 from the Risk Assessment.

**Action:** Clerk to amend Risk Assessment.

### 14. To receive an update on Recent Planning Applications:

- 14.1 22/03192/FULMAJ Land At Brickyard Road. **Ongoing**
- 14.2 23/00216/FULMAJ Waingates Farm, Waingates Lane. **Ongoing**
- 14.3 23/00426/FUL Long Acre, Roecliffe. **Ongoing**
- 14.4 ZC23/01304/DVCON Shepard's Rest, Roecliffe **Approved**

### 15. To receive updates on existing Highways issues and decide further action where necessary.

Further to a recent communications meeting with Area 6 Highways, the clerk contacted Highways for an update on outstanding issues but has not had a reply.

Concern was expressed by Councillors over gravel from The Crown carpark migrating onto the highway. This is due to changes made to the entrances of The Crown to ease the access for construction vehicles to the Roecliffe Park site. There have been reports of 3 incidents due to pedestrians slipping on the gravel. This has been reported to the relevant development parties. It was **agreed** to report the issue to Area 6 Highways.

**Action:** Clerk to report gravel migration to Area 6 Highways

### 16. To receive an update on litter and HGV issues on the Industrial Estate.

The recent litter pick was well attended. More empty beer cans have since been found on Brickyard Road. Cllr Bishop is liaising with the Scouts for further litter picks.

HGV issues. Reed Boardall lorries parked opposite to Alexanders can be reported to Reed Boardall. There are continued sightings of the fork lift truck being manoeuvred illegally between the dairy sites. It is recommended any further sightings to be reported to the police.

### 17. To receive an update on Tree Maintenance and Grass Cutting.

The tree preservation order was rejected by North Yorkshire Council for the Lime Tree which was recently felled on the Village Green. It was **agreed** to replace the Lime Tree with another lime tree later in the year at the appropriate planting time. The cost of replacing with a mature tree is around £250. Cllr Varley has received a quote for £150 for a plaque backed with hard wood to notify that the replacement tree was planted to commemorate the Coronation of Charles the third.

It was noted that several low branches need removing from the Village Green trees to aid grass cutting. Cllr Bishop suggested the Scouts could perform this task.

It was agreed to draw up an order of works for the village trees from the recent Tree Survey.

**Action:** Cllr Bishop to liaise with the Scouts. Cllr Varley to draw up order of works.

Signed..... Date.....

**18. To set and confirm dates of future meetings.**

The following dates were confirmed:

- Monday 11<sup>th</sup> September 2023
- Monday 13<sup>th</sup> November 2023
- Monday 22<sup>nd</sup> January 2024
- Monday 11<sup>th</sup> March 2024

The meeting closed at 9.00 pm.

Signed..... Date.....

**Appendix A**

**Income & Expenditure & Bank Reconciliation for Period 15/03/23 – 14/04/23**

	Date Banked	Number	Income	Expenditure	Total
<b>Opening Balance per Community Account</b>				Total Parish Village Fund	£11294.94 £8362.81 £2932.13
<b>Opening Balance per Business Manager Account</b>					£1258.96
JC Trees	15/03/2023	100804		1416.00	1416.00
	20/03/2023	100805		329.46	329.46
Clerk sal (m) + travel exp	03/04/2023	100806		209.36	209.36
Farm & Land	04/04/2023	100796		117.00	117.00
Bank Charges	04/04/2023	DD		10.00	10.00
				<b>Total</b>	<b>£2081.82</b>
<b>Closing Balance per Community Account</b>				Total Parish Village Fund	£9213.12 £6280.99 £2932.13
<b>Closing Balance per Business Manager Account</b>					£1258.96
<b>Total Funds</b>				Parish Village Fund	<b>£7539.95</b> <b>£2932.13</b>

Signed..... Date.....