

ROECLIFFE AND WESTWICK PARISH COUNCIL

Minutes of Roecliffe and Westwick Parish Council Annual General Meeting held on Tuesday 17th May 2022 at 7.00pm in Roecliffe School Hall.

Attendees: Cllr J Bolland, Cllr Pillar, Cllr Fieldhouse, Cllr Bishop, Cllr Reeve, Cllr Varley, Parish Clerk and 6 members of the public.

1. Election of Chairman

Cllr Pillar was elected Chairman for the next year

2. Chairman to sign declaration of Acceptance of Office

Cllr Pillar signed the declaration of Acceptance of Office.

3. Apologies for absence

Cllr Nick Brown sent his apologies.

4. Election of Vice Chairman

Cllr Fieldhouse was elected Vice Chairman for the next year.

5. Declaration of Interest in items on the Agenda

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 Fieldhouse

Yorkshire Local Council Association

Cllr Bishop and Cllr Fieldhouse

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

9. Minutes of meeting held on 22nd March 2022 were a true and correct record

These were approved and signed by the Chairman.

10. To receive Unitary Councillor's Reports

Cllr N Brown was unable to attend due to attending a funeral in London. Retiring Councillor Bolland gave the meeting an update on his behalf.

'The size of the constituency Cllr Brown has increased markedly. He now represents 14 Parish Councils and twice the population previously. He will be unable to attend all Parish Council meetings and suggests 2 parish councillors from each parish join a monthly meeting to receive updates. Councillors have been elected for 5 years, HBC for one year until the council becomes unitary in 2023.'

11. To receive an update on Finance:

11.1 To approve the Income and Expenditure for the period 15/03/2022 – 14/04/22 and Bank Reconciliation.

This was **approved** and is attached as Appendix A.

11.2 To note the Annual Internal Audit Report for 2021/2022 included at **page 4** of the (AGAR) 2021/2022

This was noted.

11.3 To approve **Section 1** Annual Governance Statement 2021/2022 for Roecliffe & Westwick Parish Council on **page 5** of the AGAR 2021/2022

11.4 To approve **Section 2** Accounting Statements 2021/2022 for Roecliffe & Westwick Parish Council on **page 6** of the AGAR 2021/2022

11.5 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:

- Certificate of Exemption AGAR Page 3
- Annual Internal Audit Report 2021/22 AGAR Page 4
- Section 1 –Annual Governance Statement 2021/22 AGAR Page 5
- Section 2 –Accounting Statements 2021/22 AGAR Page 6
- Analysis of Variances
- Bank Reconciliation to 31 March 2022
- 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 were **approved**.

Action: Clerk to add accounting documents to the website.

11.6 To approve the following accounts for payment:

11.6.1 Subscription to SLCC (Society of Local Council Clerks)	£67.00
11.6.2 BHIB Insurance Renewal	£406.74
11.6.3 HMRC	£1.80
11.6.4 Clerk's Overtime 10 hours	£110.50

The above accounts were **approved** for payment

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

11.7 To appoint new signatories to the Parish Council Bank Accounts

It was **agreed** to appoint the new councillors as signatories to the Parish Council Bank Accounts and for the retiring councillors to be removed.

Action: Clerk to contact HSBC

12. To review the following documents:

Standing Orders
Risk Assessment
Fixed Assets

The above documents were reviewed. It was agreed to change the location of the noticeboard to 'outside Westview' instead of 'opposite the Caravan Park'

Action: Clerk to amend Fixed Assets

No changes were required to the Risk Assessment or Standing Orders.

13. To receive a Neighbourhood Plan Update.

Retiring Cllr Bolland updated the meeting.

'The referendum was held on 5th May 2022 and was voted in by 78 votes to 7. Cllr Bolland gave thanks to the Neighbourhood Plan members present at the meeting. All planning decisions should now consult the Neighbourhood Plan and 25% Community Infrastructure Levy monies should come to the village from any new development instead of the current 5%.

14. To receive information on the following ongoing issues and decide further action where necessary:

14.1 The installation of VAS in Roecliffe.

The VAS was due to be installed on 5th May 2022 but was delayed due to a technical problem with the equipment.

Post Meeting Note: Since the meeting the VAS was installed on 19th May 2022 and two Parish Councillors were in attendance to learn how to rotate the sign when the need arises.

14.2 Marking the Queen's Platinum Jubilee with a lunch on June 5th 2022

125 villagers are expected to attend the lunch. Retiring Cllr Bolland updated the meeting on the installation of a flagpole and plaque to commemorate the occasion. Funding has been secured from HBC and it is proposed to place the flagpole between the Roecliffe Ramble and Best Kept Village signs outside the church.

15. To discuss the implications of the forthcoming building work to expand Roecliffe Park.

Councillor Varley updated the meeting. Building works to expand Roecliffe Park are due to start the first week in June. Traffic problems in the village are a concern. The developers have been contacted and a meeting is planned to help minimise disruption to the village. It was suggested that deliveries were made outside school arrival and departure times and also on a Monday or Tuesday when the Crown is closed. All interested parties including

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

representatives from the school, village, the Crown and Roecliffe Park to be notified when this meeting is to take place.

16. To receive an update on Tree Maintenance and Grass Cutting.

The grass had been cut the day of the meeting. It was messy as conditions were wet. The Village Green trees are due their 5 year inspection in June. £300 has been received from the Boroughbridge Lions. This donation is to be used from bark chippings, bird nesting boxes and wild seed for the common. Cllr Bishop suggested approaching the Cub and Scouts to invite them to get involved in the building and placement of bird boxes.

Action: Cllr Varley to arrange tree inspection. Cllr Bishop to liaise with Cub and Scout Group.

17. Clerk's Report.

There was nothing to report. However, the opportunity was taken by retiring Cllr John Newberry to thank retiring Chairman and Cllr Jim Bolland for his many years of service to Roecliffe & Westwick Parish Council first as Councillor and then as Chairman. A presentation was made of many generous donations received from the village.

18. To set and confirm dates of future meetings.

The following dates were confirmed:

Monday 19th September 2022
Monday 21st November 2022
Monday 23rd January 2023
Monday 20th March 2023

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

Appendix A

Income & Expenditure & Bank Reconciliation for Period 15/03/22 – 14/04/22

	Date Banked	Number	Income	Expenditure	Total
Opening Balance per Community Account				Total	£15656.41
				Parish	£11552.39
				Village Fund	£4104.02
Opening Balance per Business Manager Account					£1254.24
				Total	£0.00
Bank charges to 13/03/2022	04/04/2022	DD		10.00	
Yorkshire Accts (payroll)	07/04/2022	100759		36.00	
Clerk's salary (March)	07/04/2022	100760		179.56	
Salary increase (backdated)		"		109.01	
Stamps	07/04/2022	"		10.20	
Printer Cartridge	07/04/2022	"		39.99	
				Total	£384.76
Closing Balance per Community Account				Total	£15271.65
				Parish	£11167.63
				Village Fund	£4104.02
Closing Balance per Business Manager Account					£1254.24
Total Funds				Parish	£12806.63
				Village Fund	£4104.02

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