

ROECLIFFE AND WESTWICK PARISH COUNCIL

Minutes of Roecliffe and Westwick Parish Council Meeting held on Monday 22nd January 2024 at 7.00pm in Roecliffe School Hall.

Attendees: Cllr Pillar, Cllr Collin, Cllr Reeve, Cllr Varley, Cllr Wormald, Parish Clerk.

1. Non-attendance of Councillors

1.1 To receive and note apologies from councillors who are unable to attend the meeting

Cllr Bishop sent her apologies

1.2 To consider reasons for absence provided by councillors who cannot attend and resolve the council's acceptance of these if felt relevant.

Reasons were approved.

2. Declaration of Interests

2.1 To receive any Declarations of Interest not already declared under the Council's Code of Conduct or Member's Register of Disclosable Pecuniary Interests.

2.2. To receive, consider and decide upon any applications for dispensation.

None received.

3. To confirm the minutes of the Meeting held on 27th November 2023 are a true and correct record.

The minutes were confirmed as a true and correct record and signed by Cllr Pillar.

4. To receive the Councillor's Report.

Cllr Brown did not attend the meeting. Cllr Pillar reported on a recent forum for local Parish Councils hosted by Cllr Brown that she had attended. Minutes have not yet been circulated. The next meeting will take place on 8th February 2024. It is proposed to invite highways and Yorkshire Water to future meetings. An application has been submitted to the locality fund for a new bench by the pond.

5. To receive an update on Finance:

5.1 To confirm bank account balances 14/01/2024:

Business Current Account: £12,150.52 (includes Village Fund)

Business Money Manager Account: £1274.49

The balances were confirmed.

5.2 To approve the Income and Expenditure for the period 15/11/2023 – 14/01/2024 and Bank Reconciliation. **Approved** and attached as Appendix A.

5.3 To approve the year-to-date income and expenditure against the budget. **Approved** and attached as Appendix B.

5.4 To discuss moving the Parish Bank Accounts and options available.

It was agreed the clerk would look into moving the business current account to Unity Trust.

5.5 To approve the following accounts for payment:

CPRE Annual Subscription £36.00

Open Space Society £45.00

Clerk's Salary and HMRC TBC

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

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

6. To receive information on the following Highways issues and decide further action where necessary:

6.1 Highways issues reported to Area 6 (moving 30mph signs, replacement of 30mph repeater signs, cleansing of signs, missing bollard.)(Clerk)

There has still been no response from Area 6

6.2 The 20's Plenty Speed initiative in Roecliffe. (DB)

Cllr Pillar to speak to Cllr N Brown to progress a 20 mph speed limit around the school.

6.3 Community Speed Check Training and Implementation.(DB)

There have been some volunteers but not enough to run the Speed Check.

7. To receive an update on recent Planning Applications:

ZC24/00154/FUL St Marys Cottage Roecliffe York North Yorkshire YO51 9LY

The above Planning application was received on the day of the meeting.

8. To receive an update following the approval of Payne's Dairies Planning Application (22/03192/FULMAJ)

Cllr Pillar has contacted Planning Enforcement over conditions not applied from a previous Dairy Planning Application. The response from enforcement has been that they are very busy. The recent village survey, highlighting residents' concerns has been forwarded, but there has been no response.

The recent meeting with Payne's Dairies was attended by Cllr Pillar and Cllr Collin. They were advised that the new lorry park will be built in phases; another site has been bought in Peterborough; the lorry park will consolidate all their vehicles onto one site, so there should not be any extra traffic on Bar Lane. Cllr Pillar will circulate the minutes to all councillors.

Pink and blue bags have been noted on the Dairy car park recently. Cllr Pillar will send a request to keep a check on their litter. A man hole cover between the sites has been reported as open and leaking.

Litter pickers from the dairy have been noted on Bar Lane and in their car park.

9. To receive an update on continuing Litter Problems on Industrial Estate and to discuss further engagement with the Industrial Estate Business Community. (TC)

This has been dealt with in item 8. A Village litter pick is planned for Saturday 9th March 2024. Cllr Pillar and Cllr Bishop and residents met with Volvo the previous week to discuss plans for a proposed new development although no official plans have yet been submitted

10. To receive an update on the continuing problems of HGV parking on the roads surrounding Bar Lane. (TC, Clerk)

There seems to be an improvement in this issue recently, it will continue to be monitored.

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

11. To receive an update on the ongoing issues with The Crown Inn including the proposal to make The Crown an Asset of Community Value and to consider the recent correspondence from the owner. (CP)

The proposed application still requires further research. A party is believed to be interested in purchasing the site.

12. To develop a policy for protecting and conserving the Village Green with respect to the s.12 of the Inclosure Act 1857 and s.29 of the Commons Act 1876.(CP, Clerk)

The clerk to contact the Open Space Society for their advice. Residents parking in the school drop of area at morning and afternoon drop off times have been reported. This will be discussed further with the head mistress at a future meeting with Cllr Pillar.

13. To receive an update on Tree Maintenance, including an update on planned work by JC Trees, Grass Cutting, Coronation Tree Plaque and Dog Fouling Signs enquiry. (SV)

Cllr Varley updated the meeting. JC Trees are provisionally booked for 19th February 2024 for necessary tree works on the Village Green. Cllr Varley will inform the school. A Plaque has been sourced for the Coronation Lime Tree. Cllr Pillar to circulate potential wording for agreement. An enquiry was received from a neighbouring Parish Council about the source of the Dog Fouling signs. This was confirmed at Harrogate Borough Council. Cllr Varley to inform the neighbouring Parish Council. The recent tender from Farm & Land for grass cutting in 2024 was agreed. The clerk to inform Farm & Land.

14. To confirm ownership of trees between Roecliffe Park and the highway. (JR)

Cllr Reeve has contacted the Park manager but has not received a reply. It was agreed to source the original plans for the Park to check for measurements.

15. To consider marking D-Day 80 6th June 2024 in Roecliffe. (CP)

Boroughbridge Town Council have been contacted but as yet they have not made any plans. It is due to be added to their agenda for their next Council Meeting.

16. To set the date and time of the Annual Parish Meeting and Annual Council Meeting.

The dates were agreed as follows:

Annual Parish Meeting – 23rd April 2024
Annual Council Meeting – 14th May 2024

Venue: Roecliffe School Hall

17. To confirm the date and time of Next Parish Council Meeting as Monday 11th March 2024 at 7pm in Roecliffe School Hall.

The date and time were confirmed.

The meeting closed at 8.30 pm.

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

Appendix A

Income & Expenditure & Bank Reconciliation for Period 15/11/23 – 14/01/24

	Date Banked	Number	Income	Expenditure	Total
Opening Balance per Business Current Account				Total Parish Village Fund	£13006.97 £10512.04 £2494.93
Opening Balance per Business Money Manager Account					£1268.37
Interest	01/12/2023		6.12		6.12
Wayleave	05/12/2023		10.35		10.35
				Total Income	16.47
HMRC	29/11/2023	100833		13.00	
Clerk Sal (Nov)	29/11/2023	100834		248.30	
Pond Maintenance exps	29/11/2023	100835		73.07	
Boardwalk repairs	29/11/2023	100836		25.92	
Bank Charges	05/12/2023	DR		13.00	
Clerk Sal (Dec) including back dated pay increase	09/01/2024	100837		379.67	
Create Website Renew	09/01/2024	100837		84.84	
Stamps	09/01/2024	100837		15.00	
*HMRC		100839		*45.60	
*Farm & Lane		100838		*325.20	
Bank Charges	04/01/2024	DR		14.00	
*unpresented cheques					
				Total Exp	1237.60
				add unpresented cheques	370.80
					866.80
Closing Balance per Business Current Account				Total Parish Village Fund	£12,150.52 £9,655.59 £2494.93
Closing Balance per Business Money Manager Account					£1274.49
Total Funds				Parish Village Fund	£10,930.08 £2494.93

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

Appendix B

Table to show Expenditure to 14/01/2024 against the Budget 23 – 24

Budget Heading	23 – 24 Budget	23 – 24 Current Expenditure (ex VAT)
Administration	270.00	193.42
Salary and PAYE	2400.00	2234.81
Bank Charges	200.00	115.00
Clerk's Expenses	312.00	156.00
Subscriptions	363.00	274.41
Insurance	450.00	438.08
Grass Cutting	1400.00	865.00
Trees	2000.00	635.00
Training	225.00	58.40
Website	200.00	70.70
The Common	756.00	82.49
Defibrillator	100.00	66.99
Coronation	0.0	750.00
Village Green	0.0	145.00
Hall Hire	110.00	127.50
Total income to date	£9178.42	
Total expenditure to date	£6254.77 (ex VAT)	

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