

## **ROECLIFFE AND WESTWICK PARISH COUNCIL**

### **Minutes of Roecliffe and Westwick Parish Council Meeting held on Monday 21st March 2022 in Roecliffe School Hall at 7.00pm**

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**Attendees:** Cllr J Bolland (Chair), Cllr J Newberry, Cllr N Baird, Cllr J Reeve, Cllr J Tulip, Cllr S Varley, County Councillor R Windass, Parish Clerk and 6 members of the public.

#### **1. Apologies for absence**

District Cllr N Brown

#### **2. Declaration of Interest in items on the Agenda**

None received.

#### **3. Minutes of meeting held on 24<sup>th</sup> January 2022 were a true and correct record.**

The minutes were approved and signed by the Chairman.

#### **4. To receive The District and County Councillor's Reports.**

Cllr R Windass attended the meeting and gave the following updates:

- Elections on 5<sup>th</sup> May taking up much time.
- Unitary Authority – Council leaders meeting on a regular basis to discuss proposals. Expected new authority to 'hit the ground running' with no interruption to services.
- Changes to best systems across the county and keeping services as local as possible.
- Ward Boundaries are changing and this borough will lose Langthorpe and Kirby Hill. Roecliffe will be included with Bishop Monkton and Wathdale.
- Planning will be administered by NYCC but decided locally. Final details to be decided
- Local issues, very frustrated with Highways. He has been dealing with the chief of environmental services who oversees highways. There are short staffed and hope to move staff about to fill gaps.
- Warned that VAS installation does not please everyone. Positioning of them can annoy residents especially solar powered ones which have to have a clear site of the sun and so might protrude above hedgerows..
- HBC have opened a new pool and fitness centre at Ripon. Taken a long time and over budget but a fantastic facility. Plans approved for a new pool at Knaresborough but the old pool will stay open until the new pool is ready. Current pool is past its sell by date and has been closed for some time due to covid and replacement parts coming from Spain.

- The Hydro at Harrogate will also close whilst repairs are made to the diving pool and a fitness extension added.
- Been many complaints about recycling boxes in the wind. Trialling a wheelie bin route but contamination is higher (7%) compared with boxes (1%). If successful will be rolled out.
- HBC Council tax 1.99% increase. NYCC 1.99% and a 2% adult social care cost making a 3.9% increase. This was not passed on last year.

Cllr Windass then took questions from the Parish Councillors and the members of the public. Cllr Bolland asked about planning and where meetings would take place. Cllr Windass replied that they normally meet at HBC offices. The offices will still be used but some parts of the building maybe sublet.

A member of the public asked about litter on the A168 between Roecliffe roundabout and the A1 roundabout. The laybys are used for lorry parking and there are many litter items containing human waste. Cllr Windass responded by saying he will report it to the Public Health and Hazard Officer.

**Action:** Cllr Windass to report to Public Health and Hazard Officer

## **5. To receive an update on Finance:**

5.1 To approve the Income and Expenditure for the period 15/01/2022 – 14/03/22 and Bank Reconciliation.

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

5.2 To appoint internal auditor for fiscal year 2021 – 2022

It was **agreed** to join other local parish councils including Kirby Hill, Langthorpe and Marton le Moor in an audit group which has previously worked successfully.

5.3 To certify Roecliffe & Westwick Parish Council as exempt from external audit for fiscal year 2021/2022. Page 3 of the Annual Governance and Accountability Return (AGAR) 2021/2022

It was **agreed** that the Parish Council is exempt as turnover is less than £25 000 for the fiscal year 2021/2022.

**Action:** Clerk to return form to PKF Littlejohn

5.4 To discuss Clerk's salary with reference to latest recommendations put out for April 2021 to April 2022 by the YLCA.

It was **agreed** to increase the clerk's salary to £11.05 per hour back dated to 1<sup>st</sup> April 2021.

**Action:** Clerk to inform Payroll

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

6.1 The installation of VAS in Roecliffe.

Highways report late March for the post installation. TVM have the sign in storage awaiting the post installation.

#### 6.2 Marking the Queen's Platinum Jubilee with a lunch on June 5<sup>th</sup> 2022

Heather Lawson is holding an organising meeting in the Crown on March 31<sup>st</sup>. Several food options are under consideration including BBQ and/or hog roast with villagers providing salads and desserts. Vegetarian options will also to be provided. The projected cost to the Village Fund is £1300.

#### 6.3 Marking the Queen's Platinum Jubilee with the planting of trees on Bar Lane under the Green Canopy Initiative.

Cllr Baird updated the meeting. He has been unable to contact Area 6 Highways but planting would have to wait to the autumn. There are free saplings available and also packs of 60 saplings to purchase. They would be of a native English variety.

#### 6.4 Highways issues in Roecliffe:

##### 6.4.1 Footpath from The Crown to Roecliffe Common.

Cllr Tulip has contacted the Heritage Fund with regard to funding for the footpath. She will work with the Clerk to apply for funding for this project.

##### 6.4.2 30mph signs moved to Far side of Sheaflands Lane.

The Clerk has written to Area 6 Highways requesting this action. The letter has been acknowledged by Chris Blackburn and given the following reference numbers: Footpath – CRN 498001 and Signs – CRN 498006. Highways will respond once these issues have been assessed.

##### 6.4.3 HGV lorries parking on roads off Bar Lane overnight.

The Clerk has reported 2 vehicles to the DVSA with photographs, dates and times provided.

### **7. To receive an update on the local elections on 5<sup>th</sup> May 2022**

Cllr Bolland and the clerk have the necessary forms for any persons wanting to stand for election. They must be received by Harrogate Borough Council by 5<sup>th</sup> April 2022. There are 4 councillors standing down.

### **8. To receive an update on the Neighbourhood Plan.**

The final plan is now on the website. Copies of the Plan are also in Boroughbridge Library, the Church, The Crown Inn and the village telephone kiosk. The referendum will take place on 5<sup>th</sup> May 2022 where a majority of only 1 person will allow the plan to be accepted. The question presented to electors will be "Do you want Harrogate Borough Council to use the neighbourhood plan for Roecliffe and Westwick to help it decide planning applications in the neighbourhood area?". There are 193 electors on the register for Roecliffe.

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

Cllr Varley updated the meeting. JC Trees plan to attend the trees on the roadside leaving the village towards Bishop Monkton on 29<sup>th</sup> March. There has already been 1 grass cut this season and another planned in 10 days.

**10. To confirm date and time of Annual Parish Council Meeting.**

The Parish Meeting will take place on Monday 4<sup>th</sup> April 2022 at 7pm in Roecliffe School Hall.

The Annual Meeting of the Council will take place on Tuesday 17<sup>th</sup> May 2022 at 7 pm in Roecliffe School Hall.

## Appendix A

### Income & Expenditure & Bank Reconciliation for Period 15/01/22 – 14/03/22

	Date Banked	Number	Income	Expenditure	Total
<b>Opening Balance per Community Account</b>				Total	£15652.71
				Parish	£11548.69
				Village Fund	£4104.02
<b>Opening Balance per Business Manager Account</b>					£1254.21
Paynes Dairies	04/02/22		500.00		
Interest	04/03/22		0.03		
	1				
				<b>Total</b>	<b>£500.03</b>
Clerk's sal Jan + ¼ exp	31/01/22	100756		221.65	
HSBC Bank Charges	04/02/22	DD		11.00	
CPRE Subscription	09/02/22	100757		36.00	
Roedcliffe School	22/02/22	100749		48.00	
HSBC Bank Charges	07/03/22	DD		10.00	
Clerk's sal Feb	08/04/22	100758		169.65	
				<b>Total</b>	<b>£496.30</b>
<b>Closing Balance per Community Account</b>				Total	£15656.41
				Parish	£11552.39
				Village Fund	£4104.02
<b>Closing Balance per Business Manager Account</b>					£1254.24
<b>Total Funds</b>				Parish	<b>£12806.63</b>
				Village Fund	<b>£4104.02</b>