

ROECLIFFE AND WESTWICK PARISH COUNCIL

Minutes of Roecliffe and Westwick Parish Council Meeting held on Monday 23rd November 2020 via remote link using Zoom at 7.00pm

Attendees: Cllr J Bolland, Cllr J Newberry, Cllr J Tulip, Cllr S Varley, Cllr J Reeve, County Cllr R Windass, District Cllr N Brown, the Parish Clerk and 1 member of the public.

1. Apologies for absence

Cllr N Baird

2. Declaration of Interest in items on the Agenda

None received.

3. To Confirm the Minutes of meeting held on 28th September 2020 were a true and correct record

These were approved and signed by the Chairman.

4. To receive the County Councillor's and District Councillor's Update.

Cllr N Brown reported:

- He had sent an email to Parish Councillors just before the meeting concerning the devolution of local government. The Parish Council has until December 9th to respond although HBC still has not released all the facts and do not appreciate how Town and Parish Councils operate. Nick supports an East/West split in North Yorkshire with HBC joining Craven, Richmondshire and Hambleton. The East would have Scarborough, Selby and Ryedale Councils. Currently councillors represent about 3200 electors each but with the new scheme, this will be closer to 6000 electors.
- The Neighbourhood Plan has been circulated to all councillors. Please respond to Cllr Brown if you wish his support.
- Searches for housing sales are taking too long during the pandemic.

Cllr R Windass reported

- The proposed Unitary Authority for North Yorkshire dominates council proceedings. The minister will look at the proposals early next year when there will be a decision.
- Cllr Windass is concerned the devolving of NYCC will affect education and childcare which is currently Ofsted rated as outstanding. He therefore proposes a single Unitary Council based in Northallerton.
- Much good work with district councils will be lost.

- Elections in Skipton and Ripon due in 2021 will probably be delayed to 2022.
- Springfield Garth is now used for patients hospitalised with Covid 19. All previous residents have been moved to other homes.

5. To receive an update on finance

5.1 Cllr Newberry presented the proposed budget for the financial year 2021/22. This was approved and signed off at the meeting. This is presented as Appendix A.

Action: Clerk to send requested precept to HBC

5.2 To approve Income and Expenditure 15/9/20 – 14/11/20 and Bank reconciliation. This was approved and is presented as Appendix B.

6. To receive an update on the Noise problems due to Reed Boardall using the former Cementation site on Bar Lane as a storage facility.

Cllr Bolland, District Cllr Brown and a resident of Bar Lane met with Andrew Baldwin and Marcus Boardall of Reed Boardall on 22nd October 2020. The outcome of this meeting was that a new road has been added to the site to allow lorries to access the new trailer park. The old Cementation works will now only be used to park empty trailers.

District Cllr Brown asked the resident of Bar Lane how the noise had been since the meeting and it was confirmed that apart from one night there had been no refrigeration units on the site.

7. To receive an update on Paynes Dairies Lorries speeding on Bar Lane and continuing litter problems.

Cllr Baird sent the following update:

"Following 4 visits between October 2018 and February 2019 to Payne's Dairies to complain about the litter, especially blue hairnets and gloves, near to their premises on Bar Lane and then a meeting with Charlie Payne in November 2019, the situation has not really improved in any consistent fashion, although there has been evidence of sporadic tidy-ups. Consequently and also following complaints from residents directly to Payne's Dairies about speeding lorries as well, I reported the twin problems (litter and lorries) to HBC Environmental Health Department.

August 2020: reported the twin problems and was assured that I would be contacted shortly.

27th October: rang again. Was told that the message would be sent again, asking for update and response. I was assured though that it had been submitted.

6th November: As the promised 10 day response time was nearly up, I rang again to be told that it was under investigation and the case number which I quoted was a live one.

I then suggested to the interested parties that we allow the authorities time to do their work before attempting to meet with Charlie Payne again, especially in the light of his rather meaningless responses previously. I suggested that we review the situation at the end of November and received no objection to this.

18th November: yet another phone call to HBC with a similar response. It is a live case and I will be receiving a response soon!

To sum up therefore, it is taking a long time for HBC Environmental Health Department to do anything and the end of November is fast approaching. It does feel as if I am attempting to prompt one brick wall to confront another one but we need to be patient if we want to have the weight of HBC behind us. I will try to set up the suggested meeting with Charlie Payne, however, if nothing comes from HBC - perhaps after lockdown is lifted. "

Cllr Newberry mentioned that a camera had appeared on Bar Lane. This has been organised by one of the residents who has also set up a speed test. When the resident has all the necessary data from the camera and speed test, it can be analysed. The resident who attended the meeting commented that noise from Paynes Diaries was less of an issue to residents than Reed Boardall possibly due to the noise from RB rebounding off the Alexanders building.

Cllr Bolland thanked the resident for his input to the meeting.

8. To receive an update on the Neighbourhood Development Plan.

The plan is with HBC in their 6 week consultation process before going to the examiner. This consultation takes place between 20th November 2020 and 15 January 2021. HBC required names and addresses of responders to revision 14. There were 39 responses of which 8 were anonymous. HBC are to contact individuals, stakeholders and local parish councils. There is still time for more Roecliffe and Westwick residents to respond. On Jan 15th the plan goes to the examiner. The referendum looks likely to take place in summer 2021 now.

9. To receive an update on tree maintenance and grass cutting.

Cllr Varley updated the meeting. He has tried to contact Alan Guiliard at HBC over the Silver Birch Tree but so far has had no response probably due to employees working from home. There have been some complaints about the quality of the grass cutting, particularly during wet periods but the grass cutters returned and made good when ground conditions improved. It was suggested that we also had quotes for the collection of grass when cutting the green.

Action: Cllr Varley to obtain quotes for grass cutting in 2021

10. To consider widening the bus layby outside the Village Church.

This was discussed. Cllr Newberry is awaiting an estimate from local contractors. Cllr Newberry has a list of NYCC approved contractors to undertake the work as the layby borders the highway. It was agreed to obtain and review estimates for this work.

Action: Cllr Newberry to obtain quotes

11. To receive an update on maintenance to the Village Pond.

The pond has been cleared and is slowly filling with water. The process of clearing the pond caused the destruction of the surrounding path. This has now been rebuilt using lining and stones thanks to the help of Open Country Members and 10 volunteers. There is still some more work required and this will be completed when JC Trees provide further wood chippings. As the clearing of the pond warrants rebuilding the path it was proposed to try annual maintenance of the pond instead of a major clear out

Action: Cllr Newberry to liaise with JC Trees for delivery of further chippings

Update: Since the meeting, further chippings have been delivered by JC Trees and have been utilised to complete the tracks with extra for future topping.

12. To review and approve the Risk Assessment for Roecliffe & Westwick Parish Council.

The clerk presented a Risk Assessment to the Parish Council. This was **agreed** and Cllr Bolland recommended it is reviewed annually with the along with the Code of Conduct and Standing Orders. The Risk Assessment is attached as Appendix C.

13. To confirm the date and time of future meetings in 2021 including Annual Parish Meeting.

Monday 25th January at 7.00pm
Monday 12th April Parish Assembly at 7.00pm
Tuesday 4th May AGM at 7.00pm.

Appendix A Budget 2021 - 22

		BUDGET 15/16	BUDGET 16/17	BUDGET 17/18	BUDGET 18/19	BUDGET 19/20	BUDGET 20/21	BUDGET 21/22
	Clerks Wage	£1,712.00	£1,712.00	£ 1,763.00	£1,712.00	£1,856.40	£1,976.40	£ 2,092.00
	Hire Hall	£70.00	£70.00	£ 70.00	£70.00	£70.00	£80.00	£ 80.00
	Ann Ins	£380.00	£390.00	£ 400.00	£410.00	£350.00	£375.00	£ 370.00
	G. Cutting	£435.00	£440.00	£ 460.00	£870.00	£910.00	£960.00	£ 1,085.00
	Audit Fee	£0.00	£0.00	£ -	-	£75.00	£75.00	£ 75.00
	Admin Costs	£125.00	£125.00	£ 125.00	£125.00	£130.00	£210.00	£ 255.00
	Clerks Expenses	£100.00	£100.00	£ 120.00	£120.00	£130.00	£130.00	£ 170.00
	Trees	£300.00	£250.00	£ 250.00	£2,390.40	£1,000.00	£1,500.00	£ 1,000.00
	Chairmans Allowance	£50.00	£50.00	£ 50.00	£50.00	£50.00	£50.00	£ 60.00
	Prov Unexp Items	£100.00	£50.00	£ 50.00	£50.00	£100.00	£100.00	£ 100.00
	The Common				£3,978.00	£1,000.00	£1,500.00	£ 700.00
	Notice Boards				£250.00	£250.00	£250.00	£ 250.00
	Telephone Box					£550.00	£0.00	£ -
	Bus layby					£200.00	£0.00	£ 600.00
	Signs					£250.00	£0.00	£ -
	Training					£150.00	£300.00	£ 150.00
	Web site					£400.00	£400.00	£ 200.00
	Defibrillator					£100.00	£100.00	£ 100.00
	Ann Subs							
	YLCA	£110.00	110	£ 110.00	£110.00	£130.00	£143.00	£ 125.00
	RAY	£35.00	35	£ 35.00	£35.00	£35.00	£38.50	£ 40.00
	OSS	£45.00	45	£ 45.00	£45.00	£45.00	£49.50	£ 45.00
	SLCC	£64.00	64	£ 64.00	£64.00	£64.00	£70.40	£ 65.00
	CPRE	£29.00	30	£ 30.00	£30.00	£36.00	£39.60	£ 36.00
	CAB	£10.00	10	£ 10.00	£10.00	£10.00	£11.00	£ 11.00
	TOTAL	£3,565.00	£3,481.00	£ 3,582.00	£10,319.40	£7,891.40	£8,358.40	£7,609.00
	INCOME							
	Grounds Maintenance	£376.00	£376.00	£ 410.00	0			
	Northern Powergrid	£10.00	£10.00	£ 10.00	10	10	£ 10.00	£ 10.00
			Unused notice board painting monies				250	£ 250.00
	Parish a/c				4000	1250	£ 1,750.00	£ 1,000.00
	VAT Refund							
	TOTAL	£386.00	£386.00	£ 420.00	£ 4,010.00			
		Precept Required			6309.4	6381.4	£6,348.40	£ 6,349.00
	Annual Subs					1.14% inc	0.5% dec.	60p inc.
	YLCA	Yorkshire Local Councils Association						
	RAY	Rural Action Yorkshire						
	OSS	Open Spaces Society						
	SLCC	Society of Local Council Clerks						
	CPRE	Campaign to Protect Rural England						
	CAB	Citizens Advice Bureau						

Appendix B

Income & Expenditure & Bank Reconciliation for Period 15/09/20 – 14/11/20

	Date Banked	Number	Income	Expenditure	Total	
Opening Balance per Community Account				Total Parish Village Fund	£10251.60 £6147.58 £4104.02	
Opening Balance per Business Manager Account					£1254.06	
Precept	29/09/20		3174.00		3174.00	
Wayleave	12/11/20		10.35		10.35	
Total					£3184.35	
YLCA training clerk (Village Greens)	30/09/20	100708		15.00	15.00	
Yorks Accts (payroll)	15/09/20	100709		36.00	36.00	
Wetherby Computers	21/09/20	100713		49.00	49.00	
Clerks Sal S	02/10/20	100714		154.67	154.67	
Yorks Accts Ripon (payroll)	09/11/20	100715		36.00	36.00	
YLCA Training Cllr Newberry PROW	09/11/20	100716		15.00	15.00	
Clerks Sal O ¼ exp, zoom subs, stamps	03/11/20	100717		314.44	314.44	
HMRC (clerk)	06/11/20	100718		20.60	20.60	
Adi Morrison (pond)		100720		480.00	*480.00	
Travis Perkins (pond)		100721		140.84	*140.84	
Open Country (pond)		100722		50.00	*50.00	
Total					£1316.55	
*Chqs not presented					+£670.84	
Closing Balance per Community Account				Total Parish Village Fund	£12790.24 £8686.22 £4104.02	
Closing Balance per Business Manager Account					£1254.06	
Total Funds				Parish Village Fund	£9940.28 £4104.02	

Appendix C

Roecliffe & Westwick Parish Council Risk Assessment

Hazard	Source of Risk	Who or What is at Risk	Control Measures
Physical	Hedge and grass cutting	Members of public	Only to be carried out by competent person / organisation after an appropriate risk assessment and using suitable personal protective equipment. Check all contractors have Public Liability Insurance and are covered for particular activity
	Village Trees. Branches falling	Members of public Road traffic Properties	Tree inspections every 5 years from HBC tree consultant. Interim inspections as recommended in report from Tree Inspection.
	Village Pond	Members of public	Warning signs.
	Council meetings	Councillors and members of the public	Hold meetings in Roecliffe Village School or similarly well-lit and maintained premises with adequate seating capacity
	Covid 19	Councillors, clerk, members of the public	All meetings to be held via Zoom.
Financial	Trees – requires major surgery / felling	Council budget	Maintain sufficient reserves to meet cost of felling tree.
	Annual Precept not the result of proper detailed consideration	Council Precept	Continue to present Budget to full Council Meeting prior to Precept submission
	Inadequate monitoring of performance	Council budget	Review anticipated budget annually Monitor expenditure against approved budget
	Insolvency	Council budget	Review anticipated budget annually Monitor expenditure against approved budget

Hazard	Source of Risk	Who or What is at Risk	Control Measures
Failure of Governance	Legal requirements not observed	Council reputation	Council to adopt Standing Orders setting out minimum governance standards Standing orders to be reviewed annually to ensure they remain appropriate. Clerk and Councillors to be encouraged to participate in available training events to keep abreast of regulatory developments
	Accounts not maintained correctly	Council reputation	Councillors to carry out interim reconciliation of bank statements against authorised payments
Insurance BHIB Insurance Brokers (Jun 20)	Environmental clean-up costs	Public Liability	Continue existing cover (£10m)
	Action against Council	Employer's Liability	Continue existing cover (£10m)
	Money	Council money	Continue existing cover (£250k)
	Fidelity Guarantee	Council & Employers	Continue existing cover (£50k)
	Libel & Slander	Council	Continue existing cover (£250k)
	Personal Accident	Council & Employees	Continue existing cover (£500k)
Data Loss	PC System fault	Council records	Back up regularly to external drive