

ROECLIFFE AND WESTWICK PARISH COUNCIL

Minutes of Roecliffe and Westwick Parish Council Meeting held on Tuesday 30th June 2020 held via remote link using Zoom at 7.30pm

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

1. Apologies for absence

Cllr J Reeve.

2. Declaration of Interest in items on the Agenda

None received.

3. To Confirm the Minutes of meeting held on 13th January 2020 were a true and correct record

These were approved and signed by the Chairman.

4.

4.1 To approve Income and Expenditure 15/12/19 – 14/6/20 and Bank reconciliation
This was **approved** and attached as **Appendix A**

4.2 To certify Roecliffe & Westwick Parish Council as exempt from external audit for fiscal year 2019/2020. Page 3 of the Annual Governance and Accountability Return (AGAR) 2019/2020

It was **approved** that Roecliffe & Westwick Parish Council as exempt from external audit for fiscal year 2019/2020 as the annual turnover is less than £25,000.

Action: Clerk to send copy to PKF Littlejohn

4.3 To note the Annual Internal Audit Report for 2019/2020 included at **page 4** of the (AGAR) 2019/2020
This was **noted**.

4.4 To approve **Section 1** Annual Governance Statement 2019/2020 for Roecliffe & Westwick Parish Council on **page 5** of the AGAR 2019/20.

Section 1 Annual Governance Statement 2019/2020 for Roecliffe & Westwick Parish Council was **approved**.

4.5 To approve **Section 2** Accounting Statements 2019/20 for Roecliffe & Westwick Parish Council on **page 6** of the AGAR 2019/2020

Section 2 Accounting Statements 2019/20 for Roecliffe & Westwick Parish Council were **approved**.

4.6 To approve the publication of documents required by Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015, SI 2020/404 The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 and the Transparency Code for Smaller Authorities.

This includes:

- Certificate of Exemption AGAR Page 3
- Annual Internal Audit Report 2019/20 AGAR Page 4

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

- Section 1 –Annual Governance Statement 2019/20 AGAR Page 5
- Section 2 –Accounting Statements 2019/20 AGAR Page 6
- Analysis of Variances
- Bank Reconciliation to 31 March 2020
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

It was approved that, in accordance with the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015, SI2020/404 The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 and the Transparency Code for Smaller Authorities, Roecliffe & Westwick Parish Council will publish the documents on the Parish Council website.

Action: Clerk to make copies available on the website

4.7 To approve the following accounts for payment:

Farm and Land Services 7/3 – 5/6	£264.00
Clerk's Salary	£154.67
Clerk's Expenses	£ 47.62
<i>(printer cartridge and stamps)</i>	

The above accounts were approved for payment.

5. To review and receive an update on the following Planning Application:

5.1 Planning Application for CHP(Combined Heat and Power) plant at Reed Boardall 20/0190/FUL

Cllr Newberry updated the meeting after an earlier meeting at the site today with Anthony Baldwin. The engine type is reciprocating and not turbine. It was **agreed** to approve the Planning Application.

Cllr Newberry also updated the meeting about the reasons for the Hazard Warning Sign at Reed Boardall. This notice is a technicality and is required by the Health and Safety Executive. A fixed bio methane fuelling plant is due to be installed and this notice is required before approval is given. RB are working towards this fuelling method for all their vehicles. The risk is low as any spillage will go upwards and vapourise.

Action: Clerk to inform HBC Planning Department

6. To discuss adding a dog waste bin to the village

During lockdown the public bins in Roecliffe Village received a much higher demand than usual including for dog waste. Adding another Dog Waste bin to Roecliffe was discussed. Cllr Brown mentioned that other local Parish Councils have also been lobbying HBC to get dog waste bins and as yet have not been successful due to problems surrounding ownership of costs and collections. Cllr Newberry has asked for extra collections during lock down when the bins have been full and this has always been achieved almost within 24 hours. It was agreed to monitor the situation and explore costs.

Cllr Newberry to monitor situation.

7. To receive an update on highways maintenance in Roecliffe.

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Cllr Bolland updated the meeting. One pot hole has been filled but other areas around the village green that were circled with white paint earlier this year still require attention. Cllr Bolland has notified Tim Simpson at Highways Area 6 and also mentioned the worn surface at the entrance to Brickyard Road from Bar Lane. Cllr Baird also commented on areas to the east of the village green being worn.

Action: Cllr Bolland to contact Area 6 Highways

8. To confirm the dates and times of future meetings on Monday 28th September and Monday 23rd November at Roecliffe Village School at 7pm

The above dates were confirmed for the next Parish Council meetings.

It was appreciated that Cllr Robert Windass and Cllr Nick Brown also joined the meeting. Below are their updates.

Cllr Windass gave the following update:

During lockdown the council decisions were made by the Chief Executive and Cabinet. Last Wednesday (July 1st), the first full open session was due to take place. The annual meeting will take place next week (w/c 13th July). During lockdown, the Chief Executive sent out briefings every 2 days. These briefings are now weekly.

Highways have been prioritising surface dressing on rural roads during lockdown. Roecliffe Lane still needs attention and he continues to make the case for this to be done.

The Kirby Hill motor way services appeal was due to take place in May has now been moved to November 16 at the Crown Hotel in Boroughbridge. In the meantime a planning application for services at the A1/A61 junction has also been placed. If this is granted it could mean the end to the proposal at Kirby Hill.

Covid 19 has cost HBC considerably. They are into their reserves. Even with 2 payments from central government, there is still a £35 million shortfall

Cllr Bolland asked for an update on the Allerton Park Incinerator. Cllr Windass responded that it continues to find uses for waste. Transport teething problems are being sorted including ensuring that delivery wagons are sheeted properly. There are 2 litter picks per year.

Cllr Brown gave the following update:

Obviously it has been a very quiet at HBC. He too praised the briefings from the Chief Executive at HBC. Civic centre is mainly closed expect some staff on Tuesdays and Thursdays. Some staff moved to other duties during lockdown.

He reiterated the comments Cllr Windass made over the proposed Motorway services at Baldersby and Kirby Hill and thanked RAMS for their support.

As mentioned previously, Cllr Brown supported our request for a dog waste bin but mentioned that several local parish councils were also requesting these bins and he would continue to fight our cause.

The Nightingale Hospital in Harrogate was not used but was there in case it was needed. It is still available until the end of July.

The meeting closed at 8.25pm

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

Appendix A

Income & Expenditure & Bank Reconciliation for Period 15/12/19 – 14/6/20

	Date Banked	Number	Income	Expenditure	Total
Opening Balance per Community Account					£6776.10
Opening Balance per Business Manager Account					£1252.82
Village Fund	17/01/20		4104.02		4104.02
Interest	06/03/20		0.62		0.62
Precept	28/04/20		3174.00	3174.00	3174.00
Interest	05/06/20		0.59		0.59
Total					£7279.23
Clerk sal d + O/T	15/01/20	100690		223.59	223.59
Create website	15/01/20	100691		69.84	69.84
Dr S Green Tel kiosk	17/01/20	100692		231.51	231.51
Clerk sal j +O/T + exp	03/02/20	100693		248.73	248.73
Clerk sal f	02/03/20	100694		154.67	154.67
JC Trees	12/03/20	100695		597.60	597.60
CPRE subs	19/03/20	100696		36.00	36.00
YLCA subs	16/04/20	100697		124.00	124.00
Yorks Accts payroll	17/04/20	100698		36.00	36.00
Clerk sal m + O/T	07/04/20	100699		211.79	211.79
Clerk sal a + training + ¼ exps + stamps	01/05/20	100700		227.79	227.79
YLCA training Cllr Bolland	13/05/20	100701		15.00	15.00
SLCC subs	27/05/20	100702		65.00	65.00
BHIB insurance	11/06/20	100703		364.42	364.42
Clerk sal m	08/06/20	100704		154.67	154.67
Total					£2761.61
Closing Balance per Community Account				Total Parish Village Fund	£11293.51 £7192.49 £4104.02
Closing Balance per Business Manager Account					£1254.03
Total Funds				Parish Village Fund	£8446.52 £4104.02

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