

ROECLIFFE AND WESTWICK PARISH COUNCIL

Minutes of Roecliffe and Westwick Parish Council Annual Meeting held on Monday 13th May 2019 in Roecliffe School Hall at 7.00pm

Attendees: Cllr J Bolland, Cllr J Newberry, Cllr S Varley, Cllr J Tulip, Cllr N Baird and one member of the public.

1. Election of Chairman

Cllr Bolland was elected Chairman for the next year

2. Apologies for absence

Cllr Reeve

3. Election of Vice Chairman

Cllr Newberry was elected Vice Chairman for the next year.

4. Declaration of Interest in items on the Agenda

No Interests

5. Chairman's Allowance in pursuance of section 15(5) of the Local Government Act 1972.

It was agreed that the current £50 allowance would remain.

6. The following members were appointed to serve on the under mentioned Committee

Planning/Enforcement of Conditions/Conservation issues

Cllr Newberry was elected to continue as Planning Officer.

Industrial Site

Cllr Baird was appointed to continue with the Industrial Site.

7. The following Members were appointed as representatives on the under mentioned bodies

Joint Parish Council Meeting

Cllr Bolland and Cllr Newberry

Campaign to Protect Rural England

Cllr Reeve

Yorkshire Rural Community Council

Cllr Varley

Yorkshire Local Council Association

Cllr Baird and Cllr Newberry

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

8. Minutes of meeting held on 21st January 2019 were a true and correct record

These were approved and signed by the Chairman.

9. To receive District Councillor and County Councillor Updates

Not available

10. To receive the Clerk's Report

This was dealt with in the Finance Section

11. Financial Report

11.1 To approve the Annual Governance Statement 2018/19

11.2 To approve the Accounting Statements 2018/2019

The above were both approved and signed off where needed.

11.3 To approve the Income and Expenditure for the period 21/1/19 – 12/5/19 and Bank Reconciliation.

This was approved and is attached as Appendix A

11.4 To approve an increase in Clerk's Salary

It was agreed that the Clerk's salary would be increased by 5%, effective April 1st, 2019 to £9.22p per hour. When she completes her Cilca Course and has a Certificate then she will get a further increase of 3% to £9.52p per hour. This will give her a Salary of £1856pa.

11.5 The following accounts were approved for payment

11.5.1 Subscription to SLCC (Society of Local Council Clerks) £68.00

11.5.2 Clerk overtime for website work 16 hours x £8.78 = £140.48

12. To review the Annual Audit

12.1 To review the Standing Orders

The Standing orders were reviewed and it was agreed to change the amount in section 77 1d and section 77 2 to £5000.

Action: The Clerk

12.2 To review the Internal Audit

The following points were raised by the Internal Audit

12.3 To develop a Risk Assessment

It was agreed that the Council require a Risk Assessment Policy. The clerk has a copy of the Brafferton Parish Council Policy and will circulate to councillors to review with regard to what is required for a Roecliffe and Westwick Parish Council Policy.

ACTION: The Clerk

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

12.4 To identify and list Fixed Assets

Further to the Internal Audit it was agreed the council need to list the fixed assets in the village including benches, signs and noticeboards.

Action:

13. To Review the following Planning Application

Cllr Newberry reported on the following planning applications.

13.1 19/01328/FULMAJ Polytunnel at Johnsons Nurseries.

The proposed Polytunnel is similar to existing structures on the site. It is not a permanent structure and is of a standardised design. It would be located well away from future and present developments. It was agreed to **approve** the development.

Action: The clerk to inform HBC

14. To receive an update on the Village Green Seat

Cllr Bolland gave an update on the village seat which was witnessed by several villagers being damaged by the 9.03hr bus. Cllr Bolland has sent photographs and evidence to the Bus Company and awaits their response.

Action: Cllr Bolland

15. To receive an update on Tree Maintenance

Further to the 2017 Tree Inspection, it was recommended that the copper beech tree outside Mrs Brenda Barker's house on the left side of the village green require an inspection this year. Another tree opposite The Old Chapel also needs inspecting. Some trees on Back Lane overhang the road slightly and HBC have already given us permission to trim these back to prevent damaging passing traffic. 2 walnut trees have been planted to replaced the two lime trees that had to be taken down, and a rowan tree bequeathed by the WI is ready for planting outside the churchyard, beside the village seat.

Action: Cllr Varley

16. To receive an update on the Neighbourhood Plan

Cllr Bolland gave the meeting an update on the Neighbourhood Plan. It is now available for comment until June 28th. The Steering Group will then consider comments made and make changes where necessary, before the Neighbourhood Plan goes to an outside external examiner for his/her consideration. Once this process is completed, there will be the Village Referendum where a simple majority will suffice to make the Plan a part of Harrogate Borough Council's Development Plan.

The Village does not have a Village Hall or a recognised meeting place other than the Village School and the Coachhouse at The Crown.

Due to this, the village has recently lost Commuted Sums Funds to Skelton Library. Sean Wright, in charge of Commuted Sums at HBC has said that what is needed to gain approval for the church to be our nominated meeting place, is a letter from the Parish Council, one from the Roecliffe Church Council, and one from the Churches Conservation Trust, who own the church to make the proposal. Cllr Bolland therefore proposed that we, as a P.C. should nominate the Church as our village meeting place. As Chairman of Roecliffe Church Council he will also ask them to approve this proposal, and he will write to the CCT to gain their approval as well. The Parish Council **agreed** to nominate the church as a meeting place.

Action: Cllr Bolland

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

17. To receive and update on the Parish Website

The new village website www.roecliffewestwickvillage.co.uk is now live. Any feedback or ideas will be appreciated. Please email the Parish Clerk.

18. To discuss the development of a sign board for the Bar Lane Industrial Park.

Cllr Baird informed the meeting about the large array of signs promoting businesses located on Bar Lane. Cllr Bair suggested approaching land owners and businesses to discuss the possibility of a single sign board as used at other Industrial Parks (e.g. Thorp Arch) where there is a uniform design. It was **agreed** to investigate this further to find what can be done and costs involved.

Action: Cllr Baird

19. To review Correspondence.

None received

20. To arrange Dates of Meetings for the next year.

It was **agreed** to hold 5 meetings in the next year. Dates of the next four meetings as follows. All meetings to start at 7.00pm in Roecliffe School Hall.:

Monday 30th September 2019

Monday 25th November 2019

Monday 13th January 2020

Monday 23rd March 2020

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

Appendix A

Income & Expenditure & Bank Reconciliation for Period 20/1/19 – 12/5/19

| | Date Banked | Number | Income | Expenditure | Total |
|---|-------------|--------|----------|-------------|------------------|
| Opening Balance per Community Account | | | | | |
| Opening Balance per Business Manager Account | | | | | £1,250.33 |
| | | | | | |
| | | | | | |
| Interest | 1/3/19 | | £0.58 | | |
| Neighbourhood Plan for web | 8/4/19 | | £400.00 | | |
| HMRC | 8/4/19 | | £920.92 | | |
| Precept | 24/4/19 | | £3191.00 | | |
| Total | | | | | £4512.50 |
| | | | | | |
| CPRE membership | 21/1/19 | 100661 | | £36.00 | |
| Cardiac Science (Defibrillator) | 21/1/19 | 100662 | | £20.54 | |
| Clerk's Salary + ¼ expenses | 27/1/19 | 100663 | | £209.67 | |
| Euraudit | 7/3/19 | 100664 | | £36.00 | |
| Clerk's Salary | 7/3/19 | 100665 | | £142.67 | |
| Wetherby Computers | 7/3/19 | 100666 | | £24.99 | |
| YLCA membership | 3/4/19 | 100667 | | £123.00 | |
| Clerk's Salary | 3/4/19 | 100668 | | £142.67 | |
| G Booth (web) | 3/4/19 | 100669 | | £16.79 | |
| Clerk's Salary + ¼ expenses | 24/4/19 | 100670 | | £194.67 | |
| Total | | | | | £947.00 |
| | | | | | |
| Closing Balance per Community Account | | | | | £6261.35 |
| Closing Balance per Business Manager Account | | | | | £1,250.91 |
| Total Funds | | | | | £7512.26 |

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

Note: Cheques not processed/to be signed at meeting:

SLCC Membership £68.00
Clerk's Overtime £140.48
Insurance Renewal £360.77

Total Funds in the Community account after cheques signing:
£6261.35 – £68.00 – £140.48 – £360.77 = £5692.10

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