

## ROECLIFFE AND WESTWICK PARISH COUNCIL

### Minutes of Roecliffe and Westwick Parish Council Annual Meeting held on Monday 8<sup>th</sup> May 2017 in Roecliffe School Hall at 7.00pm

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**Attendees:** Cllr J Bolland, Cllr D Siswick, Cllr D Bishop, Cllr S Green, Cllr J Reeve, Cllr Newberry, Cllr Varley, County Cllr R Windass and two members of the public.

- 1 Apologies for absence**  
No apologies had been received.
- 2 Election of Chairman**  
Cllr Bolland was elected Chairman for the next year  
Proposed: Cllr Green  
Seconded: Cllr Siswick
- 3 Election of Vice-Chairman**  
Cllr Siswick was elected Vice-Chairman for the next year.  
Proposed: Cllr Bolland  
Seconded: Cllr Reeve
- 4 Declaration of Interest in items on the Agenda**  
There were no items of interest declared
- 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 Siswick was re-appointed as Planning Officer.  
  
**Industrial Site**  
Cllr Bishop was re-appointed
- 7 The following Members were appointed as representatives on the under mentioned bodies**  
**Joint Parish Council Meeting**  
Cllr Bolland.  
It was stated that it was good to be represented and that any Councillor may attend.  
  
**Campaign to Protect Rural England**  
Cllr Siswick  
  
**Yorkshire Rural Community Council**  
Cllr Reeve  
  
**Yorkshire Local Council Association**  
Cllr Bishop

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

**8 Minutes of meeting held on 9th February 2017**

These were approved and signed by the Chairman.

Proposed: Cllr Bishop

Seconded: Cllr Newberry

**9 To receive District Councillor and County Councillor Updates**

County Cllr Windass gave his update which included the following points:

- There had been an open meeting held regarding the proposed Motorway Service Station on the northbound carriageway of the A1. It was noted that there was local opposition to the plans. Cllr Green had also attended the meeting and raised concerns about the height of the structure affecting the line of sight from Kirby Hill. He also raised concerns regarding the diversion of the A168, access to any major incidents on the A1 from the A168, run off of rainwater and drainage for the area. It was suggested that the Parish Council may, under the Freedom of Information Act enquire as to the capacity of Boroughbridge Sewage Works.
- Regarding the HGV Restriction Scheme, it was noted that refuelling at Morrisons was a legitimate reason for HGV's to access the designated area. Policing of the restricted zone was essential for the scheme to be effective. There had been several objections to the scheme and these were being evaluated.
- It was noted that 43% of NYCC's budget goes on social care.
- Schools in the area had been improving: 93% of parents get the first-choice school for their children.
- County Cllr Windass informed the meeting that he would take the position of Deputy Chair of NYCC for the forthcoming year and then Chairman for the following year.

**10 To receive an update on the Position of The Clerk.**

There had been 3 applicants for the Clerk's position and after interviews, the position had been offered to David Taylor, who had accepted. Thanks were given to Keith Pettitt for his efforts over the last three years. David Taylor would commence his role on 1<sup>st</sup> June.

**11 To Receive the Clerk's Report**

This was attached as Appendix A

**12 Financial Report**

**1. To Approve the Annual Governance Statement 2016/17**

This had been circulated by the Clerk prior to the meeting and there were no questions. It was proposed by Cllr Green and seconded by Cllr Siswick that the Annual Governance Statement be accepted. The motion was carried unanimously and the statement was signed by the Chairman and the Clerk.

**2. To Approve the Accounting Statements 2016/2017**

The Clerk went through the Accounting Statements with the meeting. It was proposed by Cllr Reeve and seconded by Cllr Newberry that this be accepted. The motion was carried unanimously and the Chairman signed the statement.

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

3. **To approve the Income and Expenditure and Bank Reconciliation for the period 9/02/17 – 8/05/17.**

This had been circulated prior to the meeting and was approved. It is attached as Appendix B.

4. **Bank Standing Orders**

A letter to HSBC was signed by Cllr Bolland and the Clerk cancelling the clerk's salary and HMRC payments from 1<sup>st</sup> June. It was agreed that the incoming Clerk would make arrangements for any changes to banking signatories once he was in place.

**Action: The Clerk (DT)**

5. **Outstanding Accounts**

The following cheques were authorised:

- Richard Booth (Website) £162.71
- AON Insurance £391.25
- Barnes Associates £300.00

**13 Planning**

Cllr Siswick reported on the following planning applications.

- Change of Use from Residential (Use Class - C3) to Holiday Let, The Vestry, The Old Vicarage – Application Permitted
- Erection of Security Gatehouse. Reed Boardall Cold Storage Limited – Application permitted
- Appeal by Johnsons of Whixley. The appeal had been dismissed as it was considered the case had not been made. However, it raised several issues. The Parish Council have not given Johnsons permission for domestic access across Roecliffe Common, which is owned by the Parish Council. In addition, it was noted that the caravan was still in place. The Clerk was asked to look at the minute book to check on what had been decided regarding permissions

**Action: The Clerk**

**14 Neighbourhood Plan Update**

Cllr Green informed the meeting that the next meeting of the subcommittee was due to take place on 9<sup>th</sup> May.

**15 Expansion of the HGV Restriction Area**

This topic had been covered in County Cllr Windass's Report.

**16 95 Alive Campaign**

Cllr Bishop had written to this organisation and was awaiting a reply. It was agreed to defer talking to Pannal PC about their trial until this reply was received.

**17 Tree Maintenance**

The tree inspection had taken place and this had aroused concerns about three trees. The cost of a tomography report on them would be around £300. Cllr Green pointed out that all the trees on the Village Green had TPO's and HBC should examine the three trees concerned as they would need to give permission for the trees to be taken down.

After discussion, it was agreed that Cllr Siswick would contact Alan Gilleard at HBC to see if he would examine these three trees as a second opinion.

**Action: Cllr Siswick**

## **18 Correspondence**

The following correspondence was dealt with:

- Applications to the Smaller Authorities Transparency Fund: the incoming Clerk would look to see if the Parish Council laptop could be upgraded under this system.

**Action: The Clerk (DT)**

- The Clerk had received a letter from The Rotary Club of Ripon informing him of the route of the bike ride on 13<sup>th</sup> May, passing through the parish.
- Snack Bar Signs on the A168 roundabout. These had been subsequently moved but the Clerk would contact Area 6 to understand their policy on such signs.

**Action: The Clerk**

- It was noted that Philip Wright was the new Police Community Support Officer.

## **19 Dates of Next Meetings**

These were determined as follows:

Thursday 28<sup>th</sup> September 2017 19:00 Roecliffe School

Monday 27<sup>th</sup> November 2017 19:00 Roecliffe School

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

## **APPENDIX A**

### **CLERK'S REPORT – MAY 2017**

- a) Year-end reports compiled
- b) Independent Internal Audit completed
- c) Attendance of Parish Portal Meeting at Area 6
- d) Parish Assembly Agenda and Minute preparation
- e) Various Noticeboard Items

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

## Appendix B

### Income & Expenditure & Bank Reconciliation for Period 09/02/15 – 08/05/15

	Date Banked	Number	Income	Expenditure	Total
Paynes	21.2.17		£750.00		
VAT	24.3.17		£188.00		
Interest	14.2.17		£0.15		
Precept	28.4.17		£1,581.00		
<b>Total</b>					<b>£2,519.15</b>
Clerk's Salary	1.3.17	S/O		£114.12	
Clerk's Salary	1.4.17	S/O		£114.12	
Clerk's Salary	1.5.17	S/O		£117.60	
HMRC	2.5.17	S/O		£29.40	
HMRC	6.4.17	S/O		£29.40	
CPRE	21.2.17	597		£36.00	
HMRC Q4	24.3.17	599		£85.20	
NYCC	28.4.17	598		£2,500.00	
YLCA	28.3.17	600		£118.00	
Roecliffe School	3.4.17	601		£65.00	
<b>Total</b>					<b>£3,208.84</b>
<b>Closing Balance per Community Account</b>					£6,862.71
<b>Closing Balance per Business Manager Account</b>					£1,248.64
<b>Total Funds</b>					<b>£8,111.35</b>

**Note: Cheque to be signed at meeting**

**AON**                      **£391.25**  
**Booth**                    **£162.71**  
**Barnes & Assoc**       **£300.00**

**Total Funds after cheques signing: £7,257.39**

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