

LANGTHORPE PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF THE COUNCIL HELD ON TUESDAY 17 MAY 2016

At Coronation Hall, Milby YO51 9BL

PRESENT: Cllr M Collins (Chairman), Cllr D Fearnside, Cllr M Fisher, Cllr L Gill, H Heavisides (Clerk)

Members of the Public: None.

Late Arrivals: None
Early Departures: None

The meeting opened at 7.37pm

- 1) **Election of Chairman 2016/17.** Cllr Fisher nominated Cllr Collins as Chairman. Cllr Fearnside seconded the proposal. It was **RESOLVED** that Councillor Michael Collins be elected as Chairman of Langthorpe Parish Council for the ensuing year. All in favour. Motion carried.
- 2) **Acceptance of Office.** Cllr Collins signed the Declaration of Acceptance of office
- 3) **To accept apologies and reason for absence** - County Councillor |R Windass
- 4) **Declarations of interest in items on the Agenda** - None
- 5) **Election of Vice-Chairman 2016/17.** Cllr Gill nominated Cllr David Fearnside. Cllr Fisher seconded the proposal. It was **RESOLVED** that Councillor David Fearnside be elected as Vice-Chairman of Langthorpe Parish Council for the ensuing year. All in favour. Motion carried.
- 6) **Declaration of Acceptance of Office – To consider the date for Councillors to sign Acceptance of Office if not already done so.** All declarations of Acceptance of Office have been signed.
- 7) **To give a vote of thanks to retiring councillors.** A vote of thanks was given to retiring councillors Stella Beaumont and Barbara Knowles and it was agreed that a letter should be sent to thank them for their commitment to their duties during their terms of office. **Action: Clerk**
- 8) **Public Questions and Statements.** None
- 9) **To consider excluding the public from item 8a.** No public present.
- 10) **To consider applications for Co-option to Langthorpe Parish Council**
 - a) **To discuss the applications.** One application has been received. The application was considered by the councillors and received favorably.
 - b) **To ratify the co-option of councillor to Langthorpe Parish Council.** It was **RESOLVED** that Mr Mike Boswell be co-opted onto Langthorpe Parish Council. Proposed: Cllr Gill Seconded: Cllr Fearnside. All in favour. Motion Carried.
- 11) **Approval of the Minutes of the Meeting held on 15 March 2016.** **RESOLUTION:** to sign the minutes as an accurate record of the meeting held.
- 12) **Appointments of councillors to working groups, as representatives and with responsibilities.** Representation to stay the same as previous year except for Cottages still to be decided. Cllr Gill to take over responsibility for street lights.
- 13) **Matters Arising** (not covered elsewhere)
 - a) **Harrogate Borough Council (HBC)** No report available
 - b) **North Yorkshire County Council (NYCC)** No report available
- 14) **Correspondence as received by 9 May 2016**
 - a) **To receive a request from the Chamber of Trade to donate an extra £200 to the provision of Christmas Lights.** **RESOLUTION:** to give a further £200 to the Chamber of Trade towards the costs of staging the Christmas lights. All in favour. Motion carried. **Action: Clerk**

- b) **To receive information on the changes to supported bus services from May 2016.** Received and noted. Cllr Collins inquired about the service to Kirby Hill but the bus company will not provide any additional service to the village. Cllr Collins to pursue. **Action: Cllr Collins**
- c) **To receive an invitation to attend a celebration of the Queen's 90th Birthday.** Received and noted. Cllr Collins requested bunting to be put up at the Coronation Hall.
- d) **To receive a request to investigate the cutting of the hedge on public footpath from Skelton Road to Old Hall Campsite.** A complaint has been received as the path from Skelton Road to Old Hall Campsite is very overgrown. Clerk to ask land owner to cut it back. **Action: Clerk**

Correspondence received between the date of posting of the Agenda and the date of the Meeting will also be considered.

15) Financial

- a) **To receive the following year end internal audit reports and note any recommendations:**
 - i) **Finance Report – APPENDIX 1-** Received and noted
 - ii) **Internal control report – APPENDIX 2-** Received and noted
 - iii) **Peer group audit report – APPENDIX 3 -** Received and noted
- b) **To agree, and sign, the annual governance statement of the Annual Return for the financial year ending 31 March 2016.** **RESOLUTION:** to sign the annual governance statement.
- c) **To consider, approve by resolution and sign the accounting statement of the Annual Return 2015/16.** **RESOLUTION:** to approve the accounting statement of the Annual Return.
- d) **To receive the bi-monthly bank reconciliation – APPENDIX 4 -** Received and noted.
- e) **To confirm renewal of public/employer's liability insurance premium.** Received and noted.
- f) **To receive invoices/salaries to be paid (List below):**

100795	Zurich Insurance – 2016/17 Insurance	£1,119.62
100796	Clerk's Expenses - Printer Ink	£43.99
	Standing Order Clerk's Wages – 2 months	£180.00
TOTAL		£1,343.61
- g) **To receive list of receipts (List below):**

Interest – Money manager Account		£ .90
Cottage Rents March/April		£1,730.00
VAT Refund		£288.13
Total		£2,019.03
- h) **To receive an update on the clerk's overtime.** **RESOLUTION:** to pay clerk's overtime of £145.28 and to increase the clerk's hours to 3 hours per week at an hourly rate of £11.53. Clerk to arrange for adjustment of the standing order to £149.89. **Action: Clerk**
- i) **To agree to the annual subscription of Office 365 and computer security software.** The cost of up to £100 agreed for the annual renewal of Office 365. All in favour. Motion Carried
- j) **To receive a request to support Kirby Hill Church refurbishment fund.** Council agree to use S137 money on a donation towards the modifications for use of Kirby Hill Church as community space. **RESOLUTION:** £500 to be donated by Langthorpe Parish Council. All in favour. Motion carried.

16) Planning –

- a) **To consider the under-mentioned planning applications:**
 - i) **6.56.10.C.REM 16/01119/REM**
Reserved matters under outline permission 6.56.10.B.OUT for the erection of 4 dwellings with access, appearance, landscaping, layout and scale considered (Site Area 0.28)
Land at Back Lane, Langthorpe North Yorkshire
C – The parish Council does not object to or support the application but wishes to ensure that there is adequate access to the properties.
 - ii) **6.56.89.D.FUL 16/01630/FUL**
Conversion of 1 dwelling into 2 dwellings with associated car parking (Site Area 0.07ha)
Greenacres Skelton Road Langthorpe York North Yorkshire YO51 9BZ
A – The Parish Council has no objections

b) To consider the following notifications:

- i) Planning Re-enforcement: Case No. 16/00124/TREES**
Illegal felling of mature fir tree in the Conservation Area
5 Waterside Langthorpe North Yorkshire YO51 9GE
The Parish Council acknowledges this notification.
- ii) Decision Notification: 16/04409/FUL**
Erection of single storey extension and part-demolition of kitchen extension
Fernbank 9 The Terrace Leeming Lane Langthorpe North Yorkshire YO51 9DQ
Approved
- iii) Decision Notification: 16/00268/FUL**
Erection of new office and workshop building and external storage shelter
High Moor Yard High Moor Road Skelton-on-Ure North Yorkshire YO51 9DZ
Approved
- iv) Approval of TPO 1/2016 – Land North of Langthorpe Villa Skelton Road Langthorpe.**
The Parish Council acknowledges this notification.

17) Reports

- i) Emergency Committee – To receive an update on emergency committee activities. (MJC).**
New Boroughbridge Town Council representative is Cllr Iain Maltby
- ii) Safer Neighbourhood Group – To receive a report from the meeting of 21 April 2016 (MJC).**
Meeting was well attended. Crime levels are down. Representative from Dishforth Airfield reported 650 people are coming into the camp. The police were not aware of this. Police are investigating the possibility of running new roads out of the camp to avoid lorries coming through the town. A rural task force has been set up to focus on rural crime. Cllr Collins reported problems of youths gathering under A1 bridge.

18) Agenda Items

a) Council Policies:

- i) To approve the draft Council Code of Conduct. RESOLUTION – To adopt Code of Conduct – APPENDIX 5 – Approved and Agreed. Motion Carried**
- ii) To approve the draft Publication Scheme. RESOLUTION – To adopt Publication Scheme – APPENDIX 6 – Approved and Agreed. Motion Carried**

b) Highways

- i) To receive an update on drainage in the Parish.** Cllr Collins to send a letter to NYCC Highways, and County Councillor Windass to complain about the drainage and regarding roads in the district that have been re-surfaced whilst other needier roads are neglected. **Action: Cllr Collins**
- ii) To discuss the potholes in the Parish.** As above

c) Cottages – To receive a report on the cottages. Nothing to report

d) Commuted Sums – To receive information on commuted sums. Commuted sums are available for repairs to play area.

e) Play Area –

- i) To agree councillor cleaning rota until July 2016.** Agreed and noted.
- ii) To receive an update on costs for required repairs.** 1 Quotation received to replace fencing behind the goals and other items £2,498.89. Other companies approached were not interested in giving a quotation for the work. Commuted sums are available to cover the cost. **RESOLUTION:** to accept the above quotation. All in favour. Motion Carried.
Quotation also received for repairs to swings of £746 plus £15. Commuted sums available to cover this cost. **RESOLUTION:** to accept the above quotation. All in favour. Motion Carried.

f) Picnic Area – To receive an update on arrangements for replacement of rubbish bins. Quotations received. Recommendation to provide 2 double bins and 1 dog bin. **RESOLUTION:** Council agree to spend of £1,500. Cllr Collins and Clerk to arrange for purchase. **Action: Clerk/Cllr Collins**

- g) **Street Lights – To receive an update on street lighting in the parish.** Nothing to report. Cllr Gill to be in charge of streetlights. Clerk to let him have details. **Action: Clerk**
- h) **Web Site – To receive an update on the parish council website.** New back up installed. Register of Interest link to HBC website to be added. **Action: Clerk**
- i) **Welcome Pack – To receive an update on the parish welcome packs.** Changes to be effected re new addresses.

Any Other Business

Wooden extension has been erected on a property in the parish. Clerk to contact planning department to see if planning has been applied for. **Action: Clerk**

- 19) **To confirm future meetings of Langthorpe Parish Council for 2016 at 7.30pm at Coronation Hall, Milby:**
19th July, 20th Sept, 15th Nov

Meeting closed at 9.01pm

Signed: _____ Dated: _____

Chairman