

LANGTHORPE PARISH COUNCIL

MINUTES OF THE COUNCIL MEETING HELD ON

TUESDAY 15 September 2015

At Coronation Hall, Milby YO51 9BL

PRESENT: Cllr M Collins (Chairman), D Fearnside (Vice Chairman), Cllr S Beaumont, Cllr M Fisher, Cllr L Gill, County Cllr R Windass, H Heavisides (Clerk)

Members of the Public: None.

Late Arrivals: None

Early Departures: PC Waite: 7.45pm, Cllr Windass 8.13pm

The meeting opened at 7.30pm

1) Welcome

2) Apologies - Cllr B Knowles, Cllr N Brown (Harrogate District Council)

Absent: None

3) Minutes of the last meeting held on Tuesday 21 July 2015 - RESOLUTION: To sign the Minutes as an accurate record of the meeting held. Proposed: Cllr Gill Seconded: Cllr Fearnside.

4) Declaration of Interests: Cllr Gill - item 9b(i); Cllr Collins - Item 9b(ii)

PC Waite gave his report at this point:

Crime Figures – 13 crimes have been attended in Langthorpe and neighbouring parishes north of the River Ure over a 3 months period. Crimes included drug abuse, theft, auto crime and violence. Graffiti under bridge still remains but some has been removed - see item 11 (b). The gate at the end of the track leading to the graffiti should be locked but the lock is broken.

Police Accommodation - The police station is still in service as plans to move to the fire station have fallen through. The Boroughbridge station is fully staffed (5 response officers and 1 Beat Manager).

PC Waite leaves at 7.45pm

5) Matters Arising (not covered elsewhere)

a) School Bus Parking – Cllr Windass reports Abbots Bus Company are prepared to stop at the Fox and Hounds, Skelton Road subject to the landlord's permission. Councillor to ask the landlord for permission. **Action: Cllr Collins**

b) Fishing Rights Charges – Arrears have now been paid and payment for 2015/16 has been received. The Social Fishing Club politely requests future increases to be more regular and less steep. Councillors agreed this would be good practice.

c) Clerk Contract of Employment and Job Description – APPENDIX 1 - RESOLUTION: To adopt the Statement of Main Terms and Conditions of Employment and Clerk/RFO Job Specification, Agree unanimously.

d) Harrogate Borough Council (HBC) Local Plan Consultation (MF/DF) – Councillors will send information to HBC and Clerk to receive a copy for records. **Action: Cllr Fisher/Fearnside**

e) North Yorkshire County Council (NYCC) - Cllr Windass report – The issue of 'devolution' is under discussion by the County Council.

Grant Scheme - County councillors are to be given £5,000 per annum from October 2015. This will be a 2 year pilot scheme in which applications will be fast tracked and a minimum of £300 will be awarded per successful application.

Bus services – The 1A service, currently running as far as Aspin, Knaresborough, is to be extended to Boroughbridge and Kirby Hill. No subsidy will be available so this will need to be well used by residents to be commercially viable. The Parish Council welcomes this announcement.

The Parish Council objects to proposals which will necessitate that the no.57 bus service will require a change of bus in Staveley.

NYCC have allocated £21,000 to superfast broadband which will provide 95% coverage of the area.

Harrogate Borough Council:

Electoral Review - The Local Government Boundary Commission is in the early stages of a review of the electoral arrangements of the Harrogate District. The review will include the pattern of wards for the entire borough. Whilst parish boundaries will in the main be unchanged, the outcome of the review could impact on the borough ward in which parishes find themselves and also the size and name of that ward. Harrogate Borough Council elections will be every 4 years therefore, in May 2016, the elections will stand for 2 years only. This measure is intended to save money as fewer elections will be held.

Council Accommodation – The construction of Knapping Mount is soon to be announced. Crescent Gardens has a potential buyer.

Cllr Windass leaves 8.13pm

6) Correspondence as received by 19th July 2015

- a) **To receive correspondence from Rocliffe Parish Council re Hogweed.** – Rocliffe and Westwick Parish Council have approached the farmer to request the hogweed is sprayed.
- b) **To receive information regarding Harrogate District Electoral Review.** – This item was addressed in item 5e above.
- c) **To receive a letter of thanks from the Chamber of Trade for agreeing to the payment of £200.00 per year for 5 years towards Christmas Lights.** – Received and noted.
- d) **To receive information on the Harrogate and District Volunteering Oscars.** – Awards for the Volunteering Oscars will be presented 30 October 2015, Old Swan Hotel, Harrogate, 7pm. Parish Council representatives are invited to the ceremony and are invited to nominate candidates for the 2016 awards. The council has no nominations for the 2016 awards.
- e) **To receive an invitation to attend a meeting regarding the Harrogate District Electoral Review.** – To explain the position for parish councils, regarding the electoral review, the Local Government Boundary Commission Review Manager has offered to make a presentation to parish councillors/clerks on Wednesday 30 September 2015, 6.30pm, Council Chamber, Council offices Harrogate. The Parish Council feel it is unnecessary to attend the meeting as it is happy to receive Cllr Windass reports and feel this is sufficient.
- f) **To receive information on the Harrogate Borough Council Parish Consultation Meetings for 2015** – Written questions are invited from parish councils for the Leader of Harrogate Borough Council to address at the Group 3 Meeting (Northern) on 16 November 2015. Two councillors are invited to attend. Cllr Collins will attend if available. **Action: Cllr Collins**

- 7) **To receive information on the registration for Pensions** – All councils will need to register for auto-enrolment of pensions. The clerk is now registered for PAYE submissions with HMRC 'Realtime'. It will take a few months before the pensions regulator recognises the registration which will then allow the council's staging date for auto enrolment to be announced. The clerk has been advised the date is likely to be October 2017.

8) Financial

- a) **Financial Regulations** – Cllr Collins presented a list of items to be included in the financial regulations for inclusion in the draft for agreement at the next council. Cllr Gill would like expenditure over £500 to be authorised but the chairman and 2 other councillors. Agreed. Councillors Collins and Fearnside and Responsible Financial Officer (RFO) to draft regulations for the next full meeting of the council. **Action: Cllr Collins/Fearnside/RFO**
- b) **Asset Register** – Deferred to the November meeting of the full Council.

c) To receive the monthly bank reconciliation – APPENDIX 2 - Received and noted

d) To receive invoices/salaries to be paid (List below)

100766 Johnsons Heating – Holly Cottage service	£ 88.00
100767 Clerk's Salary	£ 80.00
100768 Farm and Land- Grass Cutting	£618.00
100769 Duffields – Picnic Area Resurfacing	£9,770.03
100770 Boroughbridge Town Council – Printing	£ 4.00
Total	£10,560.03

RESOLUTION: Salary and Invoices to be paid.

e) To receive list of receipts (List below)

14.07.15	Interest	£0.69
29.07.15	Social Fishing Club - C101208	£320.00
20.07.15	Rent from Cottages	£865.00
14.08.15	Interest - Money Manager Account	£0.71
Total		£1186.40

f) To receive a balance of accounts -

i) Money Manager Account – £3,977.95

ii) Current Account - £6,778.61

9) Planning - Planning received by 12 September 2015

a) To consider under-mentioned planning applications:

i) **6.56.103.SCREEN 15/03979/SCREEN**

Environmental Impact Screening Assessment for erection of 100kw wind turbine
Lowfield Grange, Lowfield Lane, Langthorpe, North Yorkshire, YO51 9BZ

C The Parish Council does not object to or support the application but wishes to comment that the Parish Council agrees that there should be an environmental screening assessment and this should be carried out prior to the parish council being consulted on planning permission.

ii) **6.56.103.SCREEN 15/03861/SCREEN**

Environmental Impact Screening Assessment for erection of 100kw wind turbine
Lowfield Grange, Lowfield Lane, Langthorpe, North Yorkshire, YO51 9BZ

- C The Parish Council does not object to or support the application but wishes to comment that the Parish Council agrees that there should be an environmental screening assessment and this should be carried out prior to the parish council being consulted on planning permission.**

b) To receive under-mentioned planning notifications:

i) 6.56.14.M.FUL 15/02773/FUL

Erection of new dwelling with associated car parking in garden area west of Orchard Cottage; and alterations to fenestration of Orchard Lodge (site Area 0.1ha)

Garden West of Orchard Cottage, Skelton Road, Langthorpe, York North Yorkshire YO51 9BZ

PLANNING PERMISSION PENDING

ii) 6.56.76.OUT 15.02853/OUT

Outline application for the erection of four dwellings with access considered (site Area 0.48ha)

Land north of Langthorpe Villa, Skelton Road, Langthorpe, North Yorkshire, YO51

APPLICATION WITHDRAWN

iii) 6.56.15.F.FUL 15/02884/FUL

Extension to the porch, erection of lean-to orangery and changes to fenestration.

Norwood House, Leeming Lane, Boroughbridge North Yorkshire YO51 9BH

PLANNING PERMISSION GRANTED

10) Sub Committees

- a) Joint Parish Meetings (SB)** – A meeting of the Joint Parish Council was held on Tuesday 8 September – The minutes - **APPENDIX 3** – were summarised by Councillor Beaumont. Comments were made re the Gladman Development meeting. Concerns were shown about access and footpaths were discussed. Received and noted.

- b) Emergency Committee (MF/MC)** – A flood prevention group is visiting the district.

11) Agenda Items

- (a) Council Standing Orders** – Deferred until the November meeting of the full Council
- (b) Graffiti and litter under bridge** – Both Area 6 (A168) and Highways England (A1/M) were contacted to request removal of the graffiti. Some obscene graffiti has been removed and more has appeared in its place.
- (c) Jubilee for 90th Birthday of the Queen** – If there are to be celebrations arranged by the district, county or nationally Langthorpe Parish Council will also make arrangements to commemorate this Jubilee.
- (d) Highways**
- i. Skelton Road Repairs** – A survey has been conducted for patching up Skelton Road.
 - ii. Signpost at roundabout** – An order has been placed for the sign to be replaced.
 - iii. Hedges encroaching on footpath especially outside Old Hall.** – These have now cut back.
 - iv. Cutting back of grass growing over tarmac on same footpath.** – Cllr Collins wrote to Area 6 to request siding out of the grass growing over the tarmac on the footpath. NYCC reported that they would action some sections. The Parish Council will wait to see what that county council will do before engaging a contractor. The cost of this operation is likely to be in the region of £1,500.
 - v. Trees on Roundabout** – There is an overhanging elderberry tree which forms part of the hedge. It is the responsibility of Langthorpe Parish Council to maintain this tree. Planning permission is needed for its removal. Cllr

Collins to get permission from HBC and a quote for cutting the tree down.

Action: Cllr Collins

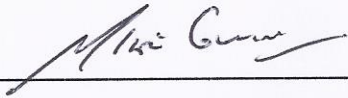
(e) Cottages:

- (i) Holly Tree cottage** – There is an ailing cherry tree in the garden that the tenants would like removed. It was agreed to remove the tree. **Action: Cllr Collins**
- (ii) Rose Cottage** - A strip on the edge of the step is required. **Action: Cllr Collins**
- (f) Brighter Boroughbridge and District** – Nothing to report.
- (g) Bus Service – To receive information regarding the Bus Subsidy Reduction** – Tenders involving the 142/143 service will be considered and parish councils are invited to participate. Mike Collins to attend. **Action: Cllr Collins**
- (h) Commuted Sums** – Kirby Hill and Boroughbridge Parish Church's been informed that money is available. Application has been made to cover a proportion of the Picnic Area costs.
- (i) Play Area (MC)** – Cleaning and monthly inspection to take place.
- (j) Picnic Area** – The new asphalt surface now in place and has much improved the picnic area.
- (k) Street Lights** – Nothing to report.
- (l) Web Site** – Clerk now has access to the administration of the website.
- (m) Welcome Pack** – All proceeding well and new residents have been given packs.

12) To confirm that the next Meeting of Langthorpe Parish Council is Tuesday 17 November 2015 at 7.30pm at Coronation Hall, Milby. Apologies from Cllr Beaumont.

Meeting closed at 9.10pm

Signed: _____



Dated: _____

17/11/15

Chairman

LANGTHORPE PARISH COUNCIL STATEMENT OF MAIN TERMS AND CONDITIONS OF EMPLOYMENT

Issued in accordance with the requirements of current legislation to Helen Jane Heavisides on 15 September 2014

This statement sets out the particulars of the terms and conditions under which you are employed by **Langthorpe Council**.

Your employment commenced on 21 July 2015 and your employment with your previous employer does not count as part of your continuous employment by Langthorpe Parish Council.

A review of your performance in the position will be carried out once each year.

Job Title You are employed in the position of **Parish Clerk**, the responsibilities of which are outlined in the attached Job Specification.

Salary Your salary will be paid calendar monthly at the rate of £100 per month and thereafter at such a sum as may from time to time be agreed.

Hours of work Your hours of work will average 2 hours per week from home plus 2 hours for attendance at Parish Council monthly meetings (currently held on the third Tuesday of every other month). Any overtime worked to be agreed at full council meeting.

Holidays You are entitled to four weeks full time equivalent paid annual holiday in each calendar year, or relevant proportion for part years, plus 8 statutory Bank Holidays (where they fall on normal working days). Your holiday entitlement will increase to 5 weeks in each calendar year after 5 years of continuous service. This equates to a 96 hour year reducing to 94 hours after 5 years.

Payment for accrued but not taken holiday will be made on termination of employment and if any holiday in excess of the accrued entitlement has been taken an appropriate deduction will be made from the final salary payment.

Unless otherwise agreed in writing no holiday entitlement may be carried forward from one year to the next.

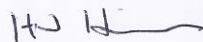
Sickness or injury You are entitled to Statutory Sick Pay in accordance with current DSS rulings.

Discipline & Grievance Procedures These will be in accordance with Appendix 2 of the NALC Guide to Good Employment Practice Part 3.

Pensions The Council does not operate a pension scheme but will be implementing automatic enrolment in 2017 in line with Government Legislation.

Notice to terminate employment One month's notice of termination of employment, in writing, will be required on both sides.

I hereby acknowledge that I have received a copy of my written statement of terms and conditions of employment. I have read and fully understand these documents.

Signed: 

Date: 15/9/15

LANGTHORPE PARISH COUNCIL

PARISH CLERK/RFO

JOB SPECIFICATION

Issued to: Helen Heavisides

Job Title: Parish Clerk/RFO

Issued on: 15 September 2015

Reporting to: Langthorpe Parish Council

Overall Responsibilities

The Clerk to the Council will be the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions, and in particular to serve or issue all the notifications required by law of a local authority's Proper Officer. The Clerk will be totally responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out. The Clerk is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Authority's activities and in particular to produce all the information required for making effective decisions and to implement constructively all decisions. The Clerk will be accountable to the Council for the effective management of all its resources and will report to them as and when required. The Clerk will be the Responsible Finance Officer of the Council (RFO) and responsible for all the financial records of the Council and the careful administration of its finances.

Specific Responsibilities.

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
2. To control and balance the Council's accounts and prepare records for audit purposes and VAT returns.
3. To ensure that the Council's obligations for Risk Assessment are properly met.
4. To prepare, in consultation with appropriate members, agendas for meetings of the Council and Sub-Committees.
5. To attend all meetings of the Council and all meetings of its Sub-Committees (other than where such duties have been delegated to another Officer).
6. To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Council. To issue correspondence as a result of instructions of, or the known policy of the Council.
7. To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met. To issue invoices on behalf of the Council for goods and services and to ensure payment is received.
8. To study reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields and to produce reports for circulation and discussion by the Council.
9. To maintain and store all Council files/records in an efficient manner which will enable information to be quickly and easily extracted and effectively utilised when necessary.

To ensure that all Council property is maintained to a high standard and Councillors informed of all damages, repairs required, etc. Estimates of costs must be obtained as laid down in the current Standing Orders of the Council.

11. To ensure that necessary insurance cover is maintained in all areas of the Council's operations and nothing is done which may prejudice this cover or any claim that the Council may wish to pursue.
12. To ensure that planning applications received from Harrogate Borough Council are quickly checked and processed (see relevant Standing Orders), ensuring that all Councillors have the relevant information and adequate opportunity to record their opinions. An accurate précis of these opinions is passed to HBC within the timescale allowed.
13. To monitor and implement the policies of the Council to ensure that they are achieving the desired result and, where appropriate, suggest modifications.
14. To draw up on own initiative, and as a result of suggestions by Councillors, proposals for consideration by the Council and to advise on the practicality and the likely effects of specific courses of action.
15. To act as a representative of the Council as required
16. To attend training courses on the work and role of the Clerk as and when practicable with prior agreement of the Council.
17. To ensure that all money received and expended by the Council is recorded regularly and that money due to the Council is billed and collected promptly.
18. If required, to submit the precept to the District Council at the appointed time.
19. To control payments *by appropriate means* and ensure that all payments are properly authorised and recorded in the minutes.
20. To manage cash flow, investments and bank transfers and be responsible for submission of VAT claims and returns.
21. To prepare and balance accounts, and ensure that they are authorised by the Council, and submit any financial reports or budgets as required.
22. To ensure correct financial systems are in place, produce accounts and records for external audit in accordance with the Accounts and Audit Regulations, and ensure that internal audits are regularly carried out by the Council.
23. To ensure that the Council's Register of Property and Assets is effectively maintained.
24. To ensure that Section 137 expenditure is minuted separately.
28. To assist in maintenance of and the effectiveness of the Parish Council website.
29. To maintain the internal appearance of the parish notice boards ensuring all notices are up to date and neatly presented.

APPENDIX 2

Langthorpe Parish Council Bank Reconciliation

Presented to Council on Tuesday 15 September 2015

Balance as at 15 September 2015

	£	£
Current account	6,778.61	
Money Manager account	3,977.95	
		10,756.56

Net balances as at 15 September 2015

10,756.56

The net balances reconcile to the Cash Book (receipts and payments) for the year, as follows:

CASH BOOK

Opening balance 1 April 2015	19,927.74
Plus Receipts in Year	5,463.89
Less Payments in Year	14635.07
Closing balance per cash book as at 15 September 2015	10,756.56

Duplicate Statement of Account

Account Name	Sortcode	Account Number	Sheet Number
Langthorpe Parish Council	40-12-28	70518093	378

Your Community Account details

Date	Payment Type and Details	Paid Out	In	Balance
14AUG15	BALANCE BROUGHT FORWARD			7981.64
19AUG15	CHQ 100768 PAINT + LAND	618.00		7363.64
20AUG15	CR WILLIAMSON		450.00	7813.64
25AUG15	TFR 401228 91066536			
	FUNDS TRANSFER	8000.00		15813.64
01SEP15	SO HJ HEAVISIDES	80.00		15733.64
03SEP15	CR MR ANTHONY KENDREW			
	A KENDREW RENT		415.00	16148.64
07SEP15	CHQ 100769 DUFFIELDS	9770.03		
07SEP15	CR CHQ IN AT HSBC BANK PLC			
	BOROUGHBRIDGE		400.00	6778.61
14SEP15	BALANCE CARRIED FORWARD			<u>6778.61</u>

Duplicate Statement of Account

Account Name	Sortcode	Account Number	Sheet Number
Langthorpe Parish Council	40-12-28	91066536	308

Your Business Money Manager details

Date	Payment Type and Details	Paid Out	In	Balance
14AUG15	BALANCE BROUGHT FORWARD			11977.57
25AUG15	TFR 401228 70518093			
	FUNDS TRANSFER	8000.00		3977.57
14SEP15	CR GROSS INTEREST			
	TO 13SEP2015		0.38	3977.95
14SEP15	BALANCE CARRIED FORWARD			<u>3977.95</u>

**BOROUGHBRIDGE AREA JOINT PARISH COUNCIL MEETING
THURSDAY 8 SEPTEMBER 2015 at 7.00pm
1, HALL SQUARE, BOROUGHBRIDGE**

Present: Kenny Fuller (Boroughbridge TC) - Chairman
John Helliwell (Kirby Hill & Dist PC)
Jill White (Marton-le-Moor PC)
Jim Bolland (Roecliffe PC)
Gerald Smailes (Kirby Hill & Dist PC)
Stella Beaumont (Langthorpe PC)
Nick Brown (Harrogate Borough Councillor)
Rob Windass (County Councillor)
Nellie Heavisides (Clerk)

1. **Apologies for absence** – Tim Mortimer (Dunsforth Village Meeting), Peter Greenwood (Skelton cum Newby PC), Mike Collins (Langthorpe PC), Mike Fisher (Langthorpe PC), Geoffrey Rutherford (Marton-le-Moor PC), Jane Barber (Yore Vision), PC Neil Waite, PC Michael Lynch.
2. **Minutes of last meeting 9 June 2015** - The minutes were accepted as a true record of the meeting held.
3. **Matters arising (not covered elsewhere)**
 - a. **Progress on HGV restriction through Boroughbridge and details of any report from road strips.** Tim Simpson, from Area 6, replied to Jim Bolland stating that two complaints had been made during the consultation. These were to be considered before more progress could be made. Reed Boardall 106 money is to be used to aid funding as the cost of implementing the restriction will be in excess of £30K.
 - b. **Update on advertising on roadside verges** – a large number of unsightly and inappropriate adverts, banners and posters have been removed by North Yorkshire County Council from the verge near Morrison's. The Town Council is negotiating with a local company to issue a licence for maintenance of this area under the same system as the sponsored roundabouts.
 - c. **Update on North Yorkshire Library Service Consultation** – An idea has been suggested to take this further involves 'joint usage' of the building post 2017: the present library would be a "shared space", possibly sharing between a smaller library and a community group whilst the Jubilee Room would be kept as a community facility and a source of income through hiring. North Yorkshire County Council (NYCC) has indicated an interest in this way of moving forward which would overcome any financial worries about taking on the responsibility of a community library.
 - d. **Water Rats Building** - Two meetings have been held regarding the Water Rats' Building:
 - i. A meeting with the Environment Agency revealed it has no objection to trees being removed along the bank of the river below the Water Rats' building which means the site can be developed to the water's edge, if necessary. The meeting provided information on flood defences.
 - ii. A meeting with the trustees of the Boroughbridge and District Club took place on 28 August 2015. The next step is for the Council to meet with the planning department and contact Trustees to agree terms. Options identified are to sell the land to raise capital; to convert the area into parking; or to create a small park. The Boroughbridge and District Club will be required to vacate the premises by September 2016. The Town Council will remove the building after that date and dispose of any remaining assets.

4. North Yorkshire County Council (NYCC) Matters - R Windass

Devolution – The issue of “devolution is under discussion by the Council. The form of ‘devolution’ which will eventually be imposed by government is uncertain at this stage but every aspect of local government will be affected. It is likely that an *elected* mayor will be a feature of the new regime. The deadline for submissions has now passed and many different schemes have been discussed, with no apparent consensus.

Fracking – the question of fracking was briefly discussed. There had been a meeting about fracking in Ryedale District on 1st September 2015. Further meetings are planned. No concrete information available and there was no agreement around the table on the viability or desirability of fracking.

Nick Brown – Cllr Brown had learned from a resident that the Thornton-on-Swale Bridge is to be closed yet again. A letter has, it seems, been sent to local residents but councils have not been informed. Cllr Windass does not know why councils have not been informed.

- 5. Harrogate Borough Council (HBC) matters etc – Electoral review** – There was to be an emergency council meeting Thursday 10 September. There will be a boundary review for wards in due course; once started, it will happen quickly and HBC will consult with parishes and resident groups.

Bus Service Cuts – Many believe that the proposed cuts to service are unacceptable and would result in social isolation and possibly economic deprivation around the county

HBC Office Accommodation - New office accommodation has now been agreed. The entire HBC administration is being moved to Knapping Mount. Crescent Gardens will be sold.

- 6. The Harrogate Local Plan** – There had been a successful meeting involving Kirby Hill, Boroughbridge and Langthorpe councillors to look at plan, discuss it and then submit answers to questions online.

Roecliffe and Westwick Neighbourhood Area Designation - Roecliffe & Westwick Neighbourhood Plan Area Designation – On 4 September, 2015, after a months consultation, HBC formally approved the Neighbourhood Plan area to be the Parish Boundaries of Roecliffe & Westwick.

- 7. Proposed Gladman Homes Developments in Milby** – Drainage work for Gladman 1, the development on Leeming Road, has started. There will be a meeting tomorrow evening, 9 September, at the Coronation Hall re Gladman 2 (Dishforth Road) The meeting has been arranged with Gladman Associates to receive more information on the proposed development East of Dishforth Road. There is a strong feeling amongst the joint parish councils that Boroughbridge and District has done enough to aid the housing shortage and collectively object to outline planning consent being granted for this development.

- 8. Emergency Planning Procedures** – J Helliwell feels a need to agree current procedures for this and perhaps initiate some checking of personal details as it is nearly 2 years since the last “call out”

Action: J Helliwell

- 9. Safer Neighbourhood Group.** A meeting date is to be arranged for the week commencing 2 or 9 November to include the police inspector. Nick Brown to arrange and inform councils. **Action: N Brown**

- 10. Parish Council’s Website Provision** – Smaller councils are required under the new Transparency Code to make information available to the residents. Do all smaller councils need to declare and have a website? Clerk to investigate and inform all members represented at this meeting. Most parish councils at this meeting already have a website. Langthorpe has declared itself a smaller council and will now abide by the new Transparency Code. **Action: Clerk**

11. Reports from the parishes

Roecliffe and Westcliffe PC – Roecliffe & Westwick P.C. – The Neighbourhood Plan area has now been approved (see item 6). As part of their Neighbourhood Plan work, a Parish Website is being set up and run by Richard Booth. A "Monkey Survey" software programme has been set up so that the views of residents can be identified as to what they like and changes they would like to see to improve Roecliffe and Westwick. Paper copies will be available for those without e-mail. **Highways** – the double bend white line is still waiting to be completed.

Kirby Hill and District PC – Kirby Hill and District PC have been focusing on the Gladman housing developments and the new Transparency Code. A new councillor for Ellenthorpe is needed. The PC might like to merge the smaller parishes of their district - Ellenthorpe, Thornton Bridge and Humberton – but this may be a complicated procedure. Cllr Brown suggested this could perhaps be implemented in new the boundary review; he will investigate and advise. **Action: N Brown**

Marton-Le-Moor PC – Considering using telephone box for a defibrillator. J Helliwell offered information on implementing this and suggested contacting Mike Collins. The road surfacing is now complete.

Langthorpe – Re-surfacing of picnic area in Langthorpe now complete. Nellie Heavisides is now the new clerk for Langthorpe Parish Council.

Boroughbridge TC – Boroughbridge TC issues have been covered in item 3 (matters arising) above.

12. Any Other Business –

- a. **Broadband** – Kirby Hill, Roecliffe and Westwick and Marton-Cum-Grafton are still not sufficiently accommodated. Cllr Brown invited all councillors to advise him on the situation in their parishes with regard to broadband speed. **Action: All Councillors**
- b. **School Buses** – Roecliffe & Westwick reported that the bus to Ripon Grammar so school is regularly full so children from the parish cannot get to school. Cllr Windass stated that if children go to Ripon Grammar, it is "parental choice" and is therefore parental responsibility to get the children to school.
- c. **Contact Details** - Clerk requested to provide a list of telephone contacts for all parishes. **Action: Clerk**

13. Next Meeting: Tuesday 8 December 2015

J Helliwell will ascertain which parish council will chair JPC meetings in 2016 and which clerk is due produce an agenda, and take the minutes, with effect from the start of next year. **Action: J Helliwell**

Meeting ended 8.20pm