

Wath and Norton Conyers Parish Council

Minutes of the Annual Meeting held at 7.10pm on Tuesday 11 May 2021 at Samwaies Hall

1. **Election of Chairman and Vice Chairman** – Cllr Graham was unanimously elected as Chairman. There were no other nominations. Cllr Graham accepted the position and signed the Declaration of Acceptance of Office.

Cllr Clarke was unanimously elected as Vice Chairman. There were no other nominations. Cllr Clarke accepted the position and signed the Declaration of Acceptance of Office.

2. **Present:** Cllr Mrs J Graham (Chairman), Cllr Mrs J Clarke, Cllr M English, Cllr S Taylor, Cllr G Peace, S Hare (Clerk).
3. **Apologies:** None
4. **Declaration of Acceptance of Office:** Cllr Graham completed the Declaration in the presence of the Clerk.
5. **Register of Interests:** There are no changes to the register of financial and other interest by the Councillors. Councillors were reminded to notify the Clerk should their details need updating.
6. **Declaration of interest in items in the agenda.** Cllr Graham in item 8(b).
7. **Minutes of the meeting** held on 8 December 2020 were approved and signed. (Cllr Clarke proposed and Cllr Peace seconded).
8. **(a) Planning applications** received up to date of meeting: None

(b) Any other planning applications received after the posting of the agenda:
 - 6.14.12.F.LB Creation of new doorway connecting the orangery to the bothy, together with removal of partitions in the bothy constructed variously during the 19th and 20th centuries and laying of a new floor at Norton Conyers Hall

A The Parish Council has no objections.

The Clerk to notify Harrogate Borough Council. **(Action: Clerk)**

9. **Planning decisions:**
 - Multi purpose building at Brittaines Farmhouse, Wath
 - Conversion of existing conservatory to Garden Room at Meadowside, Bedale Lane, Wath

- Single storey rear extension at Dalegarth, Bedale Lane, Wath

10. Planning appeals/withdrawn/enforcement: HBC has notified the PC of an alleged breach of planning control at Wath Concrete Products. The installation of plant/machinery via external fans within elevation. The Clerk to contact HBC for further information.

(Action: Clerk)

11. Other planning matters: The proposed service station on the AIM is to be constructed at Kirby Hill.

12. Village Enhancement:

- **Trees:** The trees have been pollarded
- The garden area by the church is well maintained.
- **Play/Seating area :** The land to the rear of Crimple Cottage is to be made into a play area

13. Christmas Lights: The lights to be discussed later in the year.

14. Highways: Potholes continue to be an issue in the village. The Clerk to contact Highways again to attempt to establish a timescale for their repair.

The street light outside Grange Farm is not working.

(Action: Clerk)

15. Accounts:

The following cheque payments were made:

- £40 to D Halladay for the internal audit of the 2020/2021 Accounts
- £128 to YLCA for the annual subscription
- £205.61 to BHIB for the insurance renewal from 1 June 2021
- £16.59 to G Peace for a timer for the Christmas Lights
- £15.98 to G Peace for a circuit breaker for the Christmas Lights

16. Financial Report 2018/19

- **To certify that the PC is exempt form external audit 2020/2021:** Resolved that Wath and Norton Conyers PC is exempt from external audit for the year 2020/21 as its annual turn-over does not exceed £25,000.
- **To note the Annual Internal Audit Report for 2020/21:** Resolved that the Annual Internal Audit Report for 2020/21 included at page 4 of the Annual Governance and Accountability Return 2020/21 be noted.

- **To approve Section 1 – Annual Governance Statement 2020/21:** Resolved that Wath and Norton Conyers PC approved Section I Annual Governance Statement 2020/21, page 5 of the Annual Governance and Accountability Return 2020/21.
- **To approve Section 2 – Accounting Statements 2020/21:** Resolved that Wath and Norton Conyers Parish Council approved Section 2 – Accounting Statement 2020/21 on page 6 of the Annual Governance and Accountability Return 2020/21.
- **To approve the publication of documents required by Accounts and Audit Regulation 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities:** Resolved that, in accordance with the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities, Wath and Norton Conyers PC will publish the following documents on a public website:

Certificate of Exemption

Annual Internal Audit Report 2020/21

Section 1 Annual Governance Statement 2020/21

Section 2 Accounting Statements 2020/21, page 6

Bank Reconciliation to 31 March 2021

Notice of the period for the exercise of public rights and other information required by Regulation 15 (2) Accounts and Audit Regulations 2015

- **Insurance Renewal 2021** The renewal notice for the annual insurance policy with BHIB Insurance was completed.

17 PAYE: The monthly Employer Payment Summary has been forwarded to the HMRC

18 Correspondence:

The following correspondence was circulated at the meeting:

Clerk and Council Direct January/March/May 2021
Glasdon Brochure

The following was circulated by email:

White Rose Updates 5/19 March 1/23 April
Law and Governance Bulletin 31 April
Police Report

19 Items for next agenda: Standard items plus Village Enhancement, Highways

20 Date of next meeting Tuesday 8 June 2021

The meeting closed at 8.00 pm