

## Wath and Norton Conyers Parish Council

### Minutes of the Annual Meeting held at 6.45pm on Wednesday 23 May 2016 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 A Blake, Cllr S Taylor, Cllr G Peace, S Hare (Clerk).
3. **Apologies:** None
4. **Declaration of Acceptance of Office:** Cllr Graham, Cllr Clarke, Cllr Blake, Cllr Taylor and Cllr Peace all signed the Declaration of Acceptance of Office of a Councillor. The declarations to be retained by the Clerk. All Councillors completed a Declaration of Expenses Form (all being 'nil' return). The Clerk to forward the expenses forms to Harrogate Borough Council. **(Action: Clerk)**
5. **Register of Interests:** The Registration of Financial and Other Interests forms were circulated and completed at the meeting. The Clerk to return the forms to Harrogate Borough Council for publication on their website. **(Action: Clerk)**
6. **Declaration of interest in items in the agenda.** Cllr Clarke's interest in the planning application for The Sidings in Item 8a was declared. Cllr Peace's interest in the planning application for The Barn in Item 8a was declared.
7. **Minutes of the meeting** held on 25 April were approved and signed. (Cllr Clarke proposed and Cllr Peace seconded).
8. **(a) Planning applications** received up to date of meeting:
  - (i) 16/01689/FUL Infilling of carport to form utility room, WC and garden room at The Sidings, Melmerby. . The application was discussed and it was agreed that Harrogate Borough Council be advised:
    - A The Parish Council has no objections **(Action: Clerk)**
  - (ii) 6.13.75.A.DVCON 16/01497/DVCON Variation of Condition No 2 of Permission No 6.13.75.FUL Conversion of barn to form 1 dwelling and removal of

fold yard roof to form garden. The application was discussed and it was agreed that Harrogate Borough Council be advised:

A The Parish Council has no objections

**(Action: Clerk)**

(b) **Any other planning applications** received after the posting of the agenda: None

9. **Planning decisions:** 16/00323/FUL Erection of dwelling and installation of package treatment plant at Brettaines Farmhouse, Wath was approved by Harrogate Borough Council subject to conditions outlined in the Decision Notification Report.

10. **Planning appeals/withdrawn/enforcement:** None

11. **Other planning matters:** None.

12. **Village Enhancement:**

- **Play Area:** The resident interested in a play area for the village notified the Clerk that he is to contact Harrogate Borough Council regarding this.
- **Christmas Lights:** It was agreed to leave the Christmas Lights in situ for the remainder of this year.

13. **90<sup>th</sup> Birthday Celebrations:** A street party to be held on Sunday 12 June from 2pm to 4pm. Flyers to be produced. Households to be asked to bring 2 plates of food. Cllr Clarke to coordinate the arrangements for the day. **Action: All)**

14. **Dog fouling:** Nothing to report.

15. **Highways**

- **Footpath between Wath and Melmerby:** Highways Dept have not classed this repair as safety critical so cannot provide a timescale for the work to be completed. The Clerk to respond outlining the danger for pedestrians walking on the road especially with pushchairs. **(Action: Clerk)**
- **Road between Wath and Nunwick:** The Highways Officer has inspected the road and reports that although it is showing signs of wear there are no defects present that meet their current intervention criteria at this time.

14 **Accounts:**

The following cheque payments were made:

- £30 to D Box for internal audit of Accounts

- £227.05 to AON for Insurance renewal from 1 June

## 15 Financial Report:

### 15.1 Annual Accounts for the year ended 31 March 2016

- **Financial Risk Assessment:** All the Councillors were in agreement that they had maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.
- **Annual Governance Statement:** The questions contained in Section 1 - Annual Governance Statement 2015/16 were put to the Councillors and all questions were answered in the affirmative. This part of the form was then signed by Cllr Graham and the Clerk.
- **Accounting Statements 2015/16:** The accounting statements contained in Section 2 of the Annual Return were considered and approved by all Councillors and then signed by Cllr Graham and the Clerk. In approving the Annual Return the PC ensured to consider the sections as directed by law. The period for the exercise of public rights was confirmed as Monday 6 June 2016 to Friday 15 July 2016.
- **Asset Register:** The Register was circulated and discussed and no changes were made.

**15.2 Insurance:** Two quotes for the insurance renewal from June 2016 were invited – Zurich and Aon. Aon has provided insurance cover for a number of years and was able after contact by the Clerk to reduce their quote. The revised cost being £227.05 instead of £262.

**16. PAYE:** The monthly Employer Payment Summary has been forwarded to the HMRC

## 17. Correspondence:

The following correspondence was circulated to Councillors:

- North Yorkshire County Council County Area Committee for the Harrogate District
- YLCA Harrogate Branch Annual Meeting
- Clerk and Councils Direct
- Centenary Fields

**18. Items for next agenda:** Standard items plus Village Enhancement, Highways, Dog Fouling and Clerk's pay scale.

**19. Date of next meeting:** Tuesday 21 June 2016

The meeting closed at 8.05pm