

**Wath and Norton Conyers Parish Council**

**Minutes of the meeting held at 7.00pm on  
Monday 24 April 2017 at Samwaies Hall**

1. **Present:** Cllr J Graham (Chairman), Cllr G Peace, Cllr S Taylor, Cllr T Blake and S Hare (Clerk).
2. **Apologies:** Cllr J Clarke
3. **Declaration of interest in items in the agenda.** None.
4. **Minutes of the meeting** held on 3 April were approved and signed. (Cllr Peace proposed and Cllr Taylor seconded)
5. **(a) Planning applications received up to the date of meeting:** None  
**(b) Any other planning applications** received after the posting of the agenda: None
6. **Planning decisions:** None
7. **Planning appeals/withdrawn/enforcement:** None
8. **Other planning matters:** None
9. **Village Enhancement**
  - **Grass Cutting:** The grass verges are well maintained. Christmas lights.
  - **Bedale Lane:** The Clerk to write to Mr Ellerbeck and thank him for maintaining the display of flowers on Bedale Lane. **(Action: Clerk)**

**10 Highways**

- **Tanfield Lane:** A resident has drawn attention to the footpath on Tanfield Lane but after examination it was felt that the area although showing some signs of disrepair would be monitored for any further deterioration before notifying Highways.
- **Pothole:** A pothole has appeared at the junction of Tanfield Lane and Main Street. The Clerk to notify Highways **(Action: Clerk)**

12. **Parish Council Website:** The website has been constructed by Vision ICT. The Clerk is to receive training on updating the site later this week. The Clerk is to forward a link to Councillors to allow access to view the site. **(Action: Clerk/Councillors)**

13 **Accounts:** The following cheques were issued

- £30 to D Box for internal audit of the annual accounts
- £118 to YLCA for annual subscription 1 April 2017 to 31 March 2018

14 **Financial Report:**

**(a) Financial Risk/Internal Audit:** 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. The annual internal audit report had been carried out by an independent auditor and was circulated at the meeting.

**(b) Annual Governance Statement:** The questions contained in Section 1 - Annual Governance Statement 2016/17 were put to all the Councillors and all questions were answered in the affirmative. This section was then signed and dated by Cllr Graham and the Clerk.

**(c) Accounting Statements 2016/17:** The accounting statements contained in Section 2 of the Annual Return, already signed and dated by the RFO were considered by all Councillors. The Accounting Statements were approved and were then signed by the Chair of the meeting, Cllr Graham. The period for the exercise of public rights was confirmed as Monday 5 June 2016 to Friday 14 July 2017.

**(d) Asset Register:** The Register was circulated and discussed and no changes were made

15. **PAYE:** The Employer submission to 5 May 2017 has been submitted to the HMRC.

16. **Correspondence:**

Harrogate Borough Council bulb/wildflower scheme was discussed. It was agreed to order snowdrops for the village which can be collected between 16 October and 9 November.

**(Action: Clerk)**

17. **Items for next agenda:** Standard items plus Village Enhancement, Highways, Parish website.

18. **Dates of the next meetings: Monday 22 May 2017**  
**6.30pm Annual Parish Meeting**  
**7.00pm Annual Meeting of the Parish Council**