

## **Wath and Norton Conyers Parish Council**

### **Minutes of the Annual Meeting held at 6.45pm on Monday 22 May 2017 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. **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.
5. **YLCA Branch Meetings:** Attention was drawn to the email circulated by the YLCA regarding voting representatives at branch meetings. It was agreed that councillors, where possible would attend branch meetings.
6. **Declaration of interest in items in the agenda.** None
7. **Minutes of the meeting** held on 24 April were approved and signed. (Cllr Blake proposed and Cllr Taylor seconded).
8. **(a) Planning applications** received up to date of meeting: None  
  
(b) **Any other planning applications** received after the posting of the agenda: None
9. **Planning decisions:** None
10. **Planning appeals/withdrawn/enforcement:** None
11. **Other planning matters:** None.
12. **Village Enhancement:**
  - **Grass Maintenance:** It was noted that the grass areas in the village are well maintained.

- **Lime Tree:** The tree outside the Concrete Works requires attention. The Clerk to contact ArborTech. |A  
**(Action: Clerk)**

#### **I4 Highways**

- **Drainage Cover:** The Clerk to notify Highways that there is a missing drainage cover outside Holmlea on Main Street.  
**(Action: Clerk)**

**I5 Parish Council Website:** The site is now live. The Clerk to advertise the details in Village Life.  
**(Action: Clerk)**

#### **I6 Accounts:**

The following cheque payments were made:

- £600 to Vision ICT Ltd for designing and developing the website
- £90 to Vision ICT Ltd for telephone training.
- £232.23 to AON UK Ltd for Insurance renewal from 1 June

#### **I7 Financial Report**

- **Bank Reconciliation Report to 28 April 2017:** The report was circulated. The Clerk to prepare at budget report for discussion at the next meeting.  
**(Action: Clerk)**
- **Insurance Renewal 2017:** Quotes from two companies had been received and Aon UK Ltd were the most competitive.

**I8 PAYE:** The monthly Employer Payment Summary has been forwarded to the HMRC

#### **I9 Correspondence:**

The following correspondence was circulated at the meeting:

The Good Councillor's Guide 2017  
Clerk and Council Direct May 2017  
Broxap Litter and Recycling Bins

The following was circulated by email:

Newsletter from PCC Julia Mulligan  
Street Naming and Numbering Guidance from Harrogate Borough Council  
Harrogate Borough Economic Growth Strategy 2017 -2035  
White Rose update May 2017

**19 Items for next agenda:** Standard items plus Village Enhancement, Highways, PC Website.

**20 Date of next meeting** Monday 26 June 2017

The meeting closed at 7.30 pm