

Wath and Norton Conyers Parish Council

Minutes of the Annual Meeting held at 6.45pm on Monday 21 May 2018 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:** All councillors 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. The Clerk to notify Harrogate Borough Council.
(Action: Clerk)
6. **Declaration of interest in items in the agenda.** Cllr Peace and Cllr Taylor declared an interest in item 11.
7. **Minutes of the meeting** held on 23 April were approved and signed. (Cllr Peace 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 **Planning appeals/withdrawn/enforcement:** An appeal has been made to the Secretary of State against Harrogate Borough Council's refusal of planning permission at the Police Garages, Bedale Lane, Wath.

11. Other planning matters:

- **Russet Barn, Main Street, Wath:** A resident is concerned about the height of the chimney on the new building. The Clerk to notify Harrogate Borough Council
(Action: Clerk)
- **Greyfriars Site:** The Planning Officer is aware of the history of this site and further information is being collated before a decision is reached.
- **Outline Planning permission to land north of No 1 Norton Close:** The Chair read out an email from the Chief Planning Officer at HBC which had been sent to a member of the public objecting to the proposed development.

12. Village Enhancement:

- **Grass Maintenance:** It was noted that the grass areas in the village are well maintained. Cllr Graham to check the seating area outside the church.
(Action: Cllr Graham)
- **Benches:** The Clerk to check whether the benches have been varnished.
(Action: Clerk)

13. **Village in Bloom:** Nothing to report.

14. **WWI Beacons of Light:** The Church is to circulate a flyer to its parishioners to notify them of the events on the day. The evening event is hosted by the PC for residents of Wath and Norton Conyers parishes. A piper has been secured to play the bagpipes at 6am on the morning of Sunday 11 November. The Clerk to put a notice in Village Life and speak to the Church committee.
(Action: Clerk)

15. Highways

- **Bedale Lane:** The parking of vehicles close to the junction of Bedale Lane and Main Street is a hazard. Cllr English to monitor this. **(Action: Cllr English)**
- The Clerk to attend a meeting with NYCC Highways this week. The village footpaths and the road from Melmerby to the A61 to be mentioned.
- **Proposed Motorway Service Area:** Although outside the PC's responsibility this proposal was discussed. Further information to be looked at online.

16 Accounts:

The following cheque payments were made:

- £30 to D Box for the internal audit of the 2017/18 Accounts

- £201.62 to BHIB for the insurance renewal from 1 June 2018

17 Financial Report

- **Bank Reconciliation Report to 1 May 2018:** The report was circulated.
- **Insurance Renewal 2018:** BHIB Insurance Brokers have taken over from AON.

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

19 **General Data Protection Regulation (GDPR):** The YLCA has circulated information from the Information Commissioner's Office stating that provided PC's are committed to working towards implementation of GDPR requirements it is not necessary to appoint a Data Protection Officer. Further guidance on this will be circulated by the YLCA. The Clerk to prepare a privacy notice and a retention of documents policy to be considered at the next meeting. **(Action: Clerk)**

20 **YLCA Branch Meetings:** Attention was drawn to the email circulated by the YLCA regarding voting representatives at branch meetings. It was agreed that the Chair and Vice Chair, if appropriate, would attend branch meetings. The Clerk to notify the YLCA. **(Action: Clerk)**

19 Correspondence:

The following correspondence was circulated at the meeting:

Clerk and Council Direct May 2017
Merchant Navy Day

20 **Items for next agenda:** Standard items plus Village Enhancement, Highways, WW1 Beacons of Light, GDPR.

21. **Date of next meeting** Monday 18 June 2018

The meeting closed at 7.45 pm