

Wath and Norton Conyers Parish Council

Minutes of the Annual Meeting held at 6.30pm on Monday 15 May 2019 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 had previously notified the Clerk that she was agreeable to accepting the position.

2. **Present:** Cllr Mrs J Graham (Chairman), , Cllr M English, Cllr S Taylor, Cllr G Peace, County Councillor M Atkinson, S Hare (Clerk).
3. **Apologies:** Cllr Mrs J Clarke
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.** None.
7. **Minutes of the meeting** held on 15 April 2019 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:
 - 19/01886/FUL Refurbishment of garage including installation of roof light and alteration of roof pitch and fenestration at the Police Garages, Bedale Lane, Wath. The PC considered the application and the proposed plans and agreed
 - A The Parish Council has no objections.

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

9. **Planning decisions:** The retention of two windows replacing garage doors at Virginia House, Main Street, Wath has been approved by Harrogate Borough Council

10. Planning appeals/withdrawn/enforcement: None

11. Other planning matters:

- **Tree Preservation Orders:** As the strip of land adjacent to the rear of properties on Bedale Lane has changed from agricultural to domestic HBC Arboricultural Department has put TPOs on all the trees.

12. Village Enhancement:

- **Trees:** A number of the tree trunks on Main Street require attention. The work to be carried out prior to the next meeting. **(Action: Cllr Peace/Cllr English)**

At this point County Councillor M Atkinson gave a short report on the work carried out by the County Council.

13. Highways Nothing to report

14 Accounts:

The following cheque payments were made:

- £40 to D Halladay for the internal audit of the 2018/19 Accounts
- £202.37 to BHIB for the insurance renewal from 1 June 2019
- £77.40 to WE Dixon Electrical Contractors for PAT testing
- £60 to APG Computers for a laptop battery

15 Financial Report 2018/19

- **To certify that the PC is exempt form external audit 2018/19:** Resolved that Wath and Norton Conyers PC is exempt from external audit for the year 2018/19 as its annual turn-over does not exceed £25,000.
- **To note the Annual Internal Audit Report for 2018/19:** Resolved that the Annual Internal Audit Report for 2018/19 included at page 4 of the Annual Governance and Accountability Return 2018/19 be noted.
- **To approve Section 1 – Annual Governance Statement 2018/19:** Resolved that Wath and Norton Conyers PC approved Section I Annual Governance Statement 2018/19, page 5 of the Annual Governance and Accountability Return 2018/19.
- **To approve Section 2 – Accounting Statements 2018/19:** Resolved that Wath and Norton Conyers Parish Council approved Section 2 – Accounting

Statement 2018/19 on page 6 of the Annual Governance and Accountability Return 2018/19.

- **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 2018/19

Section 1 Annual Governance Statement 2018/19

Section 2 Accounting Statements 2018/19, page 6

Analysis of variances

Bank Reconciliation to 31 March 2019

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 2019:** The renewal notice for the annual insurance policy with BHIB Insurance was completed.

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

17 YLCA Branch Meetings: Attention was drawn to the email circulated by the YLCA regarding voting representatives at branch meetings.

18 Correspondence:

The following correspondence was circulated at the meeting:

Clerk and Council Direct May 2019

Merchant Navy Day. Cllr Peace to look at the cost of purchasing a flag to fly on Merchant Navy Day – 3 September 2019. **(Action: Cllr Peace)**

White Rose Update May 2019 was circulated by email

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

20 Date of next meeting Monday 24 June 2019

The meeting closed at 7.30 pm