

# North Rigton Parish Council

Minutes of the Annual Parish Meeting held at North Rigton School

9 May 2013

## 1. Election Of Officers

**Mrs Mary Hopkins was nominated for Chairman by Councillor Batcup and seconded by Councillor Bennett – ELECTED nem con**

**Mr Andrew Batcup was nominated for Vice-Chairman by Councillor Bennett and seconded by Councillor Massey – ELECTED nem con**

## 2. Attendance and Welcome; consideration of any Apologies for Absence.

2.1 Present:- Councillors Mary Hopkins (Chairman), Andrew Batcup, Amanda Martyn, Tim Bennett, Barbara Massey, & Mike Richards (Clerk). In attendance, Borough Councillor Christine Ryder.

2.2 Apologies for Absence- Margaret Splain and John Fort (orally via Christine Ryder).

## 3. Approval and signing of Minutes; Matters arising

3.1 Minutes of the meeting of 14 March were considered. Item 2 – revised Refuse Collection arrangements. Following concerns raised by councillors, the Chairman and Christine Ryder, along with a representative from HBC Environmental Services, carried out a walking tour inspection of the Village to consider possible solutions to previously identified problems with the proposed new arrangements, principally concerning access by the refuse freighters and the siting of the wheely bins prior to collection. The HBC officer was able to provide satisfactory answers to all perceived problems although it was stressed that the vehicles would not normally go on private roads and bins must be “presented” at the end of driveways, adjacent to the highway.

Councillor Batcup presented thanks on behalf of the Council, to the Chairman and Christine Ryder for undertaking this very helpful review.

3.2 Possibility of training seminar on the new electronic planning system – Christine Ryder explained that she was still awaiting a response from the HBC IT department.

3.3 Cardale Park development – traffic impact – dealt with below under “Highways”

3.4 Correction – “Date of next meeting” should read “Date of next meetings” and should state “9 May” and “16 May” – Annual Electors’ Meeting and “11 July”.

There being no other matters arising which were not the subject of a further agenda item, the minutes were **APPROVED** and signed as a true record.

## 4. Administration.

Finalisation of arrangements for Annual Electors’ Meeting. Main focus would be on the review of last year’s minutes followed by the Chairman’s report covering Parish Council achievements, and then a visual display of the main themes of the draft Parish Plan. Light refreshments to be provided.

## 5. Finance.

5.1 2012-2013 Annual Accounts. Clerk presented the draft Accounts for approval. Councillors sought clarification on year on year variations in expenditure on:

a) Clerk’s remuneration – explained by overlap between previous and current clerks’ salaries and new administration charge now being levied by payroll provider;

b) Village Garden and Environment. Significant decrease this year due to more accurate representation of fundraising costs (shown separately) and insertion of “and Jubilee” after “Village Garden and Environment” heading.

c) Bus shelter and Noticeboard. Significant difference between years due to insurance monies received and then paid over to NYCC, for new bus shelter.

It was noted that there had been no expenditure recorded for "Room rental" in the current year. Chairman agreed to follow up with the School as the Council's use of School premises for its meetings should not be without charge. It was also agreed to make the following donations

- Poppy Appeal - £50 donation to British Legion.
- Graveyard upkeep – £150 donation to Church.

There being no other amendments or comments, the draft accounts were formally approved for publication.

## 5.2 Annual Return

The Accounting Statements and Annual Governance Statement were reviewed and formally approved by councillors. It was noted that the Council's Risk Assessment was due to be reviewed and the Clerk was instructed to include this item on the agenda for the July meeting. It was also noted that the Council's procurement policy needed to be formalised and it was agreed that for future projects or contracts, invitations to tender would be promulgated on the village notice board.

## 5.3 Receipts and Payments

5.3.1 First instalment of precept (£3400) for 2013/14 received. Noted.

5.3.2 Payments for approval:

£312.00 to Sue Keane for gardening services;

£16.46 to Mary Hopkins for printer cartridge and paper;

£14.95 to Mike Richards for printer cartridge

£75.85 to Andrew Keane for fencing materials and labour;

£176.00 to Yorkshire Local Councils Association for 2013/14 membership.

All 5 above items approved for payment.

## 5.4 Playing Field equipment

The goal posts and basketball stand are due to be delivered at the end of this month. Two quotes for installation will be sought. (The equipment supplier has already quoted £950 for installation – this is clearly unacceptable and it is felt that a local contractor will be much more reasonable.

## 5.5 Jubilee Fund – commemorative item.

After discussion it was agreed that the best option was the installation of a traditional style bench (with associated plaque) on the Village Green, costing some £450. Chairman will make the necessary arrangements. The remaining balance from the Fund (c £50) would be used to purchase shrubs to be planted at the Village entrance.

## 6. Parish Plan

The draft Plan was circulated to all councillors at the last Council meeting and comments back to Councillor Batcup requested. All comments have now been received and it was agreed that all councillors would meet on Sunday 3 June to formulate an Action Plan, setting out the key activities which the Council will undertake. It had been hoped to present a summary of the Action Plan at the Annual Electors' Meeting on 16 May but this is clearly now not possible. However, the Chairman will present the key issues from the Plan, with a full progress report.

Councillor Batcup will approach the "Awards for All" organisation to request an extension of time for completion of the Plan as the original completion date was set at July 7 2013. The revised date to be

requested is 31 October 2013 which should allow sufficient time for the Plan to be completed and launched for all parishioners at a meeting in September.

## **7. Planning**

Clerk circulated an abridged version of a control spreadsheet (Appendix A) he was now maintaining, showing inter alia, details of all planning applications received, a summary of councillors' comments and the Council's final recommendation.

Councillors welcomed this new product and agreed that it would provide a useful summary of, and control over, planning issues.

Chairman stressed the need for a full response (ie at least three councillor comments) for all planning applications and asked the Clerk to issue reminders where this requirement was not met.

## **8. Highways**

### **8.1 Bus Shelter.**

NYCC are still pursuing the Parish Council for the cost of reparation. Although the Insurance Company has accepted its liability it is not prepared to make an acceptable settlement and the Parish Council is therefore not able to reimburse NYCC. The Parish Council does not accept the Insurance Company's stance and is still (via the previous Clerk) pursuing, ultimately with a view to reference to the Insurance Ombudsman, if a satisfactory response is not received.

### **8.2 Cardale Park Development**

Chairman attended a recent meeting with HBC and its Transport consultants. The Parish Council's main concern is the potential impact of increased traffic flow through the Village, following any significant residential development on this site. It was confirmed that the proposal was for a major housing development, involving some 2000 new houses, but HBC felt that this would be largely for "Harrogate workers" and would therefore have little impact on the Village, and there was little risk of "rat runs" being established.

Councillors were firmly of the view that, in reality, the creation of 2000 new houses would certainly involve workers in Leeds, Bradford, Otley etc and would definitely raise the prospect of significant adverse traffic impact through the Village. Furthermore, it was felt that the Village roads did serve currently as a "rat run" as indicated by figures from a previous traffic survey which showed considerably increased traffic flow at peak periods. Chairman would speak with County Councillor Fort to take this matter further.

### **8.3 Level Crossing Illumination**

Concern has been expressed at the perceived increased danger of a serious RTA at the Junction of Hall Green Lane and the A658 due to possible driver confusion over the level crossing lights. NYCC have agreed with this assessment and have required British Rail to remove the offending lights or come up with an alternative solution.

### **8.4 Litter Pick**

As reported in the Parish News, thanks expressed to all those who took part, but with the main issue being the significant number of dog foul bags collected. The Chairman has approached HBC with a request for the provision of three extra bins (which would be emptied by HBC). If this is not forthcoming should the Parish look to provide extra bins itself? This was agreed in principle, subject to cost, and the Chairman will make appropriate enquiries of suppliers for black or green bins.

### **8.5 Neighbourhood Watch Scheme**

Chairman has now obtained additional signs which need to be affixed to appropriate locations in the Village. Could councillors seek offers from any interested parishioners for these signs to be erected?

## **8.6 Damage to verges**

Once again several instances of significant damage to grass verges had been reported, particularly on Brackenthwaite Lane, outside the Harrogate Riding Centre. County Councillor Fort has raised this specific issue with NYCC Highways who will follow up with HBC.

Chairman asked for approval to purchase 3 or 4 wooden posts (for a budget of c£100, including installation) for outside the Village School. This to act as a trial which, if successful, could be repeated at other needy locations in the Parish. Councillors approved this proposal.

## **9. Village Garden, Amenities and Activities.**

9.1 Village BBQ and Party in the Garden on the 8<sup>th</sup> and 9<sup>th</sup> June. All necessary arrangements made. Chairman to organise sale of tickets.

9.2 Play equipment

Arising from the Parish Plan questionnaire and from other comments received, it has become apparent that additional play equipment for 5-10 year olds, would be welcomed. This entails the provision of a slide and a swing to be sited in the Village Garden, adjacent to the existing play area. Chairman has made enquiries of 2 companies who will quote for the facility. The cost is likely to be fairly significant and would need either a fundraising event or Lottery grant. Chairman will report back to the next Council meeting.

## **10. Correspondence and miscellaneous items.**

10.1 PC Ayre reported that there had been no crime recorded in the Parish since the last meeting, but asked that any instances of door to door salesman activity occurring in the Parish should be reported to the Police.

10.2 Tree preservation order. Concern has been expressed that a local landowner may be about to fell a number of trees which may be subject to tree preservation orders. However on enquiry of HBC no such orders are in evidence, nor are any located in the Parish Council files, so at the moment no action can be taken, although it is noted that any parishioner can apply for a tree preservation order to be established. **NOTE** since this meeting, the previous Parish Clerk has located her copy of the aforementioned TPO and has advised the Chairman that she will be following up on the matter with HBC. The Chairman has requested a copy of the documents and correspondence for the Parish records.

10.3 Items for the next Agenda

The Council's Risk Assessment and other standing policies will need to be reviewed and updated where necessary.

## **11. Dates of next Meetings – July 11 2013 September 5**

Both meetings to be held at North Rigton School.

## **12. Meeting closed at 21.47 hrs.**