

North Rigton Parish Council

Minutes of the meeting held at North Rigton School

11 July 2013

1. Attendance and Welcome; consideration of any Apologies for Absence.

1. Present:- Councillors Mary Hopkins (Chairman), Andrew Batcup (Vice Chairman), Tim Bennett, Barbara Massey, & Mike Richards (Clerk). In attendance, County Councillor W John Fort
2. Apologies for Absence – Amanda Martyn, Christine Ryder (HBC councillor)

2. Resignation of Councillor

1. Chairman presented a letter from Councillor Margaret Splain in which she regretfully tendered her resignation from the Parish Council due to ill health. Councillors expressed their sympathy and recorded their best wishes for a return to full health. Clerk to draft a letter thanking Margaret for her many years of service to the Council.
2. Chairman outlined the steps to be taken to appoint a new councillor which would either involve a formal election (if 10 written requests are received after the vacancy has been advertised for 14 days), or, if less than 10, co-option by the Council. The Chairman asked Councillors to consider suitable candidates for co-option in the event of a formal election not taking place.

3. Approval and signing of Minutes; Matters arising

Minutes of the meeting of 9 May were considered and **approved** as a true record.

4. Requests for order variations and Declaration of Interest.

4.1 No declarations of interest were expressed

4.2 Councillor Fort again expressed his difficulty in attending meetings on Thursday nights as another parish council (Washburn?) also meets at the same time (and he would need to leave this meeting at 20.30hrs to attend the other meeting!). He asked if this Council could consider meeting on another night. Councillors agreed to consider whether Wednesday night could be an acceptable alternative. (After all Councillors had had the opportunity to consider subsequently, it was agreed, provisionally, that future meetings would be held on Wednesday nights.)

4.3 Subsequent to the above, Councillor Fort asked if Highways (Agenda item 8) could be brought forward to the next item. This was agreed.

5. Highways

5.1 Bus shelter. Councillor Fort confirmed that NYCC are now not pressing for payment from the Parish Council and the full amount will be written off.

5.2 An amount of £400 had been offered from the insurance company in respect of time spent by the former Parish Clerk in pursuing this claim. It was agreed that a sum would be offered to the former Clerk and the balance would be credited to PC funds to be used for the benefit of the Parish.

5.3 Cardale Park development. The Council has responded to the local development plan consultation, setting out our concerns over potential traffic impact on the Parish. The consultant's report had not covered the rural aspects of the potential development, particularly the establishment of a "rat-run" through the village. It was also felt that HBC's assertion that the housing would be significantly for "Harrogate workers" (and therefore traffic flow would not be an issue for North Rigton) was significantly misguided. The Council asked for a further traffic survey to be carried out, but this time at rush hour, so that the existence of a current "rat run" can be confirmed.

A response from HBC is awaited.

5.4 Level crossing. NYCC Highways and NY Police have affirmed concerns over the danger to traffic from the level crossing lights. Network Rail has been informed that the junction is now a design fault and it must take action to light the junction. (this would be a further plus point for the traffic survey, to cover the realistic danger of an increased traffic flow having to queue back from the level crossing into the A658)

NB subsequent to this meeting, the Chairman has met with representatives from NYCC, NY Police and Network Rail, "on site," where she was able to represent the Council's views on the matter.

5.5 Potholes. Although some action has been taken by NYCC, a significant number of potholes/highway damage still exist. Clerk (in conjunction with councillors) will put together a list for submission to Highways. List to be copied to Councillor Fort.

5.6 Square and Compass Inn. There have been several instances of cars in the car park, sliding into the house opposite, causing significant damage. The S&C will alter the parking layout lines which should help to prevent a future occurrence. In addition, the house owner (Mr A Scott) is considering erecting some form of barrier in the verge. This being the case, we need to apply for a licence from Highways. Clerk will action.

Councillor Fort left the meeting at 8.30.

6. Administration.

6.1 Appointment of Parish Clerk –following successful completion of the 6 month probation period, Mike Richards' appointment was confirmed. Contract of Employment was approved.

6.2 Internal Audit report –financial governance.

Clerk reported that action had been taken to resolve the minor issues reported ie

- Cheque stubs now initialled by 2 councillors, after cross check with invoices
- Appointment of Clerk formally recorded
- Minutes of each meeting signed and dated by Chairman

Action was still needed to 1) establish a formal, detailed Asset Register,(including registering ownership of the land comprising the Village Garden) and

2) make the necessary arrangement to undertake a review of the adequacy of internal audit arrangements.

Clerk to action

6.3 Parish Council Governance

To record formally the existence of, and adoption of the following documents and policies:-

Standing Orders

Code of Conduct

Parish Council responsibilities

Register of Pecuniary Interests

Financial Regulations.

All councillors confirmed awareness of and adherence to, the above.

6.4 Risk Assessment 2013-2014.The document was circulated and four minor amendments made:

- 6.4.1 Addition of "Publication of Council activities" in the "Controls" box relating to Council membership

6.4.2 Impact on "Training risk" in same section as above, raised to "3"

6.4.3 Addition of "and website" in "Action needed" box for "Poor attendance at meetings"

6.4.4 Impact rating raised from "2" to "4" in "Supplier risks – supplier connected with members/staff"

Councillors approved the updated risk assessment.

7. Finance.

7.1 Receipts and Accounts payable.

- i. £30 to Mrs L Moore for internal audit services
- ii. £514.93 to Aon UK for insurance cover 2013-14
- iii. £160.28 to Mrs M E Hopkins for BBQ and P-i-G expenses.
- iv. £105.50 to Mrs A Martyn .for BBQ and P-i-G expenses

All the above were AGREED for payment.

Clerk requested approval in advance for purchases of "office equipment" (mainly printer cartridges and associated items) – all such items to be subsequently approved and authorised via the minutes. Councillors indicated their approval.

7.2 Jubilee Fund. Village Green Bench – update. Chairman reported that the plaque would need to be affixed before the bench could be erected and installed. Wording on the plaque therefore agreed as "**Queen's Diamond Jubilee 2012**" Councillors indicated their agreement for the Chairman to go ahead and make the necessary arrangements for the bench to be installed as agreed.

8. Parish Plan

Councillor Batcup circulated a paper outlining the current position of the Plan and also confirmed that "Awards for All" had agreed to an extension of the timescale for Plan completion to 11 October. No further extension would be granted and all unspent monies from the original grant of £3045, as at that date, must be returned.

3 competitive quotations for printing 250 copies of the Plan will be obtained and the Plan will then be launched at an event at the Square and Compass at 7pm on the 19 September, with a buffet and refreshments provided. Councillor Batcup will give a short audio-visual presentation to those attending, along with distribution of hard copies of the Plan. A distribution to every house in the Parish will then be made in the following week.

9. Planning

9.1 Clerk circulated the Planning Control List.(Appendix A) The only items to note were the refusal of planning approval for the Crain Syke Farm development and the granting of approval for the revised scheme at Newfield House, Shaw Lane. Both outcomes being in line with the Parish Council recommendations. .

10. Village Garden, Amenities and Activities.

10.1 The financial statement for the Party in the Garden and Village BBQ was circulated, showing a net profit of some £1900, all of which would be spent for the benefit of the Parish. Chairman suggested that a review of both the BBQ and the P-i-G would be useful to determine the pattern for future events. A meeting was proposed for the 5 September, at 6.30 at the School, prior to the Council meeting.

Councillor Batcup offered his congratulations, on behalf of the Council, to the Chairman for all her hard work in preparing and running the two events. Chairman confirmed that she has personally thanked the Square and Compass for its donation of the beer and lager.

10.2 Installation of play equipment (goal and basketball posts) A quotation of £250 had been received from specialist contractors, which was significantly less than that of the equipment suppliers. Andrew Keane would also be approached for a quotation and the lowest appropriate bid would be accepted.

10.3 Trim Trail. This has now been roped off to prevent use. The above "specialist" contractor will be approached for an estimate of the cost of renovation or removal, whichever is deemed the most appropriate.

10.4 Village flower tubs The Chairman was unable to get a response from Horticap to carry out the usual work on the tubs, but fortunately Shirley Farrar volunteered, with the Chairman's assistance, to step in and do the work free of charge. The Parish Council expresses its thanks to both for this kind gesture.

11. Correspondence – No items received.

- **Dates of next Meetings** – September 5 2013 (18.30hrs Party in the Garden, followed by Parish Council 19.30).
- November 13 2013 19.30hrs.
- Both meetings to be held at North Rigton School.

12. Meeting closed at 21.40 hrs.