

North Rigton Parish Council

Annual Meeting of the Parish Council

Minutes of the meeting held at North Rigton School

8th May 2014

1. Election of Chairman

Mrs Mary Hopkins was proposed for re-election by Councillor Massey, seconded by Councillor Martyn. Councillor Hopkins duly elected, nem con. Mr Andrew Batcup proposed for re-election as Vice Chairman by Councillor Martyn, seconded by Councillor Massey. Councillor Batcup duly elected nem con.

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

Present:- Councillors Mary Hopkins (Chairman), Barbara Massey, Amanda Martyn, Jo Scott, Tim Bennett & Mike Richards (Clerk).

In attendance: John Fort and Christine Ryder

Apologies for Absence – Andrew Batcup.

3. Approval and signing of Minutes; Matters arising

Minutes of the meeting of 5 March 2014 were considered.

3.1.1 Petty Cash account had now been set up (imprest amount of £100), held by Clerk. Purpose is to reimburse small amounts of expenditure when cheque payments are not convenient or practical. Clerk will report all transactions to Council meetings..

3.1.2 Declaration of Interests. Clerk confirmed that the Localism Act 2011 did require Councillors' declarations of pecuniary and other interests to be recorded on the parish council website and he had drafted a suitable table to capture this information. Councillors present completed their statements accordingly and the record will be included on the website in due course.

3.1.3 Chairman reported that she had been unable to make any progress on this issue, but would be making further enquiries before the next meeting in July.

3.1.4 Bank Mandate Due to bank error, the revised mandate had gone missing, so a further revised mandate was now required. Clerk will arrange and councillors will again need to be authenticated at the bank (driving licence/passport + utility bill required)..

3.1.5 Trim Trail. Following discussions with the school, it had now been decided that the best option was for the equipment to be removed rather than repaired. Chairman agreed to approach a local contractor to arrange for the Trim Trail to be dismantled and removed, at no cost to the Council.

There being no other amendments or comments, the minutes were approved for signature by the Chairman.

4. Requests for further order variations and Declaration of Interest – None.

5. Administration.

5.1.Clerk's remuneration. Current arrangements are that the Clerk's salary is paid each month via the Douglas Tonks agency, at a cost of £15 per month. As the Clerk has experience of the HMRC's Real Time Input (RTI) system it makes sense for the payment to be dealt with in-house, via direct debit, thereby saving £180 pa. Clerk agreed to this revision but with the proviso that strict controls and oversight must be applied, to meet with financial regularity. The 1% salary increase in line with nationally agreed pay scale was agreed for payment w/e/f 1 April 2014.

5.2 Chairman asked for approval for the Clerk to be paid an additional sum equating to 12 hours, for additional work leading up to the Council's 2 submissions to the Planning Inspector for the examination of HBC's DPD. Councillors agreed to this request.

6. Finance.

6.1 Annual Accounts, Annual Financial Statement and Annual Governance Statement.

Clerk presented these documents for review by councillors. There were no significant items to report on the accounts, in comparison with last year, other than to note that we had built up a healthy reserve which would stand us in good stead should normal fundraising activities prove not to be as successful as in previous years. We would however, need to keep this balance under review and possibly consider earmarking a significant amount for future projects to avoid falling foul of financial regulations

The Annual Financial Statement (AFS) and Annual Governance Statement were considered and the Clerk was authorised to complete the AFS in line with the detailed Annual Accounts and the Annual Governance Statement was completed with positive responses to all questions.

6.2 Receipts and Accounts payable. Chairman had a number of small amounts to claim – these would be aggregated and paid from petty cash.

7. Parish Plan

7.1 “Tea club”. First two meetings had been well attended and it was pleasing to note that the “target audience” ie the “stay-at-home” parishioners were well represented. .

7.2 Village walk. Attendance at the first event was somewhat disappointing but it was hoped that the shorter walk planned for June would attract more participants.

7.3. Community Room. All indications from the meeting held last week, with all interested parties, were that positive progress was being made, but matters were still at an early stage. Arising from concerns expressed elsewhere, the Chairman was at pains to stress that there should be no deleterious impact on Almscliffe Hall should the plans for a Community Room go ahead..

8. Planning

8.1 Clerk reported that he had received confirmation from HBC Planning Dept that the applications from Almscliffe Manor and St John’s Drive, North Rigton, had both been granted.

9. Highways, Footpaths and Verges

9.1 Potholes and verges. Further surface deteriorations have occurred, namely:-

- a) Outside Green Meadows
- b) Rigton Close
- c) Brackendale
- d) Bottom of Church Hill
- e) Mini roundabout at junction of Church Hill and Rigton Hill/Hall Green Lane

In addition, repairs already carried out on Crag Lane were sub-standard and unacceptable. Clerk will bring all these points to the notice of NYCC Highways Dept, as well as the “fly-tipping” of a mattress at the sub-station/depot on the A658..

10. Village Garden, Amenities and Activities.

10.1 Litter pick was very successful – thanks to all the volunteers who worked hard to make this possible.

10.2 Party in the Garden. Additional volunteers had now made themselves available and arrangements were well in hand for the w/e of the 7th and 8th of June. Chairman has commenced a formal risk assessment and is also arranging to purchase a first aid kit.

10.3 Football pitch – a small team of volunteers had marked out the playing area and the pitch is in good condition for the summer months. (Also, it was pleasing to note that there was clear evidence that the basketball post and net had been used)..

11. Correspondence

11.1 .A letter had been received from NYCC informing the Council that from 2015, verge cutting of an “amenity” nature would no longer be carried out by its contractors. This was noted but it was felt that there would be little impact on the Parish.

12. Dates of next Meetings:-

Wednesday 2 July (Agenda to include review of policies and all aspects of governance)

Wednesday 3 September

Wednesday 5 November

Meeting closed at 21.10 hrs.

Signed

(Chairman)

Date