

North Rigton Parish Council

Minutes of the meeting held at North Rigton School

2nd July 2014

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

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

Apologies for Absence –Borough Councillor Christine Ryder

2. Approval and signing of Minutes; Matters arising

Minutes of the meeting of 8 May 2014 were considered.

2.1.1 Play equipment. Chairman reported that she had now had a more reasonable estimate for the provision of a basket swing, but it was still in the region of £3500. There would be an additional cost of some £2400 for landscaping, but it was felt that a local contractor would be able to carry this out at a lesser cost. Councillors Bennett and Scott thought that to spend some £6000 on this provision was excessive and they would not be happy to support such a move. Following further discussion it was agreed not to pursue this for the time being but to consider other areas which would provide better value for money.

Clerk reminded councillors of the healthy balance in the Council's accounts and suggested that the Council should consider formally earmarking a sum for a specific expenditure item.

2.1.2 Trim Trail. No progress has been made over the repair or disposal of this equipment. The School has not offered any comment or agreed to the Council arranging for disposal so far. Councillor Batcup suggested that the Clerk write to the School, enclosing a "pro forma" approval note, authorising the Parish Council to arrange for dismantling and removal of the play equipment. Councillors agreed that this was the best course of action and the Clerk undertook to pursue as instructed.

2.1.3 Community Tea Club. The last meeting had been poorly attended (only 2 parishioners, plus 2 Councillors) so it was questioned whether or not to continue. It was felt that attendance may have been adversely affected by the onset of the "holiday season" so it was agreed not to hold a tea during August and September but continue again in October and November and review the position then.

2.1.4 Walking Group. Again, as above, it was disappointing to note that the first two events had been poorly attended and continuance was again questioned. In discussion, it was accepted that there could be several problems, such as distance, timing, and difficulty of terrain, which might affect attendance, so it was agreed to go ahead with the next two planned walks and then review again.

2.1.5 Bank mandate. Clerk again outlined action to be taken by councillors in order to become validated on HSBC's system ie to take in proof of identity and home address which would be photocopied by the bank. Originals and initialled (by bank) copies would then be handed back to individuals. These photocopies should then be forwarded to the Clerk who, once all copies had been received, would take these, plus the signed mandate form (already held by him) back to the bank and the requisite number of signatories would be formally recorded on the bank's system. To (hopefully) facilitate matters, Clerk would email name of bank contact to all councillors.

Other matters arising:-

2.2 .Any other matters arising - None.

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

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

4. Administration.

4.1 Policies and procedures.

4.1.1 Clerk had circulated current copies of Standing Orders, Risk Assessment and Code of Conduct prior to the meeting, for review and comment. Councillors considered that all documents were fit for purpose although there were some discrepancies in the numbering of the Standing Orders and it was felt that the Risk Assessment should include some reference to Health and Safety considerations at Parish Council events such as the BBQ and Party in the Garden. Clerk will make necessary amendments/additions and present to the next meeting.

4.1.2 Internal Financial Control. Councillors expressed themselves content with the current arrangements ie all payments to be formally approved and recorded in the minutes, cheque stubs to be initialled by two councillors and compared to relevant invoice, and all cheques to be signed by two councillors (or Clerk, plus one councillor in exceptional circumstances).

4.1.3 Internal audit arrangements. Clerk opined that the current arrangement was satisfactory in that the audit was carried out by Mrs Lis Moore, who was professionally qualified and totally independent of the Council. Councillors agreed.

4.1.4 Planning applications. Chairman reminded councillors that a minimum of three councillors were required to respond with their views, to the Clerk, for him to summarise and submit the Council view to Harrogate Planning Department.

Following previous unsatisfactory occurrences with the Planning Department in such areas as poor or missing site plans and apparent breakdown in communication, the Clerk had, as instructed, written to Mr G Bell, the Chief Planning Officer, seeking a response to these shortcomings. The reply received from Mr Bell's office did not satisfactorily answer these questions. The Chairman suggested that the best way forward would be for a meeting to be sought with Mr Bell. Clerk will arrange for this meeting to be held before the next Council meeting.

Chairman also suggested other internal improvements ie Planning Control List to be updated for every meeting (where necessary) and also for all planning issues and actions to be separately recorded in the minutes.

4.2 Register of Interests. The Register (in tabular format for inclusion on the website) needs to be finalised with the addition of Councillor Batcup's information. Clerk will extract this from the Register details and add to the table as required before submitting for insertion on to the website.

5 Finance.

5.1 Receipts and Accounts payable.

Mrs M E Hopkins – reimbursement of items purchased for BBQ and Party in the Garden

Tea urn	£47.50
First Aid kit	£21.00
Cabling	£126.00
Tea club	£14.00
White lining	£31.64
Hose clips	£1.78

Clerk's expenses

Colour printer cartridge £34.78

5.2 Reimbursement of previous Clerk's expenses (cheque cancelled due to being out of date) £138.91

Agreed for payment.

6 Parish Plan

6.1 Community Room. Chairman had met with Church Treasurer and reported that little further progress had been made. It would seem that the Treasurer is not anxious to pursue this issue at the moment and it would seem that little action will be taken until the Rector returns from his leave of absence in September/October. Agreed to keep this item on the agenda for future meetings.

6.2 Other initiatives – Councillor Batcup suggested that the Action Plan be reviewed at the next meeting for consideration of other areas to pursue or sponsor.

7 Planning

7.1 Clerk circulated the letter sent to and the response from the Chief Planner. See above at item 4.1.4 for agreed action.

7.2 A planning enforcement note had been received in respect of Prospect House, Rigton Hill. A complaint had been made to the Planning Department over a possible breach of planning regulations, with regard to the installation of new windows. On examination however, the Inspector had deemed that the work carried out was within existing approvals. No further action to be taken.

7.3 Crain Syke Farm – retention of caravan. The Parish Council had objected to this application on the basis that circumstances had not changed after the removal of the other four caravans on the same site, and there was still unacceptable intrusion into the Green Belt. Response awaited from the Planning Department.

8 Highways, Footpaths and Verges

8.1 Potholes and verges. It was pleasing to note that the areas notified to NYCC Highways for rectification have been accepted but corrective action would not be taken until the end of summer.

8.2 It was noted that a water leak had appeared in Hall Green Lane, adjacent to Swindon Close. Clerk will bring to the attention of Highways to seek corrective action.

9 Village Garden, Amenities and Activities.

9.1 BBQ and Party in the Garden.

A very successful outcome despite an unhelpful weather forecast. It was very fortunate that the rain stopped and the sun shone just as the BBQ was about to start, with similar good fortune the following day for the Party in the Garden. Some £1660 was raised from both events, which will go towards upkeep of the village. The Bike Trail was also very successful and well attended, raising some £185. Thanks to Mrs Erica Hill for her hard work in organising the event.

9.2 Goal posts. The goal posts, purchased and erected by the Parish Council, on the school playing field, were showing signs of rust. This is contrary to the manufacturer's guarantee and the Chairman is in discussion with the supplier to have the relevant parts replaced and installed, at no cost to the Council.

10 Correspondence

Chairman has received a letter from a horse rider about the speed of traffic down Hall Green Lane. The horse rider was involved in an altercation with a lorry driver and a Post Office van driver due to the speed of those vehicles. Councillors had also witnessed excessive speeding in this location. It was agreed to keep this matter under review and decide if an approach should be made to Highways to consider whether a reduction in the speed limit was an option.

11 Any other business

Arising from information received by the Clerk, the Chairman raised the question of a public access defibrillator being provided in the village. Following discussion surrounding feasibility and cost, all councillors agreed that this was an issue to be pursued. Clerk agreed to make the necessary enquiries.

12 Dates of next Meetings:-

Wednesday 3 September 2014

Wednesday 5 November 2014

Meeting closed at 22.12 hrs.

Signed

Chairman