

North Rigton Parish Council

Minutes of the meeting held at the Chapel Hall, North Rigton

1st July 2015

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

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

Apologies for Absence – Mary Hopkins (Chairman), Andrew Batcup, John Fort (County Councillor) and Christine Ryder (Borough Councillor)

In the absence of the Chairman, Barbara Massey took the chair.

2. Approval and signing of Minutes; Reports on Matters arising

2.1 Dog walking (School playing field) A letter has been sent to the complainant, explaining the position. Until a definitive response is received from NYCC, responsible dog walking will be allowed, on the strict understanding that all dog mess be immediately removed and properly disposed of, by the owner. A notice to be displayed to this effect.

2.2 Expenditure proposals. The Chairman was seeking the Council's approval to replace the existing wooden fencing around the play area, with metal equivalent. Councillors discussed in depth but expressed concern at children possibly getting stuck in the fencing structure. Other material options were then discussed and it was agreed that quotations should be sought for "composite" material, metal and also construction of a stone wall. Councillors agreed in principle to the cost of a) clearing the mound and b) erection of suitable fencing/wall.

2.3 Car parking – Square and Compass. The Chairman and Clerk had both taken photos of cars parked outside the pub, on a Sunday lunchtime. This evidence could be sent to NYCC to support initiation of some parking restriction action. It has been noticed however, that the recent position is much improved, as customers appear to be following the pub's request to park more responsibly. The Clerk will contact NYCC to enquire if it is acceptable for the pub (or Parish Council) to affix signs to the pub perimeter wall, requesting customers not to obstruct the road and footpath. Councillors felt that any formal action by NYCC (eg double yellow line marking) should be avoided and only considered as a last resort. Councillors also asked for a letter to be sent to the Square and Compass, thanking them for their action.

The minutes of the meeting held on 6 May (subject to the addition of Amanda Martyn as being in attendance) were approved as a true record and the Vice Chairman authorised to sign.

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

4. Administration

4.1 Internal Audit report – the Internal Audit report for 2014-15 was presented for Councillors' information. There were no matters arising.

4.2 Review of Internal Financial Control – the Clerk reminded councillors of the Council's arrangements which are predicated on all expenditure being approved by councillors and minuted, all cheques requiring two signatures, with corresponding invoices being initialled by two councillors. These arrangements are accepted as good practice.

4.3 Risk assessment – copies of the risk assessment schedule were circulated. Councillors agreed no amendments were required.

4.4 Copies of the Parish Council's Code of Conduct were provided for each councillor. A formal undertaking pro forma will be made available for each councillor to sign as declaration of adherence to this Code.

4.5 Register of Councillors' Interests – Councillors confirmed that there were no changes to the register as recorded on the website.

5. Finance.

6.1 Approval of expenditure.

SLCC membership £76.00

Tables

Gazebos

ROSPA annual inspection - £60
T Massey – Banner for BBQ/PitG - £78.00

Website licence - £100.66

Councillors approved the above items for payment.

6 Planning

6.1. Planning applications – all planning applications and the Parish Council's responses will now be uploaded to the Parish website. Need to discuss with Oliver Connolly the best way for this to be done.

6.2 Parish Council planning protocol – has now been updated. Councillors discussed whether this should also be uploaded to the website, but it was seen as internal guidance rather than a formal public requirement.

7 Highways, Footpaths and Verges

7.1 Grass cutting. It was originally hoped that the cutting of those verges no longer covered by NYCC would be within the capability of our existing gardening contractor (Sue Keane) but after due consideration this is no longer the case. Accordingly, the Chairman has sought quotations from three other contractors. The cheapest is from an individual living in Weeton who is taking on small scale gardening projects such as this. Unfortunately he does not possess the heavy duty strimmer required for this function. He is to enquire about the cost of hiring this equipment and we will then see if this option is viable.

7.2. Visibility splays. Clerk will contact NYCC to request cutting back of these splays on the A658 junctions with Hall Green Lane and Church Hill.

7.3 Traffic counts. The data collected on Church Hill was incomplete due to equipment failure. NYCC will repeat the exercise, but at a cost of £150 to the Parish Council. Councillors agreed to this for both Church Hill and Hall Green Lane, but only if the surveys could be completed before the end of school term. (Clerk enquired if this could be done, but unfortunately it could not so the exercise is deferred until September)

7.4 The new street lighting adjacent to the level crossing is to be extended (one further lamp post on Hall Green Lane).

8. Village Garden, Amenities and Activities.

8.1 Feedback from the BBQ/PitG. The Chairman emailed all who had participated to thank them for their support in raising some £1700 which will go towards the upkeep of the village. Both events were well attended, despite the poor weather on Sunday. We have been gifted two BBQs and have purchased two new gazebos and extra tables which should benefit future events. Special thanks to Alastair and Paul of the S&C for the provision of wines and beer and all the associated equipment, and to Erica for arranging the Flowerpot Fiesta. Thanks again to everyone involved who give much more than is obvious on the day.

8.2 Village walk. Jo Scott will organise the next village walk for Saturday 5 September. See the Parish News for details.

9. Correspondence.

None

10 Any other business

10.1 Transparency Code. As part of the new audit framework, effective from April 2017, parish councils with an annual turnover of less than £25,000 will be exempt from external audit. In place of external audit, parish councils will be required to publish relevant information about accounts and governance, for the benefit of local electors and ratepayers. This "relevant information" includes

- All items of expenditure above £100
- Annual accounts
- Annual governance statement
- Internal audit report

- List of councillors responsibilities

Councillors discussed the ramifications of this requirement and it was agreed that Oliver Connolly (who manages the Parish Council website) would need to be consulted on the best way of recording this information.

10.2 "Demand" bus service. Details had been received from NYCC of a proposed bus service to operate on Thursdays and Fridays, running between North Rigton and intermediate villages,, to Wetherby. Use of the service is dependent on individuals booking their seat in advance. More details will be posted in the Parish News.

11. Date of next Meeting:-

Wednesday 2 September 2015

Wednesday 4 November 2015

(Both meetings to be at the village school)

Meeting closed at 20.55 hrs.

Signed

Chairman