

AZERLEY PARISH COUNCIL

CLERK: DAVID TAYLOR
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Minutes of the Ordinary Meeting of the Parish Council held on Thursday 30th September 2021 at 7.30pm Mickley Church Room, Mickley

(2021 – 072) **Present** were Cllr Neal Topham (Chairman), Cllr Robert Weatherhead (Vice Chairman), Cllr Jan Lawson, Cllr Patricia Harling, Cllr. Sheila Miller and Cllr Brian Thackray.

(2021 – 073) Also present were David Taylor, Clerk and 1 member of the public.

(2021 – 074) **Apologies** were received Cllr Bernard Sanders and Cllr Margaret Atkinson.

(2021 – 075) A **Declaration of Interest** was received from Cllr Thackray in regards to Item 32 (**Planning Application** 21-03935-FUL).

(2021 – 076) It was **Resolved** that the minutes of the meeting held on 22nd July 2021, having been circulated for consideration beforehand were not a true and correct record and should be amended to reflect that the Clerk had told the meeting of a possible problem concerning the submission of the Certificate of Exemption for the year 2019-2019. This would, if an appeal being made by the Clerk was unsuccessful have a financial impact on Parish Council finances. It would not, however, go against the Declaration passed by Members in Section 1 of the Annual Governance and Accountability Return 2020/21 (The Annual Governance Statement) – a clause of which states "*We took all reasonable steps to assure ourselves that there are no matters of actual or potential noncompliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.*"

The Chairman deferred signing them until they had been amended to the satisfaction of the Council.

(2021 – 077) It was resolved that in order to comply with statutory regulations the Clerk shall post agendas and circulate agendas & summons' 3 clear days prior to a forthcoming meeting. It should be noted that a "clear day" does not include a bank holiday or a Sunday and as a matter good practice only not a Saturday.

It was further resolved that the procedure for circulating the minutes of meetings be made clear.

(2021 – 078) It was resolved that the draft minutes should be written up within 7 calendar days of the meeting. They should be circulated to Councillors upon completion. Councillors will return approval and or comments with 7 days and the clerk shall post them on the website. This would mean that draft minutes would be posted on the website within a target time of 14 days from a meeting.

(2021 – 079) It was resolved that the Clerk shall let Harrogate Borough Council know the new website address.

(2021 – 080) Cllr Margaret Atkinson **reported** from North Yorkshire County Council that all activity seems to all be about the move to a Unitary Authority. Proposals have gone to the Government for 89 wards (at present there are 72 in North Yorkshire) with nearly all being single wards. As this is happening so quickly there is talk of North Yorkshire having the Elected Mayor election on 6th May 2022. It is also being said that all Parish Council elections will also be held on 6th Mat 2022. This election will be for a 5 year period being one year at the old term and 4 years at the new term. District Councils will cease to exist in April 2023.

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The County Council have just spent £2.2m on new gritter wagons in readiness for this winter. NYCC usually spend between £6m and £10m each year on road gritting and treat more roads than any other county in the British Isles.

A team of 100 are working 24/7 on the Bilsdale Transmitter to get as many people back to having television. A new transmitter will be built as soon as possible when planning permission is granted.

The Yorbus service is turning out to be a success having had over 900 passengers in August.

(**2021 – 081**) Cllr Margaret Atkinson **reported** on the following from Harrogate Borough Council who say it is "Business as Usual". The Ripon swimming pool is on track to open before the end of the year. As staff have to be trained on the new pool there will be no facilities in Ripon for about a month. Anyone can now use the Swimming pools and Gyms without having to book.

The Harrogate Borough Council planning department are running behind with the processing of planning applications. A new system to transfer over 1 million records to a new system but it didn't help putting in a new system which they did in August and had over a million applications to transfer to the new system.

(**2021 – 082**) The Clerk **reported** that there was a dispute between the Parish Council and PKF Littlejohn who are the officially appointed external auditors to local council in the Yorkshire area.

The dispute was that a Certificate of Exemption for the year 2019-2020 had not been received from the Parish Council.

The Clerk recounted the events leading to this situation as;

- a. A Certificate of Exemption is submitted by local councils who have a financial turnover of less than £25k per annum. This exempts them from the expense of submitting to a full audit by PKF Littlejohn. The local council then commissions a suitably qualified person to undertake an internal audit, at far less expense.
- b. The statutory date for submission of this document is 30th June.
- c. At the beginning of the pandemic lockdown period, this date was amended by Parliament.
- d. The Clerks position is that he was aware that the date had been amended but that he was not aware of the new date.
- e. A certificate of exemption, although approved by resolution by the Parish Council, was never submitted to the external auditors – PKF Littlejohn.
- f. The first the Clerk was aware of the problem in relation to Azerley Parish Council was when a notice was received stating that a fine amounting to £480.00 + VAT was due and that because a certificate of exemption was not received for the previous year then the certificate of exemption for the year 2020 – 2021 was invalid and that it was required that the Parish Council's audit should be carried out by PKF Littlejohn at a further cost of £240.00 + VAT.
- g. It should be noted that this is contrary to a letter received from PKF Littlejohn informing the Council that the certificate of exemption 2020 – 2021 had been received and that all was in order and that no further action was required.

It was **resolved** that:

- h. Advice should be sought from YLCA / NALC regarding this matter and in to mean time,
- i. PKF Littlejohn should be asked to produce a paper trail demonstrating that they had sent the emails informing the Parish Council of the new date and also,
- j. Point out that this is disproportionate penalty for such a small parish council and also that,

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k. This omission did not prejudice the integrity of the audit process for the year concerned.

(2021 – 083) There was no report from the local Policing team. It was **resolved** that the Clerk shall find out why and that he shall suggest a representative from the Team attend a meeting in the near future.

(2021 – 084) It was **resolved** that regarding the issue of traffic on Back Lane, Galphay, the Clerk shall apply to NYCC Highways to place road signs similar to ones in use in a village in Cumbria (see Appendix "A", below) and in addition ask for a site visit with residents, councillors and Area 6 Highways.

(2021 – 085) The meeting was told that a dog waste bin had been requested by a resident in Mickley. It was noted that providing a dog waste bin was, per say, possible. The problem would arise in getting the bin emptied on a regular basis if at all. It was understood that Harrogate Borough Council are unwilling to take on this responsibility. It was **resolved** that the Clerk shall make enquiries with HBC to find out the present situation in this regard.

(2021 – 086) It was **resolved** that the Clerk shall find out about the prospect of providing litter bins at the site of the forthcoming additional village benches.

(2021 – 087) The meeting heard an update including recent correspondence regarding the telephone line serving "Yorebank" in Mickley. The Clerk said that he had asked HBC who was responsible for this. If an answer was not forthcoming in a reasonable time, it was **resolved** that the Clerk shall contact the house holders and inform them that it is not the responsibility of the Parish Council to trim the tree concerned. The householder should contact BT direct.

The following Correspondence was considered.

(2021 – 088) Planned Road Closure Notification - 31625 - High Lane, High Birstwith – **Noted.**

(2021 – 089) Planned Road Closure Notification - 30181 Church Lane, South Stainley – **Noted.**

(2021 – 090) Compliant Councils Hub – YLCA – **Interest shown by the meeting; the Clerk is to obtain more information.**

(2021 – 091) Queen's Green Canopy Initiative - Plant a Tree for the Jubilee. - **Interest shown by the meeting, defer to a future meeting.**

(2021 – 092) YLCA - MHCLG changes name – **Noted.**

(2021 – 093) Your Safety, Your Priorities, Your Plans – **Noted.**

Financial Matters:

(2021 – 100) The accounts for payment as listed on "Appendix B", below, were approved for payment with the exception of the Insurance renewal invitation. The Clerk shall seek clarification regarding cover on office equipment used at the Clerks home office.

(2021 – 101) A **Bank Reconciliation** to 30th September 2021 (including all payments up to and over £100.00) was received and unanimously approved. The Chairman was authorised to sign it when possible accordingly. This appears at "Appendix C", below.

(2021 – 102) A **Spending v Budget** report to 30th September 2021 was received and approved by the Council.

Planning applications:

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NB- Planning applications. All Comments and returns from the Parish Council can be seen on the HBC planning portal. Please see the note below for the meaning of Return Options.

The following **Planning Notices** were received:-

(2021 – 103) Planning Decision Notice - BT Telephone Boxes – **Call box in Galphay has been adopted by the GVI.**

(2021 – 104) Planning Decision Notice 21-02764-FUL Insertion of double height glazing to north elevation, Laver House Winksley Village. Mr & Mrs Stuart. **Granted subject to conditions.**

(2021 – 105) Planning Enforcement Letter - 21-00446-PR15 Galphay Inn Galphay ALLEGED BREACH: No electric charge points, acoustic fence, weep vents or landscaping PLANNING REF- 18-04211-FUL 20-01780-DISCON

(2021 – 106) Planning Enforcement Letter 21-00402-PR15 LOCATION: West Leas Farm Galphay. ALLEGED BREACH: Siting of static caravan and erection of agricultural building. Further to a report received advising us of a possible breach of planning control at the above.

(2021 – 107) Planning Enforcement Letter 21-00386-PR15 LOCATION. Foxgloves Galphay ALLEGED BREACH. Conversion of garage to permanent residence PLANNING REF: 21-00078-FUL.

(2021 – 108) Planning Enforcement Letter 21-00386-PR15 Foxgloves Galphay ALLEGED BREACH. Conversion of garage to permanent residence PLANNING REF. 21-00078-FUL

(2021 – 109) Planning Decision Notice 21-01960-FUL Conversion and extension of two linked etc LOCATION. Mickley Park Carr Lane to Carr House Farm Mickley. Staveley. **Granted subject to conditions.**

The following **Planning Applications** were considered:-

(2021 – 110) Planning Application 21-03988-FUL. Erection of wooden, mono-pitched roof garden room within the garden of the host property. Plane Trees House, Winksley. Alison Herbert. It was resolved to return Option "A" (The Parish Council has no objections.)

(2021 – 111) Planning Application 21-03769-FUL. Alterations to the existing garage etc. Prospect House Galphay Village Galphay Carley It was resolved to return Option "A" (The Parish Council has no objections.)

(2021 – 112) Planning Application 21-03584-FUL. Proposed single storey rear extension. Pasture Fields, West Lane, Galphay. Mr Brad Atkinson. It was resolved to return Option "A" (The Parish Council has no objections.)

(2021 – 113) Planning Application 21-03407-FUL. Demolition of existing single storey outbuilding etc. Galphay Woods Farm Galphay Lane to Galphay Woods Galphay. Mr Tom Ramsden. It was resolved to return Option "A" (The Parish Council has no objections.)

(2021 – 114) Planning Application 21-03574-FUL. Erection of single storey rear extension to form ground floor bedroom. Victoria House Mickley. Mr and Mrs Pringle

(2021 – 115) Planning Application 21-03935-FUL. Erection of single storey extension. Site of Clayton Farm Mickley Village. Mr A Riddell. It was resolved to return Option "A" (The Parish Council has no objections.)

(2021 – 116) Planning Application 21-03606-FUL. Replacement of 3 timber gates, etc (Revised Scheme). Dove Cottage, The Green to Plover Hill Galphay. Mrs Christina Dove, It was resolved to return Option "A" (The Parish Council has no objections.)

(2021 – 117) Planning Application 21-03607-LB. Replacement of 3 timber gates, etc (Revised Scheme). Dove Cottage, The Green to Plover Hill Galphay. Mrs Christina Dove. It was resolved to return Option "A" (The Parish Council has no objections.)

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(2021 – 118) It was **resolved** that the Clerk shall make the following amendments to the PC Website:-

- a. Correct a spelling mistake on "Meet your Councillors".
- b. Inform HBC, Galphay VI and AONB of the new website address.
- c. Update the forthcoming meetings page.

(2021 – 119) The Clerk requested that agenda items to be considered at the next meeting of the Parish Council should be sent direct via email or post to arrive no later than 1 week prior.

(2021 – 120) It was **confirmed** that the next Ordinary Meeting of the Parish Council would be on 25th November 2021.

A schedule of meetings appears at "Appendix D", below.

(2021 – 016) The meeting closed at 9.35pm

These minutes were recorded and prepared by the Clerk to the Parish Council, David Taylor.

Signed as a true record by Cllr Neal Topham, Chairman

Date:

These minutes are in draft form only and will not be classed as officially recorded minutes until ratified at the next meeting of the Azerley Parish Council.

At the Regular Meeting of the Azerley Parish Council held on **25th November 2021** it was resolved by unanimous vote to approve these Minutes, copies of which had been previously circulated to Members, as a true and correct record. These Minutes were then signed by the Chairman accordingly.

The signed Minutes are held in the Parish Council minute book at the Clerk's address, below, and can be viewed by prior appointment.

Clerk : David Taylor. 57 Whitcliffe Lane, Ripon, HG4 2LB. 01765 601693

When returning a standard form Parish Council Notification consultation decision there are four options that the Council can return. These are:-

Option A – The Parish Council has no objections.

Option B – The Parish Council objects on the planning grounds set out overleaf.

Option C – The Parish Council does not object to or support the application but wishes to make comments or seek safeguards set out overleaf.

Option D - The Parish Council supports the application.

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Appendix "A" –



Appendix "B" – Schedule of accounts approved for payment.

- i. Clerk's salary
- ii. Standing office costs
- iii. Out of pocket expenses (

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Appendix "C"

Bank Reconciliation as at 30.09.2021 Including all payments (up to and over £100.00)

Santander a/c ****2922	£ 12,867.75	
Less Acs Outstanding - See Shed '1'	£ 752.12	
Sub Total	<u>£ 12,115.63</u>	£ 12,115.63

Cash Book - 27.05.2021

Santander a/c ****2922	£ 10,775.24	
Add receipts - See Shed '3'	<u>£ 3,318.96</u>	
Sub Total	<u>£ 14,094.20</u>	£ 14,094.20
Subtract payments - See Shed '2'	<u>£ 1,226.45</u>	
	<u>£ 12,867.75</u>	
Subtract A/cs Outstanding - Shed "1"	£ 752.12	£ 12,115.63
Current State		£ 12,115.63

Shed '1'

		<u>£</u>	<u>-</u>
Shed '2'			
YLCA	04.08.2021	£	15.00
YLCA	04.08.2021	£	13.73
SJ Welch	04.08.2021	£	50.00
StOfEx	04.08.2021	£	25.26
DN Taylor	04.08.2021	£	337.58
HMRC - PAYE	04.08.2021	£	13.80
DN Taylor	05.08.2021	£	333.58
StOfEx	03.09.2021	£	23.31
HMRC - PAYE	03.09.2021	£	13.80
YLCA	03.09.2021	£	7.50
StOfEx	30.09.2021	£	23.31
DN Taylor	30.09.2021	£	333.58
Yorkshire Accs Ripon	30.29.2021	£	36.00
		<u>£</u>	<u>1,226.45</u>

Shed '3'

05.08.2021	Wayleave	£	18.96
29.09.2021	HBC Precept	£	3,300.00
		<u>£</u>	<u>3,318.96</u>

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Appendix "D" – Schedule of Forthcoming Meetings of Azerley Parish Council:

Schedule of Meetings 2021-2022

Thursday 25 th November 2021	Ordinary Meeting Galphay Village Institute.
Thursday 27 th January 2022	Ordinary Meeting Winksley Church Room.
Thursday 31 th March 2022	Mickley Parish Meeting, Ordinary Meeting Mickley Church Room.
Thursday 26 th May 2022	Galphay & Azerley Parish Meetings, AMPC & Ordinary Meeting Galphay Village Institute.
Thursday 28 th July 2022	Winksley Parish Meeting & Ordinary Meeting. Winksley Parish Room.
Thursday 29 th September 2022	Ordinary Meeting. Galphay Village Institute.
Thursday 24 th November 2022	Ordinary Meeting. Mickley Church Room.

Meetings begin at 7.30pm unless otherwise stated.

Planning meetings will only be held if there are new applications to consider.

Please check notice boards and the Parish Council website for changes to dates, times & venues.

Venues are Galphay Village Institute, Mickley Church Room & Winksley Church Room