
AZERLEY PARISH COUNCIL

CLERK: DAVID TAYLOR
THORNFIELD, 57, WHITCLIFFE LANE, RIPON, NORTH YORKSHIRE, HG4 2LB
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Minutes of the Meeting of the Parish Council held on
Thursday 30th May 2019 at 7.30pm
Mickley Church Room

(2019 – 001) **Present** were Cllr Neil Topham (Chairman), Cllr Robert Weatherhead (Vice Chairman), Cllr Ben Robinson, Cllr Jan Lawson, Cllr Sheila Miller and Cllr Brian Thackray.

(2019 – 002) Also **present** were David Taylor, Clerk and 1 member of the public.

(2019 – 003) **Apologies** were received and accepted from Cllr Patricia Harling.

Annual Meeting of Azerley Parish Council

(2019 – 004) Cllr Neal Topham was **elected by unanimous vote** as the Chairman of the Council. He was nominated by Cllr Robinson and seconded by Cllr Weatherhead.

(2019 – 005) Cllr Robert Weatherhead was **elected by unanimous vote** as the Vice Chairman of the Council. He was nominated by Cllr Robinson and seconded by Cllr Topham.

(2019 – 006) The Chairman **welcomed** those present to the Annual Meeting of Azerley Parish Council.

(2019 – 007) No **Declarations of Interest were received** Councillors and therefore no dispensations were required.

(2019 – 008) It was **resolved** to approve and further adopt, without amendment the Parish Council Code of Conduct. A copy of which is available on the Parish Council Website at
<http://www.azerleyparishcouncil.btck.co.uk/Information/Documents>

(2019 – 009) It was **resolved** to approve and further adopt, without amendment the Parish Council Standing Orders. A copy of which is available on the Parish Council Website at
<http://www.azerleyparishcouncil.btck.co.uk/Information/Documents>

(2019 – 010) It was **resolved** to approve and further adopt, without amendment the Parish Council Financial Regulations. A copy of which is available on the Parish Council Website at
<http://www.azerleyparishcouncil.btck.co.uk/Information/Documents>

(2019 – 011) The Clerk **reported** that as the Parish Council' annual turnover was less than £25k it would need to return a Certificate of Exemption in the annual audit of accounts process for the year 2018-19. It was **resolved** that a Certificate of Exemption should be returned accordingly.

(2019 – 012) It was **resolved** to instruct Mrs Sue Welsh to act as internal auditor to the Parish Council.

(2019 – 013) The Chairman **closed** the Annual Meeting of Azerley Parish Council

AZERLEY PARISH COUNCIL

MINUTES OF THE MEETING HELD ON 30TH MAY 2019

Mickley Annual Parish Meeting

(2019 – 014) The Chairman of the Azerley Parish Council **welcomed** those present.
(2019 – 015) There being no questions from members of the Public the Chairman **closed** the Mickley Annual Parish Meeting.

Ordinary Meeting of Azerley Parish Council

(2019 – 016) It was **resolved** that the minutes of the meeting held on 29th March 2019, having been circulated for consideration beforehand were true and correct records. The Chairman signed them accordingly.

(2019 – 017) Cllr Margaret Atkinson was unable to attend the meeting having sent her appologies to the Clerk beforehand. She had sent written **reports** from **North Yorkshire County Council** and **Harrogate Borough Council**. Copies of these reports are appended to the bottom of these minutes.

(2019– 018) The Clerk **reported** that the first Precept payment has been received as requested.

(2019– 019) The Clerk advised that the grass cutting service is now resumed. Cllr Robinson would alert the Clerk if there were problems in Galpay.

(2019– 020) The Council **considered** a Defibrillator service plan as prepared by the Northallerton based Charity Restarting Hearts. It was **resolved** not to engage this service but to monitor the defibrillators in the parish in-house. Cllr Robinson took it upon himself to look at the unit Galpay and order any consumables required.

(2019– 021) A quotation from New Park Trees and Landscapes in respect to work on the cherry trees in Mickley was considered and it was resolved to accept. The Clerk is to instruct the contractor accordingly.

(2019– 022) The following Correspondence was considered and noted:

- a. From HBC re Kirkby Malzeard, Laverton & Dallowgill Neighbourhood Area Designation

(2019– 023) The accounts for payment as listed on "Appendix A", below, were approved for payment.

(2019– 024) A bank reconciliation to the period to 30.05.2019 was not available to the meeting. It was **resolved** that the Clerk should circulate this for approval by the Council at a later date.

(2019– 025) There were no Planning Notices or Planning Applications to consider.

(2019– 026) To receive agenda items to be considered at the next meeting of the Parish Council.

(2019– 027) The next meeting shall be at 7.30 on 25th July 2019 Mickley Church Room. A schedule of future meetings can be found at Appendix "C" below.

(2019 – 028) The meeting closed at 8.35pm

AZERLEY PARISH COUNCIL

MINUTES OF THE MEETING HELD ON 30TH MAY 2019

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

Signed as a true record by Cllr Robert Weatherhead, Chairman of the Meeting

Date:

At the Regular Meeting of the Azerley Parish Council held on **25.07.2019** 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

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

- a. Clerks Salary & PAYE
- b. Office expenses
- c. Out of pocket expenses
- d. Yorkshire Accountants

Appendix "B" – Bank reconciliation for the period to 25.07.2019

Bank Reconciliation as at 31 May 2019

Santander a/c ****2922	£ 14,080.35	<u>£ 14,080.35</u>
Less Acs Outstanding - See Shed '1'	£ 138.03	
Sub Total	£ 13,942.32	<u>£ 13,942.32</u>

Cash Book - 25.11.2018

Santander a/c ****2922	£ 13,728.34	
Add receipts - See Shed '3'	£ 2,950.00	
Sub Total	£ 16,678.34	<u>£ 16,678.34</u>
Subtract payments - See Shed '2'	£ 2,597.99	
	£ 14,080.35	<u>£ 14,080.35</u>
Subtract A/cs Outstanding - Shed "1"	£ 138.03	

Current State

£
13,942.32

Shed '1'

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Admin & Office	£	59.42
YAR Ltd	£	36.00
Standing Office Exp - Mar	£	20.86
Standing Office Exp - Apr	£	21.75
	£	138.03

Shed '2'

Came & Co	30.11.2018	£	218.00
St Johns Mickley	30.11.2018	£	22.00
Clerk's Salary - Nov	30.11.2018	£	209.96
Office Expenses - Nov	30.11.2018	£	45.40
Office Expenses - Oct	30.11.2019	£	17.77
EuraAudit	30.11.2018	£	36.00
Farm & Land Services	30.11.2018	£	207.60
Clerk's Salary - Dec	02.01.2019	£	205.96
YLCA	18.01.2019	£	38.34
YLCA	18.01.2019	£	15.00
Farm & Land Services	25.01.2019	£	123.60
Clerk's Salary - Jan	25.01.2019	£	205.96
Office Expenses - Dec & Jan	25.01.2019	£	53.80
Clerk's Salary - Feb	08.03.2019	£	205.96
Clerk's Salary - Mar	04.04.2019	£	209.96
YLCA	04.04.2019	£	38.34
YLCA	04.04.2019	£	206.00
EuraAudit	04.04.2019	£	36.00
Office Expenses - Jan	04.04.2019	£	26.90
Office Expenses - Feb	04.04.2019	£	20.86
Clerk' Salary - Apr	01.05.2019	£	183.49
HMRC Clerk's PAYE	01.05.2019	£	41.80
Clerk' Salary - May	31.05.2019	£	187.49
HMRC Clerk's PAYE	31.05.2019	£	41.80
		£	2,597.99

Shed '3'

HBC 1st Precept	£	2,950.00
	£	2,950.00

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

Schedule of Meetings 2018-2019

Meetings begin at 7.30pm unless otherwise stated.

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

AZERLEY PARISH COUNCIL

MINUTES OF THE MEETING HELD ON 30TH MAY 2019

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

Thursday 25th **July** 2019

An Ordinary Meeting of the Parish Council - Mickley.

Thursday 22nd **August** 2019

A planning Meeting to consider any new planning applications received - Mickley.

Thursday 26th **September** 2019

An Ordinary Meeting of the Parish Council - Galphay.

Thursday 24th **October** 2019

A planning Meeting to consider any new planning applications received - Galphay.

Thursday 28th **November** 2019

An Ordinary Meeting of the Parish Council - Winksley.

Thursday 23rd **January** 2020

Ordinary Meeting of the Parish Council. – Winksley.

Approved by Council on 29.11.2018