
AZERLEY PARISH COUNCIL

CLERK: DAVID TAYLOR
THORNFIELD, 57, WHITCLIFFE LANE, RIPON, NORTH YORKSHIRE, HG4 2LB
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Minutes of the Regular Meeting of the Parish Council held on Thursday 28th September 2017 at 7.30pm Galphay Village Institute, Galphay

(2017 – 063) **Present** were Cllr Nick Jackson (Chairman), Cllr Robert Weatherhead (Vice Chairman), Cllr Ben Robinson, Cllr Jan Lawson, Cllr Patricia Harling, Cllr Neil Topham and Cllr Brian Thackray.

(2017 – 064) Also present were David Taylor, Clerk, Cllr Margret Atkinson and 2 members of the public.

(2017 – 065) No **Apologies** were received.

(2017 – 066) A **Declaration of Interest was received** from Cllr Thackery who lives next door to Clayton Farm.

(2017 – 067) It was resolved to give a **Dispensation** to Cllr Thackery regarding the above declaration.

(2017 – 068) It was **resolved** that the minutes of the meetings on 27th July 2017 were true and correct records. The Chairman signed them accordingly. Cllr Harling requested that the Clerk should look at the plans to site a bench in Mickley and would forward to papers accordingly. Cllr Harling will also forward details of road repairs required in Mickley to the Clerk.

(2017 – 069) Cllr Margaret Atkinson **reported** on the following from North Yorkshire County Council:-

- a. The Council are performing well financially.
- b. The Pension fund is in good order with strong reserves.
- c. The Council are due to close some schools due to falling roles.
- d. There has been a large increase (40%) of pupils being classified as special needs.
- e. It was decided not to let the Police and Crime Commissioner take the Fire and emergency Service into her remit.
- f. The Council are spending more money on highways.

(2017 – 070) Cllr Margaret Atkinson **reported** on the following from Harrogate Borough Council:-

- g. Most focus is on the Local Plan being finalised.
- h. Because of the hiatus in the Local Plan being finalised there has been an elevated level of planning applications, particularly from developers.

(2017 – 071) The Clerk **reported** that:-

- i. He had attended a 'Wider membership meeting' of the Nidderdale Strategic Partnership. The meeting outlined plans for a cycle route between Pateley Bridge and Ripley. The status of bus services between Pateley Bridge and Harrogate and that there was a networking event following the agenda items which proved useful.
- j. He had attended a meeting with Deborah Flowers at NYCC Highways – Area 6 in order to familiarise himself with the system in general and the new Parish Portal specifically.

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- k. He has a meeting with the planning department at Harrogate Borough Council on 5th October in order to familiarise himself with the systems there.
- l. Following the application to the transparency fund, the Parish Council has received an award of £1751.71 in order to fulfil its obligation under the Transparency Code.
- m. He explained his plans for Parish Council IT infrastructure as out lined in appendix 'A' below. It was **resolved** by the Council that this should be implemented.

(2017 – 072) Cllr Weatherhead **reported** that the proposed application to the Woodland Trust was now on hold and required no action by the Parish Council as yet.

(2017 – 073) Cllr Robinson **reported** on the confusing road closure signs around Kirby Malzeard due to electricity infrastructure works. It was resolved that the Clerk should notify Area 6 of the situation and seek assurances that when the work are complete all signs should be removed.

(2017 – 074) Cllr Robinson **reported** that there are plans to place 2 millstone type village name signs at Galphay but the installation costs could prove to be prohibitively high. It was resolved that the Clerk should write to NYCC in order to seek authority to use independent contractors for the works and perhaps have them inspected once installed.

(2017 – 075) Correspondence:

- n. Was **received** from War Memorials News (by email). **noted**
- o. Was **received** from Harrogate Borough Council regarding Green Waste. **noted**

(2017 – 076) It was resolved to renew the Parish Council insurance policy as per the circulated papers.

(2017 – 077) The external auditors report was **received** by the Council.

(2017 – 080) Planning Matters:-

- a. Planning Matter 17-003271-FUL – Clayton Farm, Mickley. **It was resolved** to reply with Option C and make comment that there are concerns that the public footpath is being obstructed by the construction works.
- b. Planning Matter 17-02229-FUL – Withdrawn
- c. Planning Matter 17-02230-FUL - **It was resolved** to reply with Option A.
- d. Planning Matter 17-00496-PR15 – ENFORCEMENT NOTICE - Clayton Farm, Mickley. **Noted**
- e. Planning Matter 7/1889/FUL - DECISION NOTIFICATION – **Noted**.
- f. TPO NO 28/2017 - AZERLEY CHASE, – **Noted**.

(2017 – 081) There were no forthcoming items from Councillors to be considered at the next meeting.

(2017 – 082) **It was confirmed** that the next regular meeting of the Parish Council would be a planning meeting, (if necessary) on October 26th at 7.30pm at Winksley and a regular meeting on 30th November at 7.30pm at Winksley.

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

Signed as a true record by Cllr Nick Jackson, Chairman

Date:

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At the Regular Meeting of the Azerley Parish Council held on **28th September 2017** it was resolved by unanimous vote to approve these Minutes as a true and correct record, copies of which had been previously circulated to Members. These Minutes were then signed by the Chairman Cllr. Nick Jackson 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" - the Transparency Fund

I have made applications on behalf of the 4 Parish Councils that I serve (Azerley Parish Council, Grantley & Sawley Parish Council, Bishop Monkton Parish Council and Roecliffe and Westwick Parish Council) to the Transparency Fund.

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To be clear, The Local Audit and Accountability Act 2014 sets out a new audit framework for local public authorities which are currently covered by the Audit Commission regime. This includes all 4 Parish Councils above.

Under the new audit framework, smaller authorities, including local councils with an annual turnover not exceeding £25,000 will be exempt from routine external audit

In place of routine audit, these smaller authorities will be subject to the new transparency requirements laid out in the Transparency Code for Smaller Authorities – “The Code.”

This will enable local electors and ratepayers to access relevant information about the authorities' accounts and governance.

The Code came into force on 1 April 2015 but will be enforced from April 2018 and so Council's with an annual turnover less than £25,000 MUST be compliant!

Information which should be published includes the following:-

Annually

- All items of expenditure above £100
- End of year accounts
- Annual governance statement
- Internal audit report
- list of councillor or member responsibilities
- The details of public land and building assets (if you haven't got any say so!)

More frequently

- Minutes, agendas and meeting papers of formal meetings
 - The minutes from all formal meetings (i.e. full council and sub-committee meetings) not later than one month after the meeting has taken place. (These may be draft because of this)
 - Meeting agendas, which are as full and informative as possible, and associated meeting papers not later than three days before the meeting to which they relate is taking place.
 - These documents need to remain on the website for as long as the council considers is reasonable. (10 years?)

In order to comply with these requirements, smaller authorities such as ours will be put to some burden; the cost of equipment and the costs of running a website. With this in mind, the Department for Communities & Local Government has created a Smaller Authorities Transparency Fund to which those eligible authorities (not Parish Meetings), can apply for funding to cover some of the financial burden of becoming compliant with the Code.

A local council is eligible to apply for the fund if it has an annual turnover of less than £25,000 or if it usually has an annual turnover of less than £25,000 but has been 'tipped over' this threshold due to a one-off project or grant, provided the threshold is not exceeded for more than three years.

In order to implement the above requirements across the 4 Parish Councils:

I shall purchase a desktop computer, a tablet, a mobile phone, a printer/scanner and a telephone line/broadband service into my home office. There would be other accessories such as mobile case, a sim for the mobile, a USB Hub, software etc. The insurance position regarding the equipment would need to be clarified.

First and foremost, this will enable me to update and maintain the Parish Council websites, uploading documents and editing pages as required. It will also enable me to be in better contact with Councillors with emails coming into one account across all three devices.