

AZERLEY PARISH COUNCIL

CLERK: DAVID TAYLOR
THORNFIELD, 57, WHITCLIFFE LANE, RIPON, NORTH YORKSHIRE, HG4 2LB
EMAIL: AZERLEYPC@YAHOO.CO.UK
TELEPHONE: 01765 601693

Minutes of the Ordinary Meeting of the Parish Council held on Thursday 28th January 2021 at 7.30pm Meeting held via Zoom

(2021 – 001) **Present** were Cllr. Neal Topham (Chairman), Cllr. Robert Weatherhead, Cllr. Jan Lawson, Cllr. Patricia Harling, Cllr. Sheila Miller and Cllr. Brian Thackray.

(2021 – 002) Also present were David Taylor, Clerk and Cllr. Margret Atkinson.

(2021 – 003) No **Apologies** were received.

(2021 – 004) A **Declaration of Interest** was received by Cllr. Weatherhead, regarding 21-00142-FUL **land / property at Newfield** and Cllr. Thackray regarding **Planning Enforcement Case 20/00553/PR15**

(2021 – 005) It was not considered necessary to take action or for **Dispensations to be sought**.

(2021 – 006) It was **resolved** that the minutes of the meeting held on 26th November 2020, having been circulated for consideration beforehand were true and correct records. The Chairman was authorised to sign them accordingly when able.

(2021 – 007) Cllr Margaret Atkinson **reported** on the following from North Yorkshire County Council:-

- a. There are still 10% of nursing/care homes in North Yorkshire are still infected with Covid19.
- b. 66 NYCC staff at have volunteered to join the vaccination effort and assist with 'front line' duties.
- c. The budget at NYCC is proving to be real headache. There is a significant shortfall with funding from Central Government in relation to what is required in the present Covid19 situation.
- d. Devolution is still being discussed and debated.
- e. Ripon Racecourse is being prepared for use as a vaccination centre.

(2021 – 008) Cllr Margaret Atkinson **reported** on the following from Harrogate Borough Council:-

- a. HBC are still distributing assistance grants to business in the area.
- b. There is a drive to assist homeless persons in the district. As required and accepted, homeless persons are being put up in Hotels in Leeds.
- c. There is assistance for public sector tenants who cannot pay rent due to the Covid19 crisis.
- d. The budget will be difficult to reconcile this year.
- e. The HBC Planning Dept are to nominally raise the fee for a pre-application check.
- f. There has been a significant waiting list for Conveyancing Searches. At one stage the waiting time was 70days – the waiting time is now reducing steadily.

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(2021 – 009) The Clerk **reported** that

- a. What does a Clerk do? The Clerk has prepared a paper outlining tasks performed by a Clerk.
- b. Parish Council Website was hosted and built, some years ago, using a BT Community Webkit. These were free of fees. It has been announced that all Community Webkit sites are closing on 24th May 2021 therefore the Parish Council needs to build an alternative website. The Clerk offered to build a site using a Hugo Fox platform and will require a £300 fee for doing this. It was **resolved** that this was acceptable.
- c. It was resolved that the Clerk should seek assistance from NYCC regarding salt supplies for Mickley village.

(2021 – 010) The Ripon and Pateley Bridge Policing Team report was **received**.

(2021 – 011) The following Correspondence was **received and considered**:

- a. Garden waste collection subscriptions are now open from HBC for the 2021 season - see poster.
- b. The Census 2021 will take place on 21.03.2021 - see poster.

(2021 – 012) It was resolved that the Clerk should produce a poster for notice boards and website in order to advertise the vacancy for a councillor in the Galphay Ward.

Financial Matters.

(2021 – 013) It was **resolved** to give a donation to the Citizens Advice Bureau and in addition pay the sums that would have been paid in the last 3 years.

(2021 – 014) It was **resolved** to approve for payment the accounts listed on "**Appendix A**", below.

(2021 – 015) It was **resolved** to approve a new Clerks remuneration package at 5.5hrs per week.

(2021 – 016) It was **resolved** to **approve** the draft budget for the year 2021 – 2022.

(2021 – 017) It was **resolved** to bank reconciliation Bank Reconciliation (including all payments up to and over £100.00) for the period to 26.01.2021.

(2021 – 018) It was **resolved** to approve the Spending v Budget Report for the period to 26.01.2021.

Planning Enforcement Matters.

(2021 – 019) **Planning Enforcement Case** (Letter 1.12.20) 20/00553/PR15 Land At Mickley Park, Mickley Barras And Frizer Hill Mickley Construction of hardstanding access track for potential forestry works within AONB.

(2021 – 020) **Planning Enforcement Case** (Letter 18.12.20) 20/00553/PR15 Land At Mickley Park, Mickley Barras And Frizer Hill Mickley Construction of hardstanding access track for potential forestry works within AONB.

(2021 – 021) **Planning Enforcement Case** (Letter 18.1.21) 20/00553/PR15 Land At Mickley Park, Mickley Barras And Frizer Hill Mickley Construction of hardstanding access track for potential forestry works within AONB.

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Planning Notices.

(2021 – 022) Planning Decision Notice 002915-FUL - Erection of sectional Wooden Garden Storage Shed to replace existing "pop-up" garage/storage unit. Cherry Tree Cottage, Mickley Village. Mr Vivian Carr.

(2021 – 023) Planning Decision Notice 20-01421-DVCON Variation of condition 2 (drawings) to allow alteration to the scale and appearance of Planning permission 17-00689-FUL- **Change of Use** from garage/workshop to residential with external alterations and erection of agricultural building with biomass burner. Chequers Barn, The Chequer to Frizer Hill and Parish Boundary Azerley. Mr And Mrs Parker

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.*

(2021 – 024) Planning Application. 21-00142-FUL – Newfield, Newfield Track, Azerley, Ripon. Smith. It was **resolved** to return **Option A**.

(2021 – 025) Planning Application. 20-04590-FUL - Change of Use of Land to Allow Siting Of 10 Holiday Static Caravans in lieu of 16 Touring Caravans on Land within existing Caravan Park. Woodhouse Farm Caravan Park Winksley Ripon, Mr Edward Hitchen. It was **resolved** to return **Option B**. The Chairman is to draft the comment and forward them to the Clerk for Submission.

(2021 – 026) Planning Application. 21-00078-FUL - Conversion of garage to create home office etc. Foxgloves Galphay, Mrs Talitha Sanders It was **resolved** to return **Option C**. The Clerk will draft comments for Submission based on the Councillors expressed concerns.

(2021 – 027) Planning Application. 20-04576-FUL - Proposed Lake and associated landscaping. Mickley Park Mickley Ripon. Mr Robert Staveley. It was **resolved** to return **Option B**. Cllr. Harding is to draft the comment and forward them to the Clerk for Submission.

(2021 – 028) Planning Application. 20-04983-FUL Erection of a single storey extension. Galphay Manor, The Green to Plover Hill Galphay. Mr and Mrs Duncan. It was **resolved** to return **Option A**.

(2021 – 029) Planning Application. 20-05039-FUL - Erection of detached agricultural storage shed. Mill Garth Winksley, Fleetham. It was **resolved** to return **Option A**.

(2021 – 030) Planning Application. 20-04775-FUL Erection of single storey extension to front, single storey extension to side and rear, etc. 7 Pine Croft Winksley. Mr James Ayrtton. It was **resolved** to return **Option A**.

(2021 – 031) Planning Application. 20-04774-FUL - Erection of General-purpose Forestry Building to replace existing. Land Comprising Timber Yard at Cote Hill Galphay. Blakey. It was **resolved** to return **Option A**.

(2021 – 032) It was confirmed that the next ordinary meeting of the Parish Council would be on 25th March 2021

(2021 – 033) It was **resolved** to approve the schedule of meetings which appears at "Appendix D", below.

(2021 – 034) The **meeting closed** at 8.35pm.

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MINUTES OF THE MEETING HELD ON 28TH JANUARY 2021

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:

At the Regular Meeting of the Azerley Parish Council held on **25th March 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.

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

- i. Clerk's salary
- ii. Standing office costs
- iii. Out of pocket expences
- iv. YLCA – Membership fees
- v. YLCA – RFO training
- vi. EuraAudit – payroll services

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Appendix "B" - Annual Budget v Spending report 2021-2022

		2020 - 2021		2021 - 2022	
Payroll Costs	Clerks Salary & PAYE	£ 2,751.48	~	£ 3,560.70	5.5hrs PW
	Payroll Admin Costs	£ 144.00	~	£ 144.00	
	Admin Expenses	£ 400.00	~	£ 400.00	
Office & Admin	StOfEx	£ 360.00	~	£ 360.00	
	Annual Audit Services	£ 75.00	~	£ 75.00	
	Insurance	£ 180.00	~	£ 215.00	
	Room Hire	£ 90.00	~	£ 90.00	
	New Website			£ 300.00	
Membership and Subscriptions	YLCA	£ 44.00	~	£ 46.00	
	SLCC	£ 160.00	~	£ 200.00	
Training	Councillors	£ 115.00	~	£ 155.00	
	Clerk	£ 115.00	~	£ 115.00	
	Staff & Councillor Travel	£ 100.00		£ 100.00	
Parish Maintenance	Village Maintenance	£ 1,200.00	~	£ 1,200.00	
	Grasscutting	£ 1,422.00	~	£ 1,422.00	
	Tree works	£ 1,000.00	~	£ 1,000.00	
	Defibrillator	£ 150.00	~	£ 150.00	
Donations	Ripon CAB Donation	£ 100.00		£ 100.00	
		£ 8,406.48		£ 9,632.70	

Ordinary Income Budget - 2021-2022

	2020 - 2021	2021 - 2022
Precept	£ 6,500.00	£ 6,600.00
Lloyds Dividend	£ -	£ -
Wayleaves	£ 20.00	£ 20.00
VAT refund	£ 400.00	£ 100.00
Other receipts	£ -	
Interest	£ -	
NYCC Grasscutting Grant	£ -	
Input from Reserves		£ 2,883.80
	£ 6,920.00	£ 9,603.80

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Appendix "C" Bank Reconciliation as at 25.01.2021 Including all payments (up to and over £100.00)

Santander a/c ****2922	£ 12,889.01	
Less Acs Outstanding - See Shed '1'	£ 1,322.54	
Sub Total	£ 11,566.47	£ 11,566.47

Cash Book - 26.11.2020

Santander a/c ****2922	£ 13,666.22
Add receipts - See Shed '3'	£ -
Sub Total	£ 13,666.22
Subtract payments - See Shed '2'	£ 777.21
	£ 13,889.01
Subtract A/cs Outstanding - Shed "1"	£ 1,322.54

Current State

£ 11,566.47

Shed '1'

StOfEx - Jan	To Pay	£ 47.71
YLCA - training (SM)	To Pay	£ 22.50
YLCA - training (SM)	To Pay	£ 38.33
Land & Farm	To Pay	£ 38.00
DTMS - Ditches Galphay	To Pay	£ 1,176.00
		£ 1,322.54

Shed '2'

Clerks Salary - Nov	03.12.2020	£ 225.29
StOfEx - Nov	03.12.2020	£ 25.90
N. Topham - Winksley Work	03.12.2020	£ 235.00
Yorks Acc Ripon	24.12.2020	£ 36.00
StOfEx - Dec	24.12.2020	£ 29.73
Clerks Salary - Dec	24.12.2020	£ 225.29

£ 777.21

Shed '3'

No Receipts	£ -
	£ -

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Appendix "D" – Schedule of Meetings 2021-2022

Venues are Galphay Village Institute, Mickley Church Room & Winksley Church Room or via Zoom if regulations require.

Thursday 28 th January 2021	Ordinary Meeting - via Zoom.
Thursday 25 th March 2021	Ordinary Meeting - via Zoom.
Thursday 27 th May 2021	Ordinary Meeting and the Mickley Ward Annual Parish Meeting, the Annual Meeting of the Parish Council - Venue TBC.
Thursday 22 nd July 2021	Ordinary Meeting - via Zoom.
Thursday 23 rd September 2021	Ordinary Meeting - via Zoom.
Thursday 25 th November 2021	Ordinary Meeting - via Zoom.
Thursday 27 th January 2022	Ordinary Meeting - via Zoom.

- **Meetings** are generally held on the last Thursday of alternate months – January onwards.
- **There** will be a Public Participation Session starting at 7.15pm before each meeting and all meetings start at 7.30pm unless otherwise advised.
- **There** will be seven meetings per year unless more are required when extraordinary meetings may be called. These will be publicised on the Parish Council Website and the usual local noticeboards.
- **Please** check notice boards and the Parish Council website for changes to dates, times & venues.