

# AZERLEY PARISH COUNCIL

CLERK: DAVID TAYLOR  
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OUR NEW WEBSITE IS AT :

[azerleyparishcouncil.org.uk](http://azerleyparishcouncil.org.uk)

Minutes of the Annual Meeting and an Ordinary Meeting of the  
Azerley Parish Council held on 22<sup>nd</sup> July 2021 at 7.30pm  
Winksley Village Hall.

*It was decided to hold the meeting outdoors on the common land by the side of the River  
Laver in Winksley – it was a lovely evening!*

## **Annual Meeting**

**(2021 – 072) Present** were Cllr. Neal Topham, Cllr. Robert Weatherhead, Cllr. Bernard Sanders, Cllr. Jan Lawson, Cllr. Patricia Harling and Cllr. Brian Thackray.

**(2021 – 073)** Apologies were received from Cllr. Sheila Miller

**(2021 – 074)** Also present were David Taylor, Clerk and Cllr Margret Atkinson of both Harrogate Borough Council and North Yorkshire County Council. 1 member of the public attended.

**(2021 – 075)** Cllr. Neal Topham was **elected** as Chairman of the Parish Council. He was **proposed** by Cllr. Weatherhead and **seconded** by Cllr. Sanders, the vote was **unanimous**.

**(2021 – 076)** Cllr. Robert Weatherhead was **elected** as Vice-Chairman of the Parish Council. He was **proposed** by Cllr. Sanders and **seconded** by Cllr. Lawson, the vote was **unanimous**.

**(2021 – 077)** The Chairman, Cllr. Neal Topham **welcomed** those present to the Annual Meeting of the Azerley Parish Council.

**(2021 – 078)** Cllr. Weatherhead **Declared an Interest in the matter of** Planning Application 21-02259-FUL. It was decided that he should not participate in discussions or vote on the matter.

**(2021 – 079)** It was **resolved to approve** and adopt, without amendment, the following governance documents. These documents were circulated prior to the meeting and taken as read:

- a. Code of Conduct (new, revised 20121 version)
- b. Code of Conduct (social media)
- c. Financial Regulations
- d. Standing Orders
- e. Publication Scheme
- f. Records Management
- g. Financial Risk Management
- h. Risk Assessment
- i. GDPR Statement

**(2021 – 080)** The Council **received** the Internal Auditor's report prior to voting on the various AGAR returns below. The report had been circulated to all Council members prior to the meeting. The Clerk, who is also the Council's Responsible Financial Officer, commented

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that there were no surprises in the report. He also told the meeting that all required information would be uploaded to the website within two weeks. Furthermore the Clerk told the meeting of a possible problem concerning the submission of the Certificate of Exemption for the year 2019-2020. This would, if an appeal being made by the Clerk was unsuccessful have an 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.*"

**(2021 – 081)** It was resolved to send Mrs Welch a good bottle of wine in recognition of her long service to the Parish Council.

**(2021 – 082)** It was **resolved to approve and sign** the following documents for the 2020/2021 audit:

- a. Certificate of Exemption of the Annual Governance and Accountability Return 2020/21.
- b. Section 1 of the Annual Governance and Accountability Return 2020/21 (The Annual Governance Statement).
- c. Section 2 of the Annual Governance and Accountability Return 2020/21 (The Accounting Statement).

**(2021 – 083) The Chairman closed the** Annual Meeting of the Azerley Parish Council at **7.50pm** and thanked those present at attending.

## **Ordinary Meeting**

**(2021 – 084)** It was **Resolved** that the minutes of the meeting held on 27th May 2021, having been circulated for consideration beforehand were true and correct records. The Chairman signed them accordingly.

**(2021 – 085)** Cllr. Margaret Atkinson **Reported** from North Yorkshire County Council that

- a. News had very recently been received that the Local Government Secretary Robert Jenrick that North Yorkshire will become a new single unitary council; subject to Parliamentary approval. As a result there will be no elections in May 2022. More information will follow when available.
- b. The rates for covid cases in the County have risen in the last week to 372/100,000 from 53/100k 3 weeks ago. There are 80 covid cases in hospital across the county.
- c. NYCC has the highest rate of vaccinations in England.
- d. There will be a policy of 1 parent per child at NYCC school sports days this year.
- e. There will be NYCC organised summer holiday activities for pupils. These will be free to families on benefits. There will also be free meals available to children from families on benefits.
- f. NYC has an ever-aging population and needs more young people to move here.

**(2021 – 086)** Cllr Margaret Atkinson **reported** on the following from Harrogate Borough Council that:-

- a. YorBus is 2 weeks into it's launch and appears to be a success, attracting 20 passengers per day so far.
- b. **HBC** are offering grant-funded insulation for low-income households across the district through the **Home** Upgrade Grant (**HUG**).

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- c. Drop in vaccination centres are being opened to cater for over 18 year olds.
- g. "Brimhams Active" are a community health and wellbeing company and are wholly owned by Harrogate Borough Council. Formed in 2021, they are now operating the three leisure centres, five swimming pools, three fitness centres, three community centres, a children's nursery and the Turkish Baths in the Harrogate Borough Council area.
- h. The Ripon swimming baths project is due to be completed at the end of the year, the multi-million-pound investment project at Ripon Leisure Centre will provide a new state-of-the-art facility with a six-lane 25 metre pool, a new main entrance, lobby and changing rooms, a new health suite, two new dance studios and spin studio and new £100,000 play area.
- i. The HBC Planning Department is changing the way their document archive is organised and made available to the public.

(2021 – 087) The Clerk **reported** that there had been a genuine mistake made on his part regarding the Annual Audit process last year and that he was appealing to the appointed auditors regarding the consequences, as set in legislation. He would report back the whole process at a later meeting when the outcome became clear.

(2021 – 088) The meeting was told that Cllr. Harling had been in further correspondence with the Public Rights of Way Officer at NYCC. The Clerk suggested that he and Cllr. Harling should meet at the site to assess the situation. The meeting was scheduled for 11.00 am on Friday 30<sup>th</sup> July 2021.

(2021 – 089) It was **resolved** that after consideration a 20mph speed limit in Galphay was not to be recommended by the Parish Council. It was felt that it would be unenforceable and therefore not feasible. Furthermore, any individuals that do use excessive speed in the village would still do so, a 20mph speed limit or not.

(2021 – 090) It was **resolved** that commuted sums should be used to purchase benches:-

- a. 3 x benches for the Winksley common land next the River Laver.
- b. 2 x benches for Mickley
- c. 2 x for Galphay village green
- d. a cycle rack for Galphay village green.

The Clerk shall organise the commuted sums funding and then go ahead and purchase wooden benches from a local supplier.

(2021 – 091) A water fountain was not considered appropriate at the present time.

## **The following Correspondence was considered:**

(2021 – 092) *2022 - the year of the Queen's Platinum Jubilee*. This was considered by the meeting and it was decided that some kind of celebration should be held and that there should be Parish Council involvement. The matter should be discussed nearer to the date.

(2021 – 093) Email from the (newly elected) Police, Fire and Crime Commissioner for North Yorkshire and York. - **noted**

(2021 – 094) Letter from NYCC – re: NY Highways Launch - **noted**

(2021 – 095) Email from HBC - Home Upgrade Grant scheme – **noted and already covered elsewhere.**

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(2021 – 096) Email from YLCA - HM LAND REGISTRY (HMLR) PARISH LAND OWNERSHIP SURVEY - **noted**

(2021 – 097) the Clerk has circulated information (a 'Power Point' presentation) regarding the newly revised Code of Conduct that was adopted by the parish Council recently. It was resolved that each member shall look at and familiarise themselves with the presentation and then confirm by email to the Clerk that this has been done.

## Financial Matters:

(2021 – 098) The accounts for payment as listed on "Appendix A", below, were approved for payment.

(2021 – 099) A Bank Reconciliation to the period 22<sup>nd</sup> July 2021 (including all payments up to and over £100.00) was received and unanimously approved. The Chairman signed the document. This appears at "Appendix B", below.

## Planning Matters:

***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 – 100) Planning Decision Notice 21-01761-FUL Furness Cottage Fountains Gate Winksley Mr & Mrs Paul Bullock – **noted, Granted – subject to conditions.**

(2021 – 101) Planning Decision Notice 21-00142-FUL -Extension To Existing Open Barn For Vehicle Storage & Cover To Open Menage -Newfield Newfield Track - Mr P Smith – **noted, Granted – subject to conditions.**

(2021 – 102) Planning Decision Notice 21-01354-LB Replacement of 3 timber gates, timber boarded front door with new front door and vision panel, dormer window, etc: Dove Cottage Galphay Mrs Christina Dove. – **noted, Granted – subject to conditions.**

(2021 – 103) Planning Enforcement Letter - Gate Bridge Road Galphay. **The Clerk shall seek more information and send the exact location to HBC**

The following Planning Applications were considered:-

(2021 – 104) Planning Application 21-02764-FUL. Insertion of double height glazing to north elevation Laver House Winksley Mr & Mrs Stuart – **it was resolved to return Option A.**

(2021 – 105) Planning Application 21-02259-FUL Erection of a steel portal framed building to cover outside feed area. Newfield Azerley J Weatherhead and Son. – **it was resolved to return Option A.**

(2021 – 106) Planning Application 21-02252-FUL Erection of cattle shed. Owster Hill Farm Azerley Lane Galphay Mr W Bailey – **it was resolved to return Option A.**

(2021 – 107) Planning Application 21-02253-FUL Erection of muck shed. Owster Hill Farm Azerley Lane Galphay Mr W Bailey. – **it was resolved to return Option A.**

(2021 – 108) 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. So far these should include: Galphay bench maintenance, Clearing ditches in Mickley,

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the provision of salt bins in the CP, grass cutting in Winksley, hedge cutting on Ripon Road, Galphay.

**(2021 – 109) It was confirmed** that the next Ordinary Meeting of the Parish Council would be on 30<sup>th</sup> September 2021 at Mickley Church Room

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

**(2021 – 110)** The meeting closed at 8.40pm

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 **30th September 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. YLCA – training
- iv. EuraAudit – payroll services

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## Appendix "B" –

### Bank Reconciliation as at 22.07.2021 Including all payments (up to and over £100.00)

Santander a/c ****2922	£ 10,775.24	
Less Acs Outstanding - See Shed '1'	£ -	
Sub Total	£ 10,775.24	£ 10,775.24

### Cash Book - 27.05.2021

Santander a/c ****2922	£ 11,792.45	
Add receipts - See Shed '3'	£	
Sub Total	£ 11,792.45	£ 11,792.45
Subtract payments - See Shed '2'	£ 1,017.21	
	£ 10,775.24	
Subtract A/cs Outstanding - Shed "1"	£ -	10775.25
		£ 10,775.24

### Current State

#### Shed '1'

#### Shed '2'

				#REF!
Yorks Acc Ripon	26.06.2021	£	36.00	
YLCA	26.06.2021	£	16.00	
YLCA	26.06.2021	£	7.50	
YLCA	26.06.2021	£	215.00	
Fusion Systems	26.06.2021	£	21.69	
DN Taylor -StOfEx - June	26.06.2021	£	26.26	
HMRC - PAYE - June	26.06.2021	£	13.80	
DN Taylor - Clerk Salary - June	26.06.2021	£	333.58	
HMRC - PAYE - May	28.05.2021	£	20.20	
DN Taylor - Clerk Salary - May	28.05.2021	£	327.18	
				£ 1,017.21

#### Shed '3'

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

### Schedule of Meetings 2021-2022

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

Thursday 22 <sup>nd</sup> <b>July</b> 2021	Annual Meeting of the Parish Council & Ordinary Meeting. Winksley Church Room
Thursday 30 <sup>th</sup> <b>September</b> 2021	Ordinary Meeting Mickley Church Room
Thursday 25 <sup>th</sup> <b>November</b> 2021	Ordinary Meeting Galphay Village Institute
Thursday 27 <sup>th</sup> <b>January</b> 2022	Ordinary Meeting Winksley Church Room
Thursday 31 <sup>st</sup> <b>March</b> 2022	Ordinary Meeting Mickley Church Room

1. There will be Public Participation session at 7.15 prior to each meeting.
2. Meetings begin at 7.30pm unless otherwise stated.
3. Planning meetings will be held when necessary if there are new applications to consider.
4. Please check notice boards and the Parish Council website for changes to dates, times & venues.

OUR NEW WEBSITE IS AT :

[azerleyparishcouncil.org.uk](http://azerleyparishcouncil.org.uk)