

Bishop Thornton, Shaw Mills and Warsill Parish Council

Clerk: David Taylor

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The public participation session was not utilised, as such but the Clerk did welcome members of the public and explained how the meeting would proceed.

Minutes of the Annual Meeting and the Ordinary meeting of the
Parish Council held on

Tuesday 4th August 2020 at 7.30pm

The meeting was held via Zoom.

Annual Meeting

(2020 – 070) Present were Cllr Tom Shepherd, Cllr Paul Steer, Cllr Nick Tither. Cllr Carolyn Sandford & Cllr Margaret Atkinson.

(2020 – 071) Also present were David Taylor, Clerk, Cllr Michael Harrison (NYCC) and 6 member of the public.

(2020 – 072) No **apologies** were received.

(2020 – 073) Cllr Tom Shepherd was **elected** as Chairman of the Parish Council. He was nominated by Cllr Steer and seconded by Cllr Sandford, the vote was unanimous.

(2020 – 074) Cllr Paul Steer was **elected** as Vice-Chairman of the Parish Council. He was nominated by Cllr Shepherd and seconded by Cllr Tither, the vote was unanimous.

(2020 – 075) The Chairman **welcomed** those present to the Annual Meeting of the Bishop Thornton, Shaw Mills & Warsill Parish Council.

(2020 – 076) Declarations of Interest were received from Cllr Steer regarding the item when the lagoon at Shaw Mills was discussed. As this was a discussion item it was decided that Cllr Steer should remain and contribute to the discussion. Cllr Shepherd also declared an interest in the planning matter 20/02702/PBR. In the event the matter was not decided and it was resolved to email the Clerk with individual views in order form a corporate decision.

(2020 – 077) 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
- 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

(2020 – 078) The Council **received** the Internal Auditors 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 that there were no surprises in the report. He said that the biggest issue was that of the website and stated that there would be live website within 2 weeks; the site is presently under development. The Council resolved to pass on their thanks to Sue Welch, the Internal

Auditor for her services. They appreciated the reports knowledgeable, constructive and encouraging comments.

(2020 – 079) It was **resolved to approve and authorise** the Chairman to sign at a later date, and the clerk to sign:

- a. Certificate of Exemption of the Annual Governance and Accountability Return 2019/20
- b. Section 1 of the Annual Governance and Accountability Return 2019/20 (The Annual Governance Statement).
- c. Section 2 of the Annual Governance and Accountability Return 2019/20 (The Accounting Statement).

(2020 – 080) **The Chairman closed the** Annual Meeting of the Bishop Thornton, Shaw Mills & Warsill Parish Council and thanks those present for attending.

Ordinary meeting

(2020 – 081) It was **resolved** that the minutes of the meeting held on 2nd June 2020, having been circulated for consideration beforehand were true and correct records. The Chairman was authorised to sign them accordingly.

Reports:

(2020 – 082) Cllr Harrison **reported** on the following from North Yorkshire County Council:-

- a. Covid19 infection rates in North Yorkshire remain lower than the national average.
- b. From the start of the pandemic there have been 259 deaths with an additional 234 deaths in care homes.
- c. In the Harrogate district there are 74 care homes; of these 42 have never been Covid19 infected. As of now 3 care homes have the infection.
- d. NYCC are now planning for the winter and the anticipated rise in Covid19 cases as well as the usual winter ailment cases.
- e. The weekly Covid19 information notes will continue to be circulated.
- f. Funding will be a problem now as extra stress is placed on the County Council's budget.
- g. There is concern over the closure of **Henshaws** Arts and Crafts centre in Knaresborough. The centre provides art making and other workshops for 170 plus disabled adults. Cllr Harrison who is an executive member for NYCC Adult Social Care & Health Integration said that this was a complicated situation and needed to be managed carefully.

(2020 – 083) Cllr Atkinson **reported** on the following from Harrogate Borough Council:-

- a. As most of the Covid19 activity is being handled at NYCC level there is not a great deal to report on.
- b. Harrogate is reliant on tourism and is waiting for business to pick up.
- c. There is a lot of activity in respect of the devolution proposals, but nothing to report at present.

(2020 – 084) The Clerk **reported** that (apart from the audit and the phone boxes and benches – to be discussed separately in the meeting) he wished the Council to consider the prospect of engaging a village caretaker who would carry out maintenance jobs, such as the periodic cutting the grass around benches and cleaning the litter bins and other street furniture.

(2020 – 085) Correspondence from North Yorkshire County Council – “Better deal for bus users – Funding for Supported bus services – update” was considered. It was resolved that the Parish Council’s response should favour the second bid outlined in the document. **Clerk to Action.** There is no bus service to the villages at present.

(2020 – 086) Discussions took place regarding the proposals for the future of NYCC and possible devolution. The meeting heard that there was central Government led drive for devolution and that they have asked local areas to formulate a bid for this. Although nothing was resolved in terms the Parish Council holding a corporate view, it was hoped that an amalgamation of views can be formulated that will form the basis of lobbying letters and a notice for the forthcoming website. **Councillors to send their views to the Clerk.**

(2020 – 087) The Council heard that progress has been made regarding the installation of defibrillators. It was resolved that the two planning items concerning the proposed removal of the call boxes in the parish be brought forward as their future could have a bearing on the defibrillators. Points of discussion to note:-

- a. Any new defibrillator unit cannot be housed in a call box whilst it is owned by BT. There is an issue with the electricity supply: BT will not disclose the supplier.
- b. Electricity for the defibrillator housing box (it keeps the Defib unit at an ambient temperature) has to be available. This COULD come from a streetlight fixture and / but would require permission from NYCC / HBC.
- c. The defibrillator units need to be positioned so that they are readily available for use.
- d. The existing BT payphones are, clearly not used BUT are popularly wanted on the basis of aesthetics and reassurance.
- e. The existing BT payphones are in need of maintenance work – repainting and the like. This work is unlikely to be done by BT as they are keen to dispose of them.
- f. A possible alternative that would accommodate the above considerations would be to “Adopt the Phone boxes”. This would retain the boxes, provide somewhere to house the defibrillators and (possibly, at a cost) retain an emergency telephone connection.
- g. This would create a liability for the Parish Council.
- h. The Clerk is to report back to the Council on the possibilities.
- i. The Clerk is to object to the proposed Planning Application by BT to remove the call boxes from Bishop Thornton and Shaw Mills on the same grounds as the last application.

(2020 – 088) The Parish Council discussed the condition of the benches in the Parish. All of the benches require work of some sort, ranging from deep cleaning to major replacement of wood. Some are unsafe and consideration should be given to taking them out of use.

Ideas such as “adopt a bench” were muted. It was noted that some of the benches were installed as “millennium benches”.

Councillors are to forward to the Clerk details of a suitable person who could help with maintenance of these items.

(2020 – 089) The venue for future meetings was discussed. The Clerk reported that he had made enquiries of The Chequers, but they were not able to accommodate a Parish Council meeting in a room that did not sell alcoholic beverages. It was noted that the old St Josephs RC school building was now “Under Offer”, making it possibly unavailable for meetings very soon. **Clerk to Clarify the position.**

(2020 – 090) The meeting received a report carried out by the Wild Trout Trust (WTT) as a result of an Advisory Walkover of sections of Thornton Beck by Prof J Grey last month.

The report had been circulated beforehand and was universally accepted as valuable piece of work. The discussion was wide ranging and contributed to by John Hartshorn. The possibility of reviving the health of the beck and the health of the wildlife it supports and of turning parts of the surrounding areas into recreation areas were discussed. It was **resolved** that Cllr Sandford will work on a proposal on how to take the matter forward, including costings, funding sources etc.

The meeting heard that the lagoon area has been coppiced and that future plans for the area are unknown at present.

(2020 – 091) It was **resolved** that the Clerk should make contact with the Rights of way Officer at NYC regarding the condition of Low Lane footpath other ways that are blocked by local landowners and report back to Members.

Financial Matters:

(2020 – 092) Financial Matters:

- a. Scans of the paperwork having been circulated to members beforehand the accounts for payment as listed on "Appendix A", below, were approved for payment.
- b. Bank Reconciliation as at 4 August 2020 Including all payments (up to and over £100.00) was received and unanimously approved. The Chairman was authorised to sign it accordingly. This appears at "Appendix B", below.
- c. A spending v budget report for the current year to 4th August 2020 was received and unanimously approved. The Chairman was authorised to sign it accordingly. This appears at "Appendix C", below.

Planning Matters - The following Planning Notices were received:-

(2020 – 093) Planning Decision Notice 20/00971/FUL Mr And Mrs Jaffa Demolition of stables/stores. Erection of attached carport and store. Roseberry Cottage Bishop Thornton Mr/s Jaffa – **Granted, Subject to Conditions. Noted.**

(2020 – 094) Planning Decision Notice. 20.01799.COU Change of use from D1 educational facility to B1a Offices. St Josephs Roman Catholic School Bishop Thornton – **Granted, Subject to Conditions. Noted.** There was also comment that this application had been granted. Members **resolved** that the Clerk should research the Asset of Community Value scheme in relation to this building.

(2020 – 095) Planning Decision Notice. 20.01279.PNA Agricultural building for the storage of agricultural machinery and hay. Coldbeck House Farm Bank Top to Drovers Inn Bishop Thornton Mr T Snowden - **Refused. Noted.**

(2020 – 096) Planning Decision Notice. 20/01697/FUL Erection of General-Purpose Agricultural Building. Moorside Fountains Road Ripley, Swales. **Granted, Subject to Conditions. Noted.**

(2020 – 097) Planning Decision Notice 20.01835.PBR Prior Notification of change of use from agricultural building to residential dwelling including demolition of surrounding buildings. Greenhill Farm Bishop Thornton. Kellet- **Granted, Subject to Conditions. Noted.**

(2020 – 098) Planning Decision Notice. 20.00861.FUL. Erection of an agricultural livestock building. Land To The West Of Moorfield House Bishop Thornton. J Kellett Farming - **Granted, Subject to Conditions. Noted.**

Planning Matters - The following Planning Applications were considered:-

(2020 – 099) Planning Application 20.02702.PBRChange of Use of Agricultural Building (Use Class - Sui Generis) to 1 no. Dwelling (Use Class - C3).(Revised) Land At Grid Reference 426635 464171 Bishop Thornton North Yorkshire Mr And Mrs Shepherd. It was **resolved** that because of the lateness of the hour Councillors should form a view of the application and forward this to Clerk who would make return accordingly.

(2020 – 100) Planning Application: 20.02731.KIOSK BT consultation on the proposed removal of payphone kiosk. (01423 770209) Telephone Box Town Street Shaw Mills. This application was discussed earlier in the meeting and it was **resolved** to return Option B with comments concerning erratic mobile signal and emergency services contact.

(2020 – 101) Planning Application. 20.02730.KIOSK BT consultation on the proposed removal of payphone kiosk. 01423 770108 Telephone Box Bishop Thornton. This application was discussed earlier in the meeting and it was **resolved** to return Option B with comments concerning erratic mobile signal and emergency services contact.

(2020 – 102) Outline Planning Application 20.01463.OUT. demolition of the existing equestrian buildings and the residential development of 7 no. dwellings. Land to The East Of Farm View Hall South Lane Warsill Mr Christopher Cockburn. It was **resolved** that because of the lateness of the hour Councillors should form a view of the application and forward this to Clerk who would make return accordingly.

(2020 – 103) It was **resolved** that the Clerk should write to the Harrogate Borough Council housing department regarding the Leylandii trees in front of the sunny bank bungalows that are now obstructing light into the properties.

(2020 – 104) Member were requested to forward requests for items to be on the agenda by email to reach him before 1 week prior to the meeting date.

(2020 – 105) It was **confirmed** that the next Ordinary meeting of the Parish Council would be on 6th October 2020 at 7.30pm venue and media to be confirmed.

(2020 – 106) The **meeting closed** at 11.10pm

These minutes were recorded and prepared by the Clerk to the Bishop Thornton, Shaw Mills & Warsill Parish Council, David Taylor.

Signed as a true record by Cllr Tom Shepherd, Chairman

Date:

At the Regular Meeting of the Bishop Thornton, Shaw Mills & Warsill Parish Council held on **6th October 2020** 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. Thornfield, 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. Clerks Salary & PAYE – July 2020
- ii. Internal Audit Fee
- iii. Standing Office and Out of Pocket Expenses July 2020
- iv. Insurance Premium
- v. YLCA – Training
- vi. Parish Notice Board Company - magnets

Appendix "B" – Bank Reconciliation as at 4 August 2020 Including all payments (up to and over £100.00)

Barclays - *****534	<u>£ 8,694.67</u>
Less Acs Outstanding - See Shed '1'	<u>£ 491.35</u>
Sub Total	<u>£ 8,203.32</u>

£ 8,203.32

Cash Book - 2 June 2020

Barclays - *****534	<u>£ 9,288.80</u>
Add receipts - See Shed '3'	<u>£ -</u>
Sub Total	<u>£ 9,288.80</u>
Subtract payments - See Shed '2'	<u>£ 594.13</u>
	<u>£ 8,694.67</u>
Subtract A/cs Outstanding - Shed "1"	<u>£ 491.32</u>

£ 8,203.32

Current State

Shed 1

DN Taylor	Clerk Salary - July	£ 231.52
DN Taylor	Standing Office Exp-July	£ 26.46
Susan Welch	Audit Fee	£ 50.00
BHIB	Insurance Premium	£ 143.34
Parish Notice B		
Com	Magnets	<u>£ 40.03</u>
Total		<u>£ 491.35</u>

Shed 2

Standing Office Expences	£ 17.82
Standing Office Expences	£ 30.87
Yorkshire Accountants Ripon	£ 36.00
Out of Pocket Exp	£ 8.40
SLCC Membership	£ 42.00
Clerk Salary - May	£ 231.52
Clerk Salary - Jun	<u>£ 227.52</u>
Total	<u>£ 594.13</u>

Shed 3 None

<u>£ -</u>
£ -

Appendix "C" –Spending V Budget

<u>Budgeted Expenditure</u>		At 02.062020	At 04.08.2020	
Payroll & Costs				
1	Clerk's Wages (inc. PAYE)	£2,275.00	£459.04	£227.52
Office and Admin				
2	Standing Office Expenses	£240.00	£33.54	£30.87
3	Admin Costs	£250.00	£8.40	
4	Annual Internal Audit	£75.00		
5	Payroll bureaux costs	£144.00	£36.00	£36.00
6	Insurance	£300.00		
7	Meetings Room Hire	£120.00		
Membership & Subscriptions				
8	YLCA Membership	£200.00	£214.00	
9	SLCC Membership	£45.00	£42.00	
Training				
10	Training	£800.00		
Parrish Maintenance				
	Website – Build &	~		
11	Maintain			
	Play Area (Repairs,	~		
	Maintenance, Inspection			
12	etc)			
13	Village asset maintenance	£600.00		
14	Village notice boards	£500.00	£651.50	
Donations				
	Total Expenditure	£5,549.00	£1,444.48	
<u>Budgeted Income</u>				
1	- April 2020	£2,800.00	£2,800.00	
2	2nd Precept - Sept 2020	£2,800.00		
	Total Income	£5,600.00	£2,800.00	£294.39

Appendix "D" – Schedule of Forthcoming Meetings of Bishop Thornton, Shaw Mills & Warsill Parish Council:

Tuesday April 7 th 2020	Ordinary Meeting and the Annual Parish Meeting of Warsill Ward
Tuesday June 2 nd 2020	Ordinary Meeting the annual Village Meeting of Bishop Monkton Ward
Tuesday August 4 th 2020	Annual Meeting and an Ordinary Meeting of the Parish Council
Tuesday October 6 th 2020	Ordinary Meeting
Tuesday December 1 st 2020	Ordinary Meeting
Tuesday February 2 nd 2021	Ordinary Meeting

All meetings that are held at St Josephs RC School, Bishop Thornton held on the 1st Tuesday of the month unless otherwise stated.

All meetings start at 7.30pm unless otherwise advised There will be a public participation session lasting 15 minutes prior to the start of each meeting.

Regular Meetings will be held every other month. Extra Planning Meetings will be held where necessary.

Parish Meetings will be held in succession before the Annual Meeting of the Parish Council on 4th June 2019 which will commence no sooner than 7.45pm.