

Bishop Thornton, Shaw Mills and Warsill Parish Council

Clerk: David Taylor

Thornfield, 57, Whitcliffe Lane, Ripon, North Yorkshire, HG4 2LB

Email: ClerkBTSMandWPC@outlook.com

Telephone: 01765 601693

Minutes of the Regular Meeting of the Parish Council held on

Tuesday 21st April 2020 at 7.30pm

A remote meeting held via "Zoom"

(2020 – 021) Present were Cllr Tom Shepherd (Chairman), Cllr Paul Steer & Cllr Margaret Atkinson.

(2020 – 022) Also present were David Taylor, Clerk, Cllr Michael Harrison and 3 members of the public.

(2020 – 023) No **Apologies** were received.

(2020 – 024) No **Declarations of Interest were received** and so **Dispensations were required.**

(2020 – 025) It was **resolved** that the minutes of the meeting held on 4th February 2020, having been circulated for consideration beforehand were true and correct records. The Chairman confirmed that he would sign them accordingly at a later date.

(2020 – 026) By unanimous vote it was resolved to co-opt Mrs Carolyn Sandford on to the Parish Council. Cllr Sandford took her seat as a Parish Council member and was welcomed to the Bishop Thornton, Shaw Mills and Warsill Parish Council.

(2020 – 027) By unanimous vote it was resolved to co-opt Mr Nick Tither on to the Parish Council. Cllr Tither took his seat as a Parish Council member and was welcomed to the Bishop Thornton, Shaw Mills and Warsill Parish Council.

(2020 – 028) The Clerk shall send Cllrs Sandford and Tither each a Register of Financial and Other Interests form, copies of literature concerning Parish Councillors and, in due course, details of training opportunities for new Parish Councillors. Cllrs Sandford and Tither will each sign a "Declaration of Acceptance of Office of a Councillor" form at the next meeting of the Parish Council. Alternative arrangements may have to be put in place in the case of a remote meeting.

Reports:

(2020 – 029) Cllr Harrison **reported** on the following from North Yorkshire County Council:-

- a. NYCC have re-structured their entire Health & Adult Services (H&AS) to respond to the crisis in line with government expectations.
- b. H&AS are operating 7 days a week 0800-2000, including the customer contact service, so that we can get people the help they need. This enables hospitals to free up a hospital bed within 1 hour of a patient being identified as ready for discharge, and the patient should be discharged within a total of 3 hours. NYCC will ensure that person is discharged to the most appropriate place based on need:
- c. Straight home
- d. Home with a package of care
- e. Interim placement (a step-down bed)
- f. Care home
- g. Nursing home
- h. The NHS is funding this part of social care (so there is no argument about who is to pay between NHS, Councils and Residents) but this will only be for the duration of the emergency.

Bishop Thornton, Shaw Mills and Warsill Parish Council Minutes – 21.04.2020

- i. Capacity in North Yorkshire hospitals is good – with elective surgery all cancelled hospitals are running at between 50-70% of capacity. As an example, Harrogate is currently on 69% when they are usually 80%+; with earlier this week only 2 ventilator/intensive care beds occupied out of a total of 18.
- j. Personal Protective Equipment availability remains a concern, but currently no-one is running out.
- k. A recruitment campaign for adult social care staff underway to recruit up to 500 temporary workers to help.
- l. The financial impact on the council considerable. We will be utilising reserves but long-term financial impact still unknown.
- m. NYCC has also set up a food parcels program, a business grants scheme and will impart resources to facilitate these initiatives accordingly.
- n. In the mean-time other work continues such as the A59 Kex Gill route continues along with the A1 junction 47 work continue as normal.

(2020 – 030) Cllr Atkinson reported on the following from Harrogate Borough Council:-

- a. Harrogate Borough Council have received a £40m grant to be used for business relief. £33m has already been allocated.
- b. HBC have re-deployed employees from services no longer able to operate (such as Valley Gardens staff) to essential services such as waste services.
- c. Crematorium services now operate longer hours.
- d. Work to re-seed the Stray is to start shortly.
- e. The council offices are now sold. The transaction was finalised before the Covid19 emergency started.

(2020 – 031) The Clerk reported that:-

a) Corona Virus update regarding the Parish Council

- i. HBC and NYCC are working remotely and as far as transactions with them are concerned, things remain the same.
- ii. This meeting is now legal. A zoom meeting was held at the end of March by Azerley PC was not legal. Secondary Legislation to enable the present meeting was passed on 4th April.

b) Defibrillators update

- i. There has been no progress as yet.
- ii. Enquiries will be made of the Lions in Harrogate.
- iii. Further enquiries will be made of Ripon Lions.
- iv. Where ever the units are placed, they will need a power supply.

c) Notice boards

- i. Bishop Thornton & Shaw Mills boards are both now up and being used.
- ii. More magnets will be ordered.
- iii. A joiner will look at the board in Warsill with a view to renovating it, also, perhaps putting a metal sheet in it to get rid of drawing pins.

d) Annual Audit update

- i. Secondary Legislation, the Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 was passed by Parliament.
- ii. The Annual Governance and Accountability Report (this include the audited accounts and other required papers) must be approved and published by 31 August 2020 at the latest or may be approved earlier, wherever possible.
- iii. This is roughly 4 weeks later than is usual.

Bishop Thornton, Shaw Mills and Warsill Parish Council Minutes – 21.04.2020

e) **Change to Parish Council meetings schedule.**

- i. In response to the above the Schedule of Meetings will be amended. The Annual Meeting of the Parish Council will now be on 4th August 2020.

f) **County Lines Seminar**

- i. I attended this seminar on 16th March.
- ii. We may assume that this is no threat to our rural communities but the message is that we should all be alive to the signs of county lines drug dealing especially in rural communities. The gangs are operating in Harrogate and have been for quite some time and are controlled from Bradford.
- iii. There is a lot of information available – for instance The National Crime Agency website is to the point.

(2020 – 032) It was resolved to investigate a website provider called <https://www.hugofox.com/> in order to decide on the future of the Parish Council website. Members resolved to look at the company website and revert to the Clerk authorisation to proceed with a new website or not.

(2020 – 033) It was **resolved** to investigate Councillors getting dedicated Parish Council email addresses. The Parish Council heard from the Clerk concerning the good sense of the strategy.

(2020 – 034) It was **resolved** that the Parish Council should have a logo that would be used on Parish Council documents and notices etc.

(2020 – 035) It was further **resolved** that the logo should be chosen using a competition open to residents of the Bishop Thornton, Shaw Mills & Warsill civil parish area. The competition should be publicised via the residents Facebook and WhatsApp groups as well on the new Parish Council website and notice boards. The Clerk shall work up an action plan for approval by the Council.

(2020 – 035) It was **noted** that other Parish Councils have set up community help groups. It was **resolved** that the Parish Council should produce a card with information regarding the Parish Councillors and the work of the Parish Council. There should be information about what the Parish Council can and cannot do, how it works and how it is funded. The Parish Council should also ask residents what they want from the Parish Council. This information should be publicised via the residents Facebook and WhatsApp groups as well on the new Parish Council website and notice boards. The Clerk shall work up this information for approval by the Council.

(2020 – 036) It was further **noted** that there should be a clear and direct line of communication between members of the public and Councillors.

(2020 – 037) The following Correspondence was received by the Council:

- a. An email from Cllr Harrison re “No pedestrian footway” signs in Shaw Mills – this has been passed over the Highways at NYCC. Clerk to follow-up
- b. Harrogate borough Council - Parish Council bulb/wildflower scheme – it was resolved that the council has crocuses and that Cllr Sandford will collect them.
- c. An email from NYCC via Cllr Harrison:- Businesses encouraged to register on online marketplace - noted
- d. Ripon & Pateley Bridge Neighbourhood Policing Team report. Noted

Financial Matters:

(2020 – 038) It was **resolved** to approve the accounts for payment as listed at Appendix A, below.:

Bishop Thornton, Shaw Mills and Warsill Parish Council Minutes – 21.04.2020

(2020 – 039) A bank reconciliation to the period 20th April 2020 including all payments. (up to and over £100.00) was received and it was resolved that the Chairman should sign it accordingly. It appears at Appendix B, below.

Planning Matters

(2020 – 040) The following Planning Notices were received:-

- e. Adoption of Harrogate Local Plan 2014 - 2035 - noted
- f. Decision Notice - 20-00394-TPO - Removal of deadwood and crown lift - St Joseph's School - noted
- g. Planning Enforcement 20-00058-PR15, Park House Farm Warsill Harrogate: Erection of security camera post, electric gates to bridleway and common access, street lights, tarmac to bridleway, building works to houses, new openings to barns, change of use of agricultural barns. Re-routing of bridleway - noted
- h. Decision Notice - 20/00102/PBR - Prior Notification for conversion of agricultural building to form 1 no. dwelling with associated building works. Greenhill Farm Bishop Thornton Mrs Addyman - noted
- i. Decision Notice – 20-00099-FUL - Erection of single storey extension and demolition of existing extension. - Beck House High Hollins Bishop Thornton - Mr Tony Blake – noted.

(2020 – 041) The following Planning Applications were considered:-

- a. 20-00861-FUL - Erection of an agricultural livestock building. Land to the West of Moorfield House Bishop Thornton. J Kellett Farming. It was resolved that a return of **Option A -The Council has no objections** should be made.
- b. 20-00546-FUL. Installation of sewage treatment plant. High North Garth Fellbeck. Mr Philip Clough. It was resolved that a return of **Option A -The Council has no objections** should be made.
- c. 20/00975/FUL Erection of two storey extension. Roseberry Cottage Bishop Thornton. Mrs S Jaffar. It was resolved that a return of **Option A -The Council has no objections** should be made.
- d. 20/00971/FUL Demolition of stables/stores. Erection of attached carport and store. Roseberry Cottage Bishop Thornton Mr And Mrs Jaffa. It was resolved that a return of **Option A -The Council has no objections** should be made.
- e. 20-01279-PNA - Agricultural building for the storage of agricultural machinery and hay. Coldbeck House Farm Bank Top to Drovers Inn Bishop Thornton HG3 3JW. Mr T Snowden. It was resolved that a return of **Option A -The Council has no objections** should be made.

(2020 – 042) There were no forthcoming items from Councillors - to be considered at the next meeting but the Clerk urged that any matters Councillors wished to be considered should be emailed at any time up to 1 week prior to the meeting.

(2019 – 043) It was **confirmed** that the next Ordinary meeting of the Parish Council would be on 2nd June 2020 at 7.30pm (venue and medium to be confirmed).

**Bishop Thornton, Shaw Mills and Warsill Parish Council
Minutes – 21.04.2020**

(2019 – 044) The meeting closed at 9.40pm.

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:

These minutes are in draft form only and will not be classed as officially recorded minutes until ratified at the next meeting of the Bishop Thornton, Shaw Mills & Warsill Parish Council.

At the Regular Meeting of the Bishop Thornton, Shaw Mills & Warsill Parish Council held on **2nd June 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.

**Bishop Thornton, Shaw Mills and Warsill Parish Council
Minutes – 21.04.2020**

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

- i. Clerks Salary & PAYE – Feb 2020 – Already Paid
- ii. Clerks Salary & PAYE – March 2020 – Already Paid
- iii. Standing Office and Out of Pocket Expenses Feb 2020 – Already Paid
- iv. Standing Office and Out of Pocket Expenses March 2020 – Already Paid
- v. YLCA – Membership Dues
- vi. Yorkshire Accountants Ripon – Payroll Management fees
- vii. Fusion Systems – Security & Warranty – Already Paid
- viii. Staples – Stationary – Already Paid
- ix. I R O Meeting room fees – Already Paid

Appendix "B" – Bank Reconciliation as at 20 April 2020 including all payments (up to and over £100.00)

Barclays - *****534	£ 7,039.54		
Less Acs Outstanding - See Shed '1'		£ 250.00	
Sub Total		£ 6,789.54	

Cash Book - 4 February 2020

Barclays - *****534	£ 9,601.24		9601.24
Add receipts - See Shed '3'		£ -	
Sub Total		£ 2,561.70	9601.24
Subtract payments - See Shed '2'			7,039.54
Subtract A/cs Outstanding - Shed "1"		£ 250.00	

Current State

£ 6,789.54

Shed 1

YLCA	Membership 2020.2021	£ 214.00	
YAR	Payroll Admin	£ 36.00	
Total		£ 250.00	

Shed 2

NALC		£ 6.66	
Staples		£ 12.54	
DNTaylor - STOFEX - Jan		£ 16.35	
Room Hire		£ 18.00	
Fusion Systems		£ 48.50	
Clerk Salary - Jan		£ 231.52	
Fusion Systems		£ 554.03	
Parish Notice Boards		£ 594.00	
DNTaylor - STOFEX - Feb		£ 15.10	

Bishop Thornton, Shaw Mills and Warsill Parish Council Minutes – 21.04.2020

DNTaylor - STOFEX - Mar	£ 15.96
Clerk Salary - Feb	£ 227.52
Clerk Salary - Mar	£ 227.52
Parish Notice Boards	£ 594.00
Total	<u>£ 2,561.70</u>

Shed 3	None	
		<u>£ -</u>

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

Tuesday April 21 st 2020	Ordinary Meeting and the Annual Parish Meetings of Shaw Mills & Warsill Wards
Tuesday June 2 nd 2020	The Annual Parish Meetings of Bishop Thornton, Shaw Mills & Warsill Wards and an Ordinary Meeting of the Parish Council. (Possibly Zoom)
Tuesday August 4 th 2020	The 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.