

GRANTLEY, SAWLEY, SKELDING & EAVESTONE
PARISH COUNCIL
INCLUDING THE VILLAGE OF RISPLITH.

**Minutes of the Post-Election Meeting, the Annual Meeting and a Regular Meeting
of Grantley and Sawley Parish Council**
held at Grantley Village Hall* on
Tuesday 22nd May 2018 at 7.30pm

Present: Cllr. Martin Kirbitson, Cllr. Mike Lumb, Cllr. Simon Learoyd, Cllr. Jim Wigginton, Cllr. Mark Smeedon & Cllr Trevor Kitchen.

Also in attendance was David Taylor (Clerk), Cllr Margaret Atkinson (HBC & NYCC) and 2 members of the public.

(2018 – 033) No **Apologies** were received.

(2018 – 034) Cllr Kitchen **declared an interest** in item 2018-51, regarding the Sawley Arts Group. He is member of the Sawley Arts Group.

(2018 – 035) It was considered unnecessary for Cllr Kitchen absent himself from the meeting when this is discussed as he could enlighten the meeting should they require more information.

(2018 – 036) The Clerk received Declarations of Acceptance of Office from all Councillors and the witnessed the signing thereof.

(2018 – 037) The Clerk distributed Declarations of Election Expenses forms where required and confirmed that the same had to be with the Elections manager at Harrogate Borough Council on or before 31 May 2018.

(2018 – 038) The Clerk distributed Registration of Interests forms where required and asked that they be completed, signed and returned to him as soon as possible.

Election of officers

(2018 – 039) Councillor Martin Kirbitson was **elected** as Chairman of Grantley and Sawley Parish Council. He was proposed by Cllr Kitchen and seconded by Cllr Scannell. There was a unanimous vote in favour.

(2018 – 040) Councillor Lumb was **elected** as Vice Chairman of Grantley and Sawley Parish Council. He was proposed by Cllr Scannell and seconded by Cllr Kirbitson. There was a unanimous vote in favour.

(2018 – 041) Cllr Kirbitson, Chairman, **welcomed** all present to the meeting.

(2018 – 042) By unanimous vote it was resolved to co-opt Mr John Scannell on to the Parish Council for the vacant seat of Skelding Ward. Cllr Scannell took his seat as a Parish Council Member and was welcomed back.

(2018 – 043) It was resolved to re-adopt the following Parish Council Documents (copies of which are available on the Parish Council Website at www.gssepc.btck.co.uk/)

- (a) Code of Conduct
- (b) Standing Orders
- (c) Financial Regulations
- (d) Asset Register save that it is recognised that it requires updating to include computer equipment and the memorial at Picking Gill with a nominal value of £1.00.

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- (e) Risk Assessment: save that this needs to be checked regarding the Sawley trim track and the Grantley 'Turnfly'.
- (f) Retention of Information Scheme

(2018 – 044) Information was received from the Clerk regarding the annual audit of accounts for the year 2017-18.

- (a) Grantley and Sawley Parish Council has appointed Mrs Sue Welsh as its Internal Auditor.
- (b) That the key dates for the 2017/18 reporting season are:-
 1. Deadline by which the completed & approved AGAR (Annual Governance and Accountability Return) forms and all applicable supporting documents must be submitted is Monday **11 June 2018**. It should be noted that in the case of Grantley and Sawley PC this date has been extended to **2 July 2018**.
 2. Statutory common period to be included in the smaller authority's period for the exercise of public rights - Monday **2 July** – Friday **13 July 2018**

(2018 – 045) **It was resolved** by unanimous vote to approve the Minutes of the Regular Meeting of the Parish Council held 13th March 2018 copies of which had been previously circulated to Members, these were confirmed as a true record and signed by the Chairman accordingly.

(2018 – 046) **It was noted** that Cllr Atkinson had been re-elected to Harrogate Borough Council, Parish Council members offered their congratulations. Cllr Atkinson **reported** on the following from Harrogate Borough Council:-

- a. Following the elections there are now 40 District Council Wards from 54 previously.
- b. Cllr Atkinson is Deputy Mayor this year.
- c. The HBC recycling rate is improving.
- d. Harrogate Borough Council are trying improve the numbers of affordable housing units in the borough, in particular 1 bedroom flats.
- e. There are more petitions being received by the planning department regarding village expansion levels.
- f. The annual target for house building is 665 units but the Council is still catching up the shortfall from previous years.

(2018 – 047) Cllr Margaret Atkinson then **reported** on the following from North Yorkshire Borough Council:-

- a. The NYCC pension fund is in good health – it is no longer in deficit.
- b. NYCC are now pushing the last phase of fibre broadband roll out with 95% of the county now covered. The last 5% will be wireless coverage.
- c. She accepted there is a still a huge problem with potholes across the county and there is a funding gap.

(2018 – 048) It was **resolved** to approve the Clerks training proposal regarding the Introduction to Local Council Administration course.

(2018 – 049) **Accounts for payment** had been circulated before the meeting and it was **resolved** to approve the following payments:-

- a. Clerks Salary & HMRC PAYE to date.
- b. Euraudit – Payroll services.
- c. Wickstead - play equipment

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(2018 – 050) Community Payback – the Clerk met with the coordinator, Joe Murphy, on Monday 19.03.2018. Plans for the Grantley & Sawley to play equipment, the Sawley Village pump and telephone box and the Grantley Pump were discussed. However due to illness no further progress has been made. This project will be revived after the audit process is completed.

(2018 – 051) **Information was received** regarding a Sawley Arts Group proposal to install a Human Sundial on Sawley Village Green, plans of which had been circulated prior to the meeting. It was **resolved** that the project should be recommended in principle provided that the following conditions are met:-

- a. The project is seen as a permissible development within the meaning of planning legislation. Confirm that the project will be classed as play equipment. Will it be seen as de-minimis?
- b. There are no negative impacts on the Parish Council public liability insurance.
- c. Who ever is carrying out the work should confirm to the Parish Council that they have correct and adequate liability insurance in respect of the project and those who work on it during the construction phase and prior to handover.
- d. The Parish Council will be indemnified against all claims during the construction phase and prior to handover.
- e. The Parish Council are furnished with details of who will design and construct the project.

(2018 – 052) It was **resolved** to renew the Parish Council Insurance policy with AXA Inspire as stated on the information circulated prior to the meeting.

(2018 – 053) The Council **received and considered** the following planning notices:

- f. **Decision Notification** 18/00264/FUL South View Sawley, Mr P Durden - **Noted**
- g. **Decision Notification** 18/00841/FUL Watsons Farm, Risplith Mr & Mrs Shorten - **Noted**
- h. **Decision Notification** 17/01355/LB Grantley Hall. West Lodge - **Noted**
- i. **Decision Notification** 18/00394/FUL Town End Farm, High Grantley Mr/s Wills - **Noted**

(2018 – 054) To consider the following new Correspondence and decide action where necessary:

- j. Sawley Small Grants Scheme – Sawley Arts Group
- k. Sawley Village Green booking
- l. Via email – L Oland – There are two areas of poor drainage that require investigation in Sawley: (**Clerk to action**)
 - i. Drain outside of the Sawley Arms carpark. This has been cleaned by NYCC but has had little effect.
 - ii. On the B6265 outside Snow Brothers.

Therefore, contact Yorkshire Water and ask that they investigate the situations on the grounds that both sites are Small Combined Sewage Overflow drains.

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(2018 – 055) Information was also received and considered regarding litter bins in Sawley Village that were not being emptied and were overflowing on a regular basis. It was resolved to remove the bins at the old bus stop. Those on the village green and at the playing fields are to remain. The Clerk is to write to HBC and quote Cllr Atkinson as well as 'cc' her.

(2018 – 056) The **meeting closed** at 8.45pm.

(2018 – 057) The date and time of the next meeting was **confirmed** as Tuesday 10th July 2018.

These minutes were recorded and prepared by the Clerk, David Taylor.
Signed as a true record:

Date:

Chairman

When replying to a Harrogate Borough Council standard form planning notification there are four options into which the Parish Council's views MUST fall:-

- A – the Parish Council has no objections.
- B – the Parish Council objects on the planning grounds set out overleaf.
- C – the Parish Council does not object or support the application but wishes to make comments or seek safeguards as set out overleaf.
- D – the Parish Council supports the application.

At the Regular Meeting of the Grantley & Sawley Parish Council held on **3rd July 2018** it was resolved by unanimous vote to approve these Minutes - provided that minute (2018 – 055) was amended to read as above - as a true and correct record, copies of which had been previously circulated to Members. These Minutes were then subsequently signed by the Chairman Cllr. Martin Kirbitson accordingly.

The signed Minutes are held in the Parish Council minute book at the Clerk's address, above and can be viewed by prior appointment.

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Grantley Annual Village Meeting
Held on 22nd May 2018 @ 7.30pm
In the Grantley Village Hall
Minutes.

1. The meeting was attended by 7 members of the public. It was chaired by Cllr Martin Kirbitson and the minutes were taken by David Taylor, the Clerk to the Parish Council.
2. The minutes of last year's Annual Parish Meeting were approved and signed by the Chairman accordingly.
3. Councillor Margaret Atkinson gave reports recorded in the Parish Council meeting of even date.
4. There were no questions the floor.
5. The Chairman then thanked all in attendance for coming and closed the meeting.

Minutes signed as a true and correct record by the Chairman of the Grantley Parish Meeting.

Chairman of the Meeting

Date:

These minutes were recorded by David Taylor.
Clerk to Azerley Parish Council
c/o Thornfield, 57 Whitcliffe Lane, Ripon, HG4 2LB.
01765 601693

Sawley Annual Village Meeting

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Held on 22nd May 2018 @ 7.30pm
In the Grantley Village Hall

Minutes.

6. The meeting was attended by 9 members of the public. It was chaired by Cllr Martin Kirbitson and the minutes were taken by David Taylor, the Clerk to the Parish Council.
7. The minutes of last year's Annual Parish Meeting were approved and signed by the Chairman accordingly.
8. Councillor Margaret Atkinson gave reports recorded in the Parish Council meeting of even date.
9. There were no questions the floor.
10. The Chairman then thanked all in attendance for coming and closed the meeting.

Minutes signed as a true and correct record by the Chairman of the Sawley Parish Meeting.

Chairman of the Meeting

Date:

These minutes were recorded by David Taylor.
Clerk to Grantley and Sawley Parish Council
c/o Thornfield, 57 Whitcliffe Lane, Ripon, HG4 2LB.
01765 601693