

ROECLIFFE AND WESTWICK PARISH COUNCIL

Minutes of Roecliffe and Westwick Parish Council Annual General Meeting held on Tuesday 4th May 2021 via Zoom at 7.00pm

Attendees: Cllr J Bolland, Cllr J Newberry, Cllr S Varley, Cllr Reeve, Cllr J Tulip, Cllr N Baird, District Cllr N Brown, Parish Clerk and two members of the public.

1. Election of Chairman

Cllr Bolland was elected Chairman for the next year

2. Apologies for absence

None received.

3. Election of Vice Chairman

Cllr Newberry was elected Vice Chairman for the next year.

4. Declaration of Interest in items on the Agenda

None declared.

5. Chairman's Allowance in pursuance of section 15(5) of the Local Government Act 1972.

It was agreed that the Chairman's Allowance would be increased to £60.

6. The following members were appointed to serve on the under mentioned Committee

Planning/Enforcement of Conditions/Conservation issues

Cllr Newberry was elected to continue as Planning Officer.

Industrial Site

Cllr Baird was elected to continue with the Industrial Site.

7. The following Members were appointed as representatives on the under mentioned bodies

Joint Parish Council Meeting

Cllr Bolland and Cllr Newberry

Campaign to Protect Rural England

Cllr Tulip

Yorkshire Rural Community Council

Cllr Tulip

Yorkshire Local Council Association

Cllr Baird and Cllr Newberry

Signed..... Date.....

8. Minutes of meeting held on 25th January 2021 were a true and correct record

These were approved and signed by the Chairman.

9. To receive District Councillor and County Councillor Updates

District Cllr Brown reported the following:

He is very disappointed at the decision to award planning permission for Motorway Services at Kirby Hill. A great debt is owed to Gareth Owens for his work and presentation at the enquiry.

The Local Government reorganisation continues to dominate. His views have changed and he is now in favour of North Yorkshire Unitary Authority with York a separate authority. This will give a greater role to town and parish councils and is more democratic.

Cllr Brown congratulated Roecliffe and Westwick for their Neighbourhood Plan which will hopefully help stop unnecessary housing outside the local plan.

He no longer serves of the scrutiny committee at HBC but will continue to scrutinise the UCI cycling event 2019.

Cllr Brown ended by congratulating Cllr Bolland and Cllr Newberry for their reappointments.

Action: Cllr Bolland to write and thank Gareth Owens for his work

10. Financial Report

10.1 To certify Roecliffe & Westwick Parish Council as exempt from external audit for fiscal year 2020/2021. Page 3 of the Annual Governance and Accountability Return (AGAR) 2020/2021

It was **approved** that Roecliffe & Westwick Parish Council is exempt from external audit for fiscal year 2020/2021 as the annual turnover is less than £25,000.

Action: Clerk to send copy to PKF Littlejohn

10.2 To approve the Income and Expenditure for the period 15/01/2021 – 14/04/21 and Bank Reconciliation.

This was **approved** and attached as Appendix A

10.3 To approve an increase in Clerk's Salary in line with the National Joint Council for Local Government Services pay scale for 2021-2022.

It was **agreed** to delay this as no official pay guidance has been received yet.

10.4 To approve the following accounts for payment:

Subscription to SLCC (Society of Local Council Clerks)	£67.00
Clerks Training Course ILCA to CILCA	£144.00
BHIB Insurance Renewal	£368.32
Clerks Salary (169.65) + ¼ expenses (52.00)	£221.65
Zoom membership	£14.39
Yorkshire Accountants Ripon (payroll)	£36.00

Signed..... Date.....

The above accounts were **approved** for payment.

11. To consider adopting the Local Government Association updated Code of Conduct for Councillors May 2021.

Cllr Bolland recommended adopting the code in its entirety although some areas are not applicable to the Parish Council. This was **approved**.

12. To review the following documents:

- Standing Orders
- Risk Assessment
- Fixed Assets

Cllr Newberry added that sections 33a and 57 of the Standing Orders needed amending due to the adoption of the Code of Conduct, item 11 above.

Action: Clerk to amend Standing Orders

No changes were required to the Risk Assessment.

Cllr Tulip asked whether the village signs at either end of the village were owned by the Parish Council. It was agreed to source new signage for the Village Pond.

Action: Clerk to speak to NY Highways

Action: Cllr Bolland to contact Signorama, Harrogate

13. To consider the results of the Bar Lane Traffic Survey and what action can be taken.

The recent data collected by one of the Bar Lane residents (Gaz McCaffry) was discussed. It confirmed that there is more traffic than expected on Bar Lane and at greater speeds than the 30 mph limit. Some vehicles were recorded travelling nearer to 50 mph. Most of the traffic data was collected near the bend in the road on Bar Lane close to the residential houses in the Industrial Area..

Two residents from Bar Lane attended the meeting including the data collector who commented that he would like to do another study now the country is no longer in lock down. Unfortunately, it is not possible to connect vehicles speeds with images collected due to time lapses. The other Bar Lane resident (Laurence Bishop) commented on the poor state of the road surface outside his home on the bend in question..

Cllr Newberry suggested that the Parish Council and the two residents should arrange a meeting with NYCC highways department to discuss the data, improve the signage and discuss the possibility of installing VAS equipment. Minskip and Boroughbridge have such equipment now that tells drivers when they are exceeding 30mph..

District Cllr Brown recommended contacting the County Cllr Robert Windass as he is more connected to NY Highways Department. He also recommended contacting the newly elected Police and Crime Commissioner.

Cllr Tulip reported that signs have been rejected in the past due to cost and no data.

Action: Cllr Bolland to contact Cllr R Windass

Action: Clerk to contact Minskip Clerk to enquire about how they acquired their VAS

Signed..... Date.....

14. To receive a Neighbourhood Plan Update.

Cllr Bolland updated the meeting. The plan has been approved by HBC. It is now with the appointed Examiner, who initially asked many questions for clarification which were answered. Subsequently changes were recommended to put the plan into line with current policy before proceeding to referendum. The outcome has been good for the village since the Examiner has now suggested changes to bring it in line with the basic conditions needed. Although we have lost our Green Corridors, we have won other battles. Cllr Bolland asked the PC to approve the recommendations of the examiner. This was **agreed**. HBC will now make the necessary changes and help us in organising a Referendum for all Roecliffe and Westwick residents.

15. To receive an update on Paynes Diaries and continuing litter problems.

Cllr Baird addressed the meeting. He commented that the pandemic restrictions have not helped the issue. Although not everyone agrees, there is evidence of tidy ups. His continued pressure on HBC Environmental Department to get involved has not yet produced any results and Charlie Payne is not replying to any emails.

The litter observed on Bar Lane and Brickyard Road during a resident clean up was identified as Payne Diary litter. It was noted by a resident that there are not enough bin facilities.

District Cllr Brown suggested another meeting with Charlie Payne after June 21st and to maybe take a tougher stance and get the local press involved. After all they are the food industry and they should have tidier premises.

Action: Cllr Baird to arrange meeting with Charlie Payne.

16. To receive an update on widening the layby outside the Village Church to allow parking of hearses and accompanying vehicles.

Cllr Newberry updated the meeting that grants on S106 and CIL monies for this project were tied in with the Roecliffe Park development. He also recommended that it would be cost effective to tie any tarmacking with the Manor Farm Development.

17. To receive an update on Tree Maintenance and Grass Cutting.

Cllr Varley addressed the meeting. Recent works on 3 trees have been completed. The first grass cut took place last week. The grass cutting problems of last year were discussed and it was agreed to contact Farm and Land Services to find if the grass is cut to a rota or as and when required. The preferred option is as and when required to avoid the situation of long wet grass.

Action: Cllr Varley to contact Farm and Land Services.

18. To set and confirm dates of future meetings.

These were confirmed as:

- Friday 2nd July 2021
- Monday 27th September 2021
- Monday 22nd November 2021
- Monday 24th January 2022
- Monday 21st March 2022

The meeting closed at 20.45

Signed..... Date.....

Signed..... Date.....

Appendix A

Income & Expenditure & Bank Reconciliation for Period 15/01/21 – 14/04/21

	Date Banked	Number	Income	Expenditure	Total
Opening Balance per Community Account				Total Parish Village Fund	£11472.77 £7368.75 £4104.02
Opening Balance per Business Manager Account					£1254.09
HMRC	25/01/21		20.60		20.60
HMRC VAT reclaim	09/02/21		226.98		226.98
Interest	05/03/21		0.03		0.03
Total					£247.61
JC Trees	05/01/21	100725		912.00	912.00
Yorks Accts (Payroll)	05/01/21	100726		36.00	36.00
CPRE subs	28/01/21	100728		36.00	36.00
Clerks sal J +1/4 exp + Zoom	28/01/21	100729		236.04	236.04
JC Trees	01/03/21	100730		336.00	336.00
Clerks sal F	01/03/21	100731		169.65	169.65
Clerks sal M	29/03/21	100732		169.65	169.65
YLCA subs + training	29/03/21	100733		156.00	*156.00
Total					£2051.34
*chqs not presented					+£156.00
Closing Balance per Community Account				Total Parish Village Fund	£9825.01 £5720.99 £4104.02
Closing Balance per Business Manager Account					£1254.12
Total Funds				Parish Village Fund	£6975.11 £4104.02

Signed..... Date.....