

ANNUAL PARISH MEETING, ANNUAL GENERAL MEETING OF THE COUNCIL AND  
ORDINARY COUNCIL MEETING

# AGENDA

## PATRICK BROMPTON PARISH COUNCIL

### **Attendance:**

Andrew Bull  
Peter Philpott  
Councillor Grahame Shepherd  
District Councillor Richard Ormston  
J MacNamara (Clerk)  
10 Members of the Parish

### **ANNUAL PARISH MEETING**

#### **1.1.19 Chairman's Annual Report**

The outgoing Chairman Andrew Bull gave a detailed statement of activities that the Parish Council had undertaken in the previous 12-months.

The full report is appended to the minutes.

#### **2.1.19 Treasurer's Annual Report**

The Clerk reported that full report governing finance was scheduled as part of the audit report. The Clerk did outline the projected outturn figures for the last financial year and that it was anticipated from the audit report that there would be a surplus of £6,057 carried forward into the new financial year.

#### **3.1.19 Matters from the electorate**

At this stage there were no matters raised by members of the public.

### **ANNUAL GENERAL MEETING OF THE COUNCIL**

#### **1.2.19 Return of Councillors**

The Clerk announced that following the Parish Council Elections the following people had been elected unopposed:

David Chapman  
Grahame Shepherd  
Dereck Stratton

The Clerk announced that there two vacancies on the Parish Council following the elections.

The matter of the vacancies would be discussed as part of the Ordinary Meeting Agenda.

**2.2.19 Election of Chairman**

The Clerk called for nominations for Chairman.

It was Proposed by Councillor Chapman and Seconded by Councillor Stratton that Councillor Shepherd be elected Chairman.

Councillor Shepherd was elected as Chairman.

**3.2.19 To Receive the Chairman's Declaration of Acceptance of Office**

The Chairman read and signed his Declaration of Acceptance of Office.

Following the Declaration of Acceptance Councillor Shepherd paid tribute to Andrew Bull for his service as Chairman of the Parish Council and all Councillors who had retired at the recent elections.

**4.2.19 Election of Vice Chairman**

It was agreed that the election of Vice Chairman take place following the current vacancies on the Parish Council being filled.

**5.2.19 Election/Appointment of Responsible Financial Officer**

The Chairman nominated that the Clerk remain the appointed Responsible Financial Officer.

The matter was agreed.

**6.2.19 Declarations Of Interest**

The Clerk outlined that it was a requirement following the elections for all Councillors to make a new Declaration of Interest and also submit Election Expenses to the Returning Officer.

The Clerk handed relevant paperwork to all Councillors in attendance.

**ORDINARY MEETING OF THE COUNCIL**

**1.3.19 To receive and note apologies for absence**

There were no apologies for absence.

**2.3.19 To receive 'Declarations of Interest' in items on the agenda**

There were no declarations of interest to record.

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**3.3.19** To approve the **minutes** of the meeting held on **13<sup>th</sup> March 2019**

The Minutes of the meeting of 13<sup>th</sup> March 2019 were signed and approved by Cllr Shepherd.

**4.3.19** To receive the **report** from the **internal auditor**  
To approve the **annual governance statement**  
To approve the **annual accounting statement**

The Clerk outlined that at the start of the financial year £5,097 had been rolled over from the previous year.

There had been £4,020 of income throughout the year against £3,060 in expenditure.

The Clerk shared the transactional list with Councillors detailing 32 transactions which had taken place to account for all Income and Expenditure.

At the end of the financial year the new balances stood at £6,057 which would be rolled over to 2019/20 up by £960 from the previous year.

The report from the internal auditor was received.

The annual governance statement was read out and was **approved** by the Council.

The annual accounting statement was **approved** by the Council.

**5.3.19** **Notification of Parish Council Vacancies**

The Chairman outlined a proposed course of action to advertise the vacancies on the Parish Council.

It was agreed that the two vacancies be advertised via flyer to all houses in the Village and on the website and Village Noticeboard. It was further agreed that interested parties would have until 12-noon on 29<sup>th</sup> May 2019 to inform the Clerk either via e-mail or in writing of their expression of interest to stand for the co-option.

It was agreed that no statement would need to be provided by interested parties.

An Extraordinary Meeting of the Council would take place at 6.30pm on Wednesday 29<sup>th</sup> May to determine the vacancies.

**6.3.19** **Appointment to YLCA – 2 Members**  
**Appointment to Lower Wensleydale Partnership – 2 Members**  
**Appointment to NLW & PB Village Hall Trustees Committee – 1 Member**

It was agreed that the vacancies on the associated outside bodies be filled following the co-option of new Councillors and be rolled over to the Extraordinary Meeting on 29<sup>th</sup> May.

**7.3.19**

**Reports of previous month's meetings etc.** - to hear from Parish/District/County Councillors on any meetings attended or other information of interest to the Parish

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Council

It was reported that due to the elections there had been very few meetings taking place but a number were no planned prior to the next scheduled Ordinary Meeting.

**8.3.19 Correspondence**

The Clerk read a letter of thanks from Mrs Olivia Ryder on behalf of St Patrick's Church to thank the Parish Council for their £150 donation towards the repairs of the Church Clock.

**9.3.19 Planning**

The Clerk read the letter which the Parish Council had sent to the District Council concerning the proposed planning application at The Green Tree public house.

Following the letter being read Councillor Ormston gave an update with regards to the proposed application.

Cllr Ormston outlined that there had been errors contained in the original planning application and that there were concerns from the Conservation Officer which still required resolution.

No determination had been made at this stage.

**10.3.19 Finance**

Receipts & payments

The Clerk reported that there had been no payments since the last meeting.

The first part of the precept had been paid for £1,938. This meant the accounts stood at:

HSBC £4,885.08  
Skipton BS £3,109.91

Clerk's Remuneration

The Clerk reported that it had been agreed to give a 2% pay award to Clerks from 1 April and that if accepted by Councillors then that would take the Clerk's remuneration to £10.79 per hour.

It was proposed by the Chairman that the pay rise be accepted and was agreed by Councillors.

**11.3.19 Date for next meeting**

It was agreed that an Extraordinary Meeting take place at 6.30pm on Wednesday 29<sup>th</sup> May.

The next Ordinary Meeting would be taking place on Wednesday 10<sup>th</sup> July at 7.30pm.

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