

PATRICK BROMPTON PARISH COUNCIL

**MINUTES OF THE MEETING HELD ON  
WEDNESDAY 14 NOVEMBER 2018**

**Present**

Councillor A Bull (Chairman)  
Councillor R Ormston  
Councillor P Philpott  
Councillor G Shepherd

J MacNamara (Clerk)  
5 Parishioners were also present

**097.2018**

**Apologies and Reasons for Absence**

There were no Apologies for Absence.

**098.2018**

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

There were no Declarations of Interest.

**099.2018**

To approve the **minutes** of the meetings held on:

Wednesday 9 May – Annual Parish Meeting  
Wednesday 9 May – Annual Meeting of the Council  
Wednesday 9 May – Ordinary Meeting of the Council  
Wednesday 16 May – Sub Committee of the Council  
Wednesday 20 June – Extraordinary Meeting of the Council  
Wednesday 20 June – Sub Committee of the Council

The Minutes were Agreed.

**100.2018**

**Selection of New Councillor**

The Clerk reported that following the advertisement for a new Councillor two people had come forward for consideration.

The Clerk also reported that the Council had determined

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that all applicants be invited to address an open meeting of the Parish Council for up to 5-minutes and then there would be an opportunity for 5-minutes of questions.

Following this there would be a secret ballot. Under the guidelines within the Local Government Act a candidate is required to have an absolute majority of all of the votes which are cast.

As there were 4 voting members in attendance the Clerk reported that it had been agreed that in the event of a tie then the Chairman would have the casting vote in line with the Parish Council's Standing Orders.

The Clerk reported that the two candidates were: -

Mr John Allison and Mr Derek Stratton.

The Chair invited both candidates to address the meeting.

Following the speeches the Clerk undertook a Secret Ballot.

The Clerk declared that John Allison had been elected.

Cllr Allison signed their Declaration of Acceptance and was invited to join other Councillors for the remainder of the meeting.

**101.2018****Website Policy**

Cllr Shepherd outlined that there had been an extensive discussion with regards to the implementation of a website policy.

As part of the policy the Council had consulted the YLCA and the document which had been brought forward for consideration by the Council had been cleared following comments and updates with the YLCA.

A detailed discussion took place with regards to the proposed policy. Cllr Shepherd recommended that there be minor changes made with regards to two areas of the policy – Photography of Adults/Consent and Patrons.

It was Agreed that the Clerk be delegated to make the proposed changes and Councillors be circulated with the

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policy for final approval before publication on the Village website.

**101.2018                    The Transfer of ownership of Defibrillator and Cabinet.**

The Chair read a letter from the Yorkshire Ambulance Trust with regards to the transfer of ownership of the Defibrillator Cabinet and outlined the associated costs.

The Chair outlined that this had been explained to the Council previously. The Council Agreed to sign off the letter.

Cllr Shepherd raised the point that at the training the Trainer raised the need to give people across the Village the access code to the defibrillator to speed up the process as opposed to people having to rely on calling 999.

A discussion took place in which a number of Councillors expressed their concern about giving wide spread access to the code and the impact that this may have on the insurance. It was also pointed out that this advice was contrary to advice given in previous training sessions.

It was Agreed that Cllr Bull contact the training service to provide clarification.

**102.2018                    Defibrillator Rota**

The forthcoming Rota was agreed: -

December – Cllr P Philpott  
January – Cllr A Bull  
February – Cllr G Shepherd

**103.2018                    Newton Le Willows & Patrick Brompton Village Hall**

The Chair outlined that although the Parish Council had not nominated a representative at the Annual Meeting, following a discussion with the joint Village Hall Committee they were agreeable for us to nominate a representative at this stage in the municipal year.

It was Agreed to nominate Cllr John Allison as the Parish

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Council representative for the remainder of this municipal year.

Cllr Shepherd made the point that there remained unresolved issues regarding the Trust Deed and the difference between the Trustee Group and the Management Group.

**104.2018****Updates: -**

**Village Plan** – The Chair outlined that a number of meetings had been held to finalise a questionnaire to be sent across the Parish to determine a Village Plan.

A draft questionnaire had been circulated in advance of the meeting. The Chair proposed one further meeting of the Sub Committee to make the final amendments.

Cllr Shepherd proposed that the questionnaire now be sent in the new year to avoid the Christmas period.

It was Agreed to hold a further meeting of the Sub Committee and that the questionnaire be sent to households across the Parish at the start of 2019.

**Village Christmas Tree** – Cllr Ormston reported that he had looked at several Christmas Trees for the forthcoming festive season. It was agreed that Cllr Shepherd accompany Cllr Ormston to make the final selection and that the Lamb Family be asked if they wished to donate the Christmas Tree once again.

It was Agreed that the Parish Council would underwrite the costs Of the Christmas Tree if it was not donated and that it should be erected on Saturday 8<sup>th</sup> December.

**The Tour de Yorkshire 2018** - Cllr Shepherd reported that the Tour de Yorkshire had been extremely well received and that whilst the Village had been short-listed to the final 5 for the 'Best Dressed Village' it was disappointing that the Village lost to Kippax in Leeds.

Cllr Shepherd reported on the accounts for the event. In addition to the £200 donation from the Parish Council there had been income received from the District Council of £1,120. The Community Events Committee had provided funds of £244.36.

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It was also reported that the collection at the Tour de Yorkshire for the Yorkshire Air Ambulance had raised £328.93.

Following a wide ranging discussion it was agreed that the full accounts be presented to the next full meeting of the Parish Council.

**105.2018****Reports of Previous Meetings**

Cllr Bull reported on the recent YLCA Meeting. The meeting had received a presentation from the Medical Purchasing Group on their consultation on health service provision across Richmondshire.

As part of the presentation it was highlighted that the Richmondshire Integrated Care Campus could offer combined NHS and Service medical facilities with staff from existing facilities and could potentially house a minor operations unit, facilities for Mental Health, Physio, and some beds for recovery and recuperation.

Cllr Bull also reported that there would be no further financial awards under the Transparency Fund.

Cllr Shepherd reported at the most recent meeting of the Atkinson Clarke Trust several funding awards had been made to young people and that a plan for the internal redecoration of the Old School Room had been finalised.

Cllr Ormston reported on a recent visit to the Waste Recovery Site. The site employs more than 90 people and manages more than 320,000 tonnes of black bin waste from across North Yorkshire. Cllr Ormston reported that they welcomed visitors and delegations.

Cllr Ormston also informed the Council that the changes made to the District Council website had been very well received and had increased visitor numbers and payment opportunities.

Cllr Philpott had three requests from the most recent meeting of the Community Events Committee: -

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- (1) The Community Events Committee was hoping to place planter boxes on lampposts across the Village. It was their hope to purchase 6 boxes for £400 and would welcome a contribution from the Parish Council.
- (2) The Community Events Committee were seeking permission to place a seat on the Village Green.
- (3) A fence which was broken within the Village on farm land towards the crossroads required repair and that the Parish Council take action to deal with the matter.

It was Agreed with regards to a contribution and permissions outlined in requests (1) and (2) that further information was required and if they be pursued then Cllr Philpott table this for a future meeting.

It was Agreed that Cllr Ormston speak to the landowners with regards to the fence as the Parish Council could not take formal action on private land.

**106.2018****Correspondence**

The Clerk reported that there were publications to be distributed to Councillors via the Correspondence File, but that all other correspondence had been circulated electronically.

**107.2018****Planning Matters**

The Clerk reported that no Planning Applications had been received for consideration at this meeting.

The Clerk reported that two planning Applications had been determined at:

- Dalesend, Patrick Brompton.
- Northfield Farm, Patrick Brompton.

The Clerk reported that both applications had been accepted.

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Cllr Ormston briefed Councillors on background discussions with the District Council on on-going planning issues within the Parish.

**108.2018****Finance**

## a) Receipts &amp; Payments

The RFO read the Financial Report. He reported that there had been 3 Credits to the Current Account since the start of the Financial Year totalling £3,833.63 including full payment of the Annual Precept from Richmondshire District Council.

There had been 12 cheques issued since 5 April totalling £1,225.59. One cheque dating back to an issuing date of 17 January cleared the Current Account on 4 July for £38.38 relating to the website and there had been 7 regular monthly payments to the CPRE of £3.00 via Direct Debit totalling £21.00.

The total debits within the current financial year amounted to £1,284.97.

Council resolved to accept the bank reconciliation the community account balance standing at £4,560.70 and the savings account balance standing at £3,085.23. The Council resolved to accept the receipts and payments as set out in the Responsible Financial Officer's report.

The RFO detailed that there were 5 outstanding Invoices for payment totalling £448.44.

The Financial Report is appended to the Minutes.

**109.2018****Cheque Book Inspection**

The Cheque Book was circulated for inspection.

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**110.2018                      Grass Cutting Contract**

The Clerk reported that there had been concerns with regards to the Grass Cutting Contract due to the state of the grass earlier in the summer.

The Clerk reported that the matter had been resolved through the contractor undertaking the additional work free of charge.

The Clerk reported that the contract was due for renewal in 2020 and that the Council could examine addressing these matters through the next round of the tendering process.

**111.2018                      Financial Standing Orders**

The Clerk had circulated a draft model set of Financial Standing Orders. The Chair proposed that the Financial Standing Orders be agreed as circulated.

It was Agreed to accept the Financial Standing Orders.

**112.2018                      Budget & Financial Planning 2019/20**

The Clerk had circulated a draft budget in advance of the meeting. The Clerk outlined some of the headline issues which would need to be addressed in 2019/20: -

- The Parish Council Elections
- The renovation of the Queen Elizabeth II Bus Shelter
- The Parish Council Equipment

The Parish Council Elections were due to be held in May 2019. The District Council had advised Parishes to budget up to £1,200.00 for a contested election. The Clerk advised that as Patrick Brompton was one of only two contested Parishes in 2015 then it was advisable to include such an amount.



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The Queen Elizabeth II Bus Shelter – the Clerk advised that work was still due to be undertaken at the bus shelter and it would be prudent to include the sum of up to a £1,000.00 for such works.

Parish Council Equipment – The Clerk advised that due to the age and speed of the laptop it would be advisable to consider changing the laptop in the next financial year and had included the sum of £229.00 if Councillors were agreeable.

The Clerk outlined that the Parish had set a precept of £3,800.00 and it was at the Council's discretion as to whether or not this should be increased in the new financial year.

A wide-ranging discussion took place with regards to the proposed budget.

Cllr Ormston outlined that there were no matters identified in the budget which could be disagreed with, but he did state that the £250.00 annual donation to the Church for upkeep of the Church Yard had not been included.

A discussion took place with regards to plans at the Church.

Cllr Shepherd commented that the Parish Council continued to have a commitment to maintain the trees at Manor Green and that work would be required, but at the very least the Council required a survey to understand what work should be undertaken.

Cllr Shepherd felt that it was important as part of financial planning and the Village Plan we should produce a full Asset Register which would help inform a maintenance schedule.

Cllr Philpott considered there should be formal budget provision for donations/enhancements across the Village which were an essential part of seeking the views of the Parish in its survey.

Cllr Shepherd reported that the figures for the website costs should be increased to cover all anticipated costs in

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the 2019/20 financial year.

A discussion took place with regards to whether or not the draft budget had identified enough resource for maintenance in 2019/20.

Councillors discussed the matter of increasing the precept to meet some of the additional commitments with which the Parish Council may need to deal with in 2019/20.

It was Agreed to accept the draft budget and to include £250.00 donation towards the Church Yard as well as an additional sum of £500.00 towards maintenance.

It was also Agreed to increase the precept by 2% for the 2019/20 Financial Year.

**113.2018****Date of next meeting**

The Clerk reported that although it was practice to meet on the second Wednesday of each month given the close proximity to New Year's Day and circulating Agenda and Papers it would be sensible to hold the next meeting on Wednesday 16 January at 19:30pm.

**114.2018**

## Closure

There being no further business the meeting was declared closed at 21:05.