PATRICK BROMPTON PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH MEETING, THE ANNUAL MEETING OF THE COUNCIL AND THE ORDINARY MEETING HELD ON WEDNESDAY 9 MAY 2018

MINUTES OF THE ANNUAL PARISH MEETING

Present

Councillor A Bull (Chairman)
Councillor R Ormston
Councillor P Philpot
Councillor G Shepherd
J MacNamara (Clerk)
There were 7 residents of the parish present

001.2018 Chairman's Report

The Chairman presented his report, a copy of which is attached to this document.

002.2018 Responsible Financial Officer's Report

In the absence of the Responsible Financial Officer, the Clerk presented the report, a copy of which is attached to this document.

003.2018 Issues Raised by residents of the parish.

Cllr Bull invited members of the Parish in attendance at the meeting to make contributions.

There were no issues raised by Members of the Parish.

Cllr Shepherd wished to record his thanks to all the people who helped with the Tour de Yorkshire event as well as the Community Events Committee. The event had been a huge success and there had been very positive comments with regards to how the Village had been dressed and showcased itself throughout the event.

The meeting was closed at 7:15pm

PATRICK BROMPTON PARISH COUNCIL
Parish Clerk: Mr Jon MacNamara
Flat 1 Friars Gate, Friars Wynd, Richmond, North Yorkshire, DL10 4RY
t: 07495 458 173
e: charliehart.pb@gmail.com
w: http://www.patrickbrompton.com/parish-council.html

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MINUTES OF THE ANNUAL MEETING OF THE COUNCIL

Present

Councillor A Bull (Chairman)
Councillor R Ormston
Councillor P Philpot
Councillor G Shepherd
J MacNamara (Clerk)

004.2018 **Election of Chairman**
Councillor Bull was **elected** as **Chairman of the Council.**

005.2018 To receive **the Chairman's Declaration of Acceptance of Office**

Councillor Bull signed the declaration of acceptance.

006.2018 **Election of Vice Chairman**
Councillor Shepherd was elected as Vice-Chairman of the Council.

007.2018 **Election of Responsible Financial Officer**
The Clerk was appointed as Responsible Financial Officer.

The meeting was closed at 7:25pm

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL

Present

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

008.2018 **Apologies and Reasons for Absence**
There were no apologies.

009.2018 To receive **Declarations of Interest** in items on the agenda
There were no declarations of interest given.

010.2018 To approve the **minutes** of the meeting held on the 14th March 2018 and of the Sub Committee held on 18th April 2018.
The minutes of the ordinary meeting held on **14th March 2018** and the Sub Committee on **18th April 2018** were agreed and signed to be correct.

011.2018 **To receive the report from the internal auditor**
The report from the internal auditor was received.

012.2018 **To approve** the **Annual Governance Statement**

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

013.2018 **To approve the Annual Accounting Statement**
The annual accounting statement was **approved** by the Council.

014.2018 **Notification of Parish Council Vacancy**
The Clerk reported that he had received a resignation letter from Cllr Robert Hudson.

The Council recorded their thanks to Cllr Hudson for two decades of service to the Parish Council and the Village.

The Clerk outlined the process which would now happen following consultation with Richmondshire District Council.

The Clerk outlined that the vacancy would now be advertised and if ten electors from the Parish requested an election then a call for nominations and a poll would be held before 1 August 2018.

The Clerk answered a number of technical questions with regards to the process which was now being undertaken and explained that if there was not a request for an election then the Parish Council would have the autonomy to co-opt a member after the call for a poll ended on 30 May.

It was agreed that the Village should be circulated with the Vacancy Notice as well as placing the Notice on the website, notice board and in the public house.

015.2018 **Appointment to YLCA – 2 Members**
It was agreed that the Parish Council representatives on the YLCA for the municipal year 2018/19 be Cllr Andrew Bull and Cllr Grahame Shepherd.

016.2018 **Appointment to Lower Wensleydale Partnership – 2 Members**
It was agreed that the Parish Council representatives on the Lower Wensleydale Partnership for the municipal year 2018/19 be Cllr Andrew Bull and Cllr Richard Ormston.

017.2018 **Appointment to NLW & PB Village Hall Trustees Committee – 1 Member**
The Parish Council opted at this juncture not to appoint a member to the Village Hall Trustees Committee.

Cllr Shepherd sought clarification as to the purpose of a Parish Counil representative sitting on the Village Hall Committee. Cllr Shepherd outlined that there appeared to be an overlap between the management and the operation of the Hall and Trustees were being asked to look at operational matters which

were outside of its remit.

Cllr Shepherd recommended that we seek further information including the Trust Deed to be able to determine our remit in sending a Parish Council representative.

018.2018 Village Plan Update

Cllr Bull gave an appraise of the deliberations of the Sub Committee.

Cllr Bull explained the decision behind seeking to adopt a Village Plan as a result of recent planning issues which had occurred across the Village.

Cllr Bull also outlined that there was an intention to conduct a Village survey and that would be the basis of the next meeting on Wednesday 16 May at 7pm.

019.2018 Queen Elizabeth II Bush Shelter Update

The Clerk outlined that the Parish Council were seeking to embark on a further call for contractors to undertake work at the Queen Elizabeth II Bus Shelter in conjunction with partners at the YLCA and NYCC.

A further update would be provided at the July Meeting.

020.2018 Website Policy

Cllr Shepherd outlined that since the last meeting there had been a further update with regards to the website policy. As agreed at the last meeting the YLCA had been asked for comments and Cllr Shepherd circulated their advice.

In view of YLCA advice some aspects of the policy had been updated with regards to administrator rights and matters concerning images on the website.

The YLCA had sought further clarification with regards to our plan to raise sponsorship for the website. The Clerk had gone back to the YLCA with further clarification for them to determine that area of our policy.

At the point of the meeting the matter remained outstanding. It was recommended by Cllr Shepherd that the website policy come back to a further meeting of the Parish Council when all of the advice had been received.

021.2018 **Data Protection Regulations**

The Clerk outlined that there remained uncertainty with regards to the appointment of a Data Protection Officer ahead of the new legislation coming into force at the end of May.

The Clerk outlined that since Christmas the matter had been something of a moving feast and whilst the YLCA had agreed to set up a new service to manage the process the Government were now seeking to amend their Bill to exempt Parish Council's from having to appoint a Data Protection Officer.

The outcome was still awaited at the point of the meeting and a further update would be provided to Councillors.

022.2018 **Reports of previous month's meetings etc.** - to hear from Town/District/County Councillors on any meetings attended or other information of interest to the Town Council

Cllr Ormston – commented on the great success of the Tour de Yorkshire for the whole District and that it had been particularly commented on at a District level on how magnificent the Village had been dressed.

Cllr Philpott – reported that the Tour de Yorkshire had engulfed the work of the Community Events Committee and that they had undertaken a magnificent job on behalf of the Village ahead of the Tour.

Cllr Shepherd – reported that the Atkinson & Clarke Trust would be meeting on Monday 14 May.

023.2018 **Correspondence**

The Clerk outlined correspondence which had been received: -

The outcome of the Boundary Commission was received at the start of April and the objective of the Parish Council to remain in the Lower Wensleydale Ward was acknowledged by the Boundary Commission and that we had, had a successful outcome to the process.

024.2018 **Planning**

The Clerk reported that no planning matters had been received since the last meeting and that there were still two outstanding planning matters still to be determined.

025.2018 **Finance**

a) The balances of the accounts stood at:
Current account: £1,830.27
Deposit account: £3,085.23

026.2018 b) **Clerk's Remuneration 2018/19**

Cllr Bull reported that the Local Government Pay Review had concluded that there be a 2% pay increase for the forthcoming year.

Cllr Bull also reported that as the Clerk's salary had not been reviewed since he started in November 2016 that in addition to the 2% pay increase the Clerk's pay band now be Band 19 in line with recommendations from the YLCA after 1-years' service and that the increase be backdated to 1 December.

The Council agreed the recommendation and the Clerk's pay scale now stand at £10.11 per hour.

024.2017 **Date of next meeting**

It was agreed that the next **Ordinary Meeting of the Parish Council** would be held on **Wednesday 11 July at 7.30pm.**

It was also agreed that an **Extraordinary Meeting of the Parish Council** would be held to discuss the Parish Council Vacancy on **Wednesday 6 June at 7pm**.

025.2017 **Closure**

There being no further business the meeting was declared closed at 8:30pm.