

Tanfield Parish Council

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING

DATE: Wednesday 5 May 2021
TIME: 19:40 hrs
LOCATION: Virtual Via Zoom
PRESENT: Parish Councillors David Dumbleton(Chairman) Peter Hull, Peter Leonard and Judi Horner
IN ATTENDANCE: Alison Carter (Parish Clerk)
PRESENT: Hambleton District Councillor David Webster

1. ELECTION OF CHAIR AND SIGNING OF THEIR DECLARATION OF ACCEPTANCE OF OFFICE AND AGREEMENT TO ABIDE BY THE MODEL CODE OF CONDUCT

It was resolved that Councillor Dumbleton be elected as Chairman for the forthcoming year. His Declaration of Acceptance of Office and agreement to abide by the code of Conduct was duly received.

2. ELECTION OF VICE-CHAIR AND SIGNING OF THEIR DECLARATION OF ACCEPTANCE OF OFFICE AND AGREEMENT TO ABIDE BY THE MODEL CODE OF CONDUCT

It was resolved that Councillor Peter Hull be elected as Vice Chairman for the forthcoming year.

3. CODE OF CONDUCT

Parish Councillors Peter Hull, Judie Horner and Peter Leonard signed the new Code of Conduct Forms. Laura Wildwood will sign the documents.

4. APOLOGIES

Apologies received from Laura Wildwood.

5. COUNCIL'S DOCUMENTS

It was resolved that the following documents be re-approved without amendment: It was agreed that the documents need to be reviewed throughout the year. A programme of updating/reviewing two policies per meeting was agreed.

- 5.1 Standing Orders
- 5.2 Asset Register
- 5.3 Financial Risk Assessment
- 5.4 Risk Assessment
- 5.5 Publication Scheme
- 5.6 Retention of Documents & Information Policy
- 5.7 Fault Reporting Protocol
- 5.8 Complaints Policy
- 5.9 Code of Conduct
- 5.10 Financial Regulations
- 5.11 Privacy Notice
- 5.12 General Privacy Notice

6. A REPORT ON 2020/21 PARISH COUNCIL BUSINESS was read by the Parish Clerk.

Note

- No Annual Parish Meeting or Annual Parish Council Meetings have been held in 2020 due to Covid-19

Councillors

- Elected: Peter Hull and David Dumbleton, were re-elected at the 2019 Parish Council Elections. (Peter Hull has served on the Parish Council since July, 2012 and David Dumbleton since July, 2015) Also elected at the 2019 Parish Council Elections were Judi Horner and Peter Leonard. (Judi was previously co-opted on to the Parish Council in June, 2017).
- David Powell was co-opted on to the Parish Council from July, 2019. (David previously served on the Parish Council from February, 2016 to April, 2019). David resigned from the Parish Council in July, 2020.
- Laura Wildwood was co-opted on to the Parish Council in September, 2020.
- David Dumbleton (Chairman) has held this appointment for the whole year.

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General

- Alison Carter has been the Parish Council's Proper Officer (clerk) and Responsible Financial Officer, since 1 December, 2015.

Meetings

The Parish Council has met eight times since May, 2020. All but one of the meetings have been held virtually via zoom and all of the meetings were 'ordinary' meetings when a full agenda of business was considered.

Planning and Development

- Twelve planning applications have been considered by the Parish Council, since May 2020.
- Due to the Covid Pandemic there have been no representatives/people from the Parish attended the Parish Council Meetings during the year, although there is the option for representatives to join remotely.

Other Business

- The Parish Council continues to operate the parish caretaker scheme, whereby 5 hours of maintenance works are carried out in the parish each month. DTMS Ltd, from Fellbeck, have been carrying out this task since 1st April 2015.
- The grass cutting contract for the Parish Council is from April 2021 carried out by JCS Services.
- The Parish Council was represented by David Dumbleton on the Lower Ure Conservation Trust's Liaison Committee.
- The Parish Council's Nosterfield Quarry Liaison representative was Peter Hull.
- The Parish Council was represented by Judi Horner on West Tanfield Village Hall Committee, West Tanfield. Although this committee has not met since March 2019.
- The Parish Council continued to support the work of the Hambleton Citizen's Advice Bureau by donating £200.
- A donation of £60 was made towards the repair of the steps near the Marmion Tower, West Tanfield.
- The Parish Council has been allocating some of the Community Infrastructure Levy (CIL) funding to the following projects. The construction of a firm path from the Memorial Hall car park to the Bowling Green, funding towards the grass cutting in the Parish and funding towards the repairs of the swing parks in the Parish. The CIL is a charge which local authorities (District Councils) place on most types of new development in their area. The CIL is to be used to pay for infrastructure identified as required to support development growth in the Parish.
- Installation of two further defibrillators in the Parish. There are now three defibrillators in the Parish, one in Nosterfield, one in Thornborough and one in West Tanfield.
- The Annual Inspections of the playgrounds in the Parish, found the play parks in good order.
- North Yorkshire Police have submitted a written report to the Parish Council meeting, bring an update of incidents in the local area and of projects/initiatives being taken to reduce crime in the County.
- The Parish Council has been liaising with Hambleton District Council with regards to the network of support required/offered in the Parish due to Covid-19.
- The Parish Council continues to produce an informative newsletter for the Parish on a regular basis.

7. FINANCIALS

- 7.1 2020/21 accounts and signing of the Balance Analysis by the Chairman.
It was resolved that the 2020/21 accounts be approved and signed by the Chairman.
- 7.2 To receive and consider the Internal Auditor's report on the 2020/21 accounts.
The internal auditors report was noted by the Parish Council.
- 7.3 The Annual Return including the Annual Governance Statements.
The Annual Return and Annual Governance Statements were approved by the Parish Council, and signed by the Chairman.
- 7.4 The Accounting Statement.
The Accounting Statement was approved by the Parish Council and signed by the Chairman.

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8 INSURANCE

It was agreed once the Parish Clerk has received the insurance quotes, to renew the Parish Council Insurance, this would be for a three-year contract.

9 STAFFING

9.1 Staffing Committee terms of reference and Grievance Policy.

It was resolved that these documents be re-approved without amendment. However, it was agreed the documents will be reviewed/updated as required, prior to the July, 2021 Parish Council Meeting.

9.2 To appoint two Councillors to serve on the Staffing Committee.

It was resolved that Councillors David Dumbleton and Peter Hull be appointed to serve on the Staffing Committee for the forthcoming year.

10 QUARRY LIAISON REPRESENTATIVE

10.1 Appointment of Councillors to represent the Parish Council at the Quarry Liaison Meetings

It was resolved that Councillor Peter Hull would be the liaison at Nosterfield Quarry.

11. WEST TANFIELD MEMORIAL HALL MANAGEMENT COMMITTEE

It was resolved that Councillor Judi Horner be appointed for the 2021/22 period.

12. LOWER URE CONSERVATION TRUST LIAISON COMMITTEE

It was resolved that Councillor David Dumbleton be appointed for the 2021/22 period.

13. YLCA BRANCHES – REPRESENTATIVES

It was resolved that no Councillors be appointed for the 2021/22 period, attendance would be dependent upon the meeting agenda.

Meeting closed at 19:50 hrs.

These minutes were recorded and prepared by Alison E Carter, Clerk to the Parish Council.

SIGNED:

(Chairman)