

# *Tanfield Parish Council*

## MINUTES OF THE ANNUAL PARISH COUNCIL MEETING

**DATE:** Wednesday 16 May 2018  
**TIME:** 20.00 hrs  
**LOCATION:** West Tanfield Memorial Hall

**PRESENT:** Parish Councillors David Dumbleton(Chairman) David Powell (Vice Chairman)  
Peter Hull, Peter Almack, Judi Horner  
**IN ATTENDANCE:** Alison Carter (Parish Clerk)

**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 David Powell be elected as Vice Chairman for the forthcoming year. His Declaration of Acceptance of Office and agreement to abide by the code of Conduct was duly received.

**3. CODE OF CONDUCT**

The Parish Councillors confirmed no change to their current Code of Conduct Forms.

**4. APOLOGIES**

Apologies received from District Councillor David Webster.

**5. COUNCIL'S DOCUMENTS**

It was resolved that the following documents be re-approved without amendment, however it was noted the documents will need reviewing due to the new GDPR legislation during 2018:

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

**6. A REPORT ON 2017/18 PARISH COUNCIL BUSINESS was read by the Parish Clerk**

**Councillors**

- David Dumbleton (Chairman) and David Powell (Vice Chair) have served as Councillors for the whole year.
- Peter Hull was elected at the last Parish Council elections and has served to date.
- Peter Almack was co-opted on to the Parish Council from February, 2016 and Judi Horner was co-opted on to the Parish Council from June, 2017 both have served to date.

**General**

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

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### **Meetings**

The Parish Council has met 11 times since the 2017 annual meetings. 8 of these were 'ordinary' meetings when a full agenda of business was considered. The others were extraordinary meetings to consider planning applications and other urgent items of business.

### **Planning and Development**

- 9 planning applications have been considered by the Parish Council, in the year.
- The Parish Council was consulted on the application for a premises licence for Tanfield House, West Tanfield.
- The Parish Council submitted comments on the removal of 3,058m of hedgerow to the boundary of Thornborough henges.

### **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 1<sup>st</sup> April 2015.
- The grass cutting contract for the Parish Council is carried out by Farm and Land Services Ltd.
- The Parish Council was represented by Peter Almack on West Tanfield Memorial Hall's Management Committee
- The Parish Council was represented by David Dumbleton on the Lower Ure Conservation Trust's Liaison Committee.
- The Parish Council's Ripon Quarry Liaison representative was Peter Almack.
- The Parish Council's Nosterfield Quarry Liaison representative was Peter Hull.
- The Parish Council continued to support the work of the Hambleton Citizens Advice Bureau by donating £50.
- The Parish Council has started work towards its new duties under the General Data Protection Regulations (GDPR) and the Data Protection Act 2018.
- The Parish Council has purchase two telephone Boxes from BT one in Thornborough and one in Nosterfield.
- The Parish Council has received grants under the Open Space Funding for the purchase of a cricket cage, for the sports field in West Tanfield. For the replacement and repair of the wire netting and posts at the swing park in Nosterfield. As well as for the replacement of the bin at the swing park in Thornborough and for the repair of the bench in the village.
- The Parish Council has coordinated the fundraising and installation of a defibrillator at the Memorial Hall, West Tanfield.
- The fundraising for defibrillators within the parish is on-going; the Parish Clerk is looking for donations and requesting grants from local organisations.
- The Parish Council has submitted two applications under the Making a Difference grant (MAD) for: funds towards the replacement of the wetpour surface and climbing board at West Tanfield swing park, as well as funds towards the replacement of the noticeboards in the Parish.
- The Parish Council has requested a 7.5-ton weight restriction for vehicles through Nosterfield village, via NYCC.
- The Annual Inspections of the playgrounds in the Parish, found the play parks in good order.
- The Parish Council continues to produce an informative newsletter for the Parish on a regular basis.
- The Parish Council has received a donation of a bench for the swing park in Thornborough, the donation is from relatives of a family who lived in Thornborough for many years.

## **7. FINANCIALS**

### **7.1 2017/18 accounts and signing of the Balance Analysis by the Chairman.**

It was resolved that the 2017/18 accounts be approved and signed by the Chairman.

### **7.2 To consider allocating the 2017/18 ringfenced play areas funds (£500) with the sums already ring-fenced for the purchase of a defibrillator.**

The Parish Council agreed that the ring fenced play area funds (£500) should be kept under the play area funds.

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- 7.3 Annual Governance and Accountability Return (AGAR) 2107/18  
The Parish Council agreed that the Chair and Responsible Finance Officer will decide after discussion with the external auditors, if an exception certificate or the full AGAR needs submitting.
- 7.4 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.
- 7.5 The Accounting Statement.  
The Accounting Statement was approved by the Parish Council and signed by the Chairman.
- 7.6 To receive and consider the Internal Auditor's report on the 2017/18 accounts.  
The internal auditors report was noted by the Parish Council.

### **8 INSURANCE**

It was resolved to take out the Parish Councils insurance with Zurich Insurance for the next three years.

### **9 STAFFING**

- 9.6 Staffing Committee terms of reference and Grievance Policy.  
It was resolved that these documents be re-approved without amendment.
- 9.7 To appoint two Councillors to serve on the Staffing Committee.  
It was resolved that Councillors David Dumbleton and David Powell be appointed to serve on the Staffing Committee for the next year.

### **10 QUARRY LIAISON REPRESENTATIVE**

- 10.6 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.  
It was resolved that the Parish Council will not nominate a representative for Ripon Quarry. The Clerk will write a letter asking to be added to the quarries mailing list.

### **11 WEST TANFIELD MEMORIAL HALL MANAGEMENT COMMITTEE**

- 11.6 It was resolved that Councillor Peter Almack be appointed for the 2018/19 period.

### **12 LOWER URE CONSERVATION TRUST LIAISON COMMITTEE**

- 12.6 It was resolved that Councillor David Dumbleton be appointed for the 2018/19 period.

### **13 YLCA BRANCHES – REPRESENTATIVES**

It was resolved that Councillor David Dumbleton and Judi Horner be appointed for the 2018/19 period.

Meeting closed at 20:26 hrs.

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

SIGNED: (Chairman)