**DATE: Wednesday 29 May 2024**

**TIME: 19:00 hrs**

**LOCATION: West Tanfield Memorial Hall**

**PRESENT:** Parish Councillors David Dumbleton (Chairman) Judi Horner and Anthony Mainprize

IN ATTENDANCE: Alison Carter (Parish Clerk)

PRESENT North Yorkshire Councillor David Webster, Christopher and Gillian Bourne-Arton

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.

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

Councillor Peter Hull was elected as Vice Chairman for the forthcoming year, in Peter Hull’s absence

this matter will be added to the next Parish Council Meeting.

1. **CODE OF CONDUCT**

Parish Councillors as appropriate signed the Code of Conduct Forms.

1. **APOLOGIES**

Apologies received from Peter Hull.

1. **COUNCIL’S DOCUMENTS**

It was resolved that the following documents be re-approved without amendment: With the exception of the Asset Register which has been updated. It was agreed that the documents would be reviewed throughout the year.

* 1. Standing Orders
  2. Asset Register
  3. Financial Risk Assessment
  4. Risk Assessment
  5. Publication Scheme
  6. Retention of Documents & Information Policy
  7. Fault Reporting Protocol
  8. Complaints Policy
  9. Code of Conduct
  10. Financial Regulations
  11. Privacy Notice
  12. General Privacy Notice

1. **A REPORT ON 2023/24 PARISH COUNCIL BUSINESS was read by the Parish Clerk.**

**Councillors**

* Elected: Peter Hull and David Dumbleton, were re-elected at the 2022 Parish Council Elections. (Peter Hull has served on the Parish Council since July, 2012 and David Dumbleton since July, 2015) Also elected at the 2022 Parish Council Elections was Judi Horner (Judi was previously co-opted on to the Parish Council in June, 2017).
* Anthony Mainprize was co-opted on to the Parish Council in April, 2023.
* David Dumbleton (Chairman) and Peter Hull (Vice Chair) have held these appointments for the whole year.

**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 ten times since May, 2023. Nine of these were ‘ordinary’ meetings when a full agenda of business was considered. The other one was an extraordinary meeting to consider planning applications and other urgent items of business.

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**Planning and Development**

* Seven planning applications have been considered by the Parish Council, since May 2023.
* Representatives from the following organisations attended the Parish Council Meetings during the year:

North Yorkshire Police

West Tanfield Memorial Hall Committee

West Tanfield Pétanque Club

North Yorkshire Councillor David Webster

**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 Dalton, Thirsk, have been carrying out this task since 1st April, 2015.
* The grass cutting contract for the Parish Council has been carried out by JCS Services, from April 2021 to April, 2024.
* The Parish Council was represented by Anthony Mainprize 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.
* The Parish Council was represented by Anthony Mainprize on the Bedale and Villages Community Forum.
* The Parish Council continues to support the work of the Hambleton Citizen’s Advice Bureau by donating £200.
* The Parish Council supported the work of the Great North Air Ambulance Service by donating £100.
* The Parish Council has been allocating some of the Community Infrastructure Levy (CIL) funding to the following projects: The clearing out and replacement of soil and potting of new plants and bulbs at Nosterfield village green planters. The purchase of salt/grit bin and salt for West Tanfield Village. The carrying out of a speed survey along the B6267 through Nosterfield. The purchasing of wooden play resources and a shed for the Village School in West Tanfield. The purchase and installation of two dog waste bins for the Nature Reserve, Nosterfield. The CIL is a charge which local authorities place on most types of new development in their area.
* The Annual Inspections of the playgrounds in the Parish, found the play parks in good order.
* The Parish Council is in the process of purchasing and installing a Vehicle Activated Speed Camera at three locations in the Parish.
* North Yorkshire Police have submitted written reports to the Parish Council meeting, providing updates of incidents in the local area and of projects/initiatives being taken to reduce crime in the County.
* The Parish Council continues to produce an informative newsletter for the Parish on a regular basis.
* The Parish Council website now has a page dedicated to local planning applications (within the Parish)

1. **FINANCIALS**
   1. 2023/24 accounts and signing of the Balance Analysis by the Chairman.

It was resolved that the 2023/24 accounts be approved and signed by the Chairman.

* 1. It Consider allocating the 2023/24 ringfenced play area funds (£700) with the sums already ring fenced for the play areas of £1664.60

It was resolved that the sum of £700 should be ring fenced with the existing sum of ring-fenced funds for the play areas.

7.3 To receive and consider the Internal Auditor’s report on the 2023/24 accounts.

The internal auditors report was noted by the Parish Council.

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.

**8 INSURANCE**

The Parish Councils insurance is up for renewal on 17 June, 2024.It was agreed the Parish Clerk would negotiate a new three-year contract.

**9 DELEGATING FUNCTIONS TO THE CLERK TO ENSURE THE CONTINUOUS BUSINESS OF THE**

**COUNCIL.**

The Parish Council agreed, that the council empowers the clerk/RFO to do anything expedient and

necessary to ensure the continuous business of the council, and to deal with mandatory undertakings

in order to prevent the authority from incurring liability during the period that the delegation is

applicable. Where possible the clerk/RFO will consult with the chairman or Vice Chairman in the

decision making. The Parish Council agreed to keep this delegation in place and review the matter

at the Annual Parish Council Meetings yearly.

1. **STAFFING**

10.1 Staffing Committee terms of reference and Grievance Policy.

It was resolved that these documents be re-approved without amendment.

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

It was resolved that Councillors David Dumbleton and Judi Horner be appointed to serve on the

Staffing Committee for the forthcoming year.

1. **QUARRY LIAISON REPRESENTATIVE**

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

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

Quarry, for the 2024/25 period.

**12**. **WEST TANFIELD MEMORIAL HALL MANAGEMENT COMMITTEE**

It was resolved that Councillor Judi Horner be appointed the liaison for the 2024/25 period.

**13. LOWER URE CONSERVATION TRUST LIAISON COMMITTEE**

It was resolved that Councillor Anthony Mainprize be appointed the liaison for 2024/25 period.

**14.** **BEDALE AND VILLAGES COMMUNITY FORUM**

It was resolved that Councillor Anthony Mainprize be appointed the liaison for 2024/25 period.

**15. YLCA BRANCHES – REPRESENTATIVES**

It was resolved that no Councillors be appointed for the 2024/25 period, attendance would be dependent

upon the meeting agenda.

Meeting closed at 19.12 hrs.

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

SIGNED: (Chairman)

DATE