

# *Tanfield Parish Council*

## MINUTES OF THE ANNUAL PARISH COUNCIL MEETING

**DATE:** Wednesday 15 May 2019  
**TIME:** 20.00 hrs  
**LOCATION:** West Tanfield Memorial Hall  
**PRESENT:** Parish Councillors David Dumbleton(Chairman) Peter Hull, Peter Leonard and 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 no Vice Chairman be appointed at this stage.

**3. CODE OF CONDUCT**

Parish Councillors Peter Hull, Judie Horner and Peter Leonard signed the new Code of Conduct Forms.

**4. APOLOGIES**

No apologies received.

**5. COUNCIL'S DOCUMENTS**

It was resolved that the following documents be re-approved without amendment:

- 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 It was resolved to make the following amendment to the Financial Regulations at point 6.4:**

Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by either two members of council, or one member of the council and the Parish Clerk in accordance with a resolution instructing that payment. If a member who is also a bank signatory has declared a disclosable pecuniary interest, or has any other interest, in the matter in respect of which the payment is being made, that Councillor shall be required to consider Standing Orders, and thereby determine whether it is appropriate and / or permissible to be a signatory to the transaction in question.

**6. A REPORT ON 2018/19 PARISH COUNCIL BUSINESS was read by the Parish Clerk.**

**Councillors**

- David Dumbleton (Chairman) and David Powell (Vice Chair) have help these appointments for the whole year.
- Elected: Peter Hull and David Dumbleton were elected at the last Parish Council elections in 2015 and have served to date.
- Co-opted: Peter Almack and David Powel were co-opted on to the Parish Council from February, 2016 and Judi Horner was co-opted on to the Parish Council from June, 2017 all 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 10 times since the 2018 annual meetings. 7 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**

- 5 planning applications have been considered by the Parish Council, in the year.
- The Parish Council supported Hambleton District Council with the Housing needs survey that was carried out in the Parish last December.
- Representatives from the following organisations attended the Parish Council Meetings during the year:  
The Community Mapping Project Officer, from the Office of the Police and Crime Commissioner for North Yorkshire.  
Hambleton District Council to discuss the Tour de Yorkshire and the UCI World Road Bike Championships  
Yorkshire Water brought their plans to discuss the replacement of the sewerage pipe from Thornborough Village to just passed the Henges, outside the village.

### **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 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 £150.
- The Parish Council used some of the Transparency Code Funds to replace the Parish Council laptop.
- The Parish Council is continuing its work to be compliant with the duties under the General Data Protection Regulations (GDPR) and the Data Protection Act 2018.
- The Quarry in Nosterfield has agreed to locate a defibrillator in the phone box in the village of Nosterfield, the Parish Clerk is currently organising a secure cabinet and the fitting of the equipment.
- The fundraising for defibrillators within the parish is on-going; the Parish Clerk is looking for donations and requesting grants from local organisations, to ensure we have three defibrillators in the Parish.
- The Parish Council was successful in 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 and the replacement of the broken fence at the swing park in Thornborough, as well as funds towards the replacement of the noticeboards in the Parish. These works were carried out in 2018/19.
- The Parish Council has made further bids under the Making a Difference grant for 2019/20.
- The Parish Council has requested a 7.5-ton weight restriction for vehicles through Nosterfield village, via NYCC, this is being pursued.
- The Annual Inspections of the playgrounds in the Parish, found the play parks in good order.
- North Yorkshire Police regularly attends the Parish Council meetings bring an update 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.

## **7. FINANCIALS**

### **7.1 2018/19 accounts and signing of the Balance Analysis by the Chairman.**

It was resolved that the 2018/19 accounts be approved and signed by the Chairman.

### **7.2 To consider allocating the 2018/19 ring-fenced play areas funds (£550) with the sums already ring-fenced for swing park repairs.**

The Parish Council agreed that the ring-fenced play area funds (£550) should be kept under the play area funds.

### **7.3 Annual Governance and Accountability Return (AGAR) 2108/19**

The Parish Council agreed to submit a Certificate of Exemption for 2018/19 accounts.

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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 2018/19 accounts.  
The internal auditors report was noted by the Parish Council.

### **8 INSURANCE**

It was resolved to pay the Parish Councils insurance with Zurich for the second year of a three-year agreement.

### **9 STAFFING**

9.1 Staffing Committee terms of reference and Grievance Policy.  
It was resolved that these documents be re-approved without amendment.

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 next 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.  
It was resolved that the Parish Council will not nominate a representative for Ripon Quarry.

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

11.1 It was resolved that Councillor Judi Horner be appointed for the 2019/20 period.

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

12.1 It was resolved that Councillor David Dumbleton be appointed for the 2019/20 period.

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

It was resolved that no Councillors be appointed for the 2019/20 period, attendance would be dependent upon the meeting agenda.

Meeting closed at 20:20 hrs.

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

SIGNED: (Chairman)