

**Minutes of the Annual Meeting of the Stainforth Parish Council held in Stainforth Village Hall on Tuesday, 10 May 2016 at 7.00pm**

*Present:* Cllrs Blackburn (Chairman), Asher, Mills, Sharp and Warren. Also the Clerk and PCSO Jayne Grace of Craven Safer Neighbourhood Team

**1 To elect a Chairman**

Cllr Blackburn was re-elected Chairman of the Council.

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

Cllr Blackburn's Declaration of Acceptance of Office was received.

**3 To receive apologies – none**

**4 To elect a Deputy Chairman**

Cllr Sharp was elected Deputy Chairman.

The Chairman, Cllr Blackburn expressed the Council's appreciation to Cllrs Asher and Sharp for undertaking this office in past years and for undertaking the role of Chairman when the Council did not have the benefit of a permanent chairman.

**5 Code of Conduct - Localism Act 2011**

- i) Register of Financial and Other Interests; Gifts and Hospitality – to consider any changes in members' Register of Interests - *none*
- ii) To record any Councillor's Disclosable Pecuniary Interest in relation to items on this agenda - *none*
- iii) To consider any dispensations - *none*

**6 Policing**

- i) To receive the monthly report. The Chairman welcomed PCSO Jayne Grace who gave an update on current policing. There had been five reported crimes during the last month. These included sheep and a domestic incident. There had also been traffic incidents involving obstruction at a local beauty spot. Enforcement of parking regulations is no longer undertaken by the police. However, local police will continue to enforce *obstruction* but this is hampered by the poor condition of the double yellow lines on Dog Hill, which the police have referred to the highways authority for action.

**7 To appoint representatives/trustees to outside bodies**

Settle and District Aid in Sickness Fund – Mrs Mary Hewitson kindly agreed to undertake the role last year.

**Resolved: That she be re-appointed and invited to continue.**

**8 To consider payment of subscriptions to be paid annually**

**Resolved: That the subscription to the Yorkshire Local Councils Associations be renewed for a further year.**

**Resolved: That the subscription to the Open Spaces Society be renewed for a further year.**

**9 To receive a list of assets held by the Council (Asset Register)**

**Resolved: That the Asset Register be received.**

**10 To approve the Minutes of the Meeting held on Tuesday, 19 April 2016**

**Resolved: That the Minutes be approved and signed by the Chairman as a true and correct record.**

**11 Matters Arising - none**

**12 To receive the Minutes of the Annual Parish Meeting held on Tuesday, 19 April 2016**

**Resolved: That the Minutes of the Annual Parish Meeting be received.**

**13 Planning**

- a) To consider applications received - *none*
- b) To note any decisions received - *none*
- c) To receive any planning correspondence - *none*

**14 Finance**

- 1) To authorise payment of accounts, including the Clerk's monthly remuneration as per schedule

**Resolved: That payment of the Clerk's monthly remuneration be approved.**

2) *Internal Audit*

- i) To receive and consider the report of the Internal Auditor for the year ended 31 March 2016.

The report was unqualified and had been circulated

**Resolved: That the report of the Internal Auditor be received.**

**Continued/**

**14 Finance cont**

ii) To appoint an Internal Auditor

**Resolved: That the re-appointment of Yorkshire Internal Audit Services be approved.**

iii) To approve the Internal Audit fee for 2016 – 2017 – proposal not yet received.

3) *Annual Return* - to complete the Annual Return for year ended 31 March 2016

i) To consider and approve the Annual Governance Statement

**Resolved: That the Annual Governance Statement be approved.**

ii) To consider and approve the Accounting Statements

**Resolved: That the Accounting Statements be approved**

4) *Council's insurance*

i) To receive information from the Council's broker and to consider renewal

The Council's three-year long term agreement (LTA) with Aviva had come to an end and cover being broadly the same, the council's brokers had recommended Ecclesiastical, there being preferential terms for a three-year agreement, the annual premium being £303.35. This was the most competitive of the quotes received.

**Resolved: That the Ecclesiastical quote be accepted on a three-year basis, and the premium paid.**

5) Trees adjacent to the green at Little Stainforth - to consider quotations received

**Resolved: That the Treetops quote of £845 + VAT be accepted**

6) *To revise the bank mandate* and to pass the following resolution:

- i) That bank accounts be continued with HSBC Bank plc (the Bank) and the Bank is authorised to:
  - a) pay all cheques and other instructions for payment signed on behalf of the Council by any two members of the Council for the time being as listed on the Mandate whether any account of the Council is in debit or credit.
  - b) deliver any item held on behalf of the Council by the Bank in safe keeping against the written receipt or instruction of any two members of the Council for the time being as listed on the Mandate; and
  - c) accept the signatures of any two members of the Council for the time being as fully empowered to act on behalf of the Council in any transaction with the Bank.
  - d) accept the signatures of any two members of the Council for the time as fully empowered on behalf of the Council to enter into at any time(s) and agreement(s) for or relating to electronic and/or telephone banking service of any kind whatsoever ('Services'), and to delegate (including the power to sub delegate) the operation of the Services and the Council acknowledges that the Bank shall be entitled to act upon instructions received in respect of the Services until notified otherwise in writing by the Council.
- ii) That the Council agrees that any debt incurred to the Bank under this authority shall in their absence of written agreement with the Bank to the contrary be repayable on demand.
- iii) That the Proper Officer is authorised to supply the Bank as and when necessary with lists of persons authorised to sign, give receipts and act on behalf of the Council, and that the Bank may rely on such lists.
- iv) That these resolutions be communicated to the Bank and remain in force until changed by resolution of the Council and a copy, certified by the Chairman and the Proper Officer is received by the Bank.
- v) That the Council accepts the account/s and banking relationship with the Bank will be governed by and subject to the Business Banking terms and Conditions ( a copy of which has been provided) as amended from time to time with any terms and conditions in respect of specific products and services requested by the Council from time to time.

**Resolved: That revision of the bank mandate be approved.**

**15 To discuss lowering the height of the parish notice board**

The height and indeed, the location of the notice board was discussed and the Council were pleased to hear that several volunteers had offered their services to lower the notice board. Indeed, the Chairman indicated his willingness to make the arrangements (the location remaining the same).

**Resolved: That the board be lowered to the top of the level of the wall.**

**16 Defibrillator – to receive an update**

Cllr Blackburn advised that there was not much to report at this time other than that two more volunteers had come forward and would receive training in due course.

**17 Superfast Broadband – to receive any update**

The Chairman had contacted Boundless Networks who had previously expressed interest in introducing high speed broadband into the village and had learnt that presently, there were no plans for any repeater masts in Ribblesdale. This was disappointing and further enquiries would be made of Rural Action Yorkshire, a representative of whom had accompanied Simon Hayhurst of Boundless, on his original presentation to the Council

**Resolved: That the Broadband Development Officer of Rural Action Yorkshire be contacted.**

**18 Drains – to receive a list of drains in the Parish of Stainforth and to consider action required**

Following the inspection which she and the Chairman had made of the drains, Cllr Asher produced a map detailing the location and condition of each drain. Particular attention to be paid to the section of drainage pipe work on Church Lane, from the two drain covers outside the lower cemetery gate, to the manhole near the corner opposite Stainforth House and round the corner into the village. This 100m section is suspected of causing problems during the latest flooding incidents, and may need flushing through.

**Resolved: That this be sent to Highways with a request that appropriate action be taken in relation to each blocked drain, some 20 in all. Also, that appreciation be expressed to Cllrs Asher and Blackburn for their efforts.**

**Continued/**

**Minutes of the Annual Meeting of Stainforth Parish Council held on Tuesday, 10 May 2016 cont**

**19 20 mph speed limit through Stainforth** - to consider reports of speeding and decide on action  
Cllr Sharp referred to the relatively recent speed monitoring exercise undertaken by Highways. This had not shown that speeding was such a problem as to need action, vehicle speeds being generally inside local limits. The speed limit on the main B6479 is 60mph; the limit in the village is 30mph, there being an advisory limit of 20mph on Main Street. There was some reflection as to whether the Council could erect 20mph signs itself but this would be unlawful and only of an advisory nature anyway.

**20 Parish Council documents** - to receive a list of obsolete documents as follows, and to consider disposal  
Finance – vouchers from 1996 to 2007  
Planning – determined applications from 1995 to 2012  
Code of Conduct and Standards Board papers  
Craven DC election papers, Countryside Agency papers, Playground catalogues and books

**Resolved: That the aforementioned documents be destroyed**

**21 Street Lights**

a) To receive reports of any defects for action - *none*

**22 Highways**

a) To receive any reports for action - *none*

b) Cutting of verges – the Chairman advised that the amount of £28 approximately, which the Council would receive in respect of the cutting of pieces of grass was because the grass was on a highway with a speed limit of 60mph and hence needed to be cut on account of safety. This grass is cut by volunteers of the village's Environmental Group.

**Resolved: That when received, this money be donated to the Environmental Group as a contribution to their funds.**

**23 Repairs and Maintenance**

a) To receive any reports for action - *none*

**24 To respond to correspondence received**

i) YDNPA – Parish Forum meetings and other information – access by parish page of the website.

ii) Craven DC – Consultation - Strategic Review of Recycling 'Bring' Sites – Changes to 'recyclates' contracts means that from 1.4.16, instead of receiving £20 per tonne for recycling cardboard, CDC will have to pay around £35 per tonne, the effect being that CDC will be £55 per tonne worse off.  
Consultation via CDC's website to close on 24 June 2016

**Resolved: That the items of correspondence be received.**

**25 To receive items of information**

Clerks & Councils Direct magazine – May 2016

Opens Spaces Society – magazine 'Open Space' – Spring 2016

**Resolved: That all items of information be received.**

**26 To arrange the next meeting of the Parish Council**

**Resolved: That the next meeting of the Parish Council be held in Stainforth Village Hall at 7.00pm on Tuesday, 12 July 2016.**

There being no further business, the meeting was closed at 8.37pm.

**PFL**  
**11.5.16**

