

**ALDWARK AREA PARISH COUNCIL
MINUTES OF THE ANNUAL MEETING HELD AT ALDWARK MANOR HOTEL
ON TUESDAY 9 MAY 2017**

Present: Councillors: Colin Stroud (Chairman), Sue Southall, John Topliss, Gemma Boddy

Apologies for absence were received from: Cllr Andy Follington (who participated by conference-video call), HDC Cllrs Nigel Knapton and Geoff Ellis

PUBLIC FORUM

There were no members of the public present.

16/87 ELECTION OF CHAIR

Colin Stroud was unanimously re-elected as Chairman.

16/88 ELECTION OF VICE-CHAIR

John Topliss was unanimously elected as Vice Chairman.

16/89 APPOINTMENTS TO OUTSIDE BODIES

The following appointments were made:

- (a) Pearson Trust - Colin Stroud
- (b) Hambleton Branch of Yorkshire Local Councils Association – Colin Stroud, John Topliss

16/90 MINUTES

The minutes of the meeting held on 21 March 2017 were agreed as a correct record.

16/91 MATTERS ARISING

Regarding item 16/79(b), Construction of a dwelling, The Cottage, Flawith, despite further efforts from both the Parish Council and the offices of Kevin Hollinrake MP, no further action had been taken by HDC. It was, therefore, agreed that pressure should be placed on HDC to serve a section 215 building control notice on the owner of the property, for visual impact and safety risks, and ask for action within the next 3 months – JT to contact HDC.

16/92 CHAIRMAN'S REPORT – The chair had nothing to report.

16/93 HDC LOCAL PLAN CONSULTATION

No comments to submit.

**16/94 APPLICATION TO TRANSPARENCY FUND FOR GRANT TO PURCHASE
LAPTOP, PRINTER AND SOFTWARE**

CS had conferred with GB and agreed it would be useful to have a dedicated laptop for PC business, together with a scanner and printer. CS to complete the relevant grant forms and submit.

16/95 PLANNING APPLICATIONS

- (a) **17/00631/FUL** Extension to existing dwelling and construction of a domestic outbuilding, 1 Tholthorpe Road, Flawith - no objections.

Signed
Chairman

Date

16/96 PLANNING DECISIONS

- (a) **17/00147/FUL**, Siting of Shepherds Hut in the rear garden with water, waste and electrical connections, Flawith Lodge, Flawith – **granted**.
- (b) 16/02575/OUT, Land to the North West of Foxholm House, Flawith - Notification had been received from the Land Agent that this application was to be revised and resubmitted. It was agreed it would be considered again once the paperwork had been received from HDC.

16/97 FINANCE

- (a) Papers had been circulated by GB. Current balance £12,839.47. This includes the first precept instalment of £1,600.
- (b) Payments agreed –£18.78, stamps for Clerk; £70.00 to HDC for 2 green waste licences, £86.25 to YLCA for JT's attendance at planning seminar.
- (c) Review of the effectiveness of internal control - the following was agreed and would be carried out:
 - (i) Compare receipts and payments with actual budget.
 - (ii) Compare expenditure with actual budget at every meeting with attention drawn to items outside the budget
 - (iii) Clerk has authority to authorise up to £500 for emergency expenditure.
 - (iv) A suitably qualified internal auditor to be appointed every year and issued with the guidance for carrying out internal audits.
 - (v) Cheque stubs and invoices to be signed or initialled.
 - (vi) Internet banking transactions to be approved by the other 2 bank account signatories.
 - (vii) Direct debits should be approved every 2 years – the data protection payment was approved for the forthcoming year.
 - (viii) Finance Officer to look at VAT paid each year and determine whether any monies could be reclaimed. GB to make VAT claim for 2016/17.
 - (ix) Annual risk assessments to be carried out – play area has in place an annual safety check. AF to speak to the Aldwark Arms regarding glass bottles being left in the area.
- (d) The annual governance statement for 2016/17 was approved.
- (e) The accounts for the year ended 31 March 2017 were approved.
- (f) The accounting statement for 2016/17 was approved.
Variances noted: £5,197 CIL payment; Receipts down on the previous year by 68%.
No staff costs (no paid Clerk). Other expenditure down by 26%, insurance premium reduced.
- (g) Signing of the accounting statement – The statements were signed by the chair and vice-chair. GB to arrange for copies to be displayed on noticeboards and the website between 5 June and 14 July. GB and CS have carried out a reconciliation with the budget and found nothing to report.

Thanks conveyed to Gemma Boddy and Alison Pollock (internal auditor).

16/98 PORTFOLIO RESPONSIBILITIES

- (a) Play area –fence and gate yet to be installed.
- (b) Some pothole repairs had been carried out in Aldwark.
- (c) GB to ensure website is updated.

Signed
Chairman

Date

16/99 REPORTS FROM PARISH COUNCILLORS

Following the ambulance service defibrillator training session in January and the positive response to the suggestion of further first aid training AF confirmed the Ambulance Service would be happy to offer a 3 hour session. AF to look at the possibility of using either the Aldwark Arms or Aldwark Manor later in the year.

16/100 CORRESPONDENCE

The file of correspondence received by CS since the last meeting was passed on for circulation.

DATE OF NEXT MEETING

Tuesday 18 July - apologies from SS.

Future meeting dates	12 September	14 November
	16 January 2018	20 March 2018

Signed
Chairman

Date