

BROMPTON-ON-SWALE PARISH COUNCIL

Clerk: Shireen M Rudge, 58 Brompton Park, Brompton on Swale, Richmond DL10 7JP

Tel: 01748 818155 email: bosparishclerk@talktalk.net

Minutes of the Parish Council Annual General Meeting Thursday 24 May 2018

Present: Cllrs A Guest D Sharp M Rutter
N Mason S Ducker

The Clerk
Cllr Threlfall (arrived 8.25pm, Item 12)

- 1. To receive nominations for and Election of Officers – Chairman and Vice-Chairman**
The current Chairman asked for nominations for Chairman for the coming year.
Cllr Mason nominated Cllr Guest. There were no further nominations.

Proposed: Cllr Mason Seconded: Cllr Rutter

The newly elected Chairman completed and signed a Declaration of Acceptance of Office which the Clerk duly signed and dated.

The Chairman asked for nominations for Vice Chairman. Cllr Sharp was nominated by the Chairman. There were no further nominations.

Proposed: The Chairman Seconded: Cllr Rutter

- 2. Apologies for absence:** Cllrs D Dempsey, R Haynes and R King,
County Councillor C Les

- 3. Open Forum:** A resident asked for an update on the footpath works in River Lane. There has been a dispute regarding the manhole cover. The Council has been informed NYCC will now be able to complete the works. Councillors noted works have been ongoing for 8 months.
The Chairman mentioned the condition of the road surface in River Lane. It is understood the road is scheduled for surface dressing.

Action – The Clerk

A resident contacted the Clerk regarding the speed limit in Gatherley Road, specifically the northern section. Cllr Rutter said due to temporary traffic lights there is often a build-up of traffic in that area. Councillors said they would have expected the number of vehicles using Gatherley Road to have diminished since the closing of the Southbound exit. Councillors said the current speed limit in this area is suitable for a road of this type and visibility is not an issue.

The resident is concerned a number of lorries were using the road early in the morning. The Councillors asked if the resident could give clear evidence of vehicle movements, including times and registration numbers we would then contact RDC to ask if this is in contravention of any planning conditions. However, all vehicles are entitled to make use of the road.

Action – The Clerk

1


4. Minutes of the Last Meeting

The minutes of the meeting held on 19 April 2018 were approved

Proposed: Cllr Ducker

Seconded: Cllr Sharp

5. Matters Arising

5.1 GDPR – Data Protection Officer (minutes 19 April, Item 4.5) – On 9 May the Government made an amendment to exempt all Parish and Town Councils and Parish meetings in England from the requirement to have a Data Protection Officer (DPO) under the General Data Protection Regulation.

5.2 The 100 years Commemoration of the end of the First World War (minutes 19 April, Item 6.1) – The Chairman reminded Councillors of the previous suggestions. One to sponsor an event at the school and a second to sow poppy seeds in various locations throughout the village. There are 6 months until Remembrance Day.

After further discussion it was decided the Chairman would speak to the Headteacher of the school to ascertain if there was a joint project the children could take part in with the Parish Council. The Clerk will find out where we can obtain poppy seeds. Suggestions for areas where poppy seeds could be sewn were discussed. These were on the grass verge in front of St Pauls Church, the grass area to the front of St Edmunds, the area close to the parish noticeboard, at the triangle where Richmond Road meets Station/Bridge Road and the soldiers bench close to the River Swale

5.3 Noticeboard at the Village Shop (minutes 19 April, item 11.2) – No further updates at present.

6. Election of representatives to Village Society, Richmondshire Local Sports Association, Yorkshire Local Councils Association

6.1 Village Society - The Chairman reminded Councillors that in the previous year no representatives were elected due to three Councillors also being members of the village society. Councillors agreed it would not be necessary to elect further representatives this year.

6.2 RLSA - The Chairman said in previous years Cllr Dempsey had put himself forward as representative of the Richmondshire Local Sports Association. The Parish Council had not heard from the RLSA for some time. The Chairman asked the Clerk to find out whether the RLSA was still in existence before a representative was elected.

Action – The Clerk

6.3 YLCA - The Chairman said the current representative for the Yorkshire Local Councils Association was Cllr Sharp. The Chairman asked if he would like to continue. Cllr Sharp confirmed he would.

Proposed: Cllr Mason

Seconded: Cllrs Ducker and Rutter

7. Reports

7.1 Report from the Police

This had been emailed to the Councillors prior to the meeting. There were two items reported in Brompton on-Swale. No further comments were made.

7.2 Report from The Village Society

LED lighting has been installed to replace some existing lighting. A plumber would shortly be looking into the heating and hot water. New yoga classes will begin at the hall. The Duck race will take place on 1 July and tickets are being sold throughout the village. The Chairman said it would be good to see more community activities taking place in the hall and on the sports field. Various ideas were discussed including a joint venture with the scouts. Finances for the hall are currently stable.

7.3 Report from Ian Threlfall, RDC (arrived 8.25pm)

Wild Flowers at St Edmunds – RDC would encourage the growing of wild flowers on District Council land due to maintenance issues. Cllr Mason has spoken to the residents in St Edmunds prior to the meeting and they were keen for wild flowers to grow on the land. They had said they would mow around the edges and keep the area tidy. Cllr Mason asked if it could be considered for this year only. Cllr Threlfall said this type of area is not maintenance free. He said this year was a little different and perhaps RDC could make an exception.

Rendering and guttering works will be taking place in St Edmunds during this year.

Cllr Rutter congratulated RDC on the success of the Tour de Yorkshire.

Cllr Sharp mentioned the delay in recent recycling collection after the bank holiday period. The collection would usually take place 1 day later after a bank holiday. After the may Bank Holiday, the collection took place 2 days later. Cllr Threlfall said this was not usual and would find out the reason why this happened in this instance.

The Chairman mentioned the Planning Departments visit to the next meeting on 12 July. He said there was an issue with the original planning application for St Pauls, 17/00644/FULL – it was not known to the Parish Council or notified online that this had been granted prior to receiving a new application for a link building, 18/00262/FULL. Cllr Threlfall asked if Councillors wished to discuss this application along with the two others at the meeting on 12 July. Councillors confirmed they would.

8. Current Issues

- 8.1 **Review Standing Orders and receive any recommendations for change** – The YLCA have emailed updated Model Standing Orders for the Councillors to consider. The current and updated Model Standing Orders had been emailed to Councillors prior to the meeting. The Clerk proposed all Councillors and the Clerk should read through the new and updated Model Standing orders and prepare any updates/changes for the next meeting.

Proposed: Cllr Sharp

Seconded: Cllr Ducker

Action – The Clerk

- 8.2 **Review Financial Regulations and receive any recommendations for change** – The Financial Regulations had been emailed to Councillors prior to the meeting. The Chairman said Item 7.1 Payment of Salaries should be amended to read "Payment of Salaries will be made monthly.....". No further updates/changes were considered necessary.

Proposed: Cllr Sharp

Seconded: Cllr Ducker

Action – The Clerk

- 8.3 **Discuss and consider the Easement across Parish land on Richmond Road (Cllr Haynes)** – The resident concerned sent an email confirming they had tidied up the easement area in front of his property. They have explained this is an interim measure and still wish to improve the access and surface finish of the area. Councillors agreed the area appears better than before. It was noted the area of easement has widened slightly where the edges have now been pushed back.

- 8.4 **Newsletters – Modernising the process (Cllr Rutter)**

The newsletters cost £224 per quarter to print. He asked whether it would be more cost effective to email the newsletter to the majority of residents. The newsletter is also posted on the website. Cllr Ducker and the Chairman said many residents appreciate receiving a quarterly newsletter. Various options for the newsletter were discussed. The Chairman will include a write up in the Summer 2018 newsletter.

8.5 **Federation of Brompton-on-Swale and Crakehall C E Primary Schools – Consultation (Chairman)**
The Chairman said the idea of federating both schools and developing synergy would be a good use of resources.
There were no comments or objections. The Councillors decided not to make a formal written representation.

9. Parish Finances

9.1 **To receive and note the payments previously authorised (circulated prior to the meeting)**
Cllr Mason asked about payment for the defibrillator pads which is currently taken from the contingency fund in the budget. The Clerk said £10 of the cost was for shipping. Cllr Mason said he would get costings for pads from alternative suppliers.

Proposed: Cllr Sharp Seconded: Cllr Mason

Action – The Clerk

9.2 **To receive a bank reconciliation for the year to date (circulated prior to the meeting)**
Bank Reconciliation received. No questions were raised.

Proposed: Cllr Sharp Seconded: Cllr Mason

9.3 **To receive budget comparison to 20 May 2018 (circulated prior to the meeting)**
Budget Comparison received. No questions were raised.

Proposed: Cllr Sharp Seconded: Cllr Mason

9.4 Annual Accounts for 2017/2018

9.4.1 **Receive and note the Annual Internal Audit Report (circulated prior to the meeting)**
Annual Internal Audit Report Received from M Larby. No questions were raised

Proposed: Cllr Sharp Seconded: Cllr Rutter

9.4.2 **Consider and approve the Annual Governance Statement**
The Chairman read each Item on the Annual Governance Statement. The Councillors considered each statement (Item no 1 to 8) and agreed as a whole each statement was correct (yes). Item number 9 is not applicable to this Parish. The Annual Governance Statement was approved by resolution. The Statement was signed and dated by the Chairman. The Clerk signed the statement and noted the minute reference.

Proposed: Cllr Mason Seconded: Cllr Rutter

9.4.3 **Consider and approve the Accounting Statements for 2017/2018**
The Clerk had signed and dated the statement prior to the meeting. The Councillors considered the statement as a whole and approved the Accounting Statement by resolution.

Proposed: Cllr Mason Seconded: Cllr Rutter

The Clerk explained the accounts do not need to be sent to the external auditor this financial year. However, they must be displayed on the parish noticeboard and the website in order to comply with the Transparency Code.

9.4.4 **Reconsider RBL Donation for remembrance poppy wreath**
The Chairman explained each year a £50 donation was sent to the Poppy Appeal in return for the wreath. It has recently been discovered the amount of £50 only covers the production of the wreath. The Clerk asks the Councillors to consider an increase in the donation. Cllr Rutter suggested the amount of £100.

Proposed: Cllr Sharp

Seconded: Cllr Mason

10 Correspondence

10.1 An email had been received from Easyspace who host the Parish Council website. Cllr Sharp said it is important that the website has an SSL to ensure the website is secure. The cost will be £30 plus VAT.

Proposed: Cllr Sharp

Seconded: Cllr Mason

Action – The Clerk

10.2 An email was received from NYCC Area 1 to confirm that the Contractor had programmed Thursday 7 June as a start date to undertake the resurfacing of the footway at River Lane.

11. To consider and decide upon the following Planning Applications

11.1 **18/00262/FULL** – St Pauls Church, Richmond Road, Brompton-on-Swale - **REVISED PLANS**

The Councillors asked for the planning documents to be circulated to allow for comments/observations/objections. The decision is due to RDC by 7 June 2018.

Action – The Clerk

11.2 **18/00318/LBC** - 2 Grange Road, Brompton-on-Swale – **NEW**

The Councillors asked for the planning documents to be circulated to allow for comments/observations/objections. The decision is due to RDC by 8 June 2018.

Cllr Ducker declared a person interest in this planning application.

Action – The Clerk

12 To receive the following Planning Decision/Information

12.1 **18/00192/CLE** – Catterick Racecourse – **NO OBJECTION**

12.2 **17/00655/FULL** - 28 Richmond Road, Brompton-on-Swale – **NO OBJECTION**

12.3 **18/00104/FULL** – 65 Brompton Park, Brompton-on-Swale – **GRANTED BY RDC**

12.4 **18/00066/FULL** – 35 St Pauls Drive, Brompton-on-Swale – **GRANTED BY RDC**

12.5 **18/00223/FULL** – General Purpose Agricultural Building OS Field 9568 – **GRANTED BY RDC**

Planning application decisions and information received. No further action.

13 Minor matters

13.1 Cllr Sharp mentioned the kerb edges throughout the village. The village is looking untidy with weeds growing in the kerbs. The Chairman has asked the Clerk to follow this up with Area 1.

Action – The Clerk

13.2 Cllr Sharp mentioned the amount of litter on the road between Brompton and Scorton. He said it is not the type of litter that has been thrown from a car. He believes it has come from the recycling area. Cllr Threlfall said litter pickers are out on a regular basis.

13.3 Cllr Rutter said the edging stones on the roundabout and the first speed bump at Augustus Gardens is loose and needs to be re-laid. The Clerk will contact Area 1.

Action – The Clerk

14 Date of next meeting

The Parish Council have been asked if the meeting on the 12 July 2018 could be brought forward.

Councillors decided the timing could be brought forward to start at 6.15pm

Therefore, the next meeting will take place on *Thursday 12 July 2018 @ 6.15pm*

Signed: 

Date: *12th July 2018*