

DRAUGHTON PARISH COUNCIL

Minutes of a Meeting of the Council held on Thursday 19 April 2018 in the Village Hall at 7.00pm

Present: Cllr R Clayton – Chairman
Cllr M Billing
Cllr A Mole (from Minute 3)
Cllr R Neale
Cllr A Turner

Mrs J Markham – Clerk

Public: 3

1. Apologies for Absence

None

2. Disclosure of Interests

Members were invited to disclose any interests (including any not already listed in the Register of Interests) relevant to the business of the meeting, and, in respect of a disclosable interest (previously registered or not), to request dispensation pursuant to the Council’s Code of Conduct to participate in the business under discussion and vote on the matter.

Relevant Interests disclosed: None.

Additional Interests disclosed: None.

3. Co-option of Member to Casual Vacancy

It was RESOLVED (Proposed: Cllr Billing; seconded: the Chairman):

“THAT Mr Mole be and he is hereby appointed to the casual vacancy on the Council with immediate effect.”

Cllr Mole signed the Declaration of Acceptance of Office Form in the presence of the Clerk to the Council and was provided with a form for the notification of interests for completion and return to the District Council.

4. Minutes of the Meeting held on 15 March 2018

The Minutes of the Meeting of the Council held on 15 March 2018 were taken as read, approved as a true and correct record, and signed by the Chairman.

5. Matters Arising

- (i) Traffic Signage The Clerk reported that Openreach had provided a set of requirements for attaching signage or a mirror to the telegraph pole, and, after discussion, it was agreed to investigate the positioning of a mirror, in compliance with the requirements, to test out its potential effectiveness. It was noted that a questionnaire, inviting expressions of interest in vehicle-activated signs, had been circulated and the Clerk was asked to complete it. As previously agreed, traffic concerns would be discussed further with villagers at the Annual Parish Meeting.
- (ii) Ward Member Grant The Clerk reported that grant of £450 had been awarded for the purchase of strimming and gritting equipment. Cllr Neale noted that he would be submitting a final report on gritting services to a future meeting.
- (iii) X84 timetable It was reported that First Group had acknowledged the points raised regarding the timetabling of the service.
- (iv) GDPR The Clerk reported that further guidance was still awaited from sector bodies, but that steps had been taken to work with neighbouring parish councils to set up reciprocal arrangements for the appointment of an external Data Protection Officer, if necessary. Costs of £45 for attendance by the Clerk at a forthcoming YLCA training course were approved.

6. Planning

The following matters were discussed:

- (i) Matchless House - Planning decision (Ref. 2017/18752/COU) – permission granted
- (ii) Field House Farm - Planning application for two storey extension (Ref. 2018/19090/HH) – no comments to be made
- (iii) Housing development - Land at the top of the village (Ref. 2018/18883/FUL) – the application had yet to be considered by the planning authority, and the consultation remained open.

7. Annual Governance and Accountability Return 2017/18

The Report of the Internal Auditor 2017/18 was received and noted. It was noted that the auditor had no matters to raise with the Council, following his annual audit of the Council's financial records and procedures, that, in his view, the records and systems of internal control

were adequate and effective, and that accounting information shown in the Annual Return had been correctly stated.

The Clerk presented the Statement of Receipts and Payments 2017/18.

Taking the assurances of the Internal Auditor into account, it was RESOLVED:

- (1) “THAT the Annual Governance Statement in the Annual Governance and Accountability Return 2017/18 be approved for signature by the Chairman and Clerk;
- (2) THAT the Accounting Statements 2017/18, as signed by the Responsible Financial Officer, be approved for signature by the Chairman; and
- (3) THAT the Clerk be authorised to set the period for the exercise of public rights, and to publish information on the website, as required under the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities.”

8. External Audit 2017/18

The Clerk noted that, pursuant to s.9 of the Local Audit (Smaller Authorities) Regulations 2015, since neither gross income nor gross expenditure for the year of account ending 31 March 2018 exceeded £25000, the Council was eligible to certify itself as exempt from limited assurance review by external auditors. It was accordingly RESOLVED:

“THAT a Certificate of Exemption be completed, notifying the external auditor that during the financial year 2017/18 the higher of the authority’s gross income for the year or gross annual expenditure for the year did not exceed £25,000.”

9. Register of Assets

The Clerk presented a register of the Council’s asset holdings, and this was reviewed and noted.

10. Other Financial Matters

A The month’s accounts were approved for payment, and cheques were signed as required.

B The Bank Reconciliation to 31 March 2018 was received and noted.

C A quotation received for renewal of the Council’s insurances with effect from 1 May 2018 was received and it was RESOLVED:

“THAT the Council’s insurances be renewed with Zurich Municipal with effect from 1 May 2018 for an annual premium cost, as quoted, of £206.09.”

11.Consultations and Correspondence

Newsletters and emails circulated for information were noted. An email forwarding documents from the recent Parishes Liaison meeting was noted. It was reported that Craven District Council had submitted the Local Plan to the Secretary of State on 27 March 2018.

The following matters were considered further for decision as follows:

- Flooding at top of village - concerns had been raised about the continued flooding from a blocked culvert onto the main road at the top of the village. The matter had been reported to Highways, and the Clerk was asked to report it also to the Environment Agency and Yorkshire Water.
- Visit by Skipton History Society on 21 June – it was noted that preliminary arrangements had been made by Cllr Billing on behalf of the Village Hall Trustees.

12.Annual Parish Meeting

The Annual Parish Meeting was convened by the Chairman to be held on 17 May 2016 at 7.00pm in the village hall.

13.Date of next (Annual) Council Meeting

The next meeting would be held on Thursday 17 May 2017 at **7.30pm** in the village hall (following the Annual Parish Meeting).

The meeting closed at 8pm.

Chairman