

# **DRAUGHTON PARISH COUNCIL**

## **Minutes of the Annual Meeting of the Council held on Thursday 17 May 2018 in the Village Hall at 7.30pm**

Present: Cllr R Clayton – Chairman  
Cllr M Billing  
Cllr A Mole  
Cllr R Neale  
Cllr A Turner

Mrs J Markham – Clerk

In attendance: Cllr D Pighills, Craven District Council  
Public: 5

### 1. Election of Chairman

It was resolved (proposed by Cllr Billing; seconded by Cllr Turner):  
“That Councillor R Clayton be and he is hereby elected as Chairman of the Council with immediate effect to serve until the date of the next annual meeting.”

The Chairman’s Declaration of Acceptance of Office was signed and received.

### 2. Apologies for Absence

None

### 3. Election of Vice-Chairman

It was resolved (proposed by the Chairman; seconded by Cllr Turner):  
“That Councillor M Billing be and she is hereby elected as Vice-Chairman of the Council with immediate effect to serve until the date of the next annual meeting.”

### 4. Register of Interests

Councillors confirmed that their interests, as recorded in the Register of Interests held and maintained by the Council’s principal authority, were accurate and up to date.

## 5. 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.

## 6. Annual Parish Meeting

Matters referred from the Annual Parish Meeting, as proposed for discussion by the Council, were considered.

- (i) Housing Development in the Village It was noted that the application for housing development opposite the Old Post Office had yet to be considered by the planning authority, as further reports on the impact of the development on the Conservation Area had been requested by the developer's agent.
- (ii) Traffic safety Noting the continuing concerns of residents, the Clerk was asked to contact Highways again to request another traffic survey, review the "95 Alive" speed awareness scheme requirements and request further support from the police, and look into the costs of distributing wheelie-bin stickers to residents in the village. A further report would be made to the next meeting.

## 7. Minutes of the Meeting held on 19 April 2018

The Minutes of the Meeting of the Council held on 19 April 2018 were taken as read, approved as a true and correct record, and signed by the Chairman.

## 8. Matters Arising

- (i) Flooding at top of village It was reported that Yorkshire Water had been called out and the drainage channels had been cleared.
- (ii) GDPR The Clerk reported that an amendment to the Government's Data Protection Bill, which would exempt parish councils from the requirement to appoint a Data Protection Officer, was likely to be accepted as part of the enactment of the new legislation on 25 May. It was noted that, in the event that the exemption was not accepted, reciprocal arrangements had been provisionally agreed with Ilkley Parish Council.

- (iii) Audit 2018 The Clerk reported that the exemption certificate had been submitted to the external auditors, and the annual financial information was displayed on the website. The notices for the exercise of public rights were due to be displayed on the village noticeboards from 4 June.
- (iv) History Visit Cllr Billing reported that arrangements were being finalised for the visit on 21 June. A leaflet was to be distributed to villagers, giving information about the event, and inviting them to bring any maps, photos and historical documents to the village hall during the preceding weekend so that a display could be put together.

#### 9. Policies and Procedures of the Council

The Council's existing policies and procedural documents, as published on the website, were reviewed and noted. It was noted that revisions to model Standing Orders had been proposed by NALC, and any amendments required would be considered at the next meeting.

The Clerk presented a revised Data Protection Policy and Privacy Notices, compliant with the new GDPR requirements. The documents were approved and adopted with immediate effect.

The Clerk reported that further policies to be recommended for adoption under the new legislation, including a document retention policy and a data security policy, would be brought forward for consideration at a future meeting.

Cllr Neale presented revised risk assessment procedures and operating instructions for use of the Council-owned mowing and strimming machinery.

The procedures were approved and adopted with immediate effect.

#### 10. Delegation to Committees and Officers

Members were reminded that no authority was currently delegated to committees or other local authorities, and the authority delegated to the Clerk was as published on the website (and as set out in Financial Regulations).

The delegation arrangements of the Council were reviewed and confirmed.

## 11.Planning

The following matters were discussed:

- (i) Field House Farm - Planning application for two storey extension (Ref. 2018/19090/HH) – permission granted
- (ii) 3 The Croft - tree works (Ref. 2018/19231/TCA) – no comments to be made

## 12.Draughton Vergers

Cllr Neale reported on the work of cutting the verges to date and thanked all residents of Low Lane who were currently helping by cutting the verges outside their own properties. Particular thanks were due to one volunteer member of the team for his contribution to the team's work during the 2017 season.

Revised proposals for expenditure of grant monies on equipment for the Vergers were noted. Initial expenditure of £626 was approved for the purchase of 4 grit bins and grass cutting equipment, including 2 new trimmers.

It was noted that the list of requirements would then be updated as necessary during the coming months, and additional expenditure on equipment for the Vergers grant-funded project identified as and when required.

A final report on gritting and snow-clearing was received and noted, and Cllr Neale offered to canvas the potential level of support amongst villagers for expenditure by the Parish Council on the costs of an annual gritting contract (c. £5400pa). A further report on the outcome of this research would be made to a future meeting.

## 13.Financial Matters

The month's accounts were approved for payment, including a request from Cllr Neale for reimbursement of petrol costs for the mower, and cheques were signed as required.

## 14.Consultations and Correspondence

Newsletters and emails circulated for information were noted. A consultation issued by NALC on unauthorised developments/encampments and a consultation issued by NYCC on the County Archive service were noted.

15. National Salary Award for Local Council Clerks

The revised pay scales for local council clerks, as recommended by NALC for 2018-20, were approved for implementation with effect from 1 April 2018.

16. Meeting Schedule 2018/19

The schedule of meeting dates 2018/19 was noted.

17. Date of next Council Meeting

The next meeting would be held on Thursday 14 June 2017 at **7.00pm** in the village hall.

*Apologies: the Vice Chairman*

The meeting closed at 8.15pm.

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Chairman