

# **DRAUGHTON PARISH COUNCIL**

## **Minutes of the Annual Meeting of the Council held on Monday 16 May 2022 in the Village Hall at 7.00pm**

Present: Mr A Mole - Chairman (Minute 1 only)  
Cllr J Garnett – Vice Chairman, in the Chair  
(Minutes 2-3); Chairman of the Meeting  
(from Minute 4)  
Cllr T Coupe  
Cllr B Davies  
Cllr R Neale  
Cllr L Pope  
Cllr A Turner  
Mrs J Markham – Clerk

Absent: Cllr Binks  
The Clerk noted that Cllr Coupe was delayed and would  
join the meeting shortly.

In attendance: District Cllr D Pighills  
Cty Cllr R Foster

Public: 3

### **1. Election of Chairman**

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

It was RESOLVED:

“THAT Cllr Binks be permitted to sign her Declaration of Acceptance of  
Office of Chairman of the Parish Council in the presence of the Proper  
Officer of the Council before or at the next meeting of the Council.”

*In the absence of the Chairman, the Vice-Chairman took the Chair.*

### **2. Apologies for Absence**

Received from Cllr Binks; reasons for absence approved.

### 3. Election of Vice-Chairman

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

### 4. Election of Chairman of Meeting

In the absence of both the Chairman and the Vice Chairman of the Council, it was RESOLVED (proposed by Cllr Turner; seconded by Cllr Davies):

“THAT Councillor Garnett be and he is hereby elected as Chairman of the Meeting with immediate effect.”

### 5. Members’ Declarations of Acceptance of Office

Declarations of Acceptance of Office were received from newly elected and re-elected councillors present at the meeting.

It was RESOLVED:

“THAT all members absent from the meeting or otherwise unable to present their Declarations of Acceptance of Office be permitted to sign them in the presence of the Proper Officer of the Council after the meeting, and before or at the next meeting of the Council.”

### 6. Register of Interests

Councillors present at the meeting confirmed that their Registration of Interests forms, to be recorded in the Register of Interests held and maintained by the Council’s principal authority, had been completed. The forms would be uploaded to the Council’s website and filed with the Monitoring Officer by the due date.

### 7. Disclosure of Interests

Members were invited to disclose any interests (including any not already to be registered for filing in the Register of Interests) relevant to the business of the meeting, and, in respect of a disclosable pecuniary interest (to be 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.

#### 8. General Power of Competence

It was noted that, with all Members duly elected to the Council and with a qualified Clerk in post, the Council continued to meet legal requirements for holding the General Power of Competence.

It was RESOLVED:

“THAT, as the Council meets the conditions for eligibility for the purposes of s.8(2) of the Localism Act 2011, in that the number of members declared to be elected is greater than two-thirds of the total number of members and also that the Clerk holds the Certificate in Local Council Administration, the General Power of Competence be adopted with immediate effect.”

#### 9. Minutes of the Council Meetings held on 21 March and 25 April 2022

The Minutes of the Meetings held on 21 March and 25 April 2022 were taken as read, and the Minutes were approved as a true and correct record in each case and signed by the Chairman of the Meeting.

#### 10. Annual Parish Meeting

Matters referred from the Annual Parish Meeting, as proposed for discussion by the Council, were considered and the Police Report was taken as read and noted.

#### 11. Matters arising from Council Meetings

The Clerk's report, for information, on matters arising from the meetings held on 21 March and 25 April was received. It was noted that, following the local elections held on 5 May, the new unitary authority would work alongside the existing district councils in the county during an annual period of transition. The newly-elected Ward Representative for the County Council addressed the meeting and explained the transitional arrangements in more detail. It was noted that, while the current policies of the existing districts were coordinated, both staff and members would be under time pressures; however, it was expected that all services would be maintained for the public across the county area as usual.

*Cllr Coupe joined the meeting but declined to take the Chair.*

The Clerk reported, in connection with the publication of the financial accounts and Annual Return, that the period for the public inspection of the accounts was to run from 13 June to 22 July.

Tree works on the village green had been commissioned and would be carried out shortly.

#### 12.Clerk's Report

The Clerk's Report on ongoing items of business was discussed.

The following matters were agreed as follows:

- (i) History Project - Cllr Neale reported that work on the archive of photos and on related research progressed well, and additional village volunteers had been recruited to join the project as it developed.
- (ii) Draughton Vergers – it was reported that the existing equipment had been serviced for use in the coming season and that the new mower was now in use. Cllr Neale reported that the test site planted last Autumn with wildflower seedlings was being monitored, but the underlying root weed growth was of concern. It was noted that proposals for additional equipment for grass collecting and winter grit spreading would be brought forward at a future meeting.
- (iii) Traffic Safety – it was reported that the results of the village traffic opinion survey, recording 85% of respondents (30% of households responding) in favour of a lower speed limit, had been publicised, and a letter had been sent to the Dales Care Home to follow up concerns with parking at the top of the village opposite the junction. Cllr Neale offered to send a letter to Cty Cllr Foster to explain this issue in more detail.

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

The Council's existing policies and procedural documents, including the Risk Policy and associated risk assessments, as published on the website, were reviewed and confirmed.

The Clerk presented updated versions of Standing Orders and Financial Regulations, based on models supplied by sector bodies. The documents were approved and adopted with immediate effect.

#### 14.Delegation to Committees and Other Local Authorities

Members were reminded that no authority was currently delegated to committees or other local authorities.

The delegation arrangements of the Council were confirmed.

### 15. Delegation to Clerk

It was noted that the authority currently delegated to the Clerk, as set out in the Scheme of Delegation dated 7 June 2021 and published on the Council's website, continued to comply with procedures for delegated authority as detailed in Financial Regulations (as updated 2022).

It was RESOLVED:

“THAT the Scheme of Delegation dated 7 June 2021 remain in force until such time as the Council should determine otherwise.”

### 16. Scheme of Delegation

It was RESOLVED:

“THAT decisions taken by the Clerk since the date of the last meeting under the Scheme of Delegation dated 7 June 2021, as reported to Council and published on the Council's website, be ratified.”

### 17. Planning

The Clerk's report on ongoing planning business was presented and recent decisions made by the planning authority were noted. It was noted that enforcement action had been requested as regards the removal of unauthorised materials which remained on the site next to the railway at Draughton Bottom. On the advice of the District Council Ward Representative, this would be followed up further.

The following matters were reported for information:

- New Laithe Farm – consent granted for barn
- Old Post Office – consent granted for annexe

### 18. Village Green

Arrangements for cutting the Village Green were reviewed at the request of the Clerk and quotations from contractors, as circulated to Members in advance of the meeting, were discussed.

It was RESOLVED:

“THAT JC Cowgill Ltd be appointed to cut the village green for a fee per cut of £75 for an average of 2 cuts per month during the 2022 season, and that the Clerk be authorised to finalise contractual arrangements as necessary.”

#### 19. Insurances 2022/23

Renewal of the Council's insurances for 2022/23 with Zurich for a premium of £206.09 (£206.09 in 2021/22) was approved.

#### 20. Climate Change Church and Community Initiatives

The Clerk, together with a member of the public representing the local church group, updated members on progress being made on the church project, supported by the Parish Council, and on the Council's grant-funded community project Action to Zero.

Further information on quotations from contractors expressing an interest in carrying out a feasibility study for the community project had been circulated to Members.

After discussion, it was RESOLVED:

- (1) "THAT consultants Locogen Ltd be appointed to carry out a climate action Feasibility Study for a fee, as quoted, of £7520 and that the Clerk, in consultation with Cllr Neale, be authorised to finalise arrangements and complete any documentation as required."

It was noted that work on the Study would need to be monitored closely to ensure that its objectives were clarified and instructions to achieve them implemented by consultants as the project progressed.

The importance of involving the community in taking action to develop the project was emphasised, and it was RESOLVED:

- (2) "THAT a working group of the Council, chaired by Cllr Neale, be appointed to monitor the development of climate-change initiatives in the local community, that councillors Neale, Davies and Garnett be appointed to serve on it alongside interested local residents drawn from the community from time to time, and that the Clerk be authorised to make arrangements for convening a first meeting of the group as and when appropriate."

Terms of reference for the working group were approved in the form as attached to these Minutes as an Annex.

#### 21. Consultations, Correspondence and Members' Discussion Forum

Newsletters and emails circulated for information were noted, including notice of a consultation event to be run by the Police Commissioner on 26 May, and feedback from the Clerk concerning YLCA JEB and Branch

business. In this regard, the Clerk was appointed as the Council's representative to attend YLCA meetings.

An email received from the Friends of the Dales providing information on the maintenance of village verges was noted.

YLCA's current programme of training events for clerks and councillors was also noted.

#### 22.Meeting Schedule 2022-23

The proposed Schedule of Meetings for 2022/23 was received and noted and the current cycle of meetings was agreed.

#### 23.Next Meeting

It was agreed that the next meeting would be held in the Village Hall on 25 July 2022

The meeting closed at 8.10pm.

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Chairman