

*Present:* Cllrs Blackburn (Chairman), Sharp, Millen and Warren. Also, Mr Peter Leng, Parish Clerk.

**1 Apologies - Cllr Harrison and County/District Cllr R C Welch.**

**2 Code of Conduct - Localism Act 2011**

a) To record any Councillor's Disclosable Pecuniary Interest (DPI) and other Interests in relation to items on this agenda

*Cllr Blackburn recorded an interest in his capacity as Clerk to Langcliffe Parish Council, the Chairman of which is Cllr Graham Cross who is the father of Mr Andrew Cross who has submitted planning application C/64/132A (land at Sherwood Brow) which is to be considered again at this meeting*

b) To consider any changes in members' register of interests - *none*

c) To consider any dispensations - *none*

**3 To approve the Minutes of the Meetings of the Parish Council held on Tuesday, 10 September 2019 and Tuesday, 8 October 2019**

**Resolved: That the minutes of 10 September 2019, be approved as a true and correct record and signed by the Chairman.**

Because of the absence of another member of the Council, it had not been possible to approve the minutes of 8 October 2019 on this occasion and these would thus be dealt with at the next scheduled meeting of the Council.

**4 Matters Arising (information only)**

i) Bench on Sherwood Brow, B6479 – now located by contractor and timber removed, The concrete ends will be removed in due course.

**5 Policing**

i) To receive the monthly report – none received.

**6 Finance**

i) To authorise payment of accounts as per schedule, including the Clerk's remuneration for November, 2019

**Resolved: That payment of the accounts be approved.**

ii) YLCA – The Redmond Review – consultation on the quality and effectiveness of the audit and financial reporting of local authorities – received.

iii) Donations - to approve payment of the annual donations made by the Council and to review future payments

**Resolved: That donations be approved as follows:**

**Settle Area Swimming Pool - £300; Citizens Advice, Harrogate & Craven - £75; Royal British Legion - £50.**

iv) Allotments – to review the annual rents charged by the Council

**Resolved that these remain unchanged as follows: Plots 1 & 2: £20 each; Plots 3 & 4 £16 each.**

v) To conduct the annual review of the effectiveness of the system of internal audit, including financial risk management, and budgeting The Clerk again reminded those present that the External Auditor could seek evidence of the review as part of the annual audit. He produced the cheque book, paying in book and income and expenditure schedules as provided at every meeting. He also produced bank statements and invoices for inspection, and drew Members' attention to its system of financial risk management. Budgeting would be dealt with at the next meeting. The Council's insurance requirements had been reviewed and were considered appropriate. It was noted that the council utilised the services of a professional firm of Internal auditors to undertake the internal audit function. This would next be discharged in May 2020. The Clerk reminded members of their responsibilities as Councillors, to satisfy themselves with the integrity of internal audit and the need to check for themselves that appropriate systems of verification were in place and effective. Also, that they should never hesitate to query any matters which required clarification. Finally, the Clerk produced the Council's Financial Risk Management document which was examined.

**Resolved: That the effectiveness of the system of internal audit, financial risk management and budgeting be considered satisfactory and approved. Also, that the Financial Risk Management schedule be accepted and approved,**

vi) Annual Precept 2020/21 – preparatory consideration. The Clerk advised that he would consider the budget and annual precept in time for the next scheduled meeting.

vii) YLCA & NALC Membership subscription fees 2020/2021 – total increase to be 2.25% from 1 Apr 2020 to 31 Mar 2021.

**7 Planning**

**a) To consider applications received**

**C/64/132A** Erection of agricultural worker's dwelling with associated curtilage works, package treatment plant and inset solar PV array (4kW). Land at Sherwood Brow, Stainforth. Cllr Blackburn had declared an interest as described at item 2 (a) above. He vacated the chair which was taken by Cllr Sharp, Deputy Chairman. There was still a quorum present and Cllr Blackburn did not take any part in the deliberation of this item.

**Resolved: That this application be recommended for approval.**

Cllr Blackburn then resumed the chair.

**continued/**

## Minutes of the Meeting of Stainforth Parish Council held on Tuesday, 12 November 2019 cont

### 7 Planning cont

b) To note any decisions received - *none*

c) To receive any planning correspondence and to consider response

**C/04/693** Swarth Moor restoration and interpretation project. Swarth Moor, Helwith Bridge, Ribblesdale – applicant's response to representations - matter now concluded.

### 8 Public Sector Bodies (Website and Mobile Applications) (No 2) Accessibility Regulations 2018

a) To further discuss the requirements of the regulations so far as they affect the parish council. Cllr Blackburn, Chairman, reported on progress to date and expressed the hope that he would be able to present a website and required documentation to the council before too long.

### 9 Street Lights

i) To receive any reports for action including ivy on the column at street light No. LP1 on Main Road, Stainforth.

**Resolved: That the ivy be removed as soon as possible** (Cllr Sharp undertook to make enquiries in this regard).

ii) Faults reported at following locations: Nook House Farm, On Green, near Bargh Cottage; Old Reading Room; opposite Riston House and at Little Stainforth, five in all.

**Resolved as follows: Nook House Farm – to be replaced by 20W LED**

**On Green – to be repaired**

**Old Reading Room – to be replaced by 20W LED**

**Opposite Riston House, recently replaced – to be checked**

**Little Stainforth - to be repaired**

### 10 Highways

i) To receive any reports for action

ii) Report of damage to Green on 14 October 2019 – offer to repair and report to contractor – now repaired

iii) Report of overflowing clothes at recycling bin in Stainforth car park. Despite enquiry, it has not been possible to trace the body responsible for this bin. Enquiries to continue.

iv) NYCC - Urban highway grass cutting payment 2020/21 – to remain at £33.20.

### 11 Repairs and Maintenance

i) To receive any reports for action - *none*

### 12 To respond to correspondence received

i) YLCA – North Yorkshire Strategy for Tackling Loneliness - consultation closing on 1 December 2019

ii) NYCC – annual budget consultation and development of council plan – survey closing on 18 November 2019

iii) YLCA – General Election 12 December 2019 - Guidance for local councils

**Resolved: That the correspondence be received.**

### 13 Information

i) YLCA – Advice of next meeting of Craven Branch on Saturday, 25 January 2020 at 10.00am in Draughton Village Hall

ii) NYCC – Recruitment of volunteers to become members of North Yorkshire Local Access Forum

iii) Citizens Advice Craven & Harrogate - advice of AGM on Monday, 9 December 2019 at Audrey Burton House at 5.30pm

iv) YLCA – VE Day 75 - 8 May 2020 - 'The Nation's Toast to the Heroes of WW2'.

v) YDNPA – Park Management Plan Annual Forum – 29 November 2019 at Middleham Key Centre – 13.30 – 16.00.

vi) Open Spaces Society - Copy of magazine 'Open Space' Autumn 2019

vii) Magazine, Clerks & Councils Direct, November 2019

**Resolved: That all items of information be received.**

### 14 To arrange the date of the next meeting of the parish council

**Resolved: That the next scheduled meeting of the Parish Council be held in Stainforth Village Hall on Tuesday, 10 December 2019 at 7pm.**

There being no further business, the meeting was closed at 8.00pm.

PFL

13.11.19

