

BAGBY AND BALK PARISH COUNCIL

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<https://www.datanorthyorkshire.org/JSNA/search-results?s=bagby+and+balk+parish+council>

Minutes of the Meeting of Annual Council and Ordinary Meetings of Bagby and Balk Parish Council Wednesday, 08th May 2024.

Present:

Cllr Musgrove (Chairman), Cllr Varey (Vice Chairman), Cllr Wrightson, Cllr Cook, Cllr Crick, Clerk and Responsible Officer S Langthorne.

2024.05.01 Election of Chairman

- a. To Approve Election of Chairman

Councillor Musgrove was nominated to be Chairman for the forthcoming year, as there were no other nominations she was duly elected. Proposed by Councillor Crick and Seconded by Councillor Wrightson.

- b. Appointed Chairman to sign Declaration of Acceptance of Office

The Chairman then signed the declaration of office.

2024.05.02 Election of a Vice Chairman

- a. To Approve Appointment of Vice Chair

Councillor Varey was nominated to be Vice Chairman for the forthcoming year, as there were no other nominations she was duly elected. Proposed by Councillor Musgrove and Seconded by Councillor Crick.

- b. Appointed Vice Chairman to sign Declaration of Acceptance of Office

The Vice Chairman then signed the declaration of office.

2024.05.03 Councillors to sign Declaration of Acceptance and Register of Interests Form

- a. All elected Councillors to receive a copy of the councils Code of Conduct

Councillors had been sent the councils Code of Conduct before the meeting and confirmed to the Clerk that they had read and understood the content.

Councillors also signed the new North Yorkshire Council (NYC) Code of Conduct.

- b. All elected Councillors to sign the Declaration of Acceptance Office

All councillors signed the Declarations of Acceptance, and these will be retained by the Clerk.

- c. All elected Councillors to complete the Register of Interests form.

Cllrs signed the Registration of Interest Form, and the Clerk will return to NYC.

2024.05.04 Apologies:

- a. To Note Apologies and Approve Reasons for Absence

Cllr Baker had sent her apologies before the meeting.

2024.05.05 Chairmans Report

The Chairman thanked all the councillors for their support over the last year and said she was sorry to have received Cllr Humphreys resignation.

She explained it's been a busy year for the Parish Council and summarised a few areas. 3 newsletters were issued for residents and the Council continued support the BBVS giving a grant of £1,241, donating a notice board and paying for grass cutting. She also said how much everyone appreciated Geoff the grass cutter, who did a great job.

In autumn 23 more daffodils were planted and in spring there were plenty of positive comments from residents.

It's been a busy year with the Parish Council commenting on 23 Planning Applications, the Parish Council some being involved in very complicated conditions involving discharging multiple planning conditions. The Parish Council continues to push North Yorkshire Council to act on planning enforcements already issued.

At the time of writing this report the PC is still waiting to hear if the planning application for the allotments has been successful. It's been a great year for fundraising for the allotments with £11,300 being raised.

Finally, the Chair thanked the Clerk for her work throughout the year.

2024.05.06 To Review and Adopt Council Documentation

BASIC GOVERNANCE

1. Standing Orders
2. Financial Regulations
3. Code of Conduct
4. Code of Conduct NYC
5. Risk Assessment PC Specific
6. Co-option Policy and procedure
7. Record Management Policy
8. Media Policy

OPENNESS AND ACCOUNTABILITY DATA PROTECTION

9. Publication Scheme under the FOI Act 2000
10. FOI Policy
11. Privacy notice – General
12. Privacy notice – Employees, Cllrs and volunteers
13. Data/information Audit
14. Complaints Policy/Procedure

EMPLOYMENT AND PERSONNEL

15. Health and Safety Policy

It was Resolved to Adopt all the above documents.

2024.05.07 To Review of inventory of land and assets

The revised March 2024 Inventory had been sent to Councillors prior to the meeting.

It was Resolved to accept the inventory as a true reflection of the Councils assets.

2024.05.08 To Review and confirmation of arrangements for insurance cover

Councillors had accepted a quotation in November 2023 for a Local Councils Policy from Zurich and were satisfied the policy met the Councils requirements.

2024.05.09 To Review of representation on or work with external bodies

Cllr Crick and the Clerk volunteered to represent the Parish Council at the Regional YLCA Branch meeting in their area and to represent the council as voting representatives at those meetings. It was noted that only councillors and clerks who have been formally appointed by their council are permitted to vote at Branch meetings and be able stand for appointment to the YLCA Joint Executive Board. Any councillor can attend the branch meetings but only the two appointed representatives can vote.

It was Resolved that the Clerk would notify the YLCA of the decision.

2024.05.10 To Confirm date, time and venue for next meeting

The Meeting closed at 7.15 and the Ordinary Meeting started straight after.

Minutes of the Meeting of the Ordinary Meeting of Bagby and Balk Parish Council Wednesday, 08th May 2024.

2024.05.11 Apologies:

1. To **Note** Apologies and Approve Reasons for Absence

Cllr Baker had sent her apologies before the meeting.

2023.05.12 To Note any Declarations of Interest:

1. To **Approve** Dispensation Requests
2. To **Note** Declarations Interests not already declared under members Code of Conduct or members register of Disclosable Pecuniary Interests

None at this time

2023.05.13 Minutes

1. To **Approve** the minutes of the Ordinary Parish Council Meeting 10/04/2024.

The minutes had been circulated prior to the meeting.

It was Resolved: That the minutes be approved as a correct record and were signed by the Chairman

2023.05.14 Public Participation

None at this time

2023.05.15 To Receive reports for North Yorkshire Council

None at this time

2023.05.16 To Note and discuss any Planning issues

1. To **Note** NYC Planning Applications Notices received

ZB24/00726/FUL	New entrance	Foxs Signs Unit 2 Hill Giftware Limited Thirsk Industrial Park Thirsk North Yorkshire YO7 3BX
ZB24/00725/FUL	Construction of an extension to provide ground floor utility room, shower room and garden room. First floor bedroom	Beech Cottage Bagby

It was Resolved that the Clerk would email NYC with the Councils support.

- 2 To **Note** NYC Planning Decision Notices received

- 2.1 To **Note** that a temporary Event Notice to run the ticketed event on the 20 July 2024 between 7pm and 1pm has been granted to Bagby Airfield
- 2.2 To **Note** Roof mounted solar panels at PowerPoint was permitted.

Cllrs ***Noted*** the two planning decision notices

2023.05.17 To Note or Approve and Finance and Governance issues.

- 1.1 To **Note** the Annual Internal Audit Report for 2023/24 included at page 4 the Annual Governance and Accountability Return 2023/24

RESOLVED that Annual Internal Audit Report for 2023/2024 included at page 4 of the Annual Governance and Accountability Return 2023/2024 be noted. This will now be displayed with the documents detailed below on the parish council notice board and website.

- 1.2 To **Discuss** issues from the Audit Report and agree Actions.

There were no issues to discuss, the report said the PC was of high governance.

- 1.3 To **Approve** Section 1 - Annual Governance Statement 2023/24 for Bagby and Balk Parish Council on page 5 of the Annual Governance and Accountability Return 2023/24.

The Clerk read out every section of Section 1 and asked the Councillors to confirm the statement.

RESOLVED that Bagby and Balk Parish Council approve Section 1 Annual Governance Statement 2023/2024 for Bagby and Balk Parish Council on page 5 of the Annual Governance and Accountability Return 2023/2024. Section 1 was signed accordingly and will be displayed with the documents below on the parish council notice board and website.

- 1.4 To **Approve** Section 2 - Accounting Statements 2023/2024 for Bagby and Balk Parish Council.

RESOLVED that Bagby and Balk Parish Council approve Section 2 Section 2 - Accounting Statements 2023/2024 for Bagby and Balk. Section 2 was signed accordingly and will be displayed with the documents below on the parish council notice board and website

- 1.5 To **Approve** the publication of documents required by Accounts and Audit 2015, the Local Audit (Smaller Authorities) Regulations

RESOLVED that, in accordance with the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015, and the Transparency Code for Smaller Authorities, Bagby and Balk Parish Council will publish the following documents on a public website:

- Certificate of Exemption,
- Annual Internal Audit Report 2023/2024,
- Section 1 – Annual Governance Statement 2023/2024,
- Section 2 – Accounting Statements 2023/2024, page 6
- Analysis of variances
- Bank Reconciliation to 31 March 2024
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

- 1.6 To **Note** the current Bank Reconciliation, Cash Book, and Budget Monitoring.

The current Bank Reconciliation, Cash Book and Budget Monitoring were **NOTED and a hard copy signed for the records.**

- 1.7 To **Approve** payments detailed below:

Sandra Langthorne	Wages April 2024 and May 2024	£583.06
Sandra Langthorne	Microsoft 365 2GO Software	£39.99

- 1.8 To **Approve** paying the Clerk on the last day of the month as per the contract of employment.

Now the new bank account is operational, the Cllrs agreed to pay the clerk in accordance with her contract of employment.

- 1.9 **Update** on the new bank account.

The Clerk explained that the bank account was now operational, and she had a cheque for £15k to be transferred into the account. The remainder would be transferred in after the June Bank Reconciliation.

2024.05.18 **Highways**

1. To **Consider** highways reports

The Chair requested the Clerk contact Highways about the repair on Back Lane.

The Chair explained that she had arranged for the grass cutter to cut the grass on the verge up to the allotment site.

2024.05.19 **Policing and Security Matters**

1. To **Consider** any policing or village security related issues

None at this time

2024.05.20 Other Business and Correspondence Received

1. The Chair explained that she had received a complaint about a car parked on the highway on Sandholm Close as residents felt it had a detrimental effect on their local amenity. She requested the Clerk to contact NYC to see if it could be removed.

It was Resolved the Clerk to email NYC Highways.

2024.05.21 To Note matters for information for next monthly meeting agenda

2024.05.22 To Confirm date, time and venue for next meeting

Meetings start at 7pm – 12/06/2024 – At Power Point, York Road. Thirsk