

EAST COWTON PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council on Monday 15th May 2023 at 7.30pm held in East Cowton Village Hall

Present

Councillors: E. Simpson (Chair/ES), J. Shields (JS), A. Wragg (AWr), T.Cramond (TC)
Councillor County Councillor: A. Wilkinson (AW).

In Attendance : 6 members of public

Apologies received for absence: Councillor J. Green (JG)

2305 1. Election of Chairman

- a) ES was elected Chairman for the next year.
- b) ES signed the Acceptance of Office form for retention on file.

2305 2. Election of Vice Chairman

JG was elected Vice Chairman.

2305 3. Disclosures of Interests

None declared.

2305 4. Appointment of the Responsible Financial Officer (RFO)

It was resolved that Jane Green will continue to carry out the role of the Responsible Financial Officer until such time as a Clerk has been appointed.

2305 5. Appointment of Internal Auditor

At the time of the meeting, Parish Council has not received confirmation from the Internal Auditor, Mr A Whitfield, as to the acceptance of his role for the Financial Year ending 31st March 2024. **It was resolved that** that this item be deferred to 12th June 2023.

2305 6. Appointment of Yorkshire Local Councils Association representatives.

Two representatives are required to attend three meetings per year. Two are face-to-face meetings and one is a remote meeting. **It was resolved that** ES and AWr are appointed as YLCA Representatives.

2305 7. Allocation of special responsibilities to Councillors for 2023/24

It was resolved that the special responsibilities were allocated as set out below:

JS Police Liaison/Crime Prevention including Community Speedwatch.

TC Footpaths, Highways, Ditches and Verges including their planters, benches and litter and grit bins, bus shelters

ES Public spaces i.e. *Parish Garden and Millennium Wood including their play equipment, trees, benches and planters.

AWr Sustainability and well-being including defibrillator, surveys regarding local services and village liaison.

JS Computing equipment, back-ups and website.

Chairman signed...E Simpson.....12th June 2023

JS Publicity including submission of items for Parish Magazine and for Facebook circulation.

TBC Environmental including Litter and dog fouling, Planning lead. TBC when current vacancy is filled and in meantime will manage between existing Councillors

Emergency contact: Resilience Plan co-ordinator, Steve Watson, with his consent, to remain as community emergency response lead.

2305 8. Banking Arrangements for 2023/24 and nominated signatories

It was resolved that signatories remain as is due to the difficulties of making change with Barclays Bank. Signatories are; ES, JG and AWR. Full access to online banking including payment facility is progressing. This will still require two people to approve and sign off payments.

2305 9. Annual Governance and Accountability Return 2022/23

It was resolved that this matter be brought back to the next meeting when the internal auditor's report is expected to be available.

2305 10. Pattern of Parish Council Meetings for 2023/24

It was resolved that Parish Council meetings would be conducted monthly, except for the months of January and August, a total of 10 meetings per year.

2305 11. Asset and Risk Register and agreed level of fidelity guarantee and insurance cover for 2023/24

It was resolved that the asset and risk registers be approved and that the current frequency of inspection reports remain as is. The fidelity guarantee and insurance cover to continue with fidelity guarantee noted as £25,000 and ES & AWR will arrange renewal quotations for consideration at next meeting to enable renewal by 1st July 2023.

2305 12. Entries Freedom of Information and Data Protection

There have been no entries to record.

2305 13. Policy and Procedures Review

It was resolved that Section 11 (Contracts) of the Financial Regulations Policy be updated to reflect an amendment in the Public Contracts Regulations 2015. Contract values stated under clauses 11.1b and 11.1g to be increased from £25,000.00 to £30,000.00.

It was further resolved that the retention period in the Records Management Policy for 'Other – Third Party Communications' be reduced from 1 year to 6 months from receipt.

2305 14. Payment of Subscriptions and Other Dues.

YLCA is the only current subscription. **It was resolved that** councillors were in favour of retaining membership and the the subscription simply be reviewed before the end of the current calendar year as part of the PC's budget consideration and the subscription for 31st May 2023 be paid

**Minutes of the Ordinary Meeting of the Parish Council
on Monday 15th May 2023 at 8.15pm
held in East Cowton Village Hall**

2305 15. Present

Councillors: E. Simpson (Chair), J. Shields (JS), A. Wragg (AWr), T.Cramond (TC)
Councillor County Councillor: A. Wilkinson (AW), 4 members of public.

Apologies received for absence: Councillor J. Green (JG)

Chairman signed...E Simpson.....12th June 2023

2305 16. Disclosures of Interests.
No disclosures to be noted.

2305 17. Minutes of the meeting of the Council held on 27th March 2023
It was resolved that the minutes of the meeting on 27th March 2023 were approved and signed by the Chair to verify approval.

2305 18. Chair's Formal Announcements
None

2305 19. Vacancies: Parish Councillor, Parish Clerk
No change in the status of vacancies. Plan to re-advertise and conduct face to face discussions with residents to see if there may be interest and suitability within the village and to re-advertise on the Hambleton Notice Board. It is noted that YLCA can provide these services.

2305 20. Police Community Report
Nil report of incidents recorded in last report. JS to send reminder that as police liaison all correspondence to be copied to him. Update to be provided by JS at next meeting.

2305 21. Financial Accounts

- a) **It was resolved that** approval was granted for the payment of three invoices. Payments to be made online next week when JG returns.
- CM Walker – April Grass cutting £276.00
 - YCLA Subscription 2023/24 £225.00
 - YCLA Finance for Councillors (J Green) £30.00
- b) Internal Auditor has not yet responded as to the readiness of the audit report. Requested that the report be ready for the next Council meeting on 12th June 2023 to trigger timeline for External Audit.
- c) Jubilee Garden costs. **Council appraised that** there has been a change in the expected costs of materials to complete the garden;
- Require more aggregate than initially estimated. Deeper excavation because of old stonework buried below ground.
 - The corner gate post to play area needed attention as it was unstable and rotting and had to be replaced.
 - Received a kind offer of grids from a resident to improve access & further enhance the area which will require additional aggregate/gravel.
- It was resolved that** approval be granted to spend up to £150.00 plus VAT for the additional requirements.
- d) **Accounting statements**
It was resolved that the statements were agreed and approved.

2305 22. Insurance Renewal
Insurance requirements for the next 12 months. Current cover runs until 1st July 2023. The list of assets has been updated to reflect recent additions and assets to be insured identified. ES & AWR will request quotes from Zurich, Abbeystone and BiB for discussion and approval at next meeting.

2305 23. Queen's Jubilee Garden Update
Project is progressing albeit slowly. Weather conditions have been prohibitive. AWR has spent time planting and residents have stopped by to help. Councillors agreed to publicise the project when complete.

Chairman signed...E Simpson.....12th June 2023

2305 24. Amberol Competition.

Amberol provide large community planters and waste bins.

The costs:

Trough = £288 each

Delivery per pallet = £68

It was resolved that 4 trough planters would be purchased with the £1,000.00 won, plus £542 from the reserve in the budget. Two of the planters to be sited at each end of the bench situated at Dakyn. These troughs will need a base to bolt them down, to be considered in the costs.

2305 25. CIL Payment (Construction Industry Levy)

Council was appraised that a recently built property in the Parish attracted a CIL payment of £1,336.00. There is a need to engage the community to decide where to spend the money and it was agreed JS will submit an item for inclusion in the local Cowton Newsletter. It was suggested that a single project would benefit from the funds, potentially upgrade/replace playground equipment. AW offered her support with £1,000.00 from her Locality budget to assist with playground equipment.

2305 26. North Yorkshire Council.

AW provided a brief report and confirmed it has been a smooth transition from eight organisations into one council. There were some technical issues around telephones, which has been resolved. New website has useful links for Parish Councils and the Parish portal is still live.

- Consultations are running regularly.
- A review of council properties is underway to look to reduce the number.
- Full Council meetings take place quarterly on a Wednesday in Northallerton.

2305 27. Planning applications

Updates and further steps regarding:

1) 19/01779/OUT (outline planning for residential development at Bungalow Farm Farm)

JG attended the site meeting with the planners on 10th May and ES and AWr attended the Planning Committee Meeting on 12th May 2023. Outline approval granted. The developers are happy to come to the village to share their plans to residents.

2) 23/00365/MRC & 21/00649/FUL (licence and material change at Teepee Wedding Site Cornhill Farm)

No update on the 2 applications. The applicant has advised councillors of two recent incidents of noise pollution, the cause having been identified and remedies now in place to rectify. Will be closely monitored with specialists in attendance at next two events.

3) 22/02921/FUL (new agricultural building for mixed use including equestrian, field off Raby Lane)

There has been no update on this application.

4) 21/02338/FUL (retrospective change of use from potato store to aggregate bagging depot).

The resident whose property is sited next to the depot has been severely affected by the early 5am start-up of the operation. Planning has been approved; however, conditions are that start-up has been agreed for a 6am, but this is being ignored. Operations are also prohibited over Bank Holidays and this has also been breached.

Chairman signed...E Simpson.....12th June 2023

Councillors will write to Planning Enforcement about the breach of planning approval conditions and copy AW into the correspondence. It was also agreed to support a review of speed limits and signage in the vicinity which Councillor Steve Watson had agreed to pursue.

5) Councillors **to consider** application numbered **ZB23/00965/FUL (retrospective conversion and change of use of Traditional Agricultural Building to live music events at Cockleberry Farm, East Cowton)** Council were appraised of the plans to host indoor and outdoor music events and music festivals at the property, including enabling camping facilities. Concerns voiced around the plans to grow the business and the accessway to the property. There is a need to understand the access plans. It has been proposed that it will be one way into the property and one way out of the property.

AW asked that Councillors understand the meaning of a “one day event” e.g., set up the day prior and take down the day after, indicates a 3-day event.

It was resolved that Councillors support the creation of a music venue but have the following reservations:

1. Confirmation of the access routes and traffic management.
2. The current flooding and gravel flowing onto the road.
3. Proposal is for 12 outside events p.a. How many days per event/frequency?
4. Potential water-logging solutions for camping field.
5. Waste management plans for outdoor events.
6. Environmental impact, including noise pollution.
7. Screening of carpark to be undertaken immediately.

2305 28. Public participation

A member of public raised concern regarding the frequency of slurry tractor/trailers travelling through village particularly relating to speed, size of unit and number of repeated runs in one day. It was suggested by AW that Planning Enforcement be advised and copy her in to correspondence.

2305 29. Any other business (urgent or not requiring debate or decision) *Primarily to inform the Council of matters to be included on the next agenda.*

JS to provide update on new website which is now prepared and ready to be transferred over.

2305 30. Date and time of the next meeting:

It was resolved that the date and time of the next meeting will be 12th June 2023 at 7.30pm

2305 31. Meeting Closed

There being no further business , ES closed the meeting at 9.30 p.m.