# MINUTES OF THE MEETING HELD ON TUESDAY 16TH MAY 2023

**Present**

Cllr G Shepherd (Chair)

Cllr B Whitehead (Vice Chair)

Cllr J Brudenell

Cllr D Stratton

Cllr D Chapman

B Jones (Clerk)

J MacNamara (item 13.1.23)

5 Members of the Public

**ANNUAL GENERAL MEETING OF THE COUNCIL**

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| **1.1.23** |  | **Chair’s Opening Remarks**  Cllr Shepherd welcomed everyone to the meeting and expressed his gratitude for the work Cllrs have provided and partnerships which make it a good Village to live in. |
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| **2.1.23** |  | **Election of Chair**  It was duly Proposed, and Seconded that Cllr Shepherd be nominated as Chair for the 2023/24 Municipal Year.  Cllr Shepherd was duly elected. |
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| **3.1.23** |  | **To Receive the Chair’s Declaration of Acceptance of Office**  Cllr Shepherd completed the relevant paperwork. |
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| **4.1.23** |  | **Election of Vice Chair** |
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|  |  | It was duly Proposed, and Seconded that Cllr Brudenell be nominated as Vice Chair for the 2023/24 Municipal Year.  Cllr Brudenell was duly elected. |
| **5.1.23** |  | **To Receive the Vice Chair’s Declaration of Acceptance of Office** |
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|  |  | Cllr Brudenell completed the relevant paperwork. |
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| **6.1.23** |  | **Election/Appointment of Responsible Financial Officer** |
|  |  | It was duly Proposed, and Seconded that Miss B Jones be appointed as the Responsible  Financial Officer for the coming municipal year. |
|  |  | Due to an overlap in the 2022/2023 financial year, the end of year finances will be signed by Miss B Jones and Mr J MacNamara as RFO’s. |
| **7.1.23** |  | **Declaration of Interests** |
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|  |  | The Clerk reported that as this was the start of a new Council term there was a requirement by all Councillors to complete a new Declaration of Interest form. However, if there is no change in circumstance, last years can be brought forward. Cllrs checked their forms and Clerk signed as reviewed for this year.  Cllr Brudenell to complete and return. |
|  |  | **As there was no further business the meeting closed at 7.20pm** |
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|  |  | **ORDINARY COUNCIL MEETING** |
| **1.1.23** |  | To receive and note apologies for absence |
|  |  | There were apologies received from:-  Cllr T Jones (NYC) |
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| **2.1.23** |  | **To receive ‘Declarations of Interest’ in items on the agenda** |
|  |  | Cllr Whitehead declared in interest in the Butterwell House planning application. |
| **3.1.23** |  | **To** **approve the minutes of the meeting held on 14th March 2023** |
|  |  | The Minutes of the meeting held on the 14th March 2023 were approved. |
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| **4.1.23** |  | **Appointment to YLCA – 2 Members** |
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|  |  | It was duly Proposed, and Seconded that 1 member be appointed and that Cllr Shepherd be appointed as the YLCA Members for the coming municipal year. |
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| **5.1.23** |  | **Appointment to NLW & PB Village Hall Trustees Committee – 1 Member** |
|  |  | It was duly Proposed, and Seconded that Cllr Statton be appointed as the Newton Le Willows & Patrick Brompton Village Hall Member for the coming municipal year.  Helen Whitehead has officially resigned as Parish Council nominated trustee on the Atkinson Clarke Educational Foundation with effect from 11th September 2023. Cllrs discussed the requirements of the role and were asked to consider nominations. New appointment to be addressed at the next meeting on 11th July. |
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| **6.1.23** |  | **Village Plan Review/Village Survey** |
| **7.1.23**  **13.01.23** |  | Cllr Shepherd spoke about the 2021-2023 Village Plan and highlighted some of the items that are still on-going.  The agreed sub-committee Cllr Shepherd, Cllr Brudenell and Cllr Whitehead to meet to discuss the survey results which will start to form the new Village Plan. Update to be brought to the next meeting 11th July including some costings.  Grass Cutting  It was duly Proposed, and Seconded that the Cllrs accept the price increase of £6 per cut from Farm & Land Services LTD for their continued service. New price is £64 per cut for financial year 2023/2024.  A discission took place regarding grass cutting and who is responsible for each area of the Village.  Residents advised to contact Cllr Jones if they require information regarding boundaries.  Finance  Jon MacNamara joined virtually to give an overview on the Annual Audit report. He advised the Parish have invested a hugh amount of their resources into the Village over the last year, however this was budgeted for and spoke through the details.  The Parishes closing balance as at 31st March 2023 for Skipton Building Society account is £3162.27.  The Parishes closing balance as at 31st March 2023 for their current HSBC account is £920.04.  The Parishes closing balance as at 31st March 2023 total is £4082.31.  It was duly Proposed, and Seconded that Cllrs accepted the accounts.  Jon explained due to the change of Clerk the Parishes Insurance policy had expired at the end of April 2023 without renewal. Jon to contact them to re-active and transfer details into the new Clerks name.  B Jones and Jon to meet and discuss applying for VAT refund.  The Clerk contacted Skipton Building Society in relation to name changes on the account. The Clerk to make contact again the seek clarification regarding the wording on the relevant form and seek advice on closing the account and re-opening another one. |
| **8.1.23** |  | **Clerk Training**  It was duly Proposed, and Seconded that the Clerk to attend Training for an Introduction to Clerk session at £25. |
| **9.1.23** |  | **Antisocial behaviour- outdoor fires**  Cllrs discussed recent fires which has been lit in the Village to burn various waste.  It was agreed Cllr Chapman to write a notice which will be placed into the next Village Newsletter reminding residents about fire regulations and ask if it can also be added to Newton Le Willows Newsletter. |
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| **10.1.23** |  | Planning & Planning Updates |
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|  |  | Butterwell House. A planning application has been submitted for Full Planning Permission for Two Single Storey Extensions. Cllrs were notified which resulted in no comments or objections.  Dales End. The application has been past.  No new information regarding Green Tree and Northfield Farm.  All new planning applications will be sent to the new Clerks address. |
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| **11.1.23** |  | **Reports of previous month’s meetings etc.**  - to hear from Parish/District/County Councillors on any meetings attended or other information of interest to the Parish Council  Cllr Stratton reported the Coronation events which took place were well attended by Patrick Brompton residents. This was echoed by the Events Committee.    A plumber is coming to look at the toilet problem at The Old School Room.  The Events Committee thanked the Cllrs for the donation for the Coronation. The next meeting is 22nd May.  The Village Show and BBQ will take place on 15th July. |
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| **12.1.23** |  | Correspondence  YLCA information and updates escalated to Cllrs via Cllr Shepherd.  Cllrs to contact the Clerk if they want to attend any YLCA Training. |
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| **14.1.23** |  | Defibrillator Rota |
|  |  | June – Cllr Brudenell  July – Cllr Whitehead |
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| **15.1.23** |  | Urgent Items  It was duly Proposed, and Seconded that the budget for King Charles III Coronation Plaque is £174 as per allocation from former RDC. £100 given to PBCEC for bunting etc. £74 is the remainder of the grant which was received by RDC.  It was brought to the attention of the Parish Council that the Cabinet Office are offering free portraits of King Charles III to public sector authorities however the allocation has not been finalised yet.  Cllr Stratton to monitor and liaise with the future appointed member of Atkinson and Clarke Education Foundation. |
| **16.01.23** |  | Date for the next meeting |
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|  |  | Tuesday 11th July 2023 – 7.30pm |
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|  |  | As there was no further business the meeting closed at 8.40pm. |
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