

**Minutes of the Annual Meeting of Cononley Parish Council held in the Village Institute on Tuesday 11<sup>th</sup> May 2010 at 7.00pm.**

Present: Cllrs L. Brown (Chairman), A. Wade, A Parker.

Mr D. Gulliver: Clerk to the Council. Mrs S. Wheelhouse: Clerk Designate. Cllr Mrs P Fairbank, Cllr M Wheeler & Cty Cllr P Mulligan (all from 7.25pm)

Apologies accepted from: Cllr M. Allum.

- 10.38 Cllr Brown was elected Chairman. Proposed by Cllr Wade, seconded by Cllr Parker.
- 10.39 Cllr Wade was elected Vice-Chairman. Proposed by Cllr Brown, seconded by Cllr Parker.
- 10.40 Co-option of parish councillors. Two letters of interest having been received, it was resolved that both Richard Mansell and Gavin Shepherd be co-opted as members of the Council. Proposed by Cllr Parker, seconded by Cllr Brown.
- 10.41 Cllr Parker was elected as a representative to the Yorkshire Local Councils Association. It was agreed to defer the appointment of the second representative until the next meeting.
- 10.42 It was agreed that former Cllr Lugee would be asked to continue to report on the work of the Craven Transport Forum to the Council.
- 10.43 Member's interests: recorded within the relevant minute.
- 10.44 Minutes of the meeting held on 9<sup>th</sup> April 2010 were approved and signed.
- 10.45 A number of outstanding issues relating to the recent surface relaying were reported. These included a lamppost broken by the contractors (No 42), and chippings / scrapings in the drains. Cty Cllr Mulligan noted that the surface would take some weeks to settle, and that he would investigate whether the height of the speed humps had been altered by the resurfacing, although it was probable that it was the gradient rather than the height which was affected.
- 10.46 There were no members of the public in attendance.
- 10.47 The Clerk reported that he had completed the transfer of historic documents to the North Yorkshire Archives, although some older deeds remained in the Council's possession. The only outstanding issue was the footpath leading to the Institute. The Declaration had been completed, and was now with Turner's for completion. There were no questions arising from the Clerk's Statements of Policy and Practice.

*Correspondence & communications received:*

- 10.48 NYCC Parish Charter Consultation. It was agreed that individuals could respond, but as the document was simply a statement of the service parish councils could expect, a formal Council response was not necessary.
- 10.49 Three documents were received: (a) A letter relating to website development from CE Electric UK Ltd; (b) NYCC: Minerals Core Strategy First Consultation and (c) A copy letter of objection to Planning application 21/2010/10484.
- 10.50 Cllr Wheeler agreed to raise the possibility of a S106 Agreement for the St John's site as the development would be a strain on the infrastructure of the village, namely the school and parking.

*CDC Planning applications:*

- 10.51 Cllr Wheeler noted that as a result of staff changes, the Planning Department at CDC was under-staffed and that this was having a detrimental impact on processing of planning applications. It was hoped that measures would shortly be in place to reverse this.
- 10.52 It was resolved to ask Cllr Wheeler to contact CDC to ensure that irrelevant material in the infrastructure audit which related to Cononley was removed.
- 10.53 21/2010/10584: First floor extension over existing kitchen, Netherghyll House, Netherghyll Lane. No comment.
- 10.54 21/2010/10412: No comment on the understanding that the electric doors from the previous application are retained.
- 10.55 Proposed works to trees in Cononley Conservation Area: 2 applications: No comment

- 10.56 The Accounts, the Annual Return and the Audit Report were presented and accepted. Proposed Cllr Parker, Seconded Cllr Wade. It was noted that the Internal Audit checklist should form a basis for the Trusts to use for their own accounts.
- 10.57 The budget, containing actual and anticipated expenditure was presented and accepted.
- 10.58 Cllr Parker proposed that the general discussion relating to the precept be minuted for reference in November. The motion was not carried on the Chairman's casting vote. (Cllr Wade abstained).
- 10.59 The External Auditor's (Mazar) Notice of Audit of Accounts for 2009-10 was received.
- 10.60 The Internal Auditor's report was received. The accounts and annual return for 2009-10 were approved.
- 10.61 Receipts: CDC [Precept] £8250.
- 10.62 Payments authorised: C Read [00315 audit fee] £84.01; SELRAP [00316 subscription] £10; NALC [00317 Subscription] £13.50; Cononley Village Institute [00318 transfer of funds – Insurance Claim] £297.00; D Gulliver [00319 Clerk's Salary] £1346.27; S Wheelhouse [00320 Clerk Designate's Salary] £1088.15; HMRC [00321 MI & PAYE] £762.85; D Gulliver [000322 Clerk's reimbursement of expenses] £61.46; Craven Stationery [000323 Stationery £6.98 + £1.22 VAT] £8.20; D Gulliver [000325 Retirement Gratuity] £2082.09; HMRC [PAYE on Gratuity] £116.71.
- 10.63 Account balance at 30<sup>th</sup> April 2010: £10,863.80
- 10.64 Future agenda matters: Parish Plan (from the Annual Parish Meeting).
- 10.65 Forthcoming meetings: 8<sup>th</sup> June, 20<sup>th</sup> July, 14<sup>th</sup> September, 12<sup>th</sup> October, 9<sup>th</sup> November & 14<sup>th</sup> December.

**Minutes of a Meeting of the Sole Trustees [Cononley Parish Council] of The Cononley Village Institute {Reg. charity 223015} & of Cononley Village Playing Field {Reg. charity 701641} held at the Village Institute on 11<sup>th</sup> May 2010 immediately after the statutory meeting of the council.**

Present: Those members who attended the statutory meeting.

- 10.c5 No minutes were received in time for approval from either advisory committee.
- 10.c6 No payments were received for authorisation from the CVPF advisory committee. Payments for the CVI advisory committee were received and approved. Scottish Power [000328] £40.00; Npower [DD] £64.00; Npower [DD - Last payment] £80.24. Caretaker [Cash] £135.
- 10.c7 The Clerk reported that he had now received a Statutory Declaration for completion from Turner's solicitors, in respect of the transfer of land to CVI.
- 10.c8 Communication was received from Mrs H Cunningham relating to the proposed structures on the playing field. It was reported that the matter was being dealt with by the CVPF Advisory Committee. The Clerk reported that the structure referred to in the correspondence was a permitted development under the Town and Country Planning (Permitted Development) Order 1995. Resolved that the shed design should be of a high standard, and be in keeping with the architectural nature of its surrounds.

Chairman (two meetings, two pages) 8<sup>th</sup> June 2010.