

**Minutes of the Annual Meeting of Ampleforth Parish Council held in the
Village Hall on Thursday 2 May 2013 at 7.30pm**

Present: Councillors M Raynar (Chairman), F Toynbee, R Lane, T Pite and C Smith.

Also Present: One member of the public, District Councillor J Bailey and V Ellis (Clerk)

1. Election of Chairman

Councillor Toynbee was elected chairman.

2. Chairman's declaration of office

Councillor Toynbee signed of declaration of acceptance of office of chairman.

3. Election of Vice Chairman

Councillor Smith was elected Vice Chairman.

4. Apologies

None.

5. Code of Conduct and the Ethical Framework

There were no declarations under the code of conduct.

6. Minutes

The council resolved to agree and sign the minutes of the Ordinary Meeting held on the 4th April 2013.

7. Public Participation

A member of the public asked for some information about Neighbourhood Development Plans.

8. Exchange of information and items for next agenda including Chairman's and Clerk's report.

To include: report of Annual Parish Meeting and Parish Liaison 29 May.

Documents Circulated

- Emails about Station Road planning application.
- Ryedale Safer Neighbourhood Statistics
- 2011 Census Key Statistics
- Oswaldkirk & Ampleforth Educational Charity – response to request for Governing Document
- YLCA White Rose Update April 2013

Other information/information exchanged.

- Email from residents thanking the parish council for supporting their second planning application.
- APC - Website working group. Second training session held.
- APC - Community Governance Review – petition underway. Additional councillor – the clerk was asked to restate the need in the next newsletter.
- RDC - CIF Grant Noticeboard research underway by clerk.
- RDC - parish councillor registers of interest forms on RDC website – not done by RDC.
- RDC - East End Garage, RDC and the developer are negotiating the S106 for the development. Conditions requested from RDC, not received (various emails).
- RDC - Litter signs – Cllrs Pite and Smith will look into locations.
- NYCC - steps by the shop. NYCC confirmed there is no village green registered in the village.
- NYCC Public right of way south of playing field – footbridge now vandalised. Ranger has requested more details and grid reference as two bridges on the path were repaired last year. Clerk to inform him again of vandalism and state of bridges.
- NYCC - footpath between Mill Farm and West End – update from ranger awaited.
- AONB - Log seat application - locations to be chosen in the spring.
- Common Shares, tenancies and deeds. Update awaited.
- Apologies for not attending this meeting were received from County Councillor C Wood.
- NALC – there will not be a precept freeze for parish councils in 2014-2015. The government is looking into precept calculations and payments by principal authorities.

9. Planning

a) The council received the following results.

i) **Application No** 12/00618/MFUL **Applicant** David Wilson Homes

Application Site: Land At OS Field No 4848 Station Road Ampleforth Helmsley

Proposal Erection of 6no. five bedroom detached dwellings, 3no. four bedroom detached dwellings, 8no. four bedroom semi-detached dwellings, 2no. three bedroom detached dwellings, 3no. three bedroom terraced dwellings and 8no. two bedroom dwellings and associated garaging, parking and amenity space and formation of vehicular access.

Decision: Refused

ii) **Application No** 13/00364/HOUSE **Applicants** Mr D Thompson & Miss S Peckitt

Proposal: Installation of 1no. rear dormer extension with 2no. windows and extension of rear single-storey extension (revised details to refusal 12/01240/HOUSE dated 15.02.2013)

Location 18 Fairfax Close Ampleforth Helmsley YO62 4DW **Decision:** Approved

iii) **Application No** 13/00178/73A **Applicant** Mr D Chase **Decision** Refused

Proposal Variation of condition 02 of approval 08/00711/FUL to state in part (i) "have been constructed in accordance with the submitted drawing - 1:500 plan Rev B 17/12/12" - replacement of 1:500 plan Rev A 17-08-08 to allow amendment of the curtilages of the two dwellings. **Location** The Ark Main Street Ampleforth Helmsley YO62 4DU

b) **12/00618/MFUL Station Road Application.** **Applicant** David Wilson Homes Ltd

To note that Cllr Raynar read out a statement at RDC Planning Committee on the 9th April.

c) **The council considered the following application**

Application No NYM/2013/0242/NM **Applicant** Mr R Fawcett

Proposal Non material amendment to planning approval NYM/2012/0167/FL to allow addition of window to sauna room and repositioning of door to utility **Location** Studford Luxury Lodges, High St. **Decision** No objection.

10. Neighbourhood Development Plan (NDP)

The council discussed the merits and problems associated with allocating development within the village, as required by an NDP. The council resolved not to start on a Neighbourhood Development Plan but would reconsider its decision if there was a groundswell of opinion otherwise and a lot of residents throughout the village show interest.

11. Steps outside the village shop

The council accepted a quote from Mr G Thompson for the repair of the steps.

12. Contractor

a) The council noted that Mr Alec Thrower has accepted the contract for litter picker/Millennium Green inspector, starting day 3rd May 2013.

b) The council agreed that the clerk may sign the contract on behalf of the council.

13. Churchyard

The council were informed that RDC had not sent an agreement over the grass cutting as it now believes that the Parish Council is responsible. The clerk has submitted a Freedom of Information Request to RDC for copies of correspondence and documents during 1985/86. Following advice from the insurance company, it was resolved that the clerk ask the contractor to stop cutting the grass until the situation is resolved.

14. Meetings

Councillors Lane, Pite and Raynar are to attend the YLCA Meeting on 18th June at RDC at 7pm.

15. Policies and Registers

The council reviewed and agreed the following policies and registers:

- a) Asset Register (updated)
- b) Code of Conduct (has been updated during the year as legal changes were made)
- c) Complaints Procedure (updated in line with NALC Legal Topic Note 9E)
- d) Data Protection Policy
- e) Disciplinary Procedure (updated in line with NALC Legal Topic Note 22)
- f) Freedom of Information Policy
- g) Grievance Procedure (updated in line with NALC Legal Topic Note 22)
- h) Publication Scheme (updated)
- i) Standing Orders (updated during the year as legal changes were made)

16. Finance, Audit and Governance

- a) **ANNUAL RETURN.** The council resolved to agree and sign the Accounting Statement 2012/13, Section 1.
- b) **ANNUAL RETURN.** The council resolved to agree and sign the Annual Governance Statement (Section 2) as prepared by the clerk and to receive the Annual Internal Audit Report, Section 4, signed by the Internal Auditor.
- c) The council learned that the clerk had checked and updated the Asset Register and it reviewed the Risk Assessment Strategy and Asset Register and decided that the assets and risks as assessed were covered by the insurance policy.
- d) The council reviewed the Financial Risk Assessment and resolved that risks have been identified, assessed and managed with reference to the insurance renewal.
- e) The council resolved that the Fidelity Guarantee is adequate in comparison to council funds and the precept as the cover is for £250,000.
- f) The council resolved that its insurance requirements were covered by the policy and renewed the second year of the third year agreement.
- g) The council received the result of the Councillors Audit for Quarter 4 carried out on the 5th April 2013, which was satisfactory.
- h) The council received a bank reconciliation and a budget update to 31 March 2013.
- i) The council resolved to agree the following payments and the cheques were signed.

100006	G Thompson	Mill. Green Signs £20 and Cemetery Gate £170	190.00
100007	J Dawson	Cemetery grass cutting £54, Churchyard £108	£162.00
100008	V Ellis	Salary £484.66 and reimbursements and travel March to May	£697.66
100009	Came & Co	Insurance	£633.51
100010	SLCC	Annual Subscription	£145.00
		TOTAL	£1,828.17

- j) The council agreed the clerk could research the cost of a b&w laser printer to reduce ink costs.

Chairman

Date