

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

**1. Election of Chairman**

To take nominations for and to elect the Chairman.

**2. Chairman's declaration of office**

The Chairman will sign the declaration of office of chairman.

**3. Election of Vice Chairman**

To take nominations for and to elect a Vice Chairman.

**4. Apologies**

To receive apologies for absence.

**5. Code of Conduct and the Ethical Framework**

To receive any declarations under the code of conduct.

**6. Minutes**

To agree and sign the minutes of the Ordinary Meeting held on the 4th April 2013.

**7. Public Participation**

To allow members of the public to make representations, answer questions and give evidence in respect of any item of business on the agenda.

**8. Exchange of information and items for next agenda**

To include the chairman's report and the clerk's report

**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**

- 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.
- RDC - CIF Grant Noticeboard research underway by clerk.
- RDC - parish councillor registers of interest forms on RDC website – not done yet 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 meeting to be arranged in spring-John Brown(RDC), Cllr Pite and the Clerk.
- NYCC - steps by the shop. NYCC have confirmed there is no village green registered in the village.
- NYCC Public right of way south of playing field – the footbridge is in disrepair. Ranger has requested more details and grid reference as two bridges on the path were repaired last year.
- 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.
- Internal Audit carried out on 24<sup>th</sup> April 2013. Report held over until June agenda.

**9. Planning**

**a) To receive 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 9<sup>th</sup> April.

c) **To consider 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.

## 10. Neighbourhood Development Plan (NDP)

- a) To consider NDPs. To consider setting up a working group to report to the council, in writing, on the procedure for the community and council, the cost, grants (upfront and on completion), available assistance. To consider the amount of time that would be expected of the Steering Group, the community volunteers, the councillors and the clerk. To consider what an NDP is expected to achieve, and other matters such as an initial consultation on potential development sites in the village.
- b) To appoint a councillor(s) to be representatives of the council if a working group is formed.
- c) To consider the extra work associated with a NDP for the clerk.

## 11. Steps outside the village shop

To consider the cost of repairs.

## 12. Contractor

- a) To note that Mr Alec Thrower has accepted the contract for litter picker/Millennium Green inspector, starting day 3<sup>rd</sup> May 2013.
- b) To agree that the clerk may sign the contract on behalf of the council.

## 13. Churchyard

To consider the agreement with RDC about liability cover for cutting the grass. (request made to RDC for suitable agreement), or if it has not arrived, to delegate negotiations to the clerk and to agree she may sign the agreement on behalf of the council.

## 14. Meetings

To appoint a representative to attend the YLCA Meeting now on 18<sup>th</sup> June at RDC.(Police Cmnr)

## 15. Policies and Registers    To review the following:

- 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 (has been updated during the year as legal changes were made)

## 16. Finance, Audit and Governance

- a) **ANNUAL RETURN.** To agree the Annual Accounts 2012-2013, Section 1 (unaudited).
- b) **ANNUAL RETURN.** To agree and sign the Annual Governance Statement (Section 2) as prepared by the clerk and to receive the Annual Audit Report, Section 4, signed by the Internal Auditor.
- c) To review the Risk Assessment Strategy and Asset Register with reference to the insurance renewal.
- d) To review the Financial Risk Assessment and check that risks have been identified, assessed and managed with reference to the insurance renewal.
- e) To consider if the Fidelity Guarantee is adequate in comparison to council funds and the precept.
- f) To agree the insurance renewal (2<sup>nd</sup> year of 3 year agreement).
- g) To receive the results of the Councillors Audit for Quarter 4 carried out on the 5<sup>th</sup> April 2013.
- h) To receive a bank reconciliation and a budget update to 31 March 2013.
- i) To agree payments and to sign cheques.
- j) To consider the clerk researching the cost of a b&w laser printer to reduce ink costs.