

KIRKBY MALZEARD, LAVERTON AND DALLOWGILL PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF THE GROUPED PARISH COUNCIL (SERVING KIRKBY MALZEARD AND LAVERTON PARISHES) 2021

on Tuesday 4th May 2021 held remotely

The meeting commenced at 7.30pm. Councillors Pippa Manson, Geoff Loble, Geoffrey Berry, Jane Aksut, Peter Saxon, Fiona Robertshaw, and Chris Floyd, together with the Clerk, took part in the video conference along with District Cllr Simms.

Note: This meeting is being held remotely using video conferencing methods in accordance with legislation which came into force on April 4, 2020 as set out in 'The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020'. It was confirmed by the Chair that all persons attending could hear and be heard prior to commencement of the meeting.

AGENDA PART 1

1. Election of Chair and Vice-Chair.

The Clerk requested nominations for the position of Chair of the Council for the coming year. Cllr Berry proposed Cllr Manson, no other nominations were made, as a result Cllr Manson was appointed Chairman of the Council. The Acceptance of Office form was signed and Cllr Manson presided over the rest of the meeting. She proposed Cllr Saxon for the position of Vice-Chair. No other proposals were made and the Council voted to elect Cllr Saxon as Vice-Chair.

Action: Chair to post form to Clerk

2. Welcome. Apologies for absence from Councillors – approve reason why unable to take part. Brief summary of the procedures at remote meetings.

The Chair officially welcomed everyone to the meeting and accepted apologies from County Cllr Margaret Atkinson.

3. Approve the Minutes of the Parish Council meeting held on 26th April 2021

The minutes were approved as a true record and were signed as such by the Chair.

Action: Chair to sign and post to Clerk

4. Governance Documents for 2021 onwards – Approve the adoption of the following documents:

- a) Local Government Association new model Code of Conduct. The Parish Council will move towards adopting the New Code of Conduct but some amendments to the current standing orders will be required before this can happen. The current Code of Conduct will be retained until that time. The Chair will seek advice in regards to the changes required.

Action: Chair to see to advice in regards to changes

5. Governance Documents for 2021 onwards – Approve the re-adoption with any amendments agreed of the following existing documents (see the Parish Council website for current documents):

- a) Standing Orders (including Complaints procedure, Freedom of Information and Data Protection procedures and policy re Press/Media) was approved and readopted.
- b) Financial Regulations was approved and readopted.
- c) Risk Assessments Register incorporating separate Risk Assessment for Play Area.

As per instruction from the insurers, the Play Area will continue to be monitored weekly by Cllr Saxon. Although our insurers do not require regular inspections of other assets, it was agreed that Greygarth Monument, Laverton Quarry and Lamberts Quarry will be monitored monthly by Cllr Loblely and Cllr Floyd. Cllrs will keep a regular eye on other assets. Issues can be reported at the monthly Parish Council meeting or sooner if urgent. An annual inspection of all assets will continue to be made.

Action: Clerk to update dates on documents and website. Risk assessment to be updated

- d) Publication Scheme was approved and readopted. Cllr Aksut will follow up with some of the local organisations in relation to training.

6. Financial matters – review and approve the following:

- a) Insurance arrangements – The 2021 Schedule of Assets for Insurance Purposes was approved.
- b) Insurance arrangements – The renewal of policy with AVIVA from 01.06.21 for a premium of £580.50 payable to BHIB Insurance brokers was approved.

Action: Clerk to arrange for renewal of policy

- c) Expenditure incurred under s 137 of LGA 1972 for 2020-21. It was confirmed that the expenditure under this Power for the financial year is within the limits permissible.
- d) Subscriptions to YLCA. Confirmation of the previous approval by the Council was made.

- e) Cheque signatory arrangements. It was noted and agreed that signatories will continue to monitor the bank account now on-line banking has been introduced. It was agreed and approved that the primary user will continue have access to the account online and be able to make payments solely via both online transaction and a debit card. Cllrs Aksut and Berry also have access to the account online. The Bank Mandate is in the process of being changed. Confirmation of approval of signatories being Cllrs Aksut, Berry, Robertshaw and Lobley was noted.

Action: Clerk to send paperwork to HSBC once signed

- f) Commuted sums currently available under s106 of Town and Country Planning Act 1990 was noted. Cllr Robertshaw will join the Chair in monitoring commuted sums.

7. Register of Interests.

- a) Councillors to advise Clerk of any revisions necessary to forms (held by Clerk and available on HBC website).

Action: Cllrs to review HBC website and update Clerk

8. Representation by Councillors on other public bodies.

- a) Kirkby Malzeard Charity Trust. Cllr Berry was re-appointed as the Kirkby Malzeard Parish Council nominated trustee. Cllr Lobley was re-appointed as the Laverton Parish Council nominated Trustee
- b) YLCA meetings. All Councillors can attend – as only two Councillors are allowed voting rights at meetings it was agreed that Cllrs Berry and Manson would have these rights for the coming year.
- c) It was agreed that Cllr Saxon would be the nominated Parish Council Trustee on the Kirkby Malzeard Area Community Association once it is registered as a Charity.

9. Committees.

- a) The re-adoption of Terms of Reference of the Neighbourhood Plan Steering Group was approved. Cllrs Berry, Saxon, Floyd, Robertshaw and Aksut were reappointed as members of the group.

10. General Data Protection Regulations - The re-adoption of the following documents was approved: (available on the website under GDPR)

- a) Data/Information Audit
- b) General Privacy Notice
- c) Privacy Notice for Staff, Councillors and Role Holders
- d) Records Management Policy
- e) Consent Form
- f) Incident Report form
- g) Subject Access Requests (SAR) Policy
- h) Security Incident (Breach) Policy

Action: Clerk to update dates in documents

11. Employment.

- a) Staff Appraisal – The appraisal document had been completed by the Chair and by the Clerk. The contents were noted and the Clerk was thanked for her work over the previous year
- b) The Salary review (including the Homeworker allowance) was approved as per the NLCA pay scale.

Action: Clerk to update standing order

- c) PAYE arrangements will continue to be undertaken by Cllr Berry.
- d) The following employment related documents approved in 2020 were noted: Equal Opportunities Policy, Health and Safety Policy, Workplace Pension Policy, Sickness Policy, Grievance Policy, Disciplinary Policy. (copies held by the Clerk and Chairperson)

12. Review of Property Assets as detailed in current Asset Register

- a) Pinfold, Main Street, Kirkby Malzeard – let to Mr P Johnson. New tenancy agreement has been signed effective until 27th June 2026. Rent review due 27.06.2022
- b) Coalpit Goal Woodyard, Kirkby Moor Road, Kirkby Malzeard – let to Mr B. Ward for 5 years until 31.10.2023. No outstanding matters - no rent review due during the term of the lease.
- c) Highways Yard, Laverton – let to NYCC Highways for 10 years until 31.08.2026. No outstanding matters - rent review due 01.09.2021. District Cllr Simms suggested that the Parish Council may need to review this before 2026 if NYCC changes to a unitary council.
- d) Other Assets - no outstanding matters.

13. Review of Communications - Website, Noticeboards and Social Media

Compliance with Public Sector Bodies (Website and Mobile Appliances) No 2 Accessibility Regulations 2018 was reviewed and confirmed.

14. Approve dates and venues of:

- a) Ordinary meetings of the Parish Council until end 2022.
- b) 2022 Annual Parish Council meeting. (Clerk to circulate before meeting)

Suggested dates were considered and approved. All meetings initially planned be held at the Mechanics Institute due to social distancing requirements.

Agenda Part 2- Items included as responses required before next Ordinary Meeting:

15. Laverton Defibrillator

The Parish Council approved the purchase of a defibrillator and necessary ancillary equipment and installation. The funds have been transferred from a local family to the Parish Council account to cover this expenditure.

16. Financial Items

following payments (including VAT where applicable) were approved.

Payee	Amount	Item paid for
Groundworks UK	£2716.83	Repayment of unspent Neighbourhood Plan grant
BHIB	£580.50	Insurance
Morgan Estates	£467.00	Grass Cutting

Date of next monthly meeting: 24 May 2021

Meeting Ended at: 20:25

Dated 5 May 2021

PARISH CLERK

Victoria Preston 17 Cypress Gardens, Ripon HG4 2LT (postal enquiries only). Tel 07725 801675

Email: clerk.kmldpc@outlook.com Agenda (and General Privacy Notice) available on

www.kirkbymalzeardarea.org.uk Facebook: @kmldpc

