

BISHOP BURTON PARISH COUNCIL

Minutes of the Annual General Meeting of the Bishop Burton Parish Council held on Monday 14 May commencing at 7.30pm.

Present:

Councillors: Cllr David Oxtoby ; Cllr Mrs Sue Ellerington ;
Cllr Andrew Oxtoby; Cllr Leonard Byass; Cllr Jack Wray, Cllr Trevor Thomas

Members of the public – one.

05.384 Apologies for absence- Cllr Hilary Swann; Cllr Martin Gray; Cllr David Jolliffe

5.385 Election of Chairman - Cllr Mrs Sue Ellerington proposed Cllr David Oxtoby as Chairman, seconded Cllr Jack Wray. Cllr David Oxtoby duly elected.

5.386 Election of Vice chairman - Cllr Trevor Thomas proposed Cllr Mrs Sue Ellerington as Vice-Chairman, seconded Cllr Andrew Oxtoby. Cllr Mrs Sue Ellerington duly elected.

5.387 Signing of Declaration of Acceptance of Office – Cllr D.Oxtoby and Cllr S. Ellerington signed their declarations of acceptance of office as Chairman & Vice Chairman respectively.

05.388 Review of Standing Orders – Agreed no changes required to existing standing orders and no new orders needed.

05.389 **Review of risk assessments** – Agreed no changes required to existing risk assessments. New risk assessments to be completed in respect of: - a) access to the war memorial/pond – **RESOLVED:** Cllr S.Ellerington to draft - and b) CUPID -litter picking events – **RESOLVED:** Cllr S Ellerington to draft.

05.390 **Review of Clerks pay** - Set at last meeting – no changes required.

05.391 **Adoption of the new Code of Conduct.** – In response to the Localism Act all Parish Councils are required to adopt a code as to the conduct expected of members – content to be determined by each Parish council. ERYC have completed theirs and are circulating. Expected date of implementation 1 July 2012. **RESOLVED:** To adopt in principal the ERYC code. To review the detail once received and amend if appropriate.

Presentation. Cllr S.Ellerington on behalf of the Councillors presented Cllr D.Oxtoby with a clock in recognition of his long and distinguished service to the Parish and achieving 25 years as chair of Bishop Burton Parish Council. She thanked him for all of his valuable and untiring work over the years. The sentiment was echoed by all those present.

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05.392 **Declaration of Members' Interests.**- Following the changes requiring the inclusion of spouses interests Cllr Ellerington submitted an updated Declaration of Members Interests form. All other councillors present confirmed no changes were required to their forms previously submitted.

Action: Clerk to submit Cllr Elleringtons updated form.

05.393 **Open Forum** – Playground Group -Amanda Tomlinson chairs the group and attended the meeting. A.Tomlinson requested that to minimise costs and admin burden the Parish Council recognise The Playground Group as a formal sub-group, and, that the financial transactions in respect of the playground be administered by the Parish Council.

The matter was discussed. It was agreed that the Playground Group should be a Parish Council working party with representation from the Council when appropriate – being Cllr D.Oxtoby and Cllr S.Ellerington. (Note: the Clerk also attends as the Village Hall representative). It was recognised that the Standing orders do not currently allow for the formation of working groups. It was agreed that these should be amended.

It was agreed that the Playground Group should use the financial facilities of the council but that this would all be run through a separate bank account as any funds raised would be restricted funds for the Playground use only.

A.Tomlinson stated that Latest estimates suggest that the cost would be in the region of £25k, and that funds would be raised through fundraising/grants and private sponsorship, no Parish Funds are to be used. The Beggars have kindly agreed to help in some of the fundraising activities. It was agreed that the asset when complete would become a Parish asset.

RESOLVED: Standing Orders to be amended to allow the working parties to be set up as sub groups of the council. Amended order to be approved at the next council meeting.

RESOLVED: Playground group to be a working party of the Parish Council.

RESOLVED: Playground group funds be administered by the Parish Council.

05.394 **Minutes of previous meeting** – Minutes from the meeting held on 26th March, as previously circulated, were approved as a true and correct record and duly signed by the Chairman

05.395 **Matters Arising:**

a) War memorial-elec supply etc.

1. Cllr A.Oxtoby and Cllr T.Thomas confirmed they have located suitable bricks of sufficient quantity to enable repair to the War memorial wall to be carried out.
2. Cllr Wray has been progressing the electricity supply.
3. It is planned to open the War memorial area the weekend of the 16/17 June. A risk assessment is required. Concern was raised that any activity in the War memorial may disturb the nesting swans and that they may prove a health &safety risk to the public when they have young cygnets

RESOLVED: There should be no access to the War memorial whilst the Swans are nesting. Appropriateness of access to be reassessed immediately prior to the planned open weekend.

RESOLVED: Per 05.389 above Cllr Mrs Sue Ellerington to draft the risk assessment.

RESOLVED: to carry matters 1. and 2. forward to next meeting.

b) Severe Weather Plan – Cllr J.Wray led the discussion the the draft plan. Cllrs discussed the detailed roles, responsibilities and procedures.

RESOLVED: Cllr J.Wray to complete the Severe Weather Plan based on the discussion and circularise for final comments prior to the next meeting.

RESOLVED: Cllr J.Wray to present Plan for approval at the next meeting.

c) Salt bin-Finkle Street – This has still not been repaired.

RESOLVED: Clerk to write follow up letter to ERYC requesting that the bin is repaired/replaced.

d) Diamond Jubilee-

1. Seat – Cllr D.Oxtoby has ordered a seat at a cost of £572.60 (excl VAT and preservative). It is proposed to site it in a prominent position in the village. The suggested site is near the bus shelter.
2. Letter – It was agreed that a letter be sent to the Queen on her Diamond Jubilee

RESOLVED: Clerk to Draft for Cllr D.Oxtoby review and signature

e) Repairs to School Green – School Green has now been repaired by the company who damaged it.

f) Footpath near Woodridge House – to follow up with Cllr Pollard and report at next meeting.

g) Dalegate passing places – Ongoing. It was noted that hardcore is being placed in the passing places in readiness for tarmacing.

05.396 **Planning**

The PC had no objections to the following applications as circulated to members:

12/01376/PLF – installation of a 5m extension to existing 15m O2 telecom mast-Lings Farm, Bishop Burton (Cllr L Byass took no part in the discussion).

ERYC have approved the following applications:

DC/12/00261/PLB/EASTSE-Construction of 2 replacement dormer windows at Red House, The Green, Bishop Burton.

No new planning applications to discuss.

Scoping Report – Cllr Jolliffe had requested and obtained from Arcus a scoping report in respect of a proposed Infinis wind farm at Cold Harbour Farm.

RESOLVED: Clerk to circulate report to all Cllrs for consideration. The matter to be discussed at the next Parish Council meeting.

05.397 Finance

The following invoices have been received:

Aon insurance	£1,648.16
Bryn Jones –website name	£7.90
ERNLLCA –annual subscription	£271.09
Npower	£791.65
YWA	£12.97
J R Turnbull – grass cutting	£389.43
David Walker – internal auditor	£183.00

RESOLVED: that the above accounts are to be paid

Money received:

Hornseys – field rent	£456.00
HMRC –Vat refunded	£2872.53

Parish Council considered the following as circulated

- i. Approval of Expenditure and Receipt accounts y/ended 31st March 2012 as circulated
- ii. Approval of accounting statements re Annual Return
- iii. Internal auditors report

Cllr S.Ellerington presented the annual governance statement and accounting statements in the annual return to the councillors. All Cllrs present agreed that these and the accounting statements circulated should be approved. Cllr D.Oxtoby and Cllr S.Ellerington signed them on behalf of the councillors as approved.

Cllr S.Ellerington was thanked for all her work in sorting out and finalising the accounts for the year ended 31 March 2012.

05.398 Correspondence

None

05.399 Any other business

- a) Street Scene walkabout – 13th June 2012. Time 10am.
RESOLVED: Cllrs D.Oxtoby and S.Ellerington to attend.
- b) Broken stile – Cottage Field – Cllr D.Jolliffe repaired.
- c) Yorkshire Water- water leak now repaired. Reported by Cllr Jolliffe – Ref K030763
- d) New entrance gates at North End –
RESOLVED: Clerk to write to planning enforcement officer requesting that the previous judgement is enforced.
- e) Dead Trees on Joby Lane.
RESOLVED: Clerk to contact Highways and request they look at and act as they see appropriate in respect of the dead trees on Joby lane
- f) Cottage Field Drain.
RESOLVED: Clerk to contact ERYC and YW to request the drain is cleared and any remedial action undertaken.
- g) Drain between Village pond and York Road. Overflow from the pond is not operating effectively.

RESOLVED: Clerk to contact ERYC and YW to request they investigate and take appropriate remedial action.

- h) Damage to verge on The Green caused by contractors vehicles – Cllr Ellerington has spoken to the contractors and the owner of Little Green who has agreed to rectify any damage by his contractors when the work is completed.
- i) Street light near Village Hall – not operating effectively. Cllr D.Oxtoby has reported to the council.

05.400 Date of next meeting – 2nd July 2012

The Chairman declared the meeting closed at 8.57pm

Signed.....

Date: