

**MELSONBY PARISH COUNCIL DRAFT MINUTES**

**THE ANNUAL MEETING OF MELSONBY PARISH COUNCIL HELD ON Thursday 23rd May 2019 at 7.40PM IN MELSONBY PRIMARY SCHOOL**

**PRESENT:** Cllr J Stansfield (JS) (Chair), Cllr V Elrington (VE) (Vice-Chair), Cllr D Dixon (DD), Cllr S Priestley (SP), Cllr T Sutton (TS), Cllr W Nixon (WN), Cllr J Wilson-Petch (JWP) RDC, J Pears (Clerk), residents.

<b>Item</b>	<b>Covering</b>	<b>Summary</b>	<b>Detail/Action</b>	<b>Action/By Who</b>
1.	<b>Election of Chairperson and Vice Chairperson</b>	Nomination and election	All Councillors were in agreement to elect Cllr J Stansfield as Chairman and Cllr V Elrington as Vice-Chairman	
2.	<b>Apologies</b>	District Cllr A. Thompson and Cllr A. Stokoe	Apologies accepted.	
3.	<b>Declarations of Interest</b>		None.	
4.	<b>Minutes of last meeting</b>	The minutes of the last meeting were agreed	Signed by JS.	
5.	<b>Police update</b>	Update	Update provided by Clerk. No Police present.	Clerk
6.				
6a.	<b>Defibrillator training dates</b>	Update	Still looking to hold a training day. Waiting for dates from Steve Pace.	Steve Pace/Clerk
6b.	<b>Emergency planning</b>	Update from TS	Ongoing.	TS
6c.	<b>NRCP</b>	Update from TS	TS attended meeting on 27/3/19. It was discussed that there is a problem with mobile network coverage and no consistency. This is something that is being reviewed.	TS
6d.	<b>Storage container</b>	Update from DD	DD is looking at transportation and location of the container. The agreed location will be Moor Road Play Park.	DD
6e.	<b>NYCC and RDC updates</b>	Updates from County Councillor	J Wilson-Petch has been re-elected for next 4 years. The village hall is still going ahead. A new developer has taken over the Mulberry site on Moor Road.	
6f.	<b>Bin complaints</b>	Update from Clerk	RDC have agreed to replace the small bin outside the school with a larger bin. This will be done over next few months as part of the RDC replacement campaign.	Clerk
6g.	<b>ANPR camera</b>	Update on request for provision of a camera	No update. Parish Council agreed to speak with County Cllr A. Thompson as no progress has been made through PC Ian Jefferson.	Clerk

6h.	<b>Dog waste bin replacement</b>	Update on replacement bin at Jagger Lane	Clerk confirmed a payment will be made to purchase by insurers a replacement bin. Councillors agreed that Clerk can place an order with RDC.	Clerk
6i.	<b>Information booklet</b>	Update from JS	An updated information booklet has been delivered to every household. JS confirmed there is a stock of the booklets for new residents.	
7.	<b>Melsonby Sports Day</b>	a. Insurance for Portaloo's b. To approve grass cutting of village green prior to Sports Day on 22 <sup>nd</sup> June 2019 c. To approve painting a cowboy hat on bank of village green with temporary paint. (Wild West themed Sports Day)	a. Clerk confirmed current Parish Council insurance will cover the portaloo's. There is no additional cost. b. Parish Council approved additional cut with contractor prior to Sports Day and will collect the cuttings. c. Parish Council approved for cowboy hat to be painted on the bank of the village green.	Clerk
8.	<b>Community Speed Watch and road signs</b>	Update	Speed watch is taking place and the camera is shared with Caldwell on a monthly basis.  The number of cars speeding seems to have decreased.	JS
9.	<b>Best Kept Village Competition 2019</b>	Parish Council is entered into the competition	The Parish Council has entered the competition. Judging is usually completed during July. Last year 17 villages took part and Melsonby was placed 11 <sup>th</sup> .  Place information in the newsletter, FB and website about the event and Clerk to write to residents asking for their support.	Clerk
10.	<b>Tidy Gardens Competition</b>	To discuss judging arrangements and agree funding prizes for Tidy Gardens competition	The competition will be held on 2 <sup>nd</sup> August at 2pm. VE and JWP will judge the competition. Agreed prize money of £25 for 1 <sup>st</sup> place, £15 for 2 <sup>nd</sup> and £10 for 3 <sup>rd</sup> place.	Clerk
11.	<b>A66 Highways England Briefing Session and Consultation</b>	Update	Councillors have attended the initial consultation events. This is a 2-year consultation. They will continue to attend update meetings and consultations.	Councillors/ Clerk
12.	<b>Glebe Court Community Garden</b>	Ongoing	TS will speak to relevant parties and progress.	TS
13.	<b>Burial ground issues</b>	a. To discuss progress on footpath b. Guidance from YCLA on burial ground maintenance c. Burial ground area and mapping of plots d. Moving mound of soil	a. Footpath development still ongoing. DD to speak to Graham Smith and see if the PCC can respond and would be prepared to take this forward with the diocese. b. Annual safety check of burial ground to be carried out in PC area as per YLCA guidance. c. A new burial plot plan has been written. WN will plot and complete current burials. d. Clerk contacted funeral directors and sent confirmation email regarding mound of soil to be removed. This has been forwarded to the grave diggers via Funeral Directors.	DD  VE/WN  Clerk

14.	<b>YLCA Representative</b>	Agree on 2 representatives from Melsonby Parish Council	Agreed Clerk and SP will continue to be representatives. Clerk to update YLCA. SP asked if Clerk could feedback the location of County Hall has limited parking making it restrictive to people attending YLCA meetings.	Clerk
15.	<b>Hodgsons bus route</b>	JS and residents have concerns of the bus route changes	Clerk to speak with County Cllr A. Thompson regarding residents' concerns around the inconsistency of the service and health and safety concerns including the drop off on the A66.	Clerk
16.	<b>Finance</b>	Clerk shared 2018/19 finances. Need to be approved and signed by Chairman and Clerk	<p>i. <b>RESOLVED</b> that Melsonby Parish Council is exempt from external audit for the year 2018/19 as its annual turn-over does not exceed £25,000.</p> <p>ii. <b>RESOLVED</b> that Annual Internal Audit Report for 2018/19 included at page 4 of the Annual Governance and Accountability Return 2018/19 be noted.</p> <p>iii. <b>RESOLVED</b> that Melsonby Parish Council approve Section 1 Annual Governance Statement 2018/19 for Melsonby Parish Council on page of the Annual Governance and Accountability Return 2018/19.</p> <p>iv. <b>RESOLVED</b> that Melsonby Parish Council approve Section 2 Section 2 – Accounting Statements 2018/19 for Melsonby Parish Council on page6 of the Annual Governance and Accountability Return 2018/19.</p> <p>v. <b>RESOLVED</b> that, in accordance with the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities, Melsonby Parish Council will Publish the following documents on a public website:</p> <ul style="list-style-type: none"> <li>• Certificate of Exemption,</li> <li>• Annual Internal Audit Report 2018/19,</li> <li>• Section 1 – Annual Governance Statement 2018/19,</li> <li>• Section 2 – Accounting Statements 2018/19, page 6</li> <li>• Analysis of variances</li> <li>• Bank Reconciliation to 31 March 2019</li> </ul> <p>Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.</p> <p>vi. Clerk provided budget report for year 2018/19 to date which was passed and approved by the Parish Councillor.</p>	
17.	<b>Planning applications</b>	See Appendix to Agenda for details	Planning applications as per appendix.	Clerk
18.	<b>Correspondence</b>	Correspondence received and dealt with by Clerk since last meeting in March. See Appendix to Agenda for details	Correspondence as per appendix.	

19.	<b>Public participation</b>	Opportunity for residents to bring matters to the attention of the Parish Council	L.W.B service bus routes can vary and inconsistent dependant on the drivers. Clerk to look into this and contact L.W.B.	Clerk
20.	<b>Items for future Agenda</b>	Opportunity for Councillors to bring up items to be included in next meeting's Agenda	Tidy Gardens competition 2019 and upkeep of the village bench – PC responsibilities. JS – asked about access to transport for residents who aren't able to use public transport or eligible for hospital patient transport. Stokesley and District Community Care Association - Community Car Scheme has been suggested – Clerk to investigate and share. The donated WI tree is ready to be planted. Clerk to look into planting the tree on the Village Green.	Clerk
21.	<b>Date of next meeting</b>		The next Parish Meeting will be Wednesday 10 <sup>th</sup> July 2019 at 7.30pm.	
<u>Meeting ended at 9.40pm</u>				