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## Chairman: Cllr Diane Osborne

**Clerk/RFO: Graham Earnshaw, 14 High Farm Meadow, Badsworth, WF9 1PB**

**Email:** [**gateforthpc@gmail.com**](mailto:gateforthpc@gmail.com)

## MINUTES OF GATEFORTH PARISH COUNCIL

**The meeting of Gateforth Parish Council was held on Wednesday 17th February 2021 at 19:30. The meeting was held virtually via Zoom.**

**17387. Attendance/Welcome: Present:** Cllrs Diane Osborne (Chair), Caroline Shaw, Andrew Collier, Gordon McGlone, Tony Parkin, Lynn Sherratt, Graham Earnshaw – Parish Clerk. No members of the public were in attendance.

The Attendance Book was not available to sign.

**17388. Apologies:** Apologies had been received from Cllr Richard Longbottom. The Council accepted the reasons for absence. Cllr Longbottom had mentioned that there was an outstanding invoice for the bus shelter to be paid. The Chair also mentioned that the Clerks’ laptop needed to be examined, as it didn’t contain any up to date virus protection.

**17389. Declarations and Dispensations:** There were no declarations of interest or requests for dispensations.

**17390. a.** **RESOLVED: to accept the minutes of the Council meeting held on 16th December 2020 and also the minutes of the Extra Ordinary Council meeting held on 13th January 2021 subject to the following change:**

Remove Cllr Lynn Sherratt from the list of attendees and include in Para 17382 as apologies had been received prior to the meeting.

**b.** Chair signed the minutes as accepted.

**17391. Public Comments:** No electors were in attendance.

**17392.** **To receive reports from:**

a. County Councillor

b. District Councillor

c. Police.

There were no reports to discuss.

**17393.** **Planning:**

**a) Applications for consideration**

**2020/0062/TPD –** Fell 1 No Acer Maple (T2) and crown thinning by 20% to 1 No Crimson Acer. (T1) covered by TPO 8/1977 at Paddock End, Hillam Road, Gateforth

The Parish Council had no objections to this application.

**b) Decision Notices to be noted**

**2020/1054/FUL –** Erection of two 4 bedroom detached dwellings within the garden space at Melton Cottage. **Application Refused.**

**c) Lack of Community Involvement in the New Planning Rules**

This item would be discussed later on the agenda.

**d) Change of Use to a Non-Vehicular Access on Paper House Lane**

This lane was classed as a public highway but it was only used by off-road vehicles and some service vehicles. The Lane would make a lovely walk for members of the public but can’t be used at the moment because of the state of the Lane. Haddlesey Parish Council was exploring changing the Lane to a non-vehicular access. Access would only need to be retained for occasional use by service vehicles.

**Action: Clerk to contact Haddlesey Parish Council to find out the position with regards to changing the lane to non-vehicular access**.

**17394. Finance**

**a. Finance Report from the Clerk:**

The Council’s financial balance at 1st February 2021 is as follows:

|  |  |
| --- | --- |
| Account Balance | £38,884.23 |
| Capital | £36,386.78 |
| **General Fund** | **£2.497.45** |

**b. Payments:**

|  |  |  |
| --- | --- | --- |
| Backhouse Environmental | Moles | £38.12 |
| Autela Payroll Services | Payroll | £64.32 |
| G Earnshaw | Salary and expenses (Dec) | £127.44 |
| HMRC | Clerks’ tax for October | £90.20 |
| HMRC | Clerks’ tax for November | £91.20 |
| Chapel Haddelsey Church | Room hire | £18.00 |
| G Earnshaw | Salary and expenses (Jan) | £127.44 |
| HMRC | Clerks’ tax for December | £25.40 |
| Autela Payroll Services | Payroll | £48.24 |

**c. Signatories on bank account**

As there are already 5 out of the 7 signatories on the bank account and only 2 signatures are required at a time, it was decided that this is non-essential under Covid restrictions.  Once the Covid restrictions are relaxed it was agreed we would visit HSBC and get the necessary paperwork to add the 2 new signatories on to the account.

**Action: Chair/Clerk to update bank mandate so that all councillors are included as signatories on the bank account.**

**17395. Discuss ongoing issues and agree action:**

a) Location of Dog Waste Bin – SDC had placed a post for the bin on land that it didn’t own and the post was removed. It was suggested that the bin could be placed on the existing public footpath signpost.

**Action: Clerk to contact SDC and explore with them to see if they could place the bin on the signpost.**

b) Speeding awareness – the Clerk had contacted 95Alive and the Parish Council needed to register by completing a form.

**Action: The Chair would complete the registration form on behalf of the Parish Council.**

c) Planning Advisor – The Parish Council had received a letter from Richard Burrows indicating that he would be happy to act as a planning advisor for the Parish Council as required. In addition, the Clerk had contacted YLCA to seek advice about seeking quotes for this work and had been advised that, if the amount of the tender was below the threshold in the Standing Orders, then the Council would not need to go out to tender. The Council agreed in principle to employ Richard Burrows as its planning advisor. The Council would need to set up 3 or 4 criteria that would specify when the requirement to seek advice from Richard would be invoked.

**Action: Clerk to circulate Richard Burrow’s letter to the Council.**

d) Planning protocol – SDC had advised that they have adopted a new Statement of Community Involvement from 1st January 2021. Neighbour notifications will no longer be sent from this date. There is one exception where SDC would consult immediate neighbours and this is the “Notification of a proposed larger home extension”.  Parish Councils are not notified of this type of application. The Parish Council discussed this issue and agreed they should take responsibility for notifying residents of any planning applications received via the website, social media and the noticeboard.

**17396. Census 2021:** An email had been received from Census engagement asking the Parish Council if it can raise the awareness of this issue with residents.

**Action: The Clerk and Cllr Collier would put a notice about Census 2021 on the website and social media.**

**17397: Statement of Community Involvement:** The Parish Council was disappointed that SDC had stopped issuing planning notices to neighbours as part of the new Statement of Community Involvement, but noted that the consultation had passed and there was nothing further that could be done.

**17398: Village Green:** Cllr McGlone had proposed that a fence should be placed round the village green as a way of preventing trespassing on the green. Councillors advised that vehicle access across the green would still need to be maintained, also it was felt the fencing would spoil the look of the area. The Parish Council agreed to continue to monitor and review the issue.

**17399: Action Log:** An action log had been circulated to councillors prior to the meeting. Councillors agreed the action log was a good idea. It was mentioned that the facility to update the log between meetings would be useful along with removing actions when closed and being able to put other actions on the log.

**Action: The Clerk would investigate how the log could be shared.**

**17400: Maintenance of Defibrillator:**  The Chair had circulated a maintenance log to councillors prior to the meeting. The Parish Council had replaced the pads recently because they were out of date and it was important to check the machine on a regular basis. The log would be placed in the box with the defibrillator. Cllr McGlone agreed to check the device on a regular basis this year (2021) on behalf of the Parish Council.

**Action: Clerk to send the information from WEL Medical to Cllr Collier.**

**17401: New Gateforth Parish Council Logo:**  Cllr Collier reported he had analysed the Parish Council documentation and the website and they were using 6 different logos. The logo on the website was not website friendly and needed updating and so Cllr Collier had redesigned the logo using green as the standard colouring. The Parish Council agreed to adopt the new logo.

**Action: Cllr Collier to include the new logo on all the Council policies.**

**17402: Policies and Procedures**

**a. Current state of our policies and procedures:** Cllr Collier had reviewed the Council’s policies and procedures and many of them needed updating. Cllr Collier said the version of the policy on the website should be the latest version, this was not always the case at the moment. Cllr Collier had obtained a copy of a spreadsheet from NALC listing all the mandatory and audit policies. There was also a list of best practice policies.

**Action: The list of best practice policies should be reviewed and the Council should agree which of these policies should be adopted.**

Standing Orders – these were last reviewed on 9/1/2019. This document should be reviewed every 3 years as a minimum.

Code of Conduct – This was last reviewed on 1/5/2015. A more up to date version of the document was available.

Remote Meetings policy – a copy of this document had been circulated to councillors to review.

**Resolved: That the Council approved the Remote Meetings policy.**

**Model Publication scheme –** this document needs to be created.

**Record of Meetings –** this document was last reviewed in 2015.

**Complaints policy –** this document was last reviewed on 16/12/20.

**Model Financial Regulations -** Cllr Collier would update the document so it complied with the new format.

**Asset Register (audit requirement)**  – this document already exists.

Fin**ancial Risk Assessment (audit requirement)**

**Risk Assessment policy (audit requirement)**

**Insurance Register (audit requirement)**

**Internal Controls checklist (audit requirement)**

**Contract of employment** – this document exists already.

**Action: Cllr Sherratt would obtain copies of best practice HR policies from SDC.**

**Greenspace/open space audit –** Cllr Collier could not find a copy of this document.

**Tree audit –** Cllr Collier could not find a copy of this document.

It was agreed that the following policies should be removed as they had been superseded by other policies:

Data Protection;

Homeworking risk assessment;

Information Publication policy.

**Resolved: That the Council agreed Cllr Collier’s proposal regarding the format of the policies.**

It was agreed that the Council should stagger the review dates of the policies.

**b. Communications Policy:** Cllr Sherratt suggested that the councillors should have a separate Parish Council email address to comply with GDPR. Cllr Collier pointed out that NALC doesn’t stipulate that councilliors should have a separate Parish Council email address but he would check this out. Suggested amendments to this policy would be incorporated before the document was put before the Council for approval.

**c. Privacy Notice:** Cllr Collier had circulated a copy of this document to the Council to review.

**Resolved: That the Council approved the Privacy Notice.**

**d. Accessibility Statement:** Cllr Collier had discussed the accessibility issue with Vision ICT. Vision ICT said they could create an accessibility statement for the website at a cost of £45.

**Resolved: That the council agreed that Vision ICT should be tasked with creating the accessibility statement for the website.**

**17403: Update on Parish Council Website:** Cllr Collier had registered for Google analytics in order to obtain some information about the Council website. 90 people had used the site in January (78 people excluding councillors).There had been 2305 page reviews on the site, 66 of these had been from the UK and 12 from outside the UK. Most people had accessed the website via a desktop PC or a mobile phone. Cllr Collier had included a link to the Parish history to increase the interest in the website. Overall, the figures show that use of the site is increasing. Last month there had also been 291 searches for the Parish Council from Google.

Cllr Collier recommended that the website should move to a green colour scheme and also that the new logo was used on the site.

There is a limited number of pages available on the website and Cllr Collier had spoken to the website providers about removing the limit on the number of pages.

Overall, Cllr Collier proposed spending £120 to change the website. This would include moving to unlimited pages so the Parish Council can expand what they can do on the website and also making the site compliant with the accessibility regulations.

**Resolved: That the Parish Council approved the expenditure of £120 for the website.**

**17404: Power to hold meetings remotely:** The Parish Council had been asked to respond to a survey from YLCA about extending the legislative powers to hold Parish Council meetings remotely. The Parish Council supported having the power to hold meetings remotely and also supported having the legislative power to hold hybrid meetings (i.e. a where people meet both face to face and virtually).

**17405: Correspondence Received:**

* Hambleton Hough, felling of trees: This site was owned by Selby District Council and was located in Hambleton’s parish, although the area was used by residents from Gateforth.

**Action: Clerk to contact Selby District Council and Hambleton Parish Council to find out the current position regarding the trees.**

**17406: Minor items:**

* Newsletter: It was agreed that the Partish Council would publish a newsletter this year and the Council needed to have a plan for the newsletter.

**Action: Councillors to send any items for the Newsletter to the Clerk.**

* Litter picks: The Chair advised that individuals could arrange litter picks. Groups would have to follow the latest Covid guidance.
* Sign post: Cllr Sherratt would send details of this issue to the Clerk to follow up.

**17407: Items for the next agenda:** This item had been covered already.

**17408: Date of next meeting:** The Parish Council agreed to hold its next Parish Council meeting on Wednesday 19th May 2021 at 7.30pm.

The meeting closed at 9.25pm.