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## Chairman: Cllr CAROLINE SHAW

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

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## MINUTES OF GATEFORTH PARISH COUNCIL

**The meeting of Gateforth Parish Council was held on Wednesday 23rd June 2021 at 19:30 at Chapel Haddlesey Community Hall**

**ANNUAL PARISH MEETING**

**17417. Attendance/Welcome: Present:** Cllrs Caroline Shaw (Chair), Andrew Collier (Vice Chair), Richard Longbottom, Diane Osborne, Tony Parkin. Graham Earnshaw – Parish Clerk. No members of the public were in attendance.

The Attendance Book was not available to sign.

**17418. Minutes of the 2020 Annual Parish Meeting:** The minutes were noted.

**17419. Financial Statement for 2020/21:** The details were included in the Chair’s report.

**17420. Report on the Work of the Parish Council from the Chair:** The Chair read out the main points from her report. A full copy of the report would be published on the Parish Council website.

**17421. Questions from Members of the Public:** There were no members of the public present at the meeting. One of the councillors asked when the tree survey on the Village Green would be carried out?

**Action: Clerk to contact the tree survey company to find out when the survey would be done.**

**ANNUAL PARISH COUNCIL MEETING**

**17422. Election of Chair:** Cllr Parkin proposed that Cllr Shaw should be elected as Chair and Cllr Longbottom seconded the proposal. **RESOLVED: The Parish Council agreed that Cllr Shaw should be elected as Chair. Cllr** **Shaw completed the declaration of office form.**

**17423: Election of Vice Chair:** The Parish Council proposed and seconded that Cllr Collier should be elected as Vice Chair. **RESOLVED: The Parish Council agreed that Cllr Collier should be elected as Vice Chair. Cllr Collier completed the declaration of office form.**

**17424. Apologies:** Apologies had been received from Cllrs Gordon McGlone and Lynn Sherratt. The Council accepted the reasons for absence.

**17425. Declarations and Dispensations:** There were no declarations of interest or requests for dispensations. Cllr Longbottom mentioned that he had an interest in the decision notice for Keepers Cottage.

**17426. a.** **RESOLVED: to accept the minutes of the Council meeting held on 17th February 2021.**

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

**17427. Public Comments:** No electors were in attendance.

**17428.** **To receive reports from:**

a. County Councillor

b. District Councillor

c. Police.

There were no reports to discuss. Cllr Osborne suggested the Council should join up with other Parish Councils periodically to discuss specific issues including policing, speeding etc.

**Action: Clerk to ask District Councillors and the police to provide reports for future Parish Council meetings.**

**17429.** **Planning:**

**a) Applications for consideration**

**APP/N2739/W/21/3274188 –** Melton Cottage planning application. Appeal to Secretary of State.

The Parish Council agreed it should re-iterate the comments it had made on the original planning application.

**b) Decision Notices to be noted**

**2020/0631/FUL –** Lowfield Road Piggery. **Application Approved.** The Parish Council was not consulted about this planning application. The clerk had written to Selby Council (SDC) to advise them that the Parish Council had not been consulted and SDC had responded outlining why this was the case.

**Action: Clerk to write to SDC to ask them to confirm that construction traffic will be coming through Gateforth**.

Cllr Collier suggested keeping a log of the extra traffic coming through village as a result of the planning application.

**Action: Clerk to raise a complaint with Doncaster District Council, Selby District Council and the Highways Department about the procedures followed relating to this planning application.**

**2020/1071/COU** – Keepers Cottage. **Application Approved.** Cllr Longbottom mentioned the application had been approved for static caravans and tents only. The stipulation in the approval notice that the effluent should be connected to the main drain might have to be appealed as this wasn’t practical.

**c) Review Planning procedures and agree how we put in place notifications of appeals/decisions after refusals**

It had been agreed that all Gateforth Planning applications would be put on the Parish Council website and pinged on Twitter and Facebook.

It was suggested that the Parish Council needed to ask Richard Burrows how the Council could get better information about planning appeals and decisions etc.

**Action: The Chair would contact SDC initially about the planning process.**

**17430. Finance**

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

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

|  |  |
| --- | --- |
| **General Fund** | **£4,263.89** |

Payments

|  |  |  |
| --- | --- | --- |
| **Payee** | **Description** | **Amount** |
| G Earnshaw | Salary for February + expenses | £127.44 |
| HMRC | Clerks’ tax for February | £25.40 |
| WEL Medical | Replacement pads for defibrillator | £89.22 |
| Backhouse | Moles | £38.12 |
| G Earnshaw | Salary for March + expenses | £127.44 |
| HMRC | Clerks’ tax for March | £25.40 |
| YLCA | Membership | £127.00 |
| Autela | Payroll services February and March 2021 | £41.76 |
| G Earnshaw | Salary for April + expenses | £127.64 |
| HMRC | Clerks’ tax for April | £25.20 |
| Vision ICT | Website | £144.00 |
| Backhouse | Moles | £39.26 |
| G Earnshaw | Salary for May + expenses | £127.44 |
| HMRC | Clerks’ tax for May | £25.40 |
| WEL Medical | Replacement pads for defibrillator | £93.54 |
| Came & Company | Insurance | £528.61 |

It was agreed that the Parish Council should assess the cost of maintaining the defibrillator next year when the precept is agreed to see if the precept needed to be increased to accommodate the maintenance costs.

**b. To receive end of year bank reconciliation**

The Parish Council noted this report.

**c. To receive the Internal Auditor’s report**

The report would be circulated once the audit had been completed.

**d. To complete the Annual Return for year ending 31st March 2021 and approve the Annual Governance Statement and Statement of Accounts**

The Parish Council agreed that it should complete the Certificate of Exemption form as the Council met all the criteria. Also, the Council approved the Annual Governance Statement and Statement of Accounts.

**Action: The Parish Council would update the bank mandate as per the agreement outlined in the minutes of a previous Parish Council meeting.**

**17431. Discuss ongoing issues and agree action:**

a) Location of Dog Waste Bin – an invoice for the bin had been received.

**Action: Clerk to check the quote given by Selby Council for the bin before it approved the payment of the invoice.**

b) Grass Cutting Tender – the Council noted that the contract had been awarded to Charles Shaw following a successful tender process.

c) Non Vehicular Access to Paper House Lane – The Parish Council had received the following response from Selby Council “In order to 'change access rights' we would need to implement a Traffic Regulation order. We often do temporary TROs in areas where UURs (like this route) become damaged and need time to settle down. Permanent TROs are more rare and use more resources, as we would get objections. Since UUR maintenance is the responsibility of the countrywide access team it was forwarded to them. Their comments were that they would unlikely promote this route solely for walkers.”

**Action: Clerk to send the details of the contact at Selby Council who had responded to Cllr Parkin who would pass them on to West Haddlesey Parish Council.**

d) Sharing of Action Log – The Clerk would liaise with Cllr Collier reading this item. It was agreed the log should have a ‘due date’ on it and that the Clerk should monitor the activities on the log to ensure they are completed.

e) Best Practice HR Policies – Cllr Sherratt was still following this item up with Selby Council.

f) Hambleton Hough, Felling of Trees – The Clerk at Hambleton Parish Council was now dealing with this issue.

**17432. To agree dates, time and place of meetings for the Council for 2021-22:** It was greed that the Parish Council should meet on the third Wednesday of the month in September and December 2021.

**17433. Queens Platinum Jubilee Celebrations:** The Parish Council needed to agree its financial commitment to this event and to book a marquee quickly.

**Action: The Chair would get a price for the marquee from a previous supplier.**

**17434. Use and Maintenance of the Defibrillator:** This item had been covered already.

**17435. State of the Roads out of the Village:** It was agreed that the Clerk would write to the Highways’ Department about some of the dangerous roads out of the village. The letter would include information about the limestone on the roads and the deep drops at the side of one of the roads.

**Action: Cllrs Collier, Parkin and Shaw would take some photographs of the roads to be sent to Selby Council.**

**17436. Arranging a Litter Pick:** It was agreed that the litter posters from Selby Council would be put up round the village. Also, it was agreed that the Council would make a decision at September’s meeting whether to go ahead with a litter pick the first weekend in October.

**17437. Erecting a Flagpole on the Village green:** This suggestion was discussed and it was felt that a flagpole would not be in keeping with the Village Green and it would also require planning permission for this to be done.

**17438. Broadband Upgrade Initiative:**  The broadband upgrade was discussed and it was agreed that broadband was patchy in the village.

**17439. Policies and Procedures:**

Code of Conduct

The YLCA update regarding the Code of Conduct had been circulated to councillors earlier in the year. The Parish Council document had been updated based on the model document from YLCA. The Parish Council agreed to adopt the updated Code of Conduct and to review again in 2 years time unless a change was made to the model document before then.

Communications Policy

Cllr Collier had circulated a copy of the Communications policy for comment to councillors. The Chair queried the paragraph in the policy about replying to emails and not copying everyone in to the reply. Cllr Collier said the document contained guidance only. He agreed to amend the policy as suggested by the Chair. The Parish Council then agreed to approve the Communications policy subject to the amendment that had been discussed.

The Chair thanked Cllr Collier for the work he had done on the policies.

**17440: Correspondence Received:**

* Dog waste bags scattered: The Parish Council was aware of this issue and would contact Hambleton and Thorpe Willoughby Parish Councils to investigate putting up a notice about the matter.

**Action: Clerk to contact Hambleton and Thorpe Willoughby Parish Councils to investigate putting up a notice about the bins/bags.**

* Walk from Birkin to Gateforth: the Parish Council noted that the field from Birkin was susceptible to flooding. However, this was a matter that needed to be reported to NYCC.
* Post Office near you: The Council agreed to put a link to the list of post offices on its website.
* Carers and Covid vaccination: it was agreed that details would be include on the website and also on Twitter to encourage people to have Covid vaccinations.

**17441: Minor items:**

* Thank You NHS Signs: It was agreed that the Parish Council would remove the signs after 19th July (i.e. once all the covid restrictions were lifted).

**17442: Items for the next agenda:** This item had been covered already. An item about the Christmas tree should be included on the next meeting agenda.

**17443: Date of next meeting:** The Parish Council agreed to hold its next Parish Council meeting on Wednesday 15th September 2021 at 7.30pm.

The meeting closed at 9.50pm.