



# Gateforth Parish Council

**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 the Annual Parish meeting and the Annual Parish Council meeting of Gateforth Parish Council was held on Monday 23<sup>rd</sup> May 2022 at 7.30pm at Chapel Hambleton School Hall**

### Annual Parish Meeting

**17500. Welcome: Present:** Cllrs Caroline Shaw (Chair), Andrew Collier (Vice Chair), Richard Longbottom, Gordon McGlone, Tony Parkin and County Cllr Cliff Lunn. Graham Earnshaw – Parish Clerk was also in attendance. There were no members of the public in attendance.

The Attendance Book was not available to sign.

### **17501. Minutes of the 2021 Annual Parish meeting:**

**a. RESOLVED: to confirm the acceptance of the minutes of the Annual Parish meeting held on 23<sup>rd</sup> June 2021.**

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

**17502. Financial Statement for 2021/22:** A copy of the statement was circulated to attendees and the clerk talked through the details. It was noted that the expenditure in the financial year exceeded the income. This would need to be taken into account when the Parish Council sets the precept for 2023/24.

**17503. Report on the Work of the Parish Council from the Chair:** The Chair reported that it had been a quiet year because of Covid 19. The Chair also reported that the planning issues in the village seemed to have settled down. The Chair thanked Cllr Collier for the work he had done on updating the policies of the Parish Council.

**17504. Questions from members of the public.** There were no members of the public present at the meeting.

## Annual Parish Council Meeting

**17505. Election of Chair:** Cllr McGlone nominated Cllr Shaw as Chair and the proposal was seconded by Cllr Parkin. **RESOLVED: The Parish Council agreed that Cllr Shaw should be elected as Chair. Cllr Shaw completed the declaration of office form.**

**17506. Election of Vice Chair:** Cllr Parkin nominated Cllr Collier as Vice Chair and the proposal was seconded by Cllr Shaw. **RESOLVED: The Parish Council agreed that Cllr Collier should be elected as Chair. Cllr Collier completed the declaration of office form.**

**17507. Declaration of Acceptance of Office to be signed.** All the councillors present completed and signed the declaration of office.

**17508. Apologies:** Apologies had been received from Cllr Osborn (holiday). The Council accepted the reason for absence.

**17509. Declarations and Dispensations:** There were no declarations of interest or requests for dispensations made.

### 17510. Minutes:

a. **RESOLVED: to accept the minutes of the Council meeting held on 28<sup>th</sup> March 2022.**

b. Chair signed the minutes as accepted.

**17511. Public Comments:** there were no members of the public present at the meeting.

**17512. Code of Conduct:** The Chair asked County Cllr Lunn to give a report to the Parish Council. Cllr Lunn advised that he had recently been elected as County Councillor. Cllr Lunn reported that there was currently a move to amalgamate the District and County Councils. Parish Councils could be more involved at the local level in the future and will be offered additional responsibility for the community they serve. In addition, Parish Councils would be more involved in the planning process but they wouldn't be given a veto as part of the decision making process. The precept would continue to be agreed by the Parish Councils.

Following the current election, there was a mix of different parties on the County Council including 14 independent councillors.

Cllr Lunn said he would be happy to take any local concerns to Selby District Council and explained he had contacts in several different Departments in the Council.

Cllr McGlone mentioned that the state of the roads in Gateforth was an issue. Cllr Lunn explained that the county had the biggest road system in the UK. There was a

lack of funding and the Council was pushing for more money. The Council would have to prove the need to get action on the roads, for example casualties on the road would increase the priority for work to be done.

A further question was asked about the planning challenges the Parish Council had faced recently. The Parish Council had not been consulted on a planning application in Hillam, which had impacted on the roads in Gateforth. Cllr Lunn said the Parish Council could pass any future planning issues through him as required.

### **17513. Planning:**

#### **a) Applications for consideration**

There were no applications to consider.

#### **b) Decision Notices to be noted**

There were no decisions to note.

### **17514. Finance**

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

The Council's financial balance at 1<sup>st</sup> May 2022 is as follows:

<b>General Fund</b>	<b>£3,340.45</b>
<b>Capital Fund</b>	<b>£36,567.64</b>

#### Income

Precept received from Selby District Council amounting to £2,900.00.

#### Payments

<b>Payee</b>	<b>Description</b>	<b>Amount</b>
YLCA	Annual Subscription	£128.00
Autela	Payroll services Jan, Feb, March 2022	£64.02
HMRC	Tax bill for tax months 10, 11 and 12	£50.80
G Earnshaw	Salary for March (inc. 5 additional hours for Jan) + expenses (home working allowance)	£169.89
Backhouse	Environmental and pest services	£44.74
WEL Medical	Replacement pads for defibrillator	£55.08
G Earnshaw	Salary for April + expenses (home working allowance)	£127.44

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

A copy of the end of year reconciliation report was circulated to councillors. The report was noted.

**c. To receive Internal Auditor's report: Ongoing.**

**d. To complete the Annual Return for the year ending 31<sup>st</sup> March 2022 and approve the Annual Governance Statement and Statement of Account:**

**RESOLVED: That the Parish Council agreed it should be exempt from an external audit and it should approve the Annual Governance Statement and the Statement of Account as presented to the Council.**

**Action:** The Council should consider having a Limited assurance of its accounts by the external auditor at the end of the current financial year.

**17515. Discuss ongoing issues and agree action:**

a) Tree survey – The clerk had contacted Mr. Tapperell about the required insurance cover for the tree survey.

b) Queens Platinum Jubilee event – The Chair reported that tickets for the event had sold out. There would be a balance to pay on the hire of the marquee within the next few weeks. The clerk confirmed that the Lord Lieutenant of North Yorkshire would be willing to attend a tree planting ceremony at Gateforth and had requested that some dates for the event be provided to her.

c) State of Roads out of the Village – Cllr McGlone had sent some photographs of some of the roads to the clerk.

**Action:** Cllr Shaw to document the road issue and send details to the clerk.

**Action:** The clerk would forward the photographs of the roads to Cllr Lunn.

d) Village gates – Cllr Lunn advised that the village would need to have 2 metres from the road to the gateway in order to get permission for the gates.

**Action:** Clerk to contact the Parish Clerk at Thorpe Willoughby to get further information about the process of putting up village gates.

e) Great British Spring Clean – the clerk had registered for the event on behalf of the Parish Council.

**Action:** Clerk to follow up this issue to see when it could take place.

f) Dog bins – A new dog waste bin had been installed on Landing Lane and an invoice for the bin had been received from SDC.

**Action:** Clerk to check if the Parish Council had already paid for the bin.

g) Village phone box repair – The repair would be undertaken this week by Cllr Longbottom.

**17516. Dates, time and place of meeting for the Council for 2022/23:**

**RESOLVED:** That the Parish Council would meet on the following dates, times and location:

**Monday, 12<sup>th</sup> September 2022, 7.30pm, Chapel Haddlesey Community Hall**

**Monday, 12<sup>th</sup> December 2022, 7.30pm, Chapel Haddlesey Community Hall**

**Monday, 13<sup>th</sup> March 2023, 7.30pm, Chapel Haddlesey Community Hall**

**Action:** Clerk to book the Hall for the meeting dates.

**17517. Parish Council Vacancy**

The clerk outlined the process for filling the vacancy on the Parish Council. The Council noted the process and agreed the procedure outlined by the clerk should be followed.

**Action:** Clerk to write to SDC to inform them of the vacancy.

**Action:** Clerk to send a copy of the draft Casual Vacancy policy to Cllr Collier to format and to submit to a future Council meeting for approval.

**17518. Signs in the village about the footpaths**

Councillors commented that people were not sure where the footpaths were and one of the footpath signs had disappeared and needed to be re-instated. It was mentioned that the County Council mapped all the footpaths and rights of way.

**Action:** Clerk to collate all the footpath issues and pass the details on to Cllr Lunn.

**17519. Policies**

Cllr Collier had circulated several policies to councillors for comment. Cllr Collier advised that changes had been made to the following policies:

Freedom of Information policy – several changes had been made and it was recommended the updated policy be reviewed in 3 years.

Vexatious policy - several changes had been made and it was recommended the updated policy be reviewed in 3 years.

Model Publication Scheme – some changes had been made to tighten up the wording of the policy.

Communications policy – the term “working days” had been added into the policy and the timescales for publication of the minutes had been changed to 30 days.

Recording of Meetings policy – this had been brought up to date based on the YLCA model policy.

Cllr Collier said that he needed to discuss the requirement for further HR policies to be adopted by the Council with the Chair and the clerk.

**RESOLVED: That all the policies presented to the Council should be approved.**

Cllr Collier said that all the policies were just about up to date now.

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

**17520: Correspondence Received:**

Election of Cllr Cliff Lunn to the NYCC – an email had been received from Cllr Lunn advising the Council that he had been elected to the County Council.

Letter from Insurance Company – a letter had been received from the insurance company advising the Council that the policy was due for renewal.

**Action:** Clerk to check whether the cost of the insurance had increased.

**17521: Minor items:**

- Bench on village green: Cllr McGlone mentioned that the bench was in a poor state of report and some of the wood needed to be replaced.

**Action:** Cllr Longbottom will get a quote for the repair of the bench for the Council.

The Chair thanked Cllr Osborn for planting the flowers and plants on the village green.

- Paperhouse Lane: The Council had previously tried to get SDC to consider making this track a public right of way but the request had been refused.

**Action:** Cllr Parkin/clerk to send details of this request to Cllr Lunn to look at.

- Flag pole on village green: Cllr Longbottom asked whether it would be appropriate to place a temporary flag pole on the village green for the Platinum Jubilee celebrations? Cllr Lunn said the Council would need to obtain a permit to put up a flagpole.

**Action:** Cllr Shaw would explore putting a flag on the side of the Parkin's barn as an alternative to putting a flag on the village green.

- Newsletter: It had been agreed that the newsletter would be produced after the Platinum Jubilee event.

**17522: Items for the next agenda:** The following items should be included on the next agenda:

- Bank Mandate

**17523: Date of next meeting:** The Parish Council agreed that the next Parish Council meeting should be held on Monday 12<sup>th</sup> September 2022 at 7.30pm.

The meeting closed at 8.55pm.

DRAFT