

BUCKDEN PARISH COUNCIL

DRAFT MINUTES OF THE ORDINARY MEETING OF BUCKDEN PARISH COUNCIL HELD AT BUCKDEN VILLAGE INSTITUTE ON MONDAY 14TH FEBRUARY 2022 at 7.00PM

Those present:

Chairman: Councillor P Breen

Councillors: Councillor A Jarrett, Councillor P Ramsden, Councillor P Vetch and Councillor J Way

Officer: Laura Jowett

Also Present: Three members of the public

2122/120

Chairman's remarks

Councillor Breen welcomed everyone to the meeting and thanked councillors for their work during his recent period of absence.

Councillor Breen raised an issue with flooding on the highway at the entrance to the village and advised that he will request NYCC clear the culvert under the road to improve the situation. This item will be included on a future agenda.

2122/121

Apologies and reasons for Absence

None, all were present.

2122/122

Disclosures of Interest

None

2122/123

Minutes of the Previous Meetings

Resolved that the minutes of the Ordinary Meeting of the Council on Monday 13th December 2021 be signed as a true and accurate record.

2122/124

Public Participation

A member of the public advised that the work at Seal Bank had not been carried out by NYCC despite their assurance that it had been added to a flailing list in October. The clerk will chase this up as a priority.

A member of the public advised that there were two deep pot holes which need reporting, at Deepdale Bridge and Raisgill. These will be reported to Area 5.

2122/125

Reports from District / County Councillors

None. Apologies had been received from Councillor Quinn (NYCC) and Councillor Metcalfe (CDC)

2122/126

Highways Matters

a) To consider the issue of road safety in Buckden

The Council considered a report on road safety in Buckden and agreed there is a need to reduce the speed of traffic through the village and the wider parish.

- b) **To receive and consider recent correspondence from Councils Against Noise and Speed (CANS) and 20's Plenty for North Yorkshire**

The Council **resolved** to pledge its support to the 20s Plenty for North Yorkshire campaign and would request support and materials with a view to considering making a proposal to North Yorkshire County Council.

- c) **To consider any highways issues in the parish, including gritting, and any action required**

The Council was advised that gritting had been sporadic and that it seemed different standards were being applied in Craven district and Richmondshire where the gritting was more thorough. This has been reported to Area 5 and will be reported again, and copied to Councillor Quinn, with a request for a copy of the gritting policy.

2122/127

Planning

C/13/201A - Full planning permission for works to resurface and extend the existing track serving the agricultural land and for works to the field access points at Land to the east of Oughtershaw Hall, Oughtershaw, Buckden, Skipton, BD23 5JR

Resolved to submit comments advising that Buckden Parish Council does not support or object to the application but that it is concerned that there is a lack of information to justify the proposal.

2122/128

Land Registration

- a) **To receive an update on HM Land Registry's pilot scheme for Parish Councils**

Buckden Parish Council has been invited to take part in the pilot scheme but unfortunately the start of the scheme has been delayed.

- b) **To consider expenditure for further documentation relating to land registration**

Resolved to approve expenditure of £14 to enable Councillor Vetch to obtain further records

- c) **To agree any action required**

This item will return to a future agenda when further information has been received in order to consider if the Council wishes to attempt to register certain parcels of land where the ownership is not contentious.

2122/129

Emergency Planning

- a) **To consider Emergency Planning for Buckden Parish**

Resolved to set up an Emergency Plan Working Group in order to create a plan for the parish.

- b) **To consider the purchase of a generator for use at the Village Institute in case of emergencies**

Councillor Vetch advised that quotes are being sought for a generator and options will be presented at a future meeting. It was felt that it may be appropriate to apply for Locality grants towards this project.

2122/130 **Correspondence**

- a) **To consider the criteria for circulating emails from YLCA and other organisations of which the PC is a member**

It was noted that the number of emails circulated can be excessive. The Clerk will exercise her judgement when forwarding emails particularly those regarding training.

- b) **To receive information regarding the Queen's Platinum Jubilee**
Resolved to support to the Village Institute to arrange an event and to enquire if a beacon will be lit.
- c) **To receive information from NYCC regarding the stone quarry**
NYCC acknowledged that they make payment to Buckden Parish Council each year for use of the stone quarry on land which belongs to the Parish Council.

2122/131 **Council Business**

- a) **To consider and approve guidance for public participation at council meetings**

Resolved to approve the guidance.

- b) **To consider a draft policy for memorial benches**

Resolved to approve the policy memorial benches

- c) **To consider a Business Continuity Plan for Buckden Parish Council**

Resolved to approve the plan and to investigate storing passwords electronically.

- d) **To consider and approve Financial Regulations**

Resolved to approve Financial Regulations

- e) **To consider dates for council meetings in May**

This item will be considered at a future meeting

- f) **To agree a date for re-enrolment with the Pensions Regulator**

Resolved to carry out re-enrolment duties on the 1st April 2022

- g) **To consider the renewal of the Council's subscription to Microsoft 365 on the 1st March for the cost of £59.99**

Resolved to approve the renewal of the Council's subscription to Microsoft 365 on the 1st March for the cost of £59.99

- h) **To provide information on defibrillators**

Information was provided and the location of existing defibrillators was discussed

- i) **To consider attendance at the YLCA Craven Branch meeting on Wednesday 23rd February**

As no one was available to attend this meeting the Council **resolved** to send apologies,

2122/132 **Finance**

- a) **To receive and note the Bank Statements and a bank reconciliation to 31st January 2022.**

The bank statements and bank reconciliation were received and noted. The bank balance at the 31st January was as follows:

Unity Trust T1 account: £8659.92

- b) **To receive and consider a quote for installing a memorial bench and for works to improve existing benches**

Quotes had been received for work to install a memorial bench and maintenance work to existing benches.

Resolved to request the work be carried out for the cost of £86.00 and £210.00 respectively.

c) To receive an update on amending the bank mandate to add councillors as signatories

The forms will be signed by councillors after the meeting and submitted to Unity Trust in order to add all councillors as signatories.

d) To receive and consider a risk assessment of internet banking

Resolved to approve the risk assessment of internet banking

e) To consider a system of internal control

Resolved to adopt the checklist of internal controls which will be completed each quarter.

f) To appoint an internal auditor

Resolved to appoint Debbie Roe to carry out the internal audit.

2122/133

Date of the next meeting

The next ordinary meeting of Buckden Parish Council will be held at 7pm on Monday 14th March 2022 in the Village Institute.

The meeting closed at 9.00pm

The Clerk should be given seven clear days' notice of items for the agenda of the next meeting.