

BUCKDEN PARISH COUNCIL

DRAFT MINUTES OF THE ANNUAL MEETING OF BUCKDEN PARISH COUNCIL HELD AT BUCKDEN VILLAGE INSTITUTE ON MONDAY 9TH MAY 2022 at 7.30PM

Those present:

Chairman: Councillor P Breen

Councillors: Councillor A Jarrett and Councillor J Way

Officer: Laura Jowett

Also Present: Councillor R Foster (NYCC) and ten members of the public

2223/01 Election of Chairman

Resolved to elect Councillor P Breen as Chairman of Buckden Parish Council for 2021-2022

2223/02 Declaration of acceptance of office

a) To receive the Chairman's signed declaration of office

The Chairman read and signed the declaration of acceptance of office. This was then signed by the clerk.

b) To receive declarations from all councillors following uncontested election

Councillors present signed their declarations of office which were witnessed by the Clerk

c) Resolved to permit any councillor that is unable to sign their Declaration of Acceptance of Office at this meeting, or who has not undertaken this task before this meeting, to sign their Declaration before or at the next ordinary meeting of the Council

2223/03 Apologies and reasons for Absence

Apologies had been received from Councillor Ramsden and Councillor Vetch. Resolved to approve the reasons for absence.

2223/04 Declarations of Interest

Councillor Way declared a non-pecuniary interest in item 15a as a user of Back Lane.

2223/05 Minutes of the Previous Meetings

Resolved that the minutes of the Ordinary Meeting of the Council on Monday 11th April 2022 be signed as a true and accurate record.

2223/06 Public Participation

No member of the public wished to speak at this point in the meeting.

2223/07 Election of Deputy Chairman

Resolved to elect Councillor Vetch as Deputy Chair

2223/08 Policies

Reviewed and **resolved** to approve:

- a) **Standing Orders**
- b) **Financial Regulations**
- c) **Complaints procedure**
- d) **Code of conduct**

2223/09 **Documents**

To receive and approve:

- a) **The Asset Register**
- b) **The Council's Risk Assessment**

Resolved to approve the asset register and risk assessment

2223/10 **Meeting Dates**

Resolved to approve the calendar of meetings for 2022-2023. Meetings will be held on the second Monday of each month but it was noted that the June meeting will be held on the 20th June.

2223/11 **Resolution to Adjourn the meeting to receive reports from Invited Guests and District / County Councillors**

County Councillor Richard Foster attended the meeting. He introduced himself and gave a brief report including an update on arrangements for the new unitary authority.

2223/12 **Highways**

- a) **To consider any highways issues in the parish and any action required**

A number of blocked gullies and culverts were reported to the meeting. These will be reported to Area 5.

2223/13 **Planning**

- a) **To receive a letter and petition in support of application C/13/63B**

The letter and petition were received. The Council noted the overwhelming support within the village for this application.

- b) **To consider application C/13/63B Full planning permission for conversion of roadside barn into a two-bedroom dwelling; erection of single storey lean-to extension and installation of package sewage treatment plant and air source heat pump at High Haw Garth Barn, Buckden, Skipton, BD23 5JA**

Resolved that Buckden Parish Council offers its full and positive support to the application's proposals, and accordingly urges that planning permission for the development should be granted.

2223/14 **Correspondence**

- a) **To receive and consider an invitation to make nominations for a Councillor to be elected to be a parish member of the Yorkshire Dales National Park Authority.**

Received and noted. Buckden Parish Council did not wish to make a nomination.

a) To consider the status of Back Lane, and agree any action required

Councillor Breen gave a brief overview of the situation. Buckden Parish Council had previously thought that Back Lane was a recognised public right of way however when the Council attempted to have some undergrowth trimmed and tidied residents objected on grounds of security. It became apparent that Back Lane is not registered as a public right of way on the Definitive Map but is identified as a track. Councillor Breen invited members of the public to comment.

One member of the public explained their view that Back Lane is a public right of way due to its use, without requiring permission, over many years. They suggested that the notices put up by the district council and the bench on the lane indicate that it is a footpath and a public right of way. They advised that they would consider applying to have Back Lane registered as a public right of way and added to the Definitive Map.

Other members of the public, and residents with properties backing onto the lane, explained that they have no objections to Back Lane being used but that they would prefer that it is not added to the Definitive Map.

There was a respectful discussion of the matter.

It was suggested that there is the potential to reach a compromise and that this would be explored and brought back to the next meeting.

b) To consider the removal of village Closed Circuit TV cabling

The Council had received a quote to have the cabling removed for £800. **Resolved** to approve this quote and proceed with having the cabling removed.

Ten members of the public left the meeting at 8.30pm

a) To receive and note the Bank Statements and a bank reconciliation to 30th April 2022

The bank statements and bank reconciliation were received and noted. The bank balance at the 30th April 2022 was as follows:

Unity Trust T1 account: £8427.75

b) To receive the renewal quote for the council's insurance

The renewal quote for the council's insurance was received.

c) **Resolved to approve the following payments:**

- i. BHIB: Insurance renewal: £260.13
- ii. Debbie Roe: Internal Audit Services: £50.00
- iii. Shaun Close: maintenance work to parish benches: £310.11
- iv. TDP: Memorial Bench: £592.68 (includes £98.78 VAT)

d) To consider amendments to the bank mandate to enable signatories to input payments

Resolved to amend the mandate so that Councillor Jarrett can input payments if required. Such payments would require authorisation from two other councillors.

2223/17 Annual Governance and Accountability Return

a) To receive the Internal Auditor's report

The Internal Auditor's report was received and noted.

b) To consider the Annual Governance Statement (Section 1)

The Chair read through each of the assertions of the Annual Governance Statement. **Resolved** to approve and sign the Annual Governance statement

c) To consider and approve the Accounting Statements (Section 2)

Resolved to approve and sign the Annual Accounting Statements

d) To declare Buckden Parish Council as exempt from a limited assurance review (under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015) for 2021-2022 due to gross income and expenditure being below £25,000 and to approve the Certificate of Exemption.

Resolved to declare Buckden Parish Council as exempt from a limited assurance review for 2021-2022 due to gross income and expenditure being below £25,000.

e) To note the period for the exercise of public rights

The period for the exercise of public rights will be the 13th June to the 22nd July 2022

Noted

2223/18 **Resolved** that members of the press and public be excluded from item 2223/19 under the provisions of the Public Bodies (Admission to Meetings Act 1960 s1(2)) during consideration of items of a confidential nature. (Staffing matters)

2223/19 Staffing

a) To note the Clerk's resignation

Noted

b) To consider arrangements and agree expenditure for recruitment

Resolved to advertise the vacancy with YLCA for the cost of £15.

2223/20 Date of the next meeting

The next ordinary meeting of Buckden Parish Council will be held at 7pm on Monday 20th June 2022 in the Village Institute.

The meeting closed at 8.48pm

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