

## Baldersby and Baldersby St James Parish Council

Draft Minutes of the Ordinary Meeting of  
Baldersby and Baldersby St James Parish Council held on **Tuesday 21<sup>st</sup> May 2024 following the Annual Meeting of  
the Parish Council at 18:15** at The Mission Room, Baldersby

**Attendees:** Cllr Hart (Chair), Cllr Brown, Cllr Shaw, Cllr Whitham, Cllr Wilson, and The Clerk

### **2425/001 To receive apologies and approve reasons for absence.**

No apologies had been received.

### **2425/002 Declarations of interest**

a) To receive any declarations of interest not already declared under council's code of conduct or members Register of Disclosable Pecuniary Interests

b) To receive, consider and decide upon any applications of dispensation

No declarations of interest and applications for dispensation were raised.

### **2425/003 To confirm the minutes of the meeting held on Wednesday 20<sup>th</sup> March 2024 as a true and correct record.**

The minutes were unanimously approved as a true and fair recording of the meeting and signed by the Chair.

### **2425/004 To receive reports from our Ward Councillor**

As the Ward Councillor was unavailable, there was no report. However Cllr Wilson reported that £500 would be made available from the County Councillor's community fund for spending of parish projects. All councillors were asked to come up with suggestions on where the money could be allocated, potentially alongside commuted sums.

**Action: All**

### **2425/005 Public Participation**

There were no questions from the public.

### **2425/006 To receive the Clerks Report .**

The Clerk's report had previously been circulated and is included as appendix one in the minutes.

### **2425/007 Financial Matters**

a) To approve the bank reconciliation and budget comparison for May 2024.

The Clerk reported that, after considering the outstanding cheques, the balance at the bank stood at £7,509.58. The situation against budget was satisfactory.

**Resolved:** The bank reconciliation and performance against budget was unanimously approved.

b) To approve the Schedule of Payments.

**Resolved:** The following schedule of payments was unanimously approved.

2.4.24	YLCA	Membership/Subscriptions		£	142.00
08.4.24	Go-Cardless	IT		£	11.99
28.4.24	HMRC (April)	Salary and related costs		£	49.60
28.4.24	Clerk's Salary (April)	Salary and related costs		£	198.40
30.4.24	M Hullah	Grasscutting	£	-	£ 201.00
7.5.24	S Welch	Audit Fees		£	60.00
7.5.24	Go-Cardless	IT		£	11.99
1.5.24	SSE	Sports Pavilion		£	171.41
21.5.24	Clerk's Expenses	Office expenses		£	56.30

c) To certify Baldersby & Baldersby St James Parish Council as exempt from external audit for fiscal year 2023-24.  
**Resolved:** Baldersby & Baldersby St James Parish Council was unanimously approved as exempt from external audit for the year 2023-2024.

d) To receive and note the Annual Internal Audit Report for 2023-24 included at page 4 on the Annual Governance and Accountability Return 2023-24 .

**Resolved:** The Annual Internal Audit Report was unanimously approved.

e) To approve Section 1 - Annual Governance Statement 2023-24 for Baldersby & Baldersby St James Parish Council on page 5 of the Annual Governance and Accountability Return 2023-24.

**Resolved:** The Annual Governance Statement was unanimously approved and signed by the Chairman and the RFO.

f) To approve Section 2 - Accounting Statements 2023-24 for Baldersby & Baldersby St James Parish Council on page 6 of the Annual Governance and Accountability Return 2023-24.

**Resolved:** The Accounting Statements 2023-24 were unanimously approved and signed by the Chairman.

g) To approve the publication of documents required by Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities.

**Resolved:** All documentation required by the Accounts and Audit Regulations 2015 were approved for publication.

h) To approve the Asset Register as of May 2024.

**Resolved:** The Asset Register was approved, with the addition of the usage of both telephone boxes for the cost of £1 each. The Clerk would ascertain the full cost of the play equipment purchased around 2012.

**Action: The Clerk**

#### **2425/008 Planning Matters**

Two planning applications had been received following the publication of the agenda. As had been notified on the agenda these were discussed.

Planning application 6.11.99.F.FUL ZC24/00645/FUL. Creation of a new access and track & highway entrance at Lineside Farm.

**Resolved:** The Parish Council has no objections.

Planning Application 6.11.16.F.PBR ZC24/01564/PBR. Prior notification for the conversion of an agricultural building to 1 no. dwelling house with associated works at Brooms Farm.

**Resolved:** The Parish Council does not object to or support the application but wishes to raise safeguards as regards to provision of sewage, concerns about increased flooding and the aesthetics of the design near a conservation area. The Clerk was asked to draft a response for approval by councillors.

**Action: The Clerk**

In addition the Clerk was asked to write to the planning officer regarding the Baldersby Gardens application to enquire, why, if he had received no response from the applicant or consultee, the application had not been refused.

**Action: The Clerk**

#### **2425/009 To receive information on the following ongoing issues and decide further action where necessary following the visit by Area 6.**

a) To update the meeting on the situation regarding Marlpit Lane.

Following the visit from the Highways Officer, Area 6 were to arrange for shale to be dropped at the area for the landowner to spread. As regards the potholes, they needed to be 40 ml deep to take action. Following the Clerk's meeting with Area 6 a works order was due to be raised. All were to monitor developments.

**C/F**

b) To update the meeting on the issue of weeds on footpaths.

The Clerk reported that spraying was due to occur in an outward trajectory from Harrogate and Knaresborough with a second spray due in late summer. The situation was to be monitored.

C/F

c) To update the meeting on gully cleaning and jetting.

The Clerk reported that the parish was on the annual gully clearance schedule for October.

C/F

d) To update the meeting on the condition of footpaths in Baldersby St James, Baldersby and Wards Corner.

Following the Highways Officer's visit, this would be something that the Parish Council would have to pay for if they wished the pathways to be cleared. As there was no appetite to currently incur that cost the item was closed.

**Resolved:** Closed.

e) To update the meeting on the merging of drainage, sewage, and surface water in Baldersby St James

The Highways Officer had informed councillors that this would be a discussion between Area 6 Highways and Yorkshire Water. The Clerk had raised the issue at his monthly meeting and would press for a resolution between the two parties.

**Action: The Clerk**

f) To update the meeting on the dropping of the road surface in Baldersby Garth.

**Resolved:** Cllr Shaw would take photographs and send to the Clerk, who would contact both Area 6 Highways and Yorkshire Water.

**Action: The Clerk, Cllr Shaw**

g) To discuss the proposed letter to Area 6 regarding speeding in Baldersby St James.

**Resolved:** It was agreed that with a slight amendment Cllr Wilson would send his letter to the Clerk, so that it could be sent by him on behalf of the Parish Council to Melisa Burnham.

**Action: The Clerk**

h) To discuss the response from the PCSO regarding street lighting in Baldersby.

The Clerk had shared the response with councillors. It was deemed that street lighting was adequate in the area.

**Resolved:** Closed.

#### **2425/010 To discuss the following ongoing items and to decide further actions.**

a) To update the meeting on the setting up of a Community Speedwatch Group.

Cllr Wilson reported that he had reached an impasse.

**Resolved:** Closed

b) To update the meeting on the operation and the positioning of the VAS equipment.

**Resolved:** The equipment would be moved by Cllr Whitham and two other people on a date that he would communicate.

**Action: Cllr Whitham**

c) To confirm the defibrillator battery has been checked and to discuss the positioning of the new defibrillator.

**Resolved:** The first defibrillator had been checked. It was agreed to install the second defibrillator in the phone box at Baldersby St James.

d) To update the meeting on the bi-monthly check of the Playground Equipment and a third-party inspection thereof.

Cllr Shaw reported there had been no change in the condition of the play equipment. Cllrs Hart and Shaw would meet with a third party on 5<sup>th</sup> June to discuss.

**Action: Cllrs Hart and Shaw**

e) To discuss the celebrations of the 80<sup>th</sup> anniversary of D-Day

**Resolved:** A flag would be raised in commemoration of the event on 6<sup>th</sup> June. A decision on whether to have a commemoration at the weekend at the flag would then be made.

**2425/011 To discuss the situation regarding the pavilion and its associated costs.**

**Resolved:** The Clerk would contact SSE and request that the supply be disconnected, owing to the daily charge of £2 for electricity and arrange for the direct debit to be cancelled. Cllr Brown would deal with arrangements for the water supply.

**Action: The Clerk and Cllr Brown**

Discussions on what to do with the pavilion would be carried forward to the next meeting.

C/F

**2425/012 To discuss the quotation received from Gallaghers Insurance Brokers regarding the annual insurance premium.**

**Resolved:** The Clerk would pay the insurance premium for one year.

**Action: The Clerk**

**2425/013 To discuss representation at the next Parish Forum 30<sup>th</sup> May 2024 and the YLCA meeting 10<sup>th</sup> June 2024**

**Resolved:** Cllr Wilson would attend the next Parish Forum. Cllr Shaw would attend the YLCA meeting.

**Action Cllr Wilson and Cllr Shaw**

**2425/014 To discuss the installation of the second defibrillator at Baldersby St James and to approve installation costs.**

**Resolved:** Cllr Wilson would arrange for the installation of the defibrillator at Baldersby St James for £250 plus VAT.

**Action: Cllr Wilson**

**2425/015 To discuss Items raised by Councillors.**

a) To discuss commuted sums and the use thereof.

**Resolved:** All councillors were to submit suggestions to the Clerk who would contact NYC to ascertain whether they were permissible under the rules.

**Action: All**

The Clerk was asked to contact the grass cutters to arrange for the grass on the traffic islands to be cut and to contact Area 6 regarding the white lining at the end of Straw Lane. Cllr Shaw would send photographs.

**Action: The Clerk and Cllr Shaw**

**2425/016 To confirm the date of the next meeting as July 16<sup>th</sup> at 18:30 at the Mission Room.**

The date of the next meeting was confirmed.

The meeting closed at 20:15

## **Baldersby & Baldersby St James Parish Council**

### **Appendix 1**

#### **Clerk's Report May 21st, 2024**

The last two months have been taken up with preparing all the relevant paperwork for the attention of the Internal Auditor and covering any queries that she may have.

I am delighted to say we have passed the audit with no issues, and everything has been safely signed off. It only remains for us to sign our sections of the AGAR, including confirming that we are exempt from external audit for the current year, at the May meeting and then we can safely send everything off to P K Littlejohns, the external auditors.

One item that we need to discuss is where the books will be housed during the period of public scrutiny as this takes place during the period that I am in France, so consequently everything needs to be housed at someone's address in Baldersby.

I have also had two of my monthly meetings with Area 6 Highways and the outcome of these meetings will be discussed at our parish council meeting. The onsite meeting finally took place and the outcome of that will also be discussed at our meeting.

A couple of areas to focus on; the pavilion is proving quite costly as the standing charges from Southern Electric and water bills need to be paid. It also adversely affects our insurance premium, and we need to look at how we deal with this going forward.

Also, the site of the second defibrillator needs to be resolved following the discovery that there is no adequate electrical supply at the lychgate.

Many thanks, as ever, for your support.

**Keith Pettitt**

**Parish Clerk and RFO**

**Baldersby & Baldersby St James Parish Council**

**15<sup>th</sup> May 2024**