

Baldersby and Baldersby St James Parish Council

Draft Minutes of the Ordinary Meeting of Baldersby and Baldersby St James Parish Council held on **Tuesday 30th May 2023** at The Mission Room, Baldersby following the Annual Meeting of the Parish Council

Prior to the start of the meeting, following authorisation from North Yorkshire Council, Anthony Wilson was co-opted onto the parish council. The relevant forms were signed and submitted to the Clerk.

Attendees: Cllr Hart, Cllr Brown, Cllr Shaw, Cllr Wilson, The Clerk and one member of the public.

2324/001 To receive apologies and approve reasons for absence.

Apologies had been received and were approved from Cllr Whitham and County Cllr Brown.

2324/002 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

There were no declarations of interest or any applications of dispensation.

2324/003 To confirm the minutes of the meeting held on Wednesday 30th March 2023 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.

2324/004 To receive reports from our Ward Councillor

As the Ward Councillor was unavailable, there was no report.

2324/005 Public Participation

A member of the public brought to the attention of the council the situation regarding the overgrowing hedge at Baldersby St James. It had encroached over the pavement making it impossible for him to drive his mobility scooter on the pathway. Cars being parked on the kerb had exacerbated the situation, along with two poles installed on the pavement for no obvious reason. It was agreed that Cllr Wilson would furnish the Clerk with photographic evidence for him to discuss with Highways at his meeting with them on June 1st.

Action: Cllr Wilson, The Clerk

2324/006 To receive the Clerks Report.

The Clerk had circulated his report prior to the meeting. It was unanimously approved .

2324/007 Financial Matters

- a) To approve the bank reconciliation and budget comparison for May 2023.
The Clerk reported that, after considering the outstanding cheques, the balance at the bank stood at £7,646.17. The situation against budget was satisfactory.

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

- b) To approve the Schedule of Payments.

The Clerk informed the meeting that the annual insurance fell due on 1st June. He had obtained quotes from both the current insurance broker, Hiscox Underwriting Ltd, and Zurich Insurance. As the current insurer was prepared to insure the pavilion it was agreed to authorise the Clerk to renew the policy via Hiscox Underwriting Ltd. It was further agreed to review insurance requirements in March 2024.

Action: The Clerk

In addition to the Insurance, the following payments had been circulated for approval.

Date	Ref	Transaction details	Category	Money In	Money Out	Balance if cleared
24.4.23	DD	YLCA	Membership/Subscriptions		£ 135.00	5,271.26 April
28.4.23	DD	Clerk Salary April	Salary and related costs		£ 191.86	5,079.40 April
28.4.23	DD	HMRC	Salary and related costs		£ 47.80	5,031.60 April
28.4.23	DD	NYCC	Precept	£ 3,060.00	£ -	8,091.60 April
12.4.23	DD	Southern Electric	Sports Pavilion	£ 86.68	£ -	8,178.28 April
5.5.23	DD	Eileen Morris	Audit Fees		£ 60.00	8,118.28 May
11.5.23	DD	M Hullah 0017	Grasscutting		£ 200.00	7,918.28 May
30.5.23	DD	Clerk's Expenses	Office expenses		£ 32.45	7,885.83
28.5.23	DD	Clerk Salary (May)	Salary and related costs		£ 191.66	7,694.17
28.5.23	DD	HMRC	Salary and related costs		£ 48.00	7,646.17

Resolved: The schedule of payments was unanimously approved.

- c) To certify Baldersby & Baldersby St James Parish Council as exempt from external audit for fiscal year 2022-23
Resolved: Baldersby & Baldersby St James Parish Council was unanimously approved as exempt from external audit for the year 2022-2023.
- d) To receive and note the Annual Internal Audit Report for 2022-23 included at page 4 on the Annual Governance and Accountability Return 2022-23.
Resolved: The Annual Internal Audit Report was unanimously approved.
- e) To approve Section 1 - Annual Governance Statement 2022-23 for Baldersby & Baldersby St James Parish Council on page 5 of the Annual Governance and Accountability Return 2022-23.
Resolved: The Annual Governance Statement was unanimously approved and signed by the Chairman and the RFO.
- f) To approve Section 2 - Accounting Statements 2022-23 for Baldersby & Baldersby St James Parish Council on page 6 of the Annual Governance and Accountability Return 2022-23.
Resolved: The Accounting Statements 2022-23 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 was approved for publication.
- h) To approve the Asset Register as of April 2023.
Resolved: The Asset Register was unanimously approved.

2324/008 Planning Matters

- a) To note the outcome of the planning application 22/04904/FULMAJ. The erection of buildings for storage (class B2) space and ancillary office building. Event Traffic Control Limited Baldersby Gardens Baldersby Thirsk North Yorkshire YO7 4PE
Resolved: The withdrawal of the application was duly noted and unanimously approved.

2324/009 To receive information on the following ongoing issues and decide further action where necessary:

- a) To update the meeting on the situation regarding Malpit Lane.
The Clerk informed the meeting this was due to be discussed again with Highways at his meeting on 1st June. The Clerk was also asked to add the Layby and pothole to his agenda with Highways. Cllr Shaw would report the pothole's exact location.

Action: Cllr Shaw, The Clerk
- b) To update the meeting on the issue of overhanging branches at Baldersby St James.
This had been covered in item 2324/005.

c) To update the meeting on the operation of the VAS equipment.
Cllr Whitham would be arranging the re-positioning of the equipment on his return. All councillors were asked to look at the visibility of the equipment where it is currently located.

Action: Cllr Whitham, All

d) To confirm the defibrillator battery has been checked.
Resolved: Cllr Brown reported he had checked the defibrillator battery.

e) To update the meeting on the bi-monthly check of the Playground Equipment
Cllr Shaw reported that she had checked the equipment and would continue to check on a bi-monthly basis. Concerns were raised regarding overhanging trees which would need to be monitored.

Action, Cllr Shaw, All

2324/010 To discuss Items raised by Councillors.

a) To report on the Coronation Celebrations in the Parish.
Both Cllr Shaw and Cllr Brown had attended the event, along with over 60 parishioners, and reported it as excellent. It was agreed to put the potential requirement for an annual event on the agenda later in the year.

C/F

b) To discuss the grasscutting situation and the communications with the supplier.
Cllr Brown reported that the grass cutting quality had been excellent. It was agreed that councillors would keep a watching brief over the cutting of grass. The Clerk was asked to point out to NYC that the grass needed attention between Wards Corner and Hergill Lane by the old A1

2324/011 To confirm the date of the next meeting.

The following dates were agreed:

Thursday 10th August at 6:30
Wednesday 27th September at 6:30
Wednesday 15th November at 6:30

The meeting closed at 7:36.