

## **Minutes of the Annual Melbecks Parish Council meeting held on Thursday 18<sup>th</sup> May 2023 at Gunnerside Village Hall**

The Annual Melbecks Parish Council meeting was held on Thursday 18<sup>th</sup> May 2023 at Gunnerside Village Hall. Present were Councillors Silver, Calvert, Bowe and Strafford with Cllr R. Alderson chairing. The Clerk was Miss N. Adams.

1. All were welcomed to the meeting.
2. Apologies for absence: Apologies were received from County Councillor Yvonne Peacock.
3. Election of Officers: Chair: Cllr Alderson was nominated as Chair by Cllr Silver. There were no other nominations, and this was unanimously agreed.
4. Declaration of Interests: There were none declared.
5. Minutes of the last meeting: The minutes of the last meeting, held on 23<sup>rd</sup> March 2023 were agreed to be a correct record, and these were signed by the Chair.

### 6. Matters Arising.

- a) Bus shelter. Councillors agreed that the provision of a bus shelter for children waiting for the school bus should be the responsibility of North Yorkshire Council. Due to the different collection times for primary and secondary children, there is no other way of managing bus times currently. The clerk was asked to write to North Yorkshire Council requesting if a bus shelter could be installed. NYC Councillor Yvonne Peacock will be kept informed.
- b) Dog waste bin: Councillor Bowe has investigated this and found that the dog waste bin has been removed by the council. The clerk was asked to contact NYC regarding the replacement of this bin, which was purchased by the Parish Council.
- c) Streetlight in Low Row. Councillors noted that Highways have been in touch to advise that the streetlights are on order, but these may take up to 6 – 8 weeks.
- d) BT Digital Voice. A letter was received from MP Rishi Sunak, in response to the Parish Council's letter regarding the proposed changes to be introduced by BT Digital Voice.

### 7. Finance

#### a) Audit

(i) Annual Internal Audit Report: The council noted that it had not been possible for the internal auditor to complete this prior to this meeting, but this will be done in the next few days and shared with councillors.

ii) Annual Governance Statement (Section 1): The Annual Governance Statement was unanimously approved by the Council and signed by the Chair and Clerk.

iii) Accounting Statements (Section 2): The Accounting Statements were considered and approved and signed by the Chairman and Responsible Financial Officer/Clerk.

iv) Certificate of Exemption: The Council unanimously approved the Certificate of Exemption, and this was signed by the Chair and the Responsible Financial Officer.

b) Financial risk assessment: The council reviewed and unanimously adopted the Financial Risk Assessment.

c) Financial Statement: The council reviewed and approved the Financial Statement.

d) Order to pay – Gunnerside Village Hall: An order to pay and a cheque was signed for £40 for Gunnerside Village Hall. The clerk will send this to the Treasurer of Gunnerside Village Hall. It was noted that the cost has increased from April 2023 to £20 per meeting.

e) Order to pay – Low Row Institute: An order to pay and a cheque was signed for £80 for Low Row Institute. The clerk will send this to the Treasurer of Low Row Institute. It was noted that this increased from April 2023 to £20 per meeting.

f) A bank mandate update form which was requested by the bank was completed by the new signatories and the clerk will return this to the bank.

### 9. Highways

#### a) Highways Reply:

It was noted that the work at Brocca Bank has been added to the programme of works. The clerk was asked to report the pothole at Hill Top, near Surrender Bridge.

### 10. North Yorkshire Council

a) NYC Code of Conduct. The parish councillors unanimously agreed to approve and adopt the NYC Code of Conduct.

b) Publishing member details on the North Yorkshire Council website. The clerk will re-send

the form for councillors to complete.

11. YDNPA

a) Planning application: Full planning permission for a proposed extension to existing school to create a larger classroom at Gunnerside Methodist Primary School, Gunnerside, Richmond, DL11 6LE: The council raised no comments or objections.

b) Parish Forum Northern – Tuesday 23<sup>rd</sup> May, 7pm, Thoraby Village Hall. The council noted this meeting.

12. Any other business

a) Dales Police Report – April 2023. The council read the Dales Police Report for April 2023.

b) Councillor Job Description. The council noted receipt of the councillor job description.

13. Date of next meeting

The next meeting will be on Thursday 20<sup>th</sup> July 2023 at 7.30pm at Low Row Institute.

As there was no other business, the meeting closed at 8.10pm.