

KIRKBY MALZEARD, LAVERTON AND DALLOWGILL PARISH COUNCIL

THE ANNUAL MEETING OF THE GROUPED PARISH

on Monday 22 May 2023 at 7.30pm in the Annex, Mechanics Institute, Kirkby Malzeard.

The meeting commenced at 7.30pm. Present: Councillors Pippa Manson, Geoff Loble, Geoffrey Berry, Jonathan Heap, Richard Hughes and Chris Floyd, together with the Clerk and 2 members of the public.

MINUTES

1. Election of Chair and Vice-Chair.

The Clerk requested nominations for the position of Chair of the Council for the coming year. Cllr Floyd proposed Cllr Manson seconded by Cllr Aksut, no other nominations were made, as a result Cllr Manson was appointed Chairman of the Council. The Acceptance of Office form will be signed and Cllr Manson presided over the rest of the meeting. She proposed Cllr Floyd for the position of Vice-Chair seconded by Cllr Aksut. No other proposals were made and the Council voted to elect Cllr Floyd as Vice-Chair.

2. Welcome to the Parish Council.

The Chair officially welcomed everyone to the meeting

3. Finance Documents 2022-23. Consider and approve the following documents on which the Accountability Return is based;

- a) Receipts – was considered and approved.
- b) Payments – was considered and approved.
- c) Bank Reconciliation – was considered and approved.
- d) Cash Book – was considered and approved.
- e) Asset and Investment Register as at 31 March 2023 – was considered and approved.

4. Annual Governance and Accountability Return 2022-23 – Exemption and Auditors Report -

The Annual Internal Audit Report (Page 3 of AGAR) provided by Account-Ant was considered and approved. Council to note the additional best practice guidance notes provided.

Action:

- **The PC will contact the YLCA for advice on creating a training policy.**
- **Cllr Aksut will look at the website to improve ease of use - a number of documents currently difficult to find as a result of an update.**
- **The PC will ask Local Organisation grant recipients for an update on how the funds have been spent in September.**

5. Annual Governance and Accountability Return 2022-23 – Governance – The Annual Governance Statement (Page 4 of AGAR) was considered and approved and signed by the

chair and the clerk.

6. Annual Governance and Accountability Return 2022-23 – Finance. - The Accounting Statements 2020-21 (Page 5 of AGAR). was considered and approved and signed by the chair and the clerk.

7. Annual Governance and Accountability Return 2022-23 – Publication. - The publication of the AGAR documents on website and noticeboard in accordance with the requirements of Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities, to include the Notice of the period for the Exercise of Public Rights was approved.

8. Governance Documents for 2023 onwards – Approve the re-adoption with any amendments agreed of the following existing documents (see the Parish Council website for current documents):

a) Code of Conduct was approved and readopted.

b) Standing Orders (including Complaints procedure, Freedom of Information and Data Protection procedures and policy re Press/Media) was approved and readopted.

c) Financial Regulations was approved and readopted.

d) Risk Assessments Register incorporating separate Risk Assessment for Play Area was approved and readopted. Cllr Floyd will look in depth at this document and bring any changes he feels necessary to the July meeting.

Action – Add to July agenda. (After review of risk assessments, other governance documents will be reviewed in turn) .

e) Publication Scheme was approved and readopted.

9. Financial matters – review and approve the following:

a) Insurance arrangements – approve 2023 Schedule of Assets for Insurance Purposes adding any additional items was reviewed and approved.

Action – Clerk to add Tom Corner trough

b) Expenditure incurred under s 137 of LGA 1972 for 2022-23 It was confirmed that the expenditure under this Power for the financial year is within the limits permissible

c) Subscriptions to YLCA. Confirmation of the previous approval by the Council was made.

d) Cheque signatory arrangements. Note: signatories to monitor bank account now on-line banking has been introduced. Designated Primary User to have authority to make payments. Confirmation of approval of signatories being Cllrs Jane Aksut, Geoffrey Berry, and Geoff Lobleby was noted.

e) Commuted sums currently available under s106 of Town and Country Planning Act 1990. Sums available under Community infrastructure levy was noted.

Action - add CIL to future Annual Meeting agendas

10. Register of Interests.

- a) Cllrs to inform Clerk of any revisions necessary to forms.

11. Representation by Councillors on other public bodies.

- a) Kirkby Malzeard Charity Trust – agreed Cllr Hughes will represent Kirkby Malzeard as the Parish Council nominated trustee and Cllr Lobley will represent Laverton as the Parish Council nominated.
- b) Approve two Councillors to have voting rights at YLCA meetings - as only two Councillors are allowed voting rights at meetings it was agreed that Cllrs Berry and Heap would have these rights for the coming year.

12. Committees.

- a) The re-adoption of Terms of Reference advisory Committee known as Neighbourhood Plan Steering Group was approved. Cllrs Floyd, Berry and Hughes will represent the Parish Council on the committee.
- b) Annual report from the Neighbourhood Plan Steering Group was received.
- c) The Parish Council wishes to thank Howard Mountain for all his work on the Neighbourhood Plan.

13. General Data Protection Regulations - The re-adoption of the following documents was approved: (available on the website under GDPR)

- a) Data/Information Audit
- b) General Privacy Notice
- c) Privacy Notice for Staff, Councillors and Role Holders
- d) Records Management Policy
- e) Consent Form
- f) Incident Report form
- g) Subject Access Requests (SAR) Policy
- h) Security Incident (Breach) Policy

14. Employment.

- a) Staff Appraisal – Clerk. The appraisal document had been completed by the Chair and by the Clerk. The contents were noted and the Clerk was thanked for her work over the previous year
- b) The Salary review (including the Homeworker allowance) was approved as per the NLCA pay scale.
- c) PAYE arrangements will continue to be undertaken by Cllr Berry
- d) The existence of the following employment related documents approved in 2020: Equal Opportunities Policy, Health and Safety Policy, Workplace Pension Policy, Sickness Policy, Grievance Policy, Disciplinary Policy. (Copies held by the Clerk and Chairperson) was noted.

Action - Clerk to check if these should be publicly available

15. Review of Property Assets as detailed in current Asset Register. Cllr Berry and the Chair will complete an annual inspection of property assets in Kirkby Malzeard village. Cllrs Floyd and Lobley will continue to occasionally inspect properties in Laverton and Dallowgill (Greygarth Monument, Laverton Quarry etc).

- a) Pinfold, Main Street, Kirkby Malzeard – let to Mr P Johnson. Tenancy agreement has been signed effective until 27th June 2026. Rent review due at the end of the tenancy.
- b) Coalpit Goal Woodyard, Kirkby Moor Road, Kirkby Malzeard – let to Mr B. Ward for 5 years until 31.10.2023. No outstanding matters - no rent review due during the term of the lease.
- c) Highways Yard, Laverton – let to NYCC Highways for 10 years until 31.08.2026.
- d) Other Assets - no outstanding matters.

Action: Chair and Cllr Berry to inspect property assets in Kirkby Malzeard

16. Review of Communications - Website, Noticeboards and Social Media

- a) Compliance with Public Sector Bodies (Website and Mobile Appliances) No 2 Accessibility Regulations 2018 (see accessibility statement on main community website) was reviewed and confirmed.

17. Approve dates and venues of:

- a) Ordinary meetings of the Parish Council until end 2024.
- b) 2024 Annual Parish Council meeting.

Suggested dates were considered and approved. The Parish Council will hold the July meeting at Greygarth Chapel.

18. Any Other Business: Items not covered elsewhere on the Agenda can be raised by Councillors and Members of the Public for discussion and referral onto Agenda of next ordinary meeting.

- Cllr Heap raised concerns about the security of the Parish Council email addresses.

Action: add to June agenda

Date of next meeting: Date of Next meeting Monday 26th June 2023 at 7.20pm in the Annexe, Mechanics Institute, Main Street, Kirkby Malzeard. Any items to go on the Agenda for the Council meeting should be submitted to the Clerk by 20th June 2023 please.

Meeting ended at 8:22pm

Dated 23.05.2023

PARISH CLERK: Victoria Preston 17 Cypress Gardens, Ripon HG4 2LT (postal enquiries only).
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