

KIRKBY MALZEARD, LAVERTON AND DALLOWGILL PARISH COUNCIL
THE ANNUAL MEETING OF THE GROUPED PARISH COUNCIL (SERVING
KIRKBYMALZEARD AND LAVERTON PARISHES) 2022

on Monday 23 May 2022 held in the Main Hall, Mechanics Institute, Kirkby Malzeard

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

As this is a “new” Parish Council, all Councillors present signed the Acceptance of Office form before the meeting commenced. (The Clerk will provide forms to the absent Cllrs to be signed before they take part in a future meeting.)

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

2. Welcome to the new Parish Council.

The Chair officially welcomed everyone to the meeting apologies were received and approved from Cllr Hughes and Cllr Aksut. The Chair thanked Sue Eddleston who took part in the recent election. It was agreed that going forward, apologies from Councillors would no longer need to be approved.

3. Introduction to the Parish Council.

The chair briefly explained some of the Parish Council procedures for the newly elected Parish Councillors and pointed towards further information on the Council’s website page and information and training via YLCA.

4. Approve the Minutes of the Parish Council meeting held on 25th April 2022

The minutes were approved as a true record and were signed as such by the Chair.

5. Governance Documents for 2022 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 - The Parish council will look at adopting the new NALC code of conduct.

Action: Clerk to send new C of C to Councillors and add to May agenda

- b) Standing Orders - The Parish council will look at adopting the new NALC version of the Standing Orders.

Action: Clerk to send the new NALC template to Councillors and add to May agenda

- c) Financial Regulations was approved and readopted.
- d) Risk Assessments Register incorporating separate Risk Assessment for Play Area was approved and readopted.
- e) Publication Scheme was approved and readopted.

6. Financial matters – review and approve the following:

- a) Insurance arrangements – approve 2022 Schedule of Assets for Insurance Purposes was approved
- b) Insurance arrangements – renewal of policy with AVIVA from 01.06.22 for a premium of £642.72 payable to BHIB Insurance brokers was approved and the payment of the premium was approved

Action: Clerk to arrange for renewal of policy and will action payment of premium

- c) Expenditure incurred under s 137 of LGA 1972 for 2021-22 It was confirmed that the expenditure under this Power for the financial year is within the limits permissible.
- d) Subscriptions to YLCA. Confirmation of the previous approval by the Council was made.
- e) 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 Aksut, Berry, and Lobley was noted. Cllr Floyd will also be added as a signatory as Cllr Robertshaw is no longer a member of the Parish Council.

Action: Clerk to produce change of signatory paperwork and send to HSBC once signed

- f) Commuted sums currently available under s106 of Town and Country Planning Act 1990 was noted. The Clerk will request an updated version now that planning has been granted for 33 new houses.

7. Register of Interests.

- a) Register of Financial Interest forms were handed out by the Clerk to Councillors present. Cllrs were advised to check any existing entries on the HBC website and complete the forms as necessary. These can be returned to HBC via the Clerk at the next meeting on the 30th May. (The Clerk will provide forms to the Absent Cllrs)

Action: Cllrs to complete forms and update Clerk

8. Representation by Councillors on other public bodies.

- a) Kirkby Malzeard Charity Trust. Cllr Berry was re-appointed as the Kirkby Malzeard Parish Council nominated trustee. Cllr Lobley was re-appointed as the Laverton Parish Council nominated Trustee
- b) YLCA meetings. All Councillors can attend – 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.

- c) Kirkby Malzeard Area Community Association is not currently moving forward. Meanwhile, the Mechanics Institute Village Hall are in the process of becoming a community incorporated organisation. After an invitation from the Chair of MIVH for the Parish Council to nominate a Trustee, Cllr Berry was nominated as a representative of the Parish Council.

9. Committees.

- a) The re-adoption of Terms of Reference of the Neighbourhood Plan Steering Group was approved. Cllrs Berry, Aksut and Floyd were re-appointed as members of the group. Cllr Heap was also nominated to be a Parish Council appointed member.
- b) Annual report from the Neighbourhood Plan Steering Group was noted.

10. 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

Action: Clerk to update dates in documents

11. Employment.

- a) Staff Appraisal – 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.

Action: Clerk to update the bank standing order

- c) PAYE arrangements will continue to be undertaken by Cllr Berry
- d) The following employment related documents approved in 2020 were noted: Equal Opportunities Policy, Health and Safety Policy, Workplace Pension Policy, Sickness Policy, Grievance Policy, Disciplinary Policy. (Copies held by the Clerk and Chairperson). The Chair and Clerk will look into the workplace pension policy to confirm that the opt out form was completed.

12.Action: Clerk and Chair to check personnel records re Pension opt out.

13. Review of Property Assets as detailed in current Asset Register (Clerk to email a copy to Councillors)

- a) Pinfold, Main Street, Kirkby Malzeard – let to Mr P Johnson. New 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. Rent review overdue, Clerk to contact NYCC.
- d) The Parish council have acquired a new bench outside of the Mechanics Institute.
- e) Other Assets - no outstanding matters.

14.Action: Clerk to Contact NYCC re Highways Yard

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

Compliance with Public Sector Bodies (Website and Mobile Appliances) No 2 Accessibility Regulations 2018 was reviewed and confirmed.

16. Approve dates and venues of:

- a) Ordinary meetings of the Parish Council until end 2023.
 - b) 2023 Annual Parish Council meeting.
- Suggested dates were considered and approved. The Parish Council will hold the July meeting at Greygarth Chapel.

17. 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.

- Bus shelter update requested
- Is the concrete water trough an asset of the Parish Council?
- Who is responsible for the play area grass cutting?
- Which Councillor is now responsible for the play area weekly checks?
- Update the list of lead roles for individual councillors

Date of next meeting: Date of Next meeting Monday 30th May 2022 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 24th May 2022 please.

Meeting Ended: 8:28

Dated 24.05.2022

PARISH CLERK: Victoria Preston 17 Cypress Gardens, Ripon HG4 2LT (postal enquiries only).
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available on www.kirkbymalzeardarea.org.uk Facebook: @kmldpc

