

**Minutes of the Annual Meeting of the Stainforth Parish Council held in Stainforth Village Hall on Tuesday, 12 May 2015 at 7.30pm.** The public and press were invited and parishioner participation was at 7.30pm.

*Present:* Cllrs Asher, Fairweather, Mills and Warren. Also the Clerk, Mr Peter Leng and Pc Dave Ridler of Settle police.

**1 To elect a Chairman**

Cllr Fairweather was elected Chairman of this meeting.

**2 To receive the Chairman's Declaration of Acceptance of Office**

Cllr Fairweather's Declaration of Acceptance of Office was received.

**3 To receive apologies – Cllr Sharp**

**4 To elect a Deputy Chairman**

Cllr Asher was elected Deputy Chairman.

**5 Code of Conduct - Localism Act 2011**

- i) Register of Financial and Other Interests; Gifts and Hospitality – to consider any changes in members' Register of Interests - *none*
- ii) To record any Councillor's Disclosable Pecuniary Interest in relation to items on this agenda - *none*
- iii) To consider any dispensations - *none*

**6 Policing**

- i) To receive the monthly report. Pc Ridler reported that there had been two incidents in Stainforth during the last month. Both were vehicle related, one, an abandoned car and the other, a car crash. No casualties were reported.
- ii) To consider letter received from Insp Geoff Crocker entitled 'Craven Policing'. This related to the future policing of the district and was paraphrased by the Clerk.

**7 To appoint representatives/trustees to outside bodies**

Settle and District Aid in Sickness Fund – no appointment though enquiries would be renewed to find a representative.

**8 To consider payment of subscriptions to be paid annually**

- i) Yorkshire Local Councils Associations

**Resolved: That the subscription to the Yorkshire Local Councils Associations be renewed for a further year.**

**Resolved: That the subscription to the Open Spaces Society be renewed for a further year.**

**9 To receive a list of assets held by the Council (Asset Register)**

**Resolved: That the Asset Register be received.**

**10 To approve the Minutes of the Meeting held on Tuesday, 14 April 2015**

**Resolved: That the Minutes be approved and signed by the Chairman of the Meeting.**

**11 Matters Arising**

- i) The Clerk advised that the defibrillator had not yet been received.

**12 To receive the Minutes of the Annual Parish Meeting held on Tuesday, 14 April 2015**

**Resolved: That the minutes of the Annual Parish Meeting be received.**

**13 Planning**

**a) To consider applications received**

**C/64/68A** Siting of two interpretation boards (part retrospective). Knight Stainforth Hall, Little Stainforth. For River Ribble Trust.

**Resolved: No comment.**

**b) To note any decisions received - none**

**c) To receive any planning correspondence - none**

**14 Finance**

- 1) *Accounts due for payment* – to authorise payment of accounts as per schedule. The only bill payable at this time was for renewal of the Council's insurance in the sum of £306.05. (It was noted that the proposed defibrillator had been included and that this had not occasioned any increase in premium).

**Resolved: That payment be approved.**

**14 Finance cont**

2) *Internal Audit*

- i) To receive the report of the Internal Auditor for the year ended 31 March 2015 – not yet received.
- ii) To appoint an Internal Auditor

**Resolved: That the re-appointment of Yorkshire Internal Audit Services be approved.**

- iii) To approve the Internal Audit fee for 2015 – 2016

**Resolved: That this be approved in the increased sum of £100.**

3) *Annual Return* - to complete the Annual Return for year ended 31 March 2015

- i) To approve the Accounting Statements

**Resolved: That the Accounting Statements be approved.**

- ii) To approve the Annual Governance Statement

**Resolved: That the Annual Governance Statement be approved.**

4) *Council's insurance*

- i) To review the Council's cover and to authorise payment of the renewal premium of £306.05. The revised cover was reviewed, the Clerk advising that the proposed defibrillator had now been included in the policy.

**Resolved: That renewal be approved.**

- ii) To consider AON's offer to quote for council insurance - received.

5) *Open Spaces Society* – to consider donation to 'Lost commons' appeal – *no action*.

- 6) *Provision of grit bin* – to consider offer by NYCC to provide a bin at a cost of £50 and the annual maintenance charge of £75

**Resolved: That the Council would make its own arrangements for the provision of a bin and the necessary grit.**

7) *Payment of clerk's salary*

- i) To cancel direct debit in favour of Eazipay Ltd re Douglas Tonks Ltd, Service User Number 699310. Reference STA003

**Resolved: That the direct debit be cancelled with immediate effect.**

- ii) *Payroll software* - to discuss the purchase of the software and payment of annual licence

**Resolved: That the Moneysoft payroll software be obtained at an annual cost of £58 plus VAT.**

- 8) *To revise the bank mandate* and to pass the following resolution:

- i) That bank accounts be continued with HSBC Bank plc (the Bank) and the Bank is authorised to:
  - a) pay all cheques and other instructions for payment signed on behalf of the Council by any two members of the Council for the time being as listed on the Mandate whether any account of the Council is in debit or credit.
  - b) deliver any item held on behalf of the Council by the Bank in safe keeping against the written receipt or instruction of any two members of the Council for the time being as listed on the Mandate; and
  - c) accept the signatures of any two members of the Council for the time being as fully empowered to act on behalf of the Council in any transaction with the Bank.
  - d) accept the signatures of any two members of the Council for the time as fully empowered on behalf of the Council to enter into at any time(s) and agreement(s) for or relating to electronic and/or telephone banking service of any kind whatsoever ('Services'), and to delegate (including the power to sub delegate) the operation of the Services and the Council acknowledges that the Bank shall be entitled to act upon instructions received in respect of the Services until notified otherwise in writing by the Council.
- ii) That the Council agrees that any debt incurred to the Bank under this authority shall in their absence of written agreement with the Bank to the contrary be repayable on demand.
- iii) That the Proper Officer is authorised to supply the Bank as and when necessary with lists of persons authorised to sign, give receipts and act on behalf of the Council, and that the Bank may rely on such lists.
- iv) That these resolutions be communicated to the Bank and remain in force until changed by resolution of the Council and a copy, certified by the Chairman and the Proper Officer is received by the Bank.
- v) That the Council accepts the account/s and banking relationship with the Bank will be governed by and subject to the Business Banking terms and Conditions ( a copy of which has been provided) as amended from time to time with any terms and conditions in respect of specific products and services requested by the Council from time to time.

**Resolved: That revision of the bank mandate be approved.**

**15 Defibrillator – update**

Delivery was still awaited. The Clerk reported that he had discussed installation with the proprietor of the Craven Heifer public house, where the equipment is to be located, and had been advised by him that Mr Graham Cross had undertaken to install it, assisted by the landlord.

**Resolved: That suitable letters of appreciation be sent in due course.**

**16 Superfast Broadband – to receive any update** - nothing to report

**17 Street Lights**

- a) To receive reports of any defects for action - *none*

**18 Highways**

- a) To receive any reports for action. The village sign on the B6479 was leaning again. The Clerk undertook to report it for attention.

**Continued/**

**19 Repairs and Maintenance**

- a) To receive any reports for action - *none*
- b) Little Stainforth notice board – the Clerk reported that he had called again and been informed that it had been repaired and was ready for painting.

**20 To respond to correspondence received**

- i) Passenger Transport – to consider response to consultation – no action.
- ii) Enquiry from Yorkshire Air Ambulance on provision of a clothes bank in the village. The Council considered that there were sufficient recycling facilities in the district already.

**Resolved: No action.**

- 21 To receive items of information – received and circulated.**

**22 To arrange the next meeting of the Parish Council**

**Resolved: That the next meeting of the Parish Council be held in Stainforth Village Hall at 7.30pm on Tuesday, 23 June 2015.**

There being no further business, the meeting was closed at 8.35pm.

**PFL  
12.5.15**

