

BRANDSBY CUM STEARSBY PARISH COUNCIL

MINUTES OF A MEETING HELD IN CHOLMELEY HALL

ON TUESDAY 5 DECEMBER 2023 AT 7.00PM

PRESENT: Councillors: Ricky Pearson-Adams (Chairman), Marcus Watson, Martin Waite & Keith Snowball

ALSO PRESENT: Nigel Knapton (Clerk)
No members of the public.

23/25 **APOLOGIES & DECLARATION OF INTERESTS**

There were apologies from North Yorkshire Councillor Taylor. There were no declarations of interests.

23/26 **MINUTES OF THE MEETING HELD ON 12 OCTOBER 2023**

Minutes previously circulated and these were accepted.

23/27 **PUBLIC FORUM**

There were no members of the public present.

23/28 **NORTH YORKSHIRE COUNCILLOR'S REPORT**

Cllr Taylor had reported that North Yorkshire Council were busy setting their budget for 2024/25.

23/29 **CLERK'S REPORT**

- a. The Westfield Car Parking licence had been signed and the Clerk would now request the annual rent.
- b. The footway from the 30mph sign to the Rectory Corner would be cleared over the Christmas period.
- c. No responses had been received to the request to NYC Highways to resurface Jaol Lane.
- d. The HSBC change of address letter was still to be signed.
- e. The Unity Trust bank mandate was still in circulation for signing.
- f. Yorkshire Water had responded regarding the blocking of the road by sewage tankers. They could not provide smaller vehicles, but the onsite team would manage any emergency access required.
- g. NYC Highways would carry out an inspection on Crayke Road regarding the collapsing of the carriageway.
- h. The water leak in Brandsby had been reported to Brandsby Water. However, this issue was not a Brandsby Water problem and so the Clerk would report it to Yorkshire Water.
- i. The Clerk had sorted through all the parish records and digitised all the documents currently required. The historical documents had been lodged with the County Archive and the few remaining would be kept in the village hall.
- j. The verge damage at the T junction in Stearsby was not deemed by NYC Highways to reach the threshold for intervention.
- k. The new procedure for the backing up of Council data was reported.

Approved Chairman

23/30 **NEW CLERK**

- a. The Clerks salary of £2,500 per annum plus travel and use of office at home expenses was agreed.
- b. The Council appointed Nigel Knapton as their permanent Clerk and a contract would be produced.

23/31 **NOTICEBOARDS**

- a. It was agreed to make a provision of £500 in the budget to refurbish the three noticeboards and to obtain a quote from a local joiner for the work.
- b. It was agreed that the Chairman would put the agendas on all the noticeboards when published.

23/32 **DEFIBRILLATOR**

- a. The Chairman of the Village Hall committee had volunteered to undertake the regular checks of the defibrillator at the hall, and this was gratefully accepted. A logbook had been purchased for the checks.
- b. It was agreed to ask North Yorkshire Councillor Malcolm Taylor to purchase a defibrillator for Stearsby from his next year's locality budget.

23/33 **YORKSHIRE LOCAL COUNCILS ASSOCIATIONS**

- a. It was agreed that the Council join YLCA at a cost of £132 per annum.
- b. It was agreed to appoint the Chairman and Vice-Chairman as representatives to YLCA.

23/34 **VEHICLE ACTIVATED SPEED SIGNS**

- a. It was agreed that a request be made to NYC Highways to carry out a survey to see if Vehicle activated Speed Signs were suitable for Brandsby.
- b. It was agreed that if this was feasible that funding be looked at from the Public Works Loan Board as well as other sources.

23/35 **BUDGET**

The budget for 2024/25 was discussed and then agreed.

23/36 **PRECEPT**

Following the agreement of the budget the precept for 2024/25 was set at £6,000 per annum.

23/37 **POLICIES**

The following policies were adopted:

- Code of Conduct
- Communications Policy
- Complaints Policy
- Disciplinary Procedure
- Expenses Policy
- Financial Regulations
- Financial Reserves Policy
- Financial Risk Assessment

Approved Chairman

Financial Controls Policy
Grant Application Form
Grants Policy
Grievance Procedure
Pensions Policy
Privacy Notice – General
Privacy Notice – Staff & Councillors
Publication Scheme
Recording Policy
Standing Orders
Tree Policy
Vexatious Policy

23/38 **FARM BUSINESS TENANCY AGREEMENT**

It was agreed that a five-year Farm Business Tenancy be offered to the new resident of Bath House at £100 per annum on condition that they pay the cost of drawing up the agreement.

23/39 **VILLAGE & HIGHWAYS MAINTENANCE**

- a. The Clerk would request NYC Highways a mirror for the junction of Jaol Lane with Farlington/Stillington Road due to poor visibility.
- b. The culvert at the bottom of High Farm Road was blocked and would be reported to NYC Highways.

23/40 **PLANNING APPLICATIONS FOR CONSIDERATION**

None received.

23/41 **PLANNING DECISIONS AND APPEALS**

These are attached to the minutes.

23/42 **MATTERS FOR INCLUSION ON NEXT AGENDA**

None.

23/43 **DATE OF NEXT MEETING**

The next full council meeting will be held on Tuesday 6 February 2024 at 7pm.

The meeting ended at 8.29pm

Approved Chairman

Payments

Zurich Municipal	Insurance	£894.47
Amazon	Binders	£15.60
Chip Hosting	Email	£77.89
Amazon	Defibrillator record book	£6.99
Amazon	Backup memory sticks	£8.99
Nigel Knapton	Salary & Expenses	£418.18
HM Revenue & Customs	PAYE	£86.60
Moneysoft	Payroll	£49.20

Approved Chairman

Date	Reference	Proposal	Location	Applicant	Decision
10/11/2023	ZB23/01298/FUL	The erection of a kitchen extension to east elevation	High Rising, Dale Cottages	Mr & Mrs Lyon	Granted
30/10/2023	ZB23/01762/FUL	Change of use of land from agricultural to equestrian	Snargate Farn House	Janey Smith	Granted