



The **Annual Meeting** of the Danby Group Parish Council took place on **Wednesday 9th May 2018** at Castleton Village Hall. The annual Meeting was immediately followed by the routine monthly meeting.

Present : Councillors: G Banner (Chair), P Stonehouse, J Day, E Watson (not present for the Annual meeting – apologies tendered for late arrival) , R Rudsdale, I Margetts, J. Preston (Clerk) and one member of the public for the Annual Meeting and public question time prior to the commencement of the routine monthly meeting.

Minutes of the 2018 Annual Meeting of the Danby Group Parish Council

1. Election of Chairman

Cllr G Banner accepted a nomination from the floor and was elected as Chairman by resolution; the Declaration of Office was signed accordingly.

2. Apologies for absence

Apologies were tendered by Cllrs Findlay, Dodsworth, Watson (for late arrival) and Caffry. In respect of Cllr Caffry, the Chairman read out a letter of resignation, which had been submitted and in which Cllr Caffry cited exceptional work commitment as his reason for stepping down. All expressed their gratitude and disappointment – letter of thanks to be sent to Mr Caffry.

3. Election of Vice Chairman

Cllr J Day accepted a nomination from the floor and was elected as Vice Chairman by resolution.

4. The following additional appointments were made:

- 4.1 The Danby Village Hall Management Committee - vacant
- 4.2 The Castleton Village Hall Management Committee - Cllr Rudsdale
- 4.3 Castleton Play Area Committee – Cllr Day
- 4.4 The Yorkshire Local Councils Association – Cllr Banner

Minutes of the Routine Monthly Meeting

Public Participation

The member of the public present raised an issue which was not part of the agenda and of which no prior notification had been provided, nevertheless the Chair allowed the individual to speak on the topic of the Danby United Charities / Joseph Ford Trust, in particular advice / opinion was sought (and provided) as to how the small sum of money held in the name of the Danby United Charities could be used which would effectively close the 'charity' account.

1. Declarations of Interest None declared.

2. Minutes – The Minutes of the meeting held 11th April 2018 were accepted by resolution as a true record and signed by the Chair.

3. Matters Arising

The Clerk advised all issues raised by members at last month's meeting had been reported updates were provided in respect of:

Burtree Lane (Church Bank) – pothole reported on behalf of member of the public – will be addressed

Lodge Lane – blocked gullies – will be addressed

Birk Field Bank (Sandy Lane) – road condition issue – will be addressed

Signed as a true record:(Chair) Date:

Westerdaleside – subsidence / potholes – works order raised and repairs to be undertaken
'Sugarloaf' bank – general road condition – meets the criteria for repair or maintenance.

Grange Bank to Newhouse Farm – general road condition – not yet inspected

Bridge Green, Danby – damage to stone trodds – not yet inspected

Westerdale, junction near the Millennium Cross – damage caused to road side setts – “does not meet criteria for further action”.

Post Office 'Outreach' Service – email circulated to members – improvement in service anticipated

Public conveniences – the draft Service Level Agreement had been returned to Mr Paul Thompson, Scarborough Borough Council for amendment but has not yet been returned. This issue was also subject of general debate amongst members.

Housing Needs Survey – no further information received from SBC at this time.

4. External reports

The Police Report had been circulated separately in advance of the meeting and published on the website. There were no other reports.

5. Planning

5.1 Planning application **NYM/2018/0182/FL** regarding the application for conversion of redundant agricultural buildings to residential annexe accommodation and resurfacing of access track at Westgate Farm, Comondale. Resolved – no objection

5.2 Planning application **NYM/2018/0219/FL** regarding the application for variation of conditions 2, 3 and 8 of planning approval NYM/2017/0362/FL to allow blockwork and dark grey steel sheet cladding to outbuilding together with siting of temporary caravan for 2 years from commencement of works at Westgate Farm, Comondale. Resolved no objection.

5.3 Planning application **NYM/2018/0237/CL** regarding the application for change of use of agricultural building to business use (Use Class B1) (no external alterations) at Millinder House, Westerdale. Resolved no objection.

6. Accounts / Financial

6.1 Members were advised that the National Joint Council for Local Government Services had reached an agreement in respect of new pay scales, which would affect the Clerk. Members resolved to honour the terms of the agreement and thereby increase the Clerk' salary by £10.21 per month gross.

6.2 Members resolved to accept the statement of accounts for the preceding month and authorise payment of outstanding invoices including payments to be made (cheques to be signed at next month's meeting) to the three Parochial Church Council's ref graveyard upkeep. The Clerk advised members that a saving in the region of £380 had been made in respect of the insurance premium paid.

External Audit process – the Clerk explained the requirements of the audit process to members present and the documentation, which had been prepared in preparation for the Internal and External audit processes, was considered / discussed. Thereafter:

6.3 Members reviewed the effectiveness of the system of internal control, prepared and approved by resolution the **Annual Governance Statement** which was signed / dated by the Chairman and the Clerk

6.4 Members then consider the **Accounting Statements** which had been prepared (and signed / dated by the Clerk). The Accounting Statements were approved by resolution and signed / dated by the Chairman.

7. General Data Protection Regulations

The Clerk provided members with an update / overview of the General Data Protection Regulation which come into force on the 25th May. The Clerk advised that he was working on the preparation of the necessary documentation / policies which are needed to ensure compliance with the legislation making it clear that as the “Data Controller” the Parish Council as a whole, **not the Clerk** as an employee of the Council are responsible. It was therefore made clear by the Clerk that **it is essential members of the Parish Council have a reasonable knowledge of the legislation as they will be responsible for signing off the necessary policies etc.**

8. Correspondence

None received

9. Highways and other issues raised / to be reported

- A. "High Street" name board / sign missing from the wall of the toilet block below primrose Hill
- B. "Local Traffic Only" sign has been dislodged from the lamp post junction Church Street / Ashfield road.
- C. Blocked gullies down the entire length of High Street / Church Street

General debate in respect of electric vehicles provision of charging points.

Meeting Closed 8.40pm

Next meeting 7pm, Wednesday 13th June 2018